Student Worker Hiring Procedures

This document is designed to provide department supervisors information required to hire a student worker and complete payroll requirements.

Copies of the forms may be found at: http://www.uca.edu/financialaid/forms/administrative-forms/

Departmental Budget:
Federal Work Study funds are budgeted to the Department not the student. The Office of Student Financial Aid determines if the student is eligible to work and earn Federal Work Study funds but the federal fund budget is controlled at the departmental level.

Before you hire a student, you must know the type and amount of Federal Work Study funds that are in your departmental budget. If you do not have access to the department budget, you will need to speak with the Department Chair. The Department Chair should know the amount budgeted for this purpose.

Recruiting:
Departments are expected to advertise their vacant positions through the department of Career Services online tool called Handshake. This allows students looking for a job to identify the departments that have openings. The Handshake link is: http://uca.edu/career/post-a-work-study-job/. For more information, contact Career Services located on the 3rd floor of Bernard Hall. Their phone number is 450-3134.

Job Descriptions:
Each work study position must have a job description that is maintained by the hiring department and is provided to the student. This job description must be available if requested during an internal, legislative or federal audit.

Note: A student may not work more than 1500 hours in the 12 month period July 1 to June 30.

Federal vs. Institutional Work Study Funding:

- Some departments are awarded federal and Institutional Work Study funds and some departments are awarded one or the other.
- All students eligible to work, may work on Institutional Work Study.
- Students who are eligible to work on Federal Work Study, may work on either federal or Institutional Work Study.
- If a department has both federal and Institutional Work Study and the student is eligible for Federal Work Study, you must hire the student on Federal Work Study, assuming funding is available before you place them on Institutional Work Study. This ensures the Federal Work Study budget is maximized.

Federal Work Study: Not all students are eligible for Federal Work Study. To qualify for federal work-study monies a student must first complete the Free Application for Federal Student Aid (FAFSA) so that his/her eligibility may be determined. If the student has not completed the FAFSA, the Financial Aid Office cannot determine the student's eligibility.

- You may ask the student to confirm their Federal Work Study eligibility by logging on to their my.UCA Financial Aid Account. The student may also contact their Financial Aid Counselor to determine their eligibility.
- The hiring packet for Federal Work Study should be sent to the Financial Aid Office.
- Students working on Federal Work Study must be enrolled in the term in which they are working.

Institutional Work Study: Institutional Work Study is a bit more flexible.

- Students do not have to complete the FAFSA as there is no "need" component.
- Some students employed on Institutional Work Study do not have to be enrolled while working. For example, during periods of non-enrollment (Christmas Break, summer, etc.) a student may work on Institutional Work Study if the student was enrolled in the previous term and plans to enroll in the following term. It is the hiring departments' responsibility to determine if a student is eligible to work during a period of non-enrollment.
- The hiring packet for Institutional Work Study should be sent to the Humans Resources office. All student hiring forms can be found: https://uca.edu/financialaid/forms/administrative-forms/

NOTE: A full time UCA employee cannot work on any Work Study program.
Ex: John Jones is enrolled in six hours of class work and works in the Physical Plant as a regular employee. He, therefore, cannot work as a student worker or Graduate Assistant.

Hiring Cycle and Paper Flow:
- Once you identify a student to hire, you will need to complete and submit the Student Worker Hiring Packet.
- Departments who have both federal and Institutional Work Study funds who are hiring a student who is eligible for Federal Work Study should put them on Federal Work Study first.
- Federal Work Study packets are sent directly to the Financial Aid Office.
- Institutional Work Study Packets are sent directly to Human Resources.

You will need to have the student complete the "Student Application for Campus Employment" form. This form should give the hiring department the information needed to determine student campus employment eligibility. Keep this form on file in your office with copies of all of the other documents that make up the Hiring Packet. **Do not attach or send this form to the Financial Aid Office.**

Hiring Packet: (Original Documents Required)
The Employment Hiring/Termination Packet includes four forms plus copies of verification documents

1) Student Work Authorization Form--completed by the supervisor, submit in duplicate. **http://www.uca.edu/financialaid/forms/administrative-forms/**
2) I-9 Form (Employment Eligibility Verification)--completed by supervisor and the student. Acceptable documents must accompany the I-9. **http://www.uscis.gov/graphics/formsfee/forms/files/i-9.pdf**
3) W-4 Form (Employee's Withholding Allowance Certificate)--completed by the student. **The year on this form cannot be altered.** To print a W-4 form, go to https://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=3
4) A copy of the student's Social Security card--all students must provide for payroll purposes.
5) Direct Deposit Authorization: UCA has implemented Arkansas Code 21-5-109, requiring direct deposit as a condition of employment for all employees.   http://www.uca.edu/hr/payroll.php

All (5) documents, (Student worker authorization, I-9, W-4, a copy of the student's Social Security card and Direct Deposit Authorization) must be completed and submitted at the same time.
- FAXES OF STUDENT WORK AUTHORIZATION FORM WILL BE ACCEPTED FOR RE-HIRES, CHANGES AND TERMINATIONS ONLY.
- Incomplete packets, incomplete forms or copies of hiring forms will be returned to the hiring department and will delay a student's work authorization from being processed.

When completed original documents have been received, the information will be processed into the payroll system and a Student Employment Authorization email will be sent from Human Resources to the supervisor listed on the Student Work Authorization form. **A student may not begin working until the authorization email is received from Human Resources.**

Student Work Authorization Form:
The Student Work Authorization Form is used by the hiring department to identify the student worker, indicate the account from which the student will be paid, list the wage per hour, the number of hours per week the student is expected to work and from which account this will be paid.

