**Student Employment Manual**

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INTRODUCTION

Please note policies within this manual are subject to change without notice. For the most up-to-date version, please visit <https://go.wcu.edu/studentjobs>

Student Employment is a valuable part of the student experience at Western Carolina University (WCU). Effective student employment programs help students develop effective communications skills; practice civic engagement; integrate and apply information from a variety of contexts; solve complex problems; and clarify and act on their own purpose and values.

The following manual is a collaborative effort to compile information related to student employment in one handbook. It is designed for supervisors and managers as a reference should questions regarding student employment arise. This manual includes federal, state, and University policies and procedures; supervisor responsibilities; hiring processes; and payroll practices.

WCU employs students in a variety of ways: hourly Work Study (WS) via Financial Aid, Non-Work Study (NWS) including hourly student workers and students on educational stipends via Human Resources & Payroll, and Graduate Assistantships through the Graduate School. The similarities and nuances of each are encapsulated in this manual.

We hope you find the information in this manual helpful in moving forward in your student employment programs. If you have additional questions, please contact:

• Michael Lyons (for Non-Work Study), HR Specialist -Student Employment, Human Resources & Payroll, 302 H.F. Robinson, 828-227-2064

•Catherine Butterfield (for Work Study), Assistant Director, Financial Aid, 104 Cordelia Camp workstudy@wcu.edu;828-227-7290

•Elizabeth Frazier (for Graduate Assistantships), Student Services Specialist, 110A Cordelia Camp; 828-227-3179

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| Student Worker Definitions |

1. Non-Work Study Student Employment

Non-Work Study (NWS) student workers are undergraduate or graduate students enrolled in courses at Western Carolina University (see Eligibility for more information), who have been hired by a campus department granting them Non-Work Study employment, and who are compensated with non-federal Non-Work Study funds.  Any work achieved by Non-Work Study students primarily benefits the university.

1. Federal Work Study Student Employment

The Federal Work Study (FWS) program provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money while they are in school. Work Study students must qualify for the FWS program and must do the following:

* Complete a FAFSA, indicating a desire to be in the Work Study program by the priority deadline of March 1.
* Once given Work Study, students must then log into MyWCU to ***accept*** their Work Study status
* Search for and find a job within two weeks from the start of classes.

Funds for the FWS program are provided by the federal government. Students can be awarded up to $2,000 per academic year to work on campus.

1. Graduate Assistantships

Graduate assistants perform one of three duties: teaching, research with faculty, or assignments that benefit the students’ professional development. Graduate assistantships are used to recruit excellent students and create meaningful learning experiences. Returning students awarded graduate assistantships in the previous year should be given priority if they have performed at a high level of achievement during the previous year.

Graduate assistantships are typically a one-year commitment. Graduate Assistants must be full-time graduate students registered for a minimum of nine graduate credit hours in a semester with a 3.0 overall GPA. The three types of graduate assistantships hired at Western Carolina University are: 1) Graduate Teaching Assistants (Instructor of Record) 2) Graduate Research Assistants 3) Graduate Teaching Assistants; not serving as Instructor of Record.

1. Educational Stipend positions

Educational Stipend recipients are undergraduate or graduate students enrolled at Western Carolina University (see Eligibility for more information) and who are in positions that provide an educational opportunity in leadership or in a specific area of specialty.

The purpose of an Educational Stipend is to support and enhance the overall student educational experience. It is not the purpose of an Educational Stipend to fully compensate students for all their contributions, and stipends are not considered wages. Students receiving stipends are not considered employees of the University for the purpose of the Fair Labor Standards Act, minimum wage law, or any other law or policy. The relationship between the University and students receiving a stipend is that of school and student and not of employer and employee. As the student does receive a stipend that is processed through payroll, students are required to complete the onboarding process to include verification of identity and eligibility to work through the I-9 process.

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| **Eligibility** |

* 1. Non-Work Study Student Employment

A Non-Work Study student worker must be enrolled for classes for a current or upcoming term according to minimum registered credit hours (See table below). **Students will immediately become ineligible to work as Non-Work Study workers if they drop below the required number of credit hours.** In addition, students must maintain at least a 2.0 GPA to work on campus. First-semester students may work on campus without an established GPA at WCU but must adhere to the policy after first-semester grades have been calculated. Employing departments may choose to increase the required GPA as necessary. Any exception to the eligibility criteria must be approved by the Vice Provost.

|  |  |  |
| --- | --- | --- |
| **Academic Term** | **Undergraduate Minimum Registered Hours** | **Graduate Minimum Registered Hours** |
|  Fall |  6 |  5 |
|  Spring |  6 |  5 |
|  Summer |  3, or 0 if enrolled in fall term at above hours |   3, or 0 if enrolled in fall term at above hours |

* 1. Federal Work Study Student Employment

Students eligible for Federal Work Study must be awarded through the Financial Aid process and must be making Satisfactory Academic Progress.

Students are not permitted to work in Federal Work Study positions during scheduled class times. Even though the student will be earning extra money, education remains the primary focus and working when the student is scheduled to be in class is forbidden.

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| --- | --- | --- |
| **Academic Term** | **Undergraduate Minimum Registered Hours** | **Graduate Minimum Registered Hours** |
|  Fall |  6 |  5 |
|  Spring |  6 |  5 |
|  Summer | 6, if funding is available |   3, if funding is available |

* 1. Graduate Assistantships

To be eligible for a graduate assistantship, a graduate student must be enrolled in **9 graduate credit hours** for the fall and spring terms. Continuing graduate students must have a minimum graduate cumulative **GPA of a 3.0** to be eligible for an assistantship.

A graduate student with an assistantship cannot accept any other employment without prior permission from the Graduate School; however, any graduate student who is not on an assistantship or who does not qualify for an assistantship can be hired as a Non-Work Study student worker.

