Handbook for Supervisors of Student Employment and Federal Work Study

2013-14 STUDENT PAYROLL

Developed by:

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Supervisors:

This guide is intended to help you understand the payroll process and to aid you in the completion of the student hiring process. Supervisors are responsible for timely and accurate submission of all student timesheets and work authorizations. **Illinois Labor Law requires that employees are paid within 13 days. Timesheets must be submitted on a timely basis.**

If you have any questions that are not addressed in the following sections, contact Student Payroll (located in the Student Financial Services Office, Suite 1218 Sullivan Center) at 312.629.6609.
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I. Student Earning Eligibility

At SAIC, there are 2 types of earning eligibility: Federal Work-Study (need-based) eligibility and Institutional (non-need based) eligibility.

It is the purpose of the Federal Work-Study program to provide assistance to those students who have demonstrated the greatest financial need. Most student employment jobs on campus during the fall and spring semesters require the student to have Federal Work-Study eligibility with the exception of International students, Teacher’s Assistants (TA’s), Co-op and certain approved positions. Federal aid can only be offered to domestic or eligible non-citizen students. International students are not eligible to apply for federal student aid.

For purposes of the Federal Work-Study program, it is the student's responsibility to annually submit the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov and any other required financial aid forms (verification forms, taxes, etc.) in compliance with published deadlines. A student may not begin working prior to their first day of enrollment at SAIC or to the awarding of earning eligibility for Federal Work-Study positions. To be considered for earning eligibility, a student must be degree-seeking and enrolled at least half-time (6 credit hours) for the fall or spring semesters. Earning eligibility will not be awarded to a student for dates prior to the first day of his/her academic "start" term.

Federal Work-Study is not required during the winter and summer terms. All students are eligible to work during those terms.

Earning Eligibility for Fall and Spring Terms:

Student workers may be awarded one of two types of earning eligibility.

FEDERAL WORK-STUDY

or

INSTITUTIONAL ELIGIBILITY

The source of student financial aid funding, Federal Work-Study or institutional resources, has no impact on departmental student employment budgeting.

An award from the Student Financial Services office of either type during the fall or spring terms ensures that a student is eligible to earn up to that amount. Supervisors must verify that their potential student employee may begin working for each job offered. This should be done by using a report called an Employment Eligibility Report that the student must provide to their supervisor. The report is available to students in SAIC Self-Service under Student Employment, Earnings Report. Upon requesting the report, a PDF is emailed to the student’s SAIC email address within 5-10 minutes. The student can provide this report by printing a hard copy or forwarding it electronicaIly through email to their supervisor. A student worker who has accepted another job first may not have enough Federal Work-Study eligibility for both jobs. If this is the case, the second authorization may not be processed until the
first authorization is revised or terminated. Supervisors can view other FWS jobs that have been accepted by the student on the Employment Eligibility Report if the work authorization from the other jobs have been received and processed in Student Payroll.

**Federal Work-Study eligibility is not needed for the following categories of students:**

A. International students studying at SAIC on a F-1 visa. An international student may work up to 20 hours per week during the fall and spring terms, and 40 hours per week during summer and winter terms. There is not a set dollar amount limit.

B. Teaching Assistants A and B who are not eligible for need-based financial aid.

C. Cooperative Education students who are not eligible for need-based financial aid.

D. Student Government, Student Union Gallery, Senior Resident Advisors, SAIC Radio/TV, F Newsmagazine Editors and any other approved positions.

E. Continuing students working in summer or winter terms.

**Earning Eligibility for Winter and Summer Terms:**

Only continuing students are eligible to work during the winter and summer terms. A continuing student will be enrolled at least half-time (6 credit hours) for the preceding and following semester of the term of employment.

Continuing SAIC students may work up to 40 hours per week and there is no earning limit during the winter and summer terms. Check with your department budget, however, when authorizing students for employment.

**Ineligible Students for Winter and Summer Terms:**

The following are not eligible to work:

A. A May graduate may not work the following summer term.

B. A December graduate may not work the following winter term.

C. A non-enrolled student finishing "incompletes" to graduate.

D. A student that is not enrolled for the following Fall or Spring term.
II. Employment Eligibility: Verification: Form I-9

The first step in authorizing a student for employment is the Federal I-9 Employment Verification Form, and state and federal tax withholding information. Completion of I-9 Employment Verification is required by federal regulation. A student should not be authorized for student payroll until these forms have been completed. All first time SAIC student employees must complete the I-9: once a student has completed it, it is good for all years employed at SAIC.

These forms along with the required documentation must be submitted within three days of the first date of employment, and no later. A student who has successfully completed the process will have the word “Approved” listed at the top of their Employment Eligibility Report.