It is important that you review this information and only work the student the amount of time authorized. Division Vice-Presidents are notified when compliance issues are identified.

The Payroll Department will send an e-mail notification that the student/s has been entered into Banner and they are authorized to work. This e-mail will be sent to the supervisor listed on the Student Work Authorization form.

Wage per hour:
The information about hourly wages refers to all work-study programs: (650100, 650200, and 650205). It is up to the department supervisor as to the hourly rate of pay. All students must be paid at least minimum wage, currently $9.25 as of January 1, 2019. It will increase to $10.00 on January 1, 2020.

Time Sheets:
Students are required to submit time sheets each pay period by using my.UCA Self-Service at http://my.uca.edu. Each department is then required to have at least one time sheet approver.

After the student enters the time sheet information the approver must validate the hours submitted. You can approve student time entry through my.UCA Self-Service. Self-Service is an Internet based program that is very user friendly. The following link is a set of instructions for Timekeepers to help you get started: http://www.uca.edu/hr/documents/timesheetapprovalinstructions.doc

If you have any additional questions concerning the processing of time sheet you may contact the Human Resources department at (501) 450-3181.

When to Enter Hours Worked
Hours worked should be entered on a daily basis. This ensures time is kept accurately and timely.

Recording Hours Worked On Time Sheets:
Students must complete their time sheet each day they work using my.UCA Self-Service. They should sign in and out in the correct day.

Time is recorded by the quarter hour with every 15 minute interval being counted as follows:

> 1 to 7 minutes   =:00 (top of current hour)
> 8 to 22 minutes   =:15
> 23 to 37 minutes =:30
> 38 to 52 minutes =:45
> 53 to 59 minutes =:00 (top of next hour)

Example: A student working from 1:00 - 4:15 should record for the day, a total of 3.25 hours.   If total time worked is 6 hours and 20 minutes, it should be recorded as 6.25. If the total time worked is 8 hours and 31 minutes, it should be recorded as 8.50. If the total time worked is 6 hours and 45 minutes, it should be recorded as 6.75. The increments for the quarter hour system are .25, .50, .75, and 1.00. If you have any questions about completing the time sheet contact the payroll office.

It is the supervisor's responsibility to ensure students are not working during class, to monitor and review time sheets for accuracy, completion and timely submission to the Payroll office and for not allowing students to working more than 40 hours within UCAs pay week. (Saturday – Friday)

Please note that the 20 hour rule (while enrolled) for International Students is still in place. This is a federal law and not complying may result in the student losing their visa status.

Before time sheets are submitted to the Payroll Office they should be reviewed for the following:
- Department Listed on time sheet is correct
- AM/PM is correct for each hour entered
- Shift has not been changed (should always be 1)
- Hours are entered on the correct Federal line. **All hours should be listed in the Federal Work Study Funds** unless your department has been approved for Community Federal Work Study.

Payroll Deadlines
Electronic time sheets must be submitted to the departments' timekeeper by the end of day on the 1st and 16th of each month.

Pay Check Schedule
There are two pay cycles for student employees
- The 1st – 15th of the month. Paid on the last business day of the month. For example, hours worked from 1/01/20xx to 1/15/20xx are paid on 1/31/20xx
- The 16th – last business day of the month. Paid on the 15th of the following month.   For example, hours worked from 1/16/20xx to 1/31/20xx are paid on 2/15/20xx.

Record Keeping:
Supervisors must keep certain records on file in their office for auditing purposes. Records kept on file must include a copy of the following: Student Application for Campus Employment, all Student Work Authorization Forms, the departments Work Study Job Description, guidelines set up for the student worker that he/she fully understand and a copy of all signed paper time sheets. All documents should be kept at least three years.

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It is a good idea to keep a monthly ledger of the hours worked and the dollar amount used by each student. This can help prevent over working the student's authorized amount.

Canceling or Ending a Student's Employment:
To terminate the employment of a student before then end of the semester for any reason such as they stopped working and/or the student will not be returning for a semester in which you had previously hired you must submit a Student Work Authorization Form to the Financial Aid Office (if Federal Work Study) or Human Resources with the date of termination inserted in the top right hand corner.

Student worker assignments are automatically ended
- On the end date noted on the student work authorization form.
- At the end of the Fall semester unless department enters dollar amount into Spring line on the student worker authorization form.
- At the end of Spring and Summer semester.

**If your student will continue working from Spring semester into Summer semester (Summer to Fall) then a new student worker authorization form is required.

Change in Student Authorization:
- Increase in semester award: For Federal Work Study, the hiring department may request an increase in a semester award by sending an email to the Financial Aid Office and Human Resources. If an increase may be made, an email will be sent from the Financial Aid Office to the Department and Human Resources indicating the approval.
- Increase/Decrease in wage rate per hour: For both Federal and Institutional Work Study, the department must submit a new authorization form.

The following people can assist you with questions concerning a student's eligibility for Federal Work Study (650200) and Federal Community Service Work (650205).

Lynetta Morris	(A–H)	Financial Aid Counselor	(501) 852-7418
Chelsea Riddle	(I-P)	Financial Aid Counselor	(501) 450-5679
Travis Kunkel	(Q-Z)	Financial Aid Counselor	(501) 450-5111
Leslie Knox		Assistant Director	(501) 450-5158

Also, please feel free to contact Nancy Earney at (501) 450-5155 if you have questions regarding this form or the hiring/termination process.

REMEMBER THESE TWO MOST CRITICAL ISSUES:
1. **Do not allow a student to begin working until Human Resources notifies you the student is authorized.**
2. **Monitor your budget. Do not allow the student to work more than their authorization.**