* 1. Educational Stipend positions

An Educational Stipend recipient must be enrolled for classes for a current or upcoming term according to the following table.  Students will immediately become ineligible to retain their stipend if they drop below the required number of credit hours**.**  In addition, students must maintain at least a 2.0 GPA to retain their stipend.  First-semester students may receive a stipend without an established GPA at WCU but must adhere to the policy after first-semester grades have been calculated. Supervising departments may choose to increase the required GPA as necessary. Any exception to the eligibility criteria must be approved by the Associate Provost.

|  |  |  |
| --- | --- | --- |
| **Academic Term** | **Undergraduate Minimum Registered Credit Hours** | **Graduate Minimum Registered Credit Hours** |
|  Fall |  6 |  5 |
|  Spring |  6 |  5 |
|  Summer |  3, or 0 if enrolled in fall term at above hours |  3, or 0 if enrolled in fall term at above hours |

Summer Employment

1. Eligibility
	* 1. **Non-Work Study:** Students wishing to seek on-campus employment during summer sessions should meet the following criteria: Be enrolled in at least 3 hours during summer session OR be enrolled for at least 6 hours (undergraduate) or 5 hours (graduate) for the following fall semester and have at least a 2.0 GPA.
		2. **Federal Work Study:**

 In general, Federal Work Study is not offered during summer sessions. If Federal Work Study is offered for the summer session, the undergraduate student would have to be enrolled for at least 6 hours and a graduate student for 5 hours and be meeting Satisfactory Academic Progress.

* + 1. **Graduate Assistantships:** There are limited graduate assistantships during summer sessions. The following is a list of possible assistantships through the Graduate School during summer months:
* Teaching assistants who are the ***Instructor of Record* are** paid from a summer session instructional funds budget.
* Teaching assistants who are assisting, but not the instructor of record, or who are working as lab assistants are paid from a summer session funds budget. However, since the instructor of record’s compensation is based on enrollment, the instructor of record’s compensation must factor the additional instruction cost for a graduate teaching lab assistant.
* Research assistants who are assigned to a faculty member are paid from the Graduate School assistantship budget, a grant fund, a departmental budget, or another source of funding.

Only the following graduate students are eligible for summer session assistantships:

* Continuing graduate students not enrolled for the summer term but enrolled for the fall and spring terms
* Continuing graduate students enrolled for the summer term
* New graduate students enrolled for a minimum of 3 graduate credits in the summer term (the course start date must be prior to or equal to the employment start date).

Graduate students who graduate at the end of a spring term and new graduate students admitted for the next fall term but not registered for the 2 summer terms are not eligible for summer term assistantships under any circumstances.

1. Summer Allowable Hours

**Non-Work Study:** Students who are not enrolled in summer session classes but are enrolled in the upcoming fall semester may work up to 40 hours without prior written permission. Students who are enrolled in summer session classes may work up to 25 hours. Students who are enrolled for one or both of the summer sessions but not for the following fall semester may work until the last day of the summer school class. Please note students working more than 29.5 hours per week for 12 weeks or more may qualify for the employer-mandated insurance plan in accordance with the Affordable Care Act.

**Work Study:** If funding is available, students who are enrolled in summer session classes may work during the duration of their class using Work Study money. (See Eligibility, page). Students may work up to 20 hours per week as funding is available.

1. Taxes Withholding on Student Wages

Wages paid to a student worker through the payroll system may be subject to the following withholding taxes: Federal Income Tax, State Income Tax, and FICA Tax (Social Security). The withholding of federal and state taxes is dependent upon the student's biweekly gross income and how the student files their form W-4 or NC-4. A student may seek advice from the Internal Revenue Service regarding how to file their form W-4 or NC-4 by calling the IRS toll-free number at 1-800-829-1040. A student is **not automatically exempt from tax withholding** based upon their student status. Withdrawing of FICA tax from student wages is determined by the **number of credit hours/units** in which the student is enrolled.

**During Summer Session:**
An undergraduate student who is enrolled for at least 3 credit hours each session is **exempt** from FICA tax withholding.

International Students

*Please note: International students are not eligible for Work Study as is it is a Title IV federal aid program and requires a student be a US citizen or eligible non-citizen.*

* + - 1. Social Security Cards

All international students must apply and be granted a Social Security card before they can begin work. If the student does not have a Social Security card, they may apply for one at the Social Security office in Franklin, NC. The office may be reached at (828) 369-2684. International students must bring a letter to the Social Security Administration stating the student has been hired. The employer may provide the student this letter or the student may come by the Student Employment Office to pick one up (NOTE: Students must bring in a hiring form before a letter can be printed). After students receive their Social Security card, they must bring it to the Student Employment Office to complete their hiring paperwork.

* + - 1. Allowable Work Hours

International students, regardless of the type of visa they have, are restricted to working no more than 20 hours per week.

* + - 1. Taxes Withholding on Student Wages

Wages paid to a student worker through the payroll system may be subject to the following withholding taxes: Federal Income Tax, State Income Tax, and FICA Tax (Social Security). The withholding of federal and state taxes is dependent upon the student's biweekly gross income and how the student files their form W-4. A student may seek advice from the Internal Revenue Service regarding how to file their form W-4 by calling the IRS toll-free number at 1-800-829-1040. A student is not automatically exempt from tax withholding based upon their student status. Withdrawing of FICA tax from student wages is determined by the number of credit hours/units in which the student is enrolled.

**During Fall/ Spring Sessions:**
An international student who is enrolled for at least 6 credit hours each session is exempt from FICA tax withholding.

**During Summer Session:**
An international student who is enrolled for at least 6 credit hours each session is exempt from FICA tax withholding.

* + - 1. Bank Accounts

International students ***must*** open an American bank account to be paid for their work.

 \*\*\*It is recommended that international students close any American bank accounts prior to returning to their home country.\*\*\*

Policies and Procedures

1. Allowable Work Hours (Academic Year)

**Non-Work Study:** Non-Work Study student workers may work up to a **combined** total of 25 hours per week. Students are responsible for ensuring they maintain university policy however supervisors should be in communication with their student worker(s) about any other jobs the student(s) may be working. As long as the student adheres to the 25-hour rule, non-Work Study workers may have multiple jobs on campus. Should departments need students to work during an emergency, unplanned, or short-term basis, an Exemption Request Form may be filled out. Departments should keep this to no more than 4 times per student per academic year.

