

## 2011-2012 SCHOOL YEAR STUDENT EMPLOYMENT INFORMATION SHEET

In order for a student employment program as large as Niagara's to run efficiently, it is important to adhere to the regulations and procedures outlined in this information sheet.

It is our intention to make your work experience at Niagara both financially and educationally rewarding. Feel free to come in to the Student Records and Financial Services Office at any time to discuss your job or financial aid in general.

### 1. STUDENT EMPLOYMENT REFERRAL, PAYROLL (W-4 & PERSONAL DATE SHEET) AND EMPLOYMENT ELIGIBILITY VERIFICATION (I-9) FORMS

Before you can be paid for any hours worked, you must return your signed referral form, indicating you have been hired, to the Student Records & Financial Services Office. You must also submit completed payroll forms and show the proper identification (ID) to satisfy the Employment Eligibility Verification (I-9) requirements. Original identification documents must be provided to complete the I-9 requirement. Photocopies are not acceptable\*. Only after you have completed all three steps, you will be set-up on the student payroll to be compensated for the hours you will work at your position.

\*A list of acceptable documents for the I-9 is available on the financial aid web-page under Student Employment Information.

### 2. PERIOD OF EMPLOYMENT

In general, student employees are authorized to work from September 6, 2011 to May 8, 2012.

### 3. HOURS

The average number of hours students work per week depends on the amount of their award. In general, a \$2,600. work-study award means working an average of 12 hours per week each semester. Commuter students' awards are somewhat higher to allow for working during the semester break and Easter vacation periods. Students should check their work-study authorization forms to see how many hours per week they should work to earn their award.

We will work as best we can to place you in a position that is compatible with your time availability. However, please keep in mind that if you have committed your time to other activities, it may limit the chances of finding a position that will fit the times you have available to work.

Students are not permitted, routinely, to report the same hours worked that they are scheduled to be in class. This is a violation of federal work-study regulations. Only in cases of class cancellation can a student work hours scheduled during class time. Time sheets should be annotated accordingly, in these cases. Student employees receive pay only for hours actually worked. No paid holidays, lunch hours, or vacations are permitted. Students should work sufficient hours per week to enable them to earn the amount of money shown on their award letter. Consistently working less than the average number of hours indicated on the authorization form will mean earning far less than the award. There are NO provisions in financial aid packaging to "make-up" this difference. If you leave your position, there is no guarantee that you will be placed in a new position.

### 4. PAY RATES

Students begin employment at the Federal minimum wage.

### 5. TIME SHEETS

The Financial Aid Office uses an electronic bi-weekly timesheet. Departments will use EZ Labor Management (EZLM) software to record

and monitor student employee hours worked. To use EZLM, student employees will complete either an on-line timesheet or clock in and out (swipe) using the NU ID card when they work. The department, in which you are hired, will determine the method you will use to report your hours worked.

Electronic timesheets must be accurately completed and approved by the supervisor by 5:00 pm on Monday, beginning September 19, 2011. Adjustments will be made to the timesheet due date schedule to accommodate holidays.

**NOTE: AFTER SIX (6) CONTINUOUS HOURS WORKED, YOU MUST TAKE A ½ HOUR BREAK. THE ½ HOUR BREAK WILL AUTOMATICALLY BE DEDUCTED IF YOU DO NOT TAKE THE BREAK.**

## TIME SHEET DEADLINES AND PAY DATES

Paychecks are picked up in the Student Records & Financial Services Office on paydays, beginning at 10:00 a.m. Students may also pick up pay checks on the Monday and Tuesday following pay day in the Student Records & Financial Services Office from 9:30 a.m. to 12 Noon and 1:30 p.m. to 4:30 p.m. Students MUST have their Niagara University Student I.D. with them in order to receive a pay check. NO EXCEPTIONS WILL BE MADE. Following is a schedule of pay periods, time sheet due dates and pay dates for the school year 2011-2012.

REMEMBER, A LATE AND/OR INACCURATE TIME SHEET MEANS A LATE PAY CHECK!!!

<u>PAY PERIOD</u>	<u>TIME SHEET DUE</u>	<u>PAY DATE</u>
September 3 – September 16	September 19	September 30
September 17 – September 30	October 3	October 14
October 1 – October 14	October 17	October 28
October 15 - October 28	October 31	November 11
October 29 – November 11	November 14	November 25
November 12 – November 25	November 28	December 9
November 26 – December 9	December 12	December 23
December 10 – December 23	December 26	January 6
December 24 – January 6	January 9	January 20
January 7 – January 20	January 23	February 3
January 21 – February 3	February 6	February 17
February 4 – February 17	February 20	March 2
February 18 – March 2	March 5	March 16
March 3 – March 16	March 19	March 30
March 17 - March 30	April 2	April 13
March 31 – April 13	April 16	April 27
April 14 – April 27	April 30	May 11
April 28 – May 11	May 14	May 25

### Supervisor's Information & Responsibilities

1. A supervisor has the right and responsibility to interview potential student employees. During the interview process, the supervisor should ascertain whether the student has the necessary skills, training, hours available, etc., to fit the position.
2. A supervisor should inform student employees of job descriptions and responsibilities. This includes informing student employees of special office procedures, providing adequate training, confidentiality requirements, dress codes, etc.
3. A supervisor has the responsibility to provide sufficient work for student employees. The Federal Work-Study Program does not sanction the compensation of student employees for doing their homework or socializing with friends while on the job.
4. A supervisor is responsible to see that each student employee sets up a mutually agreed upon work schedule each semester. The supervisor will collect from each student employee each semester, and keep on file, a copy of his/her class schedule. Students are not permitted to work hours when they are scheduled to be in class.
5. A supervisor has the right to know when a student will not report to work due to illness, academic scheduling conflict, course registration periods or other reasons. Supervisors should be flexible to student requests for occasional time-off to accommodate these situations. Student aides should be treated in a professional and understanding manner by the supervisor.
6. When you, the supervisor, approve a time sheet, you are indicating that the student worked for those hours. You are responsible for the accuracy of time sheets submitted by the student employee. All blank spaces should be crossed off the time sheet before you sign it.

### Student's Information and Responsibilities

1. A student who has been awarded employment has an obligation to perform his/her job duties in a satisfactory manner.
2. Student work schedules should be mutually arranged with the supervisor each semester. You should provide your supervisor with a copy of your class schedule each semester. Student employees are expected to work agreed upon scheduled hours.
3. If a student is unable to work scheduled hours, the supervisor should be contacted as soon as possible prior to the expected starting time or provided with as much advance notice as possible. Changes to the work schedule should be arranged through the supervisor.
4. The student employee is responsible for being aware of special requirements of the job,

office procedures and policies, confidentiality requirements, dress codes, etc.

5. Unsatisfactory academic progress may cause a student to become ineligible for student employment and other financial aid.

WORKSTUDY:supresp.doc