



# Student Worker Hiring Procedures

Updated 12/03/2018

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:**

Before you may begin hiring students you must know the amount your department is allocated for student positions. The Department Chair should know the amount budgeted for this purpose. If you are unsure of the amount allocated you may call the Budget Office at 450-5012. Whether its 650100, 650200, 650205 or 650900, you should verify the amount budgeted before you begin the process.

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

**Federal Work Study:** If your department is allocated federal work study, (650200 or 650205) you will need to hire students who qualify to earn this money. 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 for verification of eligibility. They may provide you documentation from their myUCA Financial Aid account.

**Institutional Work Study:** Departments allocated institutional money (650100) simply need to be aware of the availability of funds in their budget. The student does not have to qualify for these funds. You may hire any student, as long as the student is currently enrolled. During periods of non-enrollment (Christmas Break, summer, etc.) it is the hiring department's responsibility to verify that the student was enrolled the previous term and plans to enroll the following term. The "Hiring Department Application for Student Employment" form collects this information. This form can be found: [http://uca.edu/financialaid/files/2013/02/STUDENTAPPLICATIONFORCAMPUSEMPLOYMENT\\_000.pdf](http://uca.edu/financialaid/files/2013/02/STUDENTAPPLICATIONFORCAMPUSEMPLOYMENT_000.pdf)

**\*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.

## **Recruiting:**

Departments are expected to advertise their vacant positions through the department of Career Services, located on the 3rd floor of Bernard Hall Room 311. The link to post a Work Study job is: <http://uca.edu/career/post-a-work-study-job/> For further information, contact Career Services 450-3134. When students come to the Financial Aid Office looking for work, we will direct them to the Career Services web page.

## **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.



## Student Worker Hiring Procedures

### **Hiring Cycle and Paper Flow:**

Once you identify a student to hire, you will need to complete and submit the Student Worker Hiring Packet to the Financial Aid Office. **Before** you begin completing the hiring paperwork, it is your responsibility to verify and maintain information pertaining to the student's work eligibility. This information must be kept on file by the hiring department.

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 at UCA. 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:**

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. A form with an earlier year is acceptable as long as it has not been changed.** To print a W-4 form, go to <http://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=3>.
- 4) A copy of the student's Social Security card--all students must provide this to prove they are an eligible citizen or non-citizen for work in the USA.
- 5) Direct Deposit Authorization: UCA has implemented Arkansas Code 21-5-109, requiring direct deposit as a condition of employment for all employees. <http://uca.edu/hr/files/2014/01/directdepositform.pdf>

**The first four (4) documents must be completed and submitted at the same time** to the Financial Aid Office. FAXES WILL BE ACCEPTED FOR RE-HIRES, CHANGES AND TERMINATIONS ONLY. The fax number for the Financial Aid Office is 450-5159. Incomplete packets or forms will be returned to the hiring department and will delay a student's work authorization from being processed. The fifth document, the Direct Deposit Authorization may be submitted directly to Human Resources upon approval of the work authorization.

When complete documents have been received, and everything is in order, the information is entered into the payroll system and a Student Employment Authorization email is issued to the supervisor of the Hiring Department. **A student may not begin working until the authorization email is sent from Human Resources to the hiring department is issued.**

### **Student Work Authorization Form:**

The Student Work Authorization Form is used by the hiring department to request a student worker, indicated the account from which the student will be paid, the wage per hour and the number of hours per week requested. Completion of the form does not guarantee the student will be eligible to work and/or earn the amount requested.



## Student Worker Hiring Procedures

It is important that you review this information and only work the student the amount of time authorized.

The Payroll Department will e-mail notification that the students work assignment has been entered into Banner and they are authorized to work. This e-mail will be sent to the supervisor and department named on the Student Worker Hiring/Termination Form. This requirement is monitored. Division Vice-Presidents are notified when compliance issues are identified.

### **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 \$8.50. Wages above \$15.00 per hour require VP approval.

### **Time Sheets:**

Students are required to submit time sheets by using the Internet Browser using [myUCA](http://myUCA) 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 data submitted. You can approve student hourly entry through the Banner Self-Service. Self-Service is an Internet based program that is very user friendly. The following link is a set of instructions for Time approvers 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 Self-Service. They should sign in and out in the proper space and total each day.

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

- Time worked should be rounded to the nearest quarter hour up or down.
- The process for converting minutes to fractional parts of an hour is shown below:

1 to 6 minutes =:00 (top of current hour)

7 to 21 minutes =:15

22 to 36 minutes =:30

37 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



## Student Worker Hiring Procedures

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 monitor and review the time sheets for students not working during class, not working more than 20 hours within one week, accuracy and completion before timely submission to the Payroll office**

When time sheets are submitted to the Payroll Office they are audited for the following:

- account number agreeing with payroll/financial aid system
- payroll three digit account code entered correctly
- rate of pay
- hours reported in multiple departments
- FICA taxable
- overtime hours
- working during class times

### **Payroll Deadlines**

Electronic time sheets must be submitted to your time sheet approver by the end of day on the 1<sup>st</sup> and 16<sup>th</sup> of each month.

### **Pay Check Schedule**

There are two pay cycles for student employees; the 1<sup>st</sup> – 15<sup>th</sup> is paid on the last business day of the month. The 16<sup>th</sup> – last business day of the month is paid on the 15<sup>th</sup> of the following month. For example, hours worked from 1/01/20xx to 1/15/20xx are paid on 1/31/20xx. The next pay cycle begins on the 16<sup>th</sup> of the month and ends on the last business day of the month. For example, hours worked from 1/15/20xx to 1/31/20xx are paid on 2/15/20xx.

### **Record Keeping:**

Supervisors must keep certain records on file their office for auditing purposes. Records kept on file must include a copy of the Student Application for Campus Employment, a copy of the Hiring/Termination Form, the College Work Study job description, the Student Employment Authorization, guidelines set up for the student worker that he/she fully understand, and a copy of all signed time sheets. All documents should be kept at least three years.

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 officially terminate the employment of a student you must submit to the Financial Aid Office the student's original authorization form with the date of termination inserted in the top right hand corner.

All the student's employment authorizations are automatically cancelled on the ending date of their authorization. If the student stops working and/or does not return for a semester in which you had previously hired the student then you must end the employment the same as above.



## Student Worker Hiring Procedures

### **Change in Student Authorization:**

If the hiring department needs to request a change that effects the student's employment authorization such as increase in hourly wage or increase in semester award, a new hiring form must be submitted with the change box marked on section 1 of the authorization form. The item being changed must be noted on the form, signed and dated before sending it to the financial aid office for processing.

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–D)	Financial Aid Counselor	(501) 852-7418
Kim Collister	(E-J)	Financial Aid Counselor	(501) 450-5352
Brandon Hardy	(K-P)	Financial Aid Counselor	(501) 450-5679
Kiran Kim	(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.**