Please send student workers to the office of Student Financial Services, Sullivan Center Suite 1218, to complete an I-9 packet. Students will need to bring the required identification with them to complete the packet: please refer your student workers to the SAIC website under Student Payroll for information about the required documentation.
III. On-line PeopleSoft Work Authorization

Work authorizations are completed online in PeopleSoft Student Administration by Supervisors or other approved staff using a PeopleSoft Login beginning with X1. Students must approve the Work Authorization in SAIC Self-Service. Once the student approves the work authorization, the job assignment is transmitted to ARTICtime the next day. If the student does not approve the work authorization their job will not appear in ARTICtime. A Work Authorization must be completed by the Supervisor and approved by the student before the student begins working.

A new Student Employment Authorization must be completed for each term - Summer, Fall, Winter and Spring. This authorization is due no later than the first day of employment for that particular term in which the student is working. The beginning and ending dates on the authorization may be no earlier or later than the first and last day of each session. For students planning to work a full term, the 2013/2014-term beginning and ending dates are as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Code</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>SU</td>
<td>0900 SU/13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>05/13/13-08/27/13</td>
</tr>
<tr>
<td>Fall</td>
<td>FA</td>
<td>0910 FA/13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/28/13-12/16/13</td>
</tr>
<tr>
<td>Winter</td>
<td>WI</td>
<td>0920 WI/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/17/13-01/22/14</td>
</tr>
<tr>
<td>Spring</td>
<td>SP</td>
<td>0930 SP/14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/23/13-05/11/14</td>
</tr>
</tbody>
</table>

The number of weeks above is system-calculated by the beginning and ending date input. A partial week is rounded up to a full week.

*For assistance in completing an online work authorization, please refer to the SAIC website under Financial Aid and Tuition, then Student Payroll. Scroll down; on the left-hand column you’ll see an area that says “Getting Started.” Click on “Supervisor—Submitting your Student Employee’s Work Authorization.” Or contact student financial services at 312-629-6609

Listed below are a few guidelines on how to complete the Student Employment Authorization:

* Brief Description of Duties is required. Federal regulations require a written record of job duties and responsibilities. This section must be completed accurately.
* **Account Number(s)** must be completed by the employer/supervisor. The Accounting Department should be contacted, if necessary, to budget new account numbers for student payroll.

* **Average Hours/Week** multiplied (X) by **Total Weeks Authorized** equals (=) **Total Hours Authorized**. The hours per week may be averaged to compensate for vacation weeks or varying schedules but the Total Weeks Authorized will always be the number of weeks that occur between the starting and ending dates on the Authorization form.

* **Total Authorized Earnings** is the maximum dollar amount approved by the Student Financial Services Office for a student employee. The total authorized earnings for all jobs cannot exceed the student's maximum earning eligibility award. Earnings in excess of this dollar amount may result in a penalty to the student. The Student Financial Services Office highly recommends that supervisors monitor student earnings on a weekly basis by keeping a record of cumulative hours worked.

SPECIAL NOTE: Student Payroll (Student Financial Services) does not set or monitor departmental budgets for student employment. A Departmental Report can be provided upon request to assist each department in tracking total budget and current individual student worker earnings.

* An equitable **Hourly Rate** scale for student employees should be established within each department, considering experience and skills required for each position. Currently, these rates may not exceed $9.75/hr. for undergraduates and $12.00/hr. for graduate students. There is an exception for graduate teaching assistantships. Standard pay for the Teaching Assistant A is $20.00/hr., the Teaching Assistant B is $12.00/hr and Teaching Assistant B/Writing Fellow is $15.00. **Supervisors should check with the Student Financial Services office prior to offering raises.** Authorizations are subject to approval. Revisions to rate of pay cannot be processed if all earning eligibility has been utilized.

* **Revision of Authorization.** Any authorization, which updates another authorization on file for the same academic term, is a revision. A revised work authorization must be completed by the Student Payroll Coordinator, Queta Guerrero. A written request to the Student Payroll Coordinator requesting the revision should be e-mailed to eguerrero@saic.edu. The Supervisor requesting the revision should include the student’s full name, identification number, and specify the changes to be revised. A revision request should be submitted for changes in hourly rate, average hours per week, beginning or ending date, or job title.

* **An Employer/Supervisor Signature and Alternate signature must be provided.** Only an "authorized" supervisor or alternate signature may approve the bi-weekly student timesheet. To change an authorized signature following processing of the authorization, please submit a revision request to the Student Payroll Coordinator.
Once the Supervisor has submitted the Work Authorization and the student has approved it, both can print a copy by clicking on the “Generate Report” link on the bottom of the approved authorization.