During breaks when classes are not in session, students may work up to 40 hours in a week without special permission; however, students are under *no obligation* to work during times when classes are not in session. For summer allowable work hours, see Summer Employment.

NOTE: Any time the student averages more than 30 hours per week in their look-back period, the department may be responsible for offering the student the employer-mandated high deductible insurance plan. See Affordable Care Act for more information.

**Work Study**

Work Study student workers may work up to 20 hours per week, provided their Work Study allowance is available. Once their Work Study money is depleted, the department must either hire them as Non-Work Study workers and compensate them from the department’s budget or terminate the student for the remainder of the year. Work Study students may only have ***one*** Work Study job but may also acquire multiple Non-Work Study positions, as long as the student adheres to the 25-hour rule.

**Graduate Assistantships:**

Twenty (20) hours per week is the standard for graduate assistantships; however, 10-hour per week assistantships are allowed if the stipend is prorated. Because hours per week affect hourly pay subject to wage and hour laws, the hours per week and stipend amounts must calculate to at least the federal/state minimum wage.

Graduate Assistants may work when classes are not in session during the contract start and end dates but cannot be required to work when classes are not in session.  Graduate Assistants cannot work more than the total number of hours on the Graduate Assistantship Appointment Contract during the start and end dates on the contract. Questions concerning graduate assistant employment should be referred to the Graduate School.

**Educational Stipends/ FLSA Exempt Positions:** Stipend recipients should also adhere to the 20/30-hour rule as mentioned above.

1. Overtime

Should a student work more than 40 hours in a week, the department which hired the student last much pay the student time-and-a-half for any hours worked over their 40-hour limit.

1. Concurrent Employment

Students who are granted Work Study may also work a Non-Work Study job, provided they work a combined total of under 25 hours per week. Students may hold more than one Non-Work Study position but may **not** hold more than one Work Study position.

In some cases, graduate students who are also Graduate Assistants may work an additional Non-Work Study job, provided they are granted permission from the Graduate School before they begin work and they work no more than 5 hours per week for the Non-Work Study position.

1. Nepotism

For rules on nepotism, please see University Policy 57; Employment of Related Persons/Nepotism http://www.wcu.edu/discover/leadership/office-of-the-chancellor/legal-counsel-office/university-policies/numerical-index/university-policy-57.asp

1. Tax Withholding on Student Wages

Wages paid to a student worker through the payroll system may be subject to the following withholding taxes: Federal Income Tax, State Income Tax, and FICA Tax (Social Security). The withholding of federal and state taxes is dependent upon the student's biweekly gross income and how the student files their form W-4 and NC-4. A student may seek advice from the Internal Revenue Service regarding how to file their form W-4 by calling the IRS toll-free number at 1-800-829-1040. A student is **not automatically exempt from tax withholding** based upon their student status. Withdrawing of FICA tax from student wages is determined by the **number of credit hours/units** in which the student is enrolled:

**During the Regular Semester:**
An undergraduate student who is enrolled for at least half-time is **exempt** from FICA tax withholding.

**During Summer Session:**
An undergraduate student who is enrolled for at least 3 credit hours each session is **exempt** from FICA tax withholding.

Graduate assistants registered for at least 3 graduate credit hours in the summer session are exempt from FICA payroll taxes.

1. Direct Deposit

All student workers, regardless of type, must enroll in direct deposit within two weeks of their start date. Direct deposit enrollment forms are found in the onboarding portal for Non-Work Study (Human Resources & Payroll), or in the new hire packet for Work Study (Financial Aid) and Graduate Assistants (Graduate School). Acceptable documents include a photocopy of a check, voided check, bank form with account and routing numbers *printed* clearly from the bank, or deposit slip. Failure to enroll in direct deposit within the specified amount of time may result in the termination of employment.

1. Breaks

Student workers may be provided a 15-minute rest period during a continuous four-hour work segment. Rest periods are scheduled by the supervisor to maintain efficiency of the department. Rest periods, while a privilege and not mandatory, should be preceded and followed by work. Breaks should not be used to cover a student’s tardiness or early departure. Additionally, time designated for breaks should not be cumulative.

1. Absences

Student workers should notify their supervisor as soon as possible of any scheduled absences. Should an emergency arise, students should contact their supervisor immediately. Students are not paid for hours they did not work.

Hiring and Termination Process

1. Job Postings

**Work Study**

All Work Study jobs must be posted online via the Financial Aid Office. All forms can be found at <http://wcu.edu/finaid>. The Job Description Form must be completed before a job can be posted online. Supervisors may also use this form to make corrections on a job description that has previously been printed.

All new hire students are sent an email prior to the start of the school semester with information on where to find job postings. New hire students will begin looking for jobs the first week of school. Departments are not allowed to hire a new Work Study student prior to the first day of class.

**Non-Work Study**

All vacant Non-Work Study positions must be posted online in Talent Management, <https://jobs.wcu.edu/hr> without exception. A vacant job is any position currently open for students to apply. If a supervisor wants to hire a student they employed the semester before, the student’s application can be reactivated in Talent Management and a hiring proposal can be submitted.

To post a job to Talent Management, go to <https://jobs.wcu.edu/hr> and click on Postings/Students and Create a Posting. Fill out the posting template and then act on the posting to submit it electronically to Human Resources. Positions must be posted for a minimum of three days.

**Graduate Assistantships**

Graduate Assistantships are given through the Graduate School and are not posted online. Departments participating in the Graduate Assistantship Program are not required to publicly post vacant assistantships.

**Educational Stipends**

Students receiving stipends are not considered employees of the University for the purpose of the Fair Labor Standards Act, minimum wage law, or any other law or policy. The relationship between the University and students receiving a stipend is that of school and student and not of employer and employee. As the student, does receive a stipend that is processed through payroll, students are required to complete the onboarding process to include verification of identity and eligibility to work through the I-9 process. Educational stipend positions must be posted in Talent Management, <https://jobs.wcu.edu/hr>

1. Appropriate Hiring Forms and Processes

**Work Study**

For information regarding new hire paperwork, please see the next section, New Hire Packet.

If you are **rehiring** a student with whom you have previously worked, you will need to fill out a Federal Work Study Intent to Re-Employ Form. This form is used if you would like to re-employ the same student for the next academic calendar; however, employers should note the re-employ form does not guarantee the student will qualify and be awarded Work Study for the next academic year. This form must be signed by the supervisor and the student and sent to the Financial Aid Office by March 1 of each spring. The Financial Aid Office will **not** accept late forms.

After the Intent to Re-employ form has been submitted and the student has been awarded Federal Work Study for the following academic year, supervisors will receive an email from Financial Aid with a scanned copy of the approved form. Rehired students maybe begin work the first day of class. **Students may not begin work until the supervisor has received the approved Intent to Re-employ form.**

If the supervisor did not submit the Intent to Re-employ form but the student receives Work Study, the supervisor may hire the student using a regular hiring card, but the student may not begin work until the start of the next pay cycle.

**Non-Work Study**

All student workers, if new, must complete an application for the posting of interest. If returning, the hiring manager must complete a hiring proposal in Talent Management, <https://jobs.wcu.edu/hr> . Hiring Managers must fill in all areas of the hiring proposal, including the department’s organization number and position number and the supervisor’s timesheet (TS) number. **Students may not begin work until the supervisor has received the Authorization to Work email.**

**Graduate Assistantships**

Contact the Graduate School for graduate assistant hiring instructions and the required employment forms. A graduate student cannot begin work at Western Carolina University as a graduate assistant until an approved AA-15 Graduate Assistantship Appointment Contract and job description submitted by the hiring department is on file with the Graduate School and all required employment paperwork is completed.

The forms required to hire a graduate assistant are the AA-15 *Graduate Assistantship Appointment and Contract*, the Graduate Assistant Job Description Form, and the Confidentiality Agreement.

**AA-15 Graduate Assistantship Appointment and Contract**

**Graduate Assistant Job Description-** The appropriate contract and job description must be completed for Blackboard access to be approved.If a graduate assistant is hired as an instructor of record Teaching Assistant, an approved AA-21 Certification of Credentials and Qualifications form must be on file with the Provost’s Office.

**Confidentiality Agreement (Attachment A)-** This form is required for compliance by University Policy 95 *Data Network Security and Access Control*.

The Graduate School reviews and approves **all** AA-15 Graduate Assistantship Appointment Contracts. When an AA-15 to hire, a graduate assistant is received by the Graduate School, the Graduate School directly contacts any new graduate assistants regarding the completion of the required student employment paperwork. A graduate assistant cannot begin work until all required student employment paperwork is finalized by the Graduate School.

**Educational Stipends for Non-Work Study**

Educational Stipend contracts are electronic and auto created following the completion of an Educational Stipend hiring proposal in Talent Management. The contract is emailed to the student for signature. **Students may not begin work for their stipend until the supervisor has received an email authorizing the student to work**

1. New Hire Packet

**Work Study**

New hires for the Federal Work Study program received a link to their hiring packet via email prior to the start of the school year. The following is a breakdown of the new Work Study student worker hiring packet:

* **Federal Work Study Hiring Agreement**: This document is an agreement highlighting the student’s job offer and job details. The student will complete the top portion while the supervisor will complete the bottom section.
	+ - * + **NOTE:** The hiring date is the day the supervisor hires the student. The start date is the date the student will begin work. New hires may not begin work until the start of the pay cycle.
				+ Please fill in all areas, including the organization number, position number, and the supervisor’s timesheet (TS) number.
				+ Work Study and Non-Work Study do not have the same position numbers. Work Study position numbers begin with WS. Non-Work Study position numbers begin with S.
* **Mandatory Direct Deposit Notification**: This document informs student workers of WCU’s mandatory direct deposit program. All student workers must enroll in direct deposit within 30 days of their first day of work. Failure to do so will result in the termination of employment.
* **Statement of Understanding FERPA:** Needed for new hires and for Intent to Re-employ
* **Confidentiality Agreement:** Needed for new hires and for Intent to Re-employ.
* **W-4/NC-4**: All student workers must complete W-4/ NC-4 for state and federal taxes.
* **I-9:** As required by the federal government, all student workers must complete the I-9 form and present acceptable forms of ID and documentation, listed on the List of Acceptable Documents, located in their hiring packet. Please note **the Financial Aid Office will *NOT* accept scanned or faxed copies of IDs or other documentation.** Student workers may not complete the hiring paperwork until they bring appropriate documentation to prove both their identity and their eligibility to work in the United States. Additionally, students may not work until they have completed this requirement.
* **Acknowledgement of ACA Healthcare Options**: This document provides information on the Affordable Care Act and lists toll-free phone numbers should students request more information.

**Non-Work Study and Educational Stipends**

Non-Work Study and Educational Stipend students who have not worked on campus before will need to complete the OnBoarding Checklist in Talent Management. Students will receive an email from: Western Carolina University [mailto:do-not-reply@ted.peopleadmin.com] that includes a link and instructions for the OnBoarding portal. The following is a break-down of the new student worker OnBoarding checklist:

* **Mandatory Direct Deposit Notification**: This document informs student workers of WCU’s mandatory direct deposit program. All student workers must enroll in direct deposit within 30 days of their first day of work. Failure to do so will result in the termination of employment.
* **Statement of Understanding FERPA**
* **Confidentiality Agreement**
* **Section 1 of the I-9:** As required by the federal government, all student workers must complete Section 1 the I-9 form BEFORE the first day of work.
* **Acknowledgement of ACA Healthcare Options**: This document provides information on the Affordable Care Act and lists toll-free phone numbers should students request more information.