To avoid delays in processing and disruption to staff, supervisors should verify that potential student employees have sufficient earning eligibility prior to hire. Supervisor/Employers should determine if a student worker is or will be working for another campus employer. Remember, a student employee may not be authorized to work more than 40 hours per week, total, for all positions.
IV. Submitting/Approving Student Timesheets on ARTICtime

All student workers use an electronic timesheet through ARTICtime. Timesheets must be submitted by the student employee and approved by the Supervisor. Students must submit their timesheet for approval on or after the last day they have worked during the pay period. Timesheets must be submitted no later than 10am on the Monday following the end of the pay period. Students and Supervisors will receive up to 2 emails reminding them to submit their timesheets.

After the student submits their timesheet, Supervisors must review the student’s information. Supervisors should review the recorded time and fix any errors and warnings applicable. A Performance code of Satisfactory or Unsatisfactory must be added on the last day the student worked. Once this is completed the Supervisor can approve the timesheet. Timesheets must be approved by 3pm Monday following the end of the pay period.

Please keep in mind:

1) Time period worked beginning and ending dates must fall within authorization beginning and ending dates.

2) Hours must be entered for all days worked.

3) Times in/out should be accurately recorded for each day worked. A lunch break must be recorded, as time in/out, for all student employees as follows: Illinois labor law requires that a student who works at least 7½ hours must receive a break or lunch period of not less than 20 minutes no later than the 5th hour of work. Students cannot be paid for the lunch hour.

4) According to federal regulation, students may not work more than 40 total hours (20 hours for international students during fall and spring terms) per week for all positions, including Cooperative Education.

5) Federal regulations prohibit student employment during hours scheduled for class attendance.

6) Supervisors should review all hours worked which fall on school holidays, on days that the school facilities are considered closed or during critique week.

7) One timesheet per 2 week pay period per job must be submitted and approved for processing.

8) If necessary, supervisors can Amend timesheets going back 4 months (120 days).
V. Teaching Assistantships

Guidelines for both the instructional areas and student employment are taken into consideration for the teaching assistant (TA) program. A unique set of procedures for TAs must be followed as outlined below. There are two categories, A and B.

**Category A**

Student is hired 6 hours per week for a 3 credit hour course (7½ hours per week for each three credit hour art history course) at $20/hour to instruct a class and assign grades.

**Category B**

Student is hired for a variable number of hours per week at $12.00/hour to assist with instructing a class.

**Category B/Writing Fellow**

Student is hired for a variable number of hours per week at $15.00/hour to assist with instructing class.

There are two general requirements for both categories:

1) **Teaching assistants must be graduate students enrolled on at least a half-time basis (6 credit hours).**

2) **Teaching assistants must be paid from GL Object # 50361.**
VI. 6 Easy Steps to Student Payroll- Chart

STUDENT PAYROLL MADE SIMPLE

**Step One:**
Request a current copy of the student’s SAIC I-9 Verification/Earning Eligibility Report to confirm that your potential student employee has appropriate earning eligibility.

**Step Two:**
First-time student employees must complete an I-9 packet with Student Payroll (located in the Student Financial Services Office) within 3 days of working.

**Step Three:**
The student Online PeopleSoft Work Authorization must be submitted by supervisor and approved by student.

**Step Four:**
Student will appear in ARTICtime approximately 24 hours after they have approved their work authorization. They can then begin to record their hours.

**Step Five:**
Timesheets should be submitted and approved no later than the scheduled due date and time at the end of each pay period. (See Payroll Schedule.)

**Step Six:**
Students who do not sign up for direct deposit may pick up their paychecks at the Bursar’s Office (Sharp Building) according to the Payroll Schedule. Unclaimed checks are mailed after 14 days.
VII. Sample Student Worker Confidentiality Contract

This is an example of a Student Worker Confidentiality Contract. Each department should make one of their own. You are also welcome to use this contract as a template. Please contact us at Student Financial Services: 312-629-6609.

I have read and understand The School of the Art Institute of Chicago's current Bulletin publication describing The Family Education Rights and Privacy Act of 1974 (FERPA).

I understand and agree to the following:

- All information in the office is private and confidential and may not be discussed with anyone (including other student workers) except a full-time Staff employee.

- I will not show any student, staff or faculty member a student's file without the presence of full-time staff.

- I will not discuss any information I see or hear while working in the office with anyone outside the office.

- I will not give out any information while working that I am not confident is correct.

In addition:

- I will notify my supervisor when I am on breaks and lunch or need to leave for any reason.

- I understand that I am not to use the computers or telephones for anything except work-related tasks.

- I will notify my Supervisor if there is a change in my work schedule or need to alter my work schedule in any way.

- I will notify my Supervisor when I am completed with a given task in preparation for the next task.

I understand that it is a federal offense to disclose confidential information to anyone other than Full-Time Staff.

Student Worker Name and ID # _____________________________________________

Student Worker Signature and Date __________________________________________

Supervisor Signature and Date ______________________________________________