**Students will be required to come to the Human Resources & Payroll office at H**.**F. Robinson, Suite 302, between the hours of 9:00 am to 12:00 pm or 1:00 pm to 4:00 pm Monday through Friday to complete the following:**

* **W-4/NC-4**: All student workers must complete W-4/ NC-4 for state and federal taxes.
* **Section 2 of the I-9**: All student workers must present acceptable forms of ID and documentation, as listed on the List of Acceptable Documents, located in the OnBoarding Portal. Please note: **the Human Resources & Payroll office will *NOT* accept scanned or faxed copies of IDs or other documentation.** Student workers may not complete the hiring paperwork until they bring appropriate documentation to prove both their identity and their eligibility to work in the United States. Additionally, students may not work until they have completed this requirement.

**Graduate Assistantships**

Graduate Assistants who have not worked on campus before beginning the assistantship. The following is a break-down of required paperwork:

* **Direct Deposit Form**: Direct deposit is not optional and is required of **all** WCU employees.  Contact the WCU Human Resources and Payroll Office, 220 HF Robinson Building or payroll@e-mail.wcu.edu,  if you have questions about the Direct Deposit form and required document(s).  If the address on your attached check is different from your mailing address, please write your correct mailing address on your check.
* **Selective Service Compliance Form**
* **FERPA training:** Graduate Assistants must watch the FERPA Presentation found at <http://www.wcu.edu/24160.asp>.  This is required of **all** WCU employees. The presentation can be found under the heading “FERPA” on the Training and Development page.  **If you have a problem viewing the FERPA training, contact your supervisor or department head.  Your supervisor must provide you access to this presentation.**
* **Family Educational Rights and Privacy Act (FERPA) Form**): Two different FERPA forms are required.  After watching the training video, complete the FERPA form and the FERPA Training Acknowledgement form.
* **Employee Data Form**
* **W-4 Form**: The Graduate School **cannot** help you complete the information on your W-4 form.  Read and follow the directions for completing this form.  Bring the completed W-4 form to your scheduled appointment**.**
	+ **NOTE:** International students on an F-1 visa must contact the WCU Payroll Office, 220 HF Robinson Building, to complete the W-4 form. Contact the International Programs adviser for instructions about how to obtain a Social Security number.
* **NC-4 Form**: The Graduate School **cannot** help you complete the information on your NC-4 form.Read and follow the directions for completing this form.  If after reading the directions you still have questions, contact the WCU Human Resources and Payroll Office, 302 HF Robinson Building, or payroll@e-mail.wcu.edu.  Bring the **completed** NC-4 form to your scheduled appointment.
	+ **NOTE:**  International students on an F-1 visa must contact the WCU Payroll Office, 302 H.F. Robinson Building, to complete the W-4 form. Contact your supervisor for instructions about how to obtain a Social Security number.
* **I-9 Form**: Bring the I-9 form with the required acceptable documents. **You must bring acceptable documents with you to your scheduled Graduate School appointment in order to complete the I-9 form.** See the attached I-9 form for the list of acceptable documents to verify employment eligibility.
1. List of Acceptable Documents

Students who have not worked on campus before must bring proper identification before completing their hiring paperwork. It is very important students understand what is deemed “proper” for completion of the required I-9. Please see the federally issued List of Acceptable Documents in the Appendix of this manual or in the OnBoarding Portal for non-work study.

* Students must bring something from List A ***OR*** something from List B ***AND*** C.
* Scanned or faxed copies of their documents will NOT be accepted in any office.
* As per the Immigration Reform and Control Act of 1986/1990, students may NOT begin work or participate in a stipend until they have brought proper documentation and have completed their hiring paperwork.
1. Approver/ Proxy Changes

When an approver or proxy leaves the university or changes positions and will no longer be supervising their current student workers, the appropriate department must be notified (Financial Aid for Work Study or Human Resources & Payroll for Non-Work Study). Changes must take place *before* the former approver/proxy leaves so that students will be able to access their timesheets.

Approvers may designate their Proxy(ies) by logging into their MyWCU 🡪 Employee 🡪 Student Timesheets and Hourly Employee Timesheets 🡪 Proxy Set up.

1. Terminations

**Work Study**

The Financial Aid Office holds the right to terminate a student for the following reason(s):

* The student does not enroll in direct deposit within the required time frame
* The student receives the third strike from not submitting timesheets on time
* The student does not work within three payroll cycles (some exceptions are considered given the nature of the job)
* The student withdraws from the university
* The student’s Work Study allocation has been exhausted
* The student failed to maintain Satisfactory Academic Progress (SAP)

Both the supervisor and the student worker will be notified via email should termination by the Financial Aid Office take place. The supervisor is asked to submit the completed termination form to the Financial Aid Office.

Departments may terminate a student worker before the end of the academic year for the following reason(s):

* The student shows unsatisfactory conduct or behavioral problems
* The student does not work at the satisfactory job performance level or does not show improvement
* The student decides to leave the job
* The student graduates in December
* All students are terminated at the end of the spring semester. **NO FORM IS NECESSARY AT THAT TIME**

If at any time during employment the student worker’s job performance or conduct is unsatisfactory or the student has shown job performance or behavioral problems, the student should be advised, in writing, of the problem. This notice should include the corrective actions needed to be taken and the consequences that will happen should the corrective actions not be met. A copy of this notice will be maintained with the student’s work study records in the Financial Aid Office.

Termination forms can be found online at <http://finaid.wcu.edu>. This form should be filled out no later than the student’s last day and sent back to the Financial Aid Office.

**Non-Work Study**

The Student Employment Office holds the right to terminate a student for the following reason(s):

* The student does not enroll in direct deposit within the required time frame
* The student receives the third strike from not submitting timesheets on time
* The student does not work within three payroll cycles (some exceptions are considered given the nature of the job)
* The student falls below the required 2.0 GPA
* The student withdraws from the university

Both the supervisor and the student worker will be notified via email should termination by Human Resources & Payroll take place.

Departments may terminate a student worker for any of the following reason(s):

* The student shows unsatisfactory conduct or behavioral problems
* The student does not work at the satisfactory job performance level or does not show improvement
* The student decides to leave the job

If at any time during employment the student worker’s job performance or conduct is unsatisfactory or the student has shown job performance or behavioral problems, the student should be advised, in writing, of the problem. This notice should include the corrective actions needed to be taken and the consequences that will happen if the corrective actions are not met.

Termination forms can be found online at https://go.wcu.edu/studentjobs

**Graduate Assistantships**

A graduate assistant who does not fulfill the terms of their assistantship contract must be separated or terminated on an AA-15 Graduate Assistantship Appointment Contract. The hiring department/unit is responsible for submitting the termination/separation AA-15 contract and for the collection of any overpayments made to a separated or terminated graduate assistant.

**Educational Stipends**

Please see the Non-Work Study section on terminations. Instead of Hourly Change Form, you will choose Educational Stipend Change Form

Payroll and Timesheets

* 1. Direct Deposit and Bank Accounts

Work Study and Non-Work Study student workers are paid every two weeks; educational stipend recipients and graduate assistants are paid monthly. Biweekly workers are paid using WCU’s timesheet system in MyWCU. Students are responsible for ensuring that timesheets are completed accurately and submitted to their supervisor. Student workers should be aware that falsifying the number of hours worked or any other information requested on the timesheet is a federal offense. The supervisor is responsible for submitting timesheets via MyWCU on time as well. Please see the following subsections on timesheets for more information.

All students must have a bank account with their name on the account and must enroll in direct deposit within 14 days of their start date to avoid termination.

* 1. Timesheet Instructions

Timesheets in MyWCU may be accessed anywhere there is Internet available. Timesheet instructions for student workers can be found in the appendix; instructions for approving timesheets are also located in the appendix.

* 1. Timesheet Deadlines

Student workers must submit timesheets no later than 5 p.m. every other Monday. MyWCU will block students from submitting timesheets past 5 p.m., which includes those who have opened their timesheets but have not submitted before the deadline. (Please see Payroll Schedule below)

Supervisors must approve student timesheets no later than noon every other Tuesday. (Please see Payroll Schedule below)

* 1. Late Timesheet Policy

Student workers receive a strike each time they fail to submit their timesheets on time. The first strike will result in a written warning via email to the student. The second strike will result in a written warning to the student, supervisor, and accountable officer for the department. The third strike will result in immediate termination from employment. Students who receive a third strike may be eligible for re-employment with the department the following semester when the strikes reset.

Supervisors also receive a strike each time they fail to approve student timesheets by their deadline. The first strike will result in a written warning via email to the supervisor. The second strike will result in a written warning to the supervisor and the budget accountable officer. On the third strike, the supervisor will lose their approver capabilities and another approver from the department must be named. **The three-strike policy for supervisors resets each academic year.**

* 1. Requesting a Late Timesheet

The following is the process for requesting a late paper timesheet, in the event the student’s timesheet was not submitted:

* + 1. The supervisor will email Jen Cross in the Payroll Office, jencross@wcu.ed requesting a paper timesheet.
		2. In the email, the supervisor will include the student’s name, student ID, and the dates and times the student worked
		3. Jen will email the supervisor with a PDF attachment of the paper timesheet.
		4. The supervisor will print the timesheet where the student will sign it and explain why the timesheet is late. Additionally, the supervisor and the budget accountable officer for that department will sign the timesheet.
		5. The supervisor will turn in the paper timesheet to the Payroll Office, 302 H. F. Robinson.
		6. The student will be processed on the next biweekly payroll cycle.
	1. Pay Rate Increases

There are various avenues available to increase a student’s pay rate. All are subject to the availability of funds within the department or within a student’s Federal Work Study award. The student worker may have their pay rate increased by performance/merit, longevity, or promotion/reclassification. All increases should use the beginning of a pay period as the effective date and include the appropriate forms:

* Pay Rate Petitions (Federal Work Study)
* Hourly Change Form (Non-Work Study, located at http://go.ecu.edu/studentjobs)
* Educational Stipend Change Form (request this form via email to mlyons@email.wcu.edu)
* Graduate Assistantships are **not** subject to pay rate increases
	1. Payroll Calendar

The payroll calendar, which shows a schedule of when timesheets are due and when students can expect to be paid, can be found online at

* 1. Name or Address Changes

End-of-year tax forms (W-2) are mailed by January 31 for the preceding year. The W-2 forms will be sent to the mailing address that is listed in MyWCU. The student will need to make sure the mailing address in MyWCU is updated and correct.

If a student’s tax deductions, marital status, or name changes; a new form (W-4) will need to be completed. The tax form (W-4) and other payroll forms are located at Human Resources & Payroll, 302 H. F. Robinson.

Student Workers and the Affordable Care Act

**Work Study**

The Federal Work Study program is exempt from the Affordable Care Act and therefore Work Study hours will not be measured.  However, Work Study students, as defined by the program, may only work up to 20 hours per week in their Work Study position. They may, in addition to their Work Study position, work a Non-Work Study job but must also adhere to the new 25-hour total rule.  For example, a student may work 10 hours per week in a Work Study job and an additional 15 hours per week in a Non-Work Study job for a total of 25 hours per week.

**Non-Work Study, Graduate Assistants, and Educational Stipend students**

The hours for which students in the Non-Work Study, Graduate Assistant, and Educational Stipend programs will be measured together throughout the year. Students may work a combined 25-hour week during the school year and up to 40 hours per week during breaks or summer sessions, provided the student is not enrolled in a summer school class. If the student averages 30 or more hours per week of work after the student’s measurement period ends, or if the student is expected to work 30+ hours for 12 weeks or more (as is the case during summer employment), the student may be eligible for insurance coverage. The student will be contacted directly on instructions if they should want to sign up for the employer-mandated insurance plan.

Student Worker Grievance Procedures

* 1. Sexual Harassment

In accordance with the University’s Sexual Harassment and Other Unlawful Harassment policy, available at <http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-53.asp>, harassment should be handled and reported in the following manner:

* Student complaints about other students: Complaints of this nature should be reported to the Department of Student Community Ethics (224 Brown; telephone no. 227-7234) or the Office of the Vice Chancellor for Student Affairs (114 Scott East; telephone no. 227-7234) for investigation and resolution. Complaints should be made within 30 calendar days of the alleged harassing action to ensure a prompt, impartial, and complete investigation; however, the University reserves the right to initiate investigations and act at any time depending on the nature of the alleged harassing action.
* Student Complaints about Employees/Employers (or agents and contractors of the University).  Complaints of this nature should be reported to the Director of Employee Relations, Talent Acquisition, & Development (302 H. F. Robinson; telephone no. 227-7218) for investigation and resolution. Complaints should be made within 30 calendar days of the alleged harassing action to ensure a prompt, impartial, and complete investigation; however, the University reserves the right to initiate investigations and act at any time depending on the nature of the alleged harassing action.  Investigations may be conducted in consultation with the Office of the Vice Chancellor for Student Affairs.
	+ - 1. The University shall take appropriate action within no more than 60 calendar days from receipt of a written complaint. The University has the right to take appropriate action in fewer than 60 calendar days.
			2. The University shall provide a written response to the complaining student when the University has determined what action, if any, will result from the complainant’s written complaint.  In its response, the University shall not disclose confidential information about employees or other students, in accordance with the requirements of applicable state and federal law.
	1. Discrimination

In accordance with the University’s Statement on Non-Discrimination and Equal Opportunity, available at <http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-10.asp>, discrimination should be reported directly to the Office of the Vice Chancellor for Student Affairs. It is the responsibility of the Vice Chancellor for Student Affairs to investigate and resolve student complaints made under this Policy in accordance with university policy and the Code of Student Conduct.  Investigations may be conducted in consultation with the Director of Employee Relations, Talent Acquisition, & Development in Human Resources & Payroll if the complaint involves a student worker and/or an employee.

* 1. Dispute Resolution Policy

Student workers are expected to discuss concerns regarding work conditions and/or work expectations first with their immediate supervisor. The supervisor should respond within 7 workdays. If that conversation does not produce a mutually agreed upon resolution to the concerns, student workers may then discuss those concerns with the next-level supervisor whose decision on the matter is final and should be delivered within 7 workdays.

General Employment Practices

* 1. Interviewing

Interested students should apply to the position of interest for non-work study positions. Students interested in Work Study positions should follow the instructions in the posting to apply. Departments should develop selection procedures, which might incorporate the following:

* + 1. **Job Requirements and Description –** Review the job requirements and description with the student to ensure they understand the duties and skills required of the vacant position.
		2. **Pay Rate** – Discuss the pay rate and the duration of the job (academic year, fall semester, spring semester, summer only, etc)
		3. **Interview Questions** – Ask each candidate the same questions. Take notes during or after the interview on responses made by each applicant for better recollection when making the decision. For retention purposes, store all interview notes and applications in a locked drawer for up to six months.
	1. Training

Supervisors have a dual role in not only managing students but also teaching them how to be a productive worker. As such, supervisors can have a tremendous impact on students. Many students begin their college career with no prior work experience and need instruction and guidance on how to be effective workers. Successful employment experiences are especially valuable to graduating students who are preparing to enter the workforce. As such, supervisors should consider some type of training program to help students develop healthy work habits, a sense of pride in their work, and confidence in their abilities. Training programs may consist of the following:

* + 1. Present an overview of office/departmental functions and an organizational structure to new workers. Describe the goals and roles the department has on the campus as a whole and discuss how the student worker’s role fits with the overall campus mission.
		2. Introduce new students to co-workers.
		3. Describe the student’s specific duties and responsibilities and how they relate to other office activities. If appropriate, the student may observe and/or meet other staff members.
		4. Discuss expectations of the student’s work performance, including quality and quantity standards.
		5. Assign a workstation and explain how assignments will be communicated and where personal items may be stored.
		6. Agree on a work schedule and then post the schedule in a convenient place. Explain any departmental policies regarding tardiness or absences.
		7. Provide a procedure manual to which the student can refer when needed.
		8. Provide a safety briefing as appropriate.
		9. Discuss how to fill out and submit timesheets via MyWCU.
		10. Discuss when and how performance evaluations will be conducted.
	1. Student Worker Problems

Occasionally, problems may arise between student workers and their supervisors or coworkers. Employment issues should be handled at the departmental level as they arise, not after they accumulate. Consultation is available from the employee relations unit in Human Resources & Payroll if needed. Employers should consider the following when dealing with a problem associated with a student worker:

* + 1. Discuss job responsibilities and both student and employer expectations. Identify where change or improvement is needed.
		2. Conduct discussions in a private setting.
		3. Be an active listener and attempt to view the problem from the student’s perspective.
		4. Be fair and objective. Use a positive approach and remember that a supervisor’s role is to educate or change behavior for the benefit of both the department and the student worker.
		5. Establish a specified period for needed change or improvement and reassess the situation at that time.
		6. If the problem includes the student’s performance and the student improves, a written evaluation noting the improvement can be a big morale booster. If the student fails to improve or is unwilling to change, termination may be the only solution.

Students have the right to request adjustments to any employment-related condition they consider unjust or harmful to their personal welfare. If a student feels their work conditions have violated this right, and attempts to resolve the issue through conversation have been unsuccessful, a student may file a grievance. If a grievance is filed, it must be filed no later than five workdays from the incident. Exemptions from the grievance procedure include agreed-upon rates of pay, verbal or written warnings, and merit increases. Grievances may be filed in the appropriate office (Financial Aid for Work Study; Human Resources & Payroll for Non-Work Study and Educational Stipends; and Graduate School for Graduate Assistantships).

* 1. Personal Conduct of Student Workers

All student workers should adhere to university policies as stated in the student handbook, as well as state and federal policies including FERPA, confidentiality agreements, etc. Departments may establish additional rules for its students that are considered necessary for effective operation. Violation of any of these rules may be addressed with disciplinary action and/or termination of employment. An accumulation of minor infractions or a single infraction of a serious nature may result in termination. Such infractions may include:

* + 1. Absence of work without prior notification or without good cause, or excessive absenteeism/tardiness
		2. Malicious destruction or willful neglect of WCU property
		3. Theft or attempted theft from WCU, students, visitors, or other workers
		4. Use of WCU property as personal property including land, buildings, facilities, equipment, computer software, supplies, telephones, etc.
		5. False information on student worker application, timesheets, and other personnel or work-related records
		6. Disregard for safety protocols established by WCU, including the obligation to report all accidents and injuries incurred
		7. Refusal to carry out assignments and instructions as outlined by the employer, unless such actions constitute an unsafe environment
		8. Reporting to work under the influence of alcohol or other controlled substances without a prescription
		9. Use of vulgar or threatening language
		10. Instigating or engaging in a fight
		11. Verbally abusing, physically attacking, or obstructing a supervisor
		12. Felonious convictions committed by the student worker when not at work that reflect adversely on WCU.

Should termination of employment occur, supervisors should keep a written record of the incident/incidents for a suggested retention of five years after employment (See GU205 in the UNC General Records Retention and Disposition Schedule). It is suggested the written notice be sent to the student as well.

* 1. Student Responsibilities

Student workers are required to comply with the performance standards of the department for which they work. Students who accept a student worker position accept the responsibility of maintaining professional standards and agree to the following:

* + 1. Perform assignments in a responsible manner
		2. Adhere and comply with privacy and confidentiality agreements
			1. Student records may not be removed from university offices by student workers unless they are requested to do so by their supervisor
			2. Student workers who are granted access to student records are held responsible to protect the information and contents while in their possession
			3. Accessing personal records or records of family, friends, or peers is prohibited
			4. Discussing personnel records of family, friends, or peers is prohibited
			5. Making personal use of university equipment or supplies is prohibited, except as granted by the supervisor
			6. Student records are to be accessed only when a work assignment requires the student worker to do so
			7. Student workers are prohibited from working with their own student records
			8. Student workers are strictly prohibited from unauthorized access, entry, alteration, tampering, falsification, copying, or distribution of academic, personnel, or payroll records
		3. Follow a predetermined work schedule as agreed upon with the supervisor
		4. Work a combined maximum of 20 hours per week (or 30 hours if granted permission from the Associate Vice Chancellor of that division) except during breaks when classes are not in session, in which case students may work up to 40 hours
		5. Report on their timesheets in MyWCU the correct number of hours worked on the correct days. NOTE: It is a federal offense to falsify any information on a student’s payroll timesheet. Hours reported must be hours worked
		6. Notify supervisors as soon as possible when illness or other circumstances prohibit the student from working
		7. Dress appropriately and conduct themselves in a professional manner
		8. Avoid studying or doing homework during work hours unless given permission to do so by the supervisor
		9. Discuss any work-related problems with the supervisor or report any grievances if the problems cannot be solved on a departmental level
		10. Not start a position until the employment paperwork has been submitted and ***official approval*** has been granted to the supervisor
		11. Stop working immediately upon completion of their degree program. The last day of employment is the last day of the term of enrollment for their degree program
	1. Supervisor Responsibilities

Supervisors have the responsibility of managing and teaching good work habits. The supervisor oversees the work assigned to student workers; ensures student workers comply with all university, state, and federal policies; verifies student timesheets are accurate and submitted by the deadline; monitors student worker earnings; and maintains records for each student worker. Supervisors are also responsible for the following:

* + 1. **Ensuring students have obtained approval to work by Human Resources & Payroll (Non-Work Study), Financial Aid Office (Work Study), or Graduate School (Graduate Assistantship) before students begin work**
		2. Submitting appropriate hiring forms ***prior*** to the beginning of the student’s first day of work and processes all changes and/or updates to employment statuses
		3. Establishing a schedule of work hours that is acceptable to both the student and the supervisor
		4. Informing the student of the duties and responsibilities of the job
		5. Providing the student with the training necessary to do the job
		6. Supervising the development of good work habits
		7. Approving student timesheets via MyWCU by the deadline. NOTE: It is a federal offense to falsify any information on a student’s payroll timesheet. Hours reported must be hours worked
		8. Monitoring student earnings (particularly for Federal Work Study students) to ensure the student does not earn more than the allotted award (Federal Work Study) or more than the department’s budget for student employment
		9. Ensuring each student works only those hours scheduled and that they remain in compliance with the University’s 20/30 rule
		10. Notifying the appropriate student employment office when a student has been terminated from employment
		11. Disallowing any student to continue work after they have finished their degree program
	1. Performance Evaluations

Supervisors are encouraged to give student workers periodic performance reviews. This process may be used to identify the student’s strengths and areas of improvement and to reinforce the supervisor’s expectations. Supervisors may create their own evaluation; they may be informal in nature except in the event a student’s performance results in termination. At that time, a written evaluation should be completed by the supervisor for documentation. The retention period for such documentation is three years after employment ends (See GU193 in the UNC General Records Retention and Disposition Schedule).

Miscellaneous

1. On-the-Job Injuries

All employees, including student workers, are protected by the North Carolina Workers’ Compensation Act. Worker’s Compensation is available to all employees who suffer an accidental injury or occupational disease arising out of, or during, employment at Western Carolina University.

Full information regarding Workers’ Compensation, including employee and department responsibilities, medical benefits and treatment, and compensation forms, can be found on the Safety and Risk Management website.

1. Employment Benefits

Student workers are not eligible to receive most employment benefits including, but not limited to paid vacation, sick leave, holiday leave, life or medical insurance, unemployment insurance, or retirement benefits.

1. Motor Vehicle Usage

Positions that require the student to drive must require students to have a valid driver’s license. When recruiting to fill vacancies, requirements of a valid driver’s license must be stated clearly on the job posting. In addition to valid licenses, student workers who operate a state vehicle or personal vehicle for WCU business must follow the same procedures as other WCU employees. Please see University Policy 30 – Use of State-Owned Vehicles for more information. <http://www.wcu.edu/discover/leadership/office-of-the-chancellor/legal-counsel-office/university-policies/numerical-index/university-policy-30.asp>