



Student Employment Handbook

Career Services Center

WDE 1200

Student Employment Contacts:

Career Services Center

660-543-4985

Ward Edwards, Room 1200

Office of Human Resources

660-543-4255

Administration Building, Room 101

Student Financial Services

660-543-8266

Ward Edwards, Room 1100

Payroll Services

660-543 4067

Administration Building, Room 100

NOTES

Table of Contents

Hiring Checklist	4
General Information	
Statement of Equal Opportunity and Nondiscrimination.....	5
Introduction and Definition of Student Employment.....	5
Other Policies Affecting Student Employees.....	5
Student Employee Policies	
Types of Student Employment.....	6
Employment Eligibility.....	8
International Eligibility.....	9
Student Employment Search Process.....	10
Student Employment Hiring Process.....	11
Resignation & Termination.....	11
Student Employee Responsibilities	
Responsibilities.....	12
Guidelines.....	13
Performance Evaluation.....	14
Payroll Information	
General Payroll Information.....	14
Reporting Time.....	15
Student Information MyCentral.....	15

UCM Student Employment Mission Statement:

The University of Central Missouri experience transforms students into lifelong learners, dedicated to service, with the knowledge, skills and confidence to succeed and lead in the region, state, nation and world. In accordance, student employment is seen as another aspect of the student’s educational experience. The skills and attitudes developed through working, whether an extension of knowledge gained in the classroom or those related to more routine tasks, are important components of the student’s professional development.

PROFESSIONALISM

*You are now a valuable member of the UCM Working Family.
We welcome you and appreciate your choosing to work with us.*

This is a real job with expectations from its employees:

Good Work Ethic • *Be on time, respect your co-workers,
understand your role and perform your job to the best of your ability.*

Customer Service • *Exceptional customer service is our
commitment and this must be maintained by all.*

No Profanity • *Swearing and inappropriate behavior
will not be tolerated.*

Training • *We will train you and managers will work with you
and will support your academic scheduling needs. In turn,
please show dedication, respect and commitment to your job.*

References • *Working while in college can afford you many
opportunities and skills that will serve you in your future
professional career. Demonstrate these skills and you will develop
excellent references for the future.*

Integrity • *How you perform your job can be an asset to you.
Doing anything with integrity is a powerful choice which builds
self-confidence and self-esteem, plus respect from others.*

Team Work • *You are now part of an organization and must
work well with others. Be aware that people may be
different from you. Respect this diversity and enjoy working
with and learning from others.*

Hiring Checklist

Yes No

<p>New Hire Packet – completed in the Office of Human Resources Which may include the following:</p> <ul style="list-style-type: none"> • I-9 Form • Direct Deposit Form • W-4 Form • Etc. 		
<p>International student employees will need to schedule an appointment with Payroll Services You will need to bring the following items to your appointment:</p> <ul style="list-style-type: none"> • I-94 Form • I-20 Form • VISA • Passport • Social Security Card 		
<p>New student employee orientation provided by the department</p>		
<p>Work schedule received from office/department</p>		
<p>Uniform/Name Badge Received</p>	<p>If Appropriate</p>	

General Information

STATEMENT OF EQUAL OPPORTUNITY AND NONDISCRIMINATION

University of Central Missouri (UCM) is committed to a policy of equal opportunity for all members of the university community. To ensure that all individuals have the opportunity to realize their employment goals and/or their educational goals, the university shall conduct all endeavors and activities without discrimination based on race, religion, color, sex, disability, marital status, sexual orientation, national origin, genetic information, or age. Equal opportunity for employment, education, and educational related activities shall be extended to all qualified persons.

DEFINITION OF STUDENT EMPLOYMENT

Introduction: The student employment policy is written to ensure compliance with Equal Opportunity and Non-discrimination policies. In order to make certain the above named policies are upheld, the following procedures regarding the recruitment, hiring, evaluation, discipline and termination have been approved by Board of Governors and are mandated as the proper process for all Student Employment positions. Specific questions regarding this policy may be directed to the Career Services Center at 660-543-4985.

Definition: Student employees are those currently enrolled full-time (12 hours) at UCM and whose primary role at the university is the pursuit of a course of academic study and who, incidental to that role, are employed by UCM to work in university offices, departments, or programs, on or off-campus. Categories of student employment are university-funded student employees and work-study employees. University-funded student employment positions are available to any student regardless of financial need. Work-study employment is a federally funded financial aid program that provides opportunities for you to work part-time on-campus or in an off-campus community service position to meet the costs of education. Work-study students are eligible for off-campus employment with not-for-profit agencies. The off-campus community service work-study positions are approved through Student Financial Services.

OTHER POLICIES AFFECTING STUDENT EMPLOYEES

Career Services has established guidelines concerning student employee orientation and grievance procedures. The office follows the UCM Acceptable Use Guidelines for university computers. It is your responsibility to read, understand, and comply with these guidelines and procedures. Copies are included in this handbook.

University Policies: The University of Central Missouri Planner/Handbook states: "Each student who enrolls at Central Missouri assumes an obligation to abide by the rules and regulations of the University as well as the local, state, and federal laws." Refer to the

following website: <http://www.ucmo.edu/student/handbook.cfm> or the Student Handbook/Planner for details on specific regulations and policies.

The Fair Labor Standards Act of 1938, as amended, prohibits institutions from accepting voluntary services from any paid employee. Therefore, any student who is employed must be paid for all hours worked. Supervisors must not permit students to work beyond their allotment or to work before securing all forms and authorizing documents (For example: W4, I-9, Direct Deposit, Confidentiality Agreement, etc).

The Family Education Rights and Privacy Act of 1974 (FERPA) ensures that the University of Central Missouri may not disclose personally identifiable information from my education record to third parties without my signed, written consent.

Student Employee Policies

TYPES OF STUDENT EMPLOYMENT

Federal Work-Study Employment: A federal work-study award is not a grant or loan, but is actually an employment earnings allotment, and represents an opportunity for you to work part-time. Jobs are available at a wide range of on-campus and off-campus (Community Service) locations. Students earnings are need based and vary with potential earnings up to \$1,300 per semester.

Work-study earnings are used by students to pay miscellaneous and living expenses throughout the semester. Therefore, a student's work-study allotment is not a type of assistance that is credited to his/her UCM account at the beginning of a term toward payment of his/her tuition, fees, residence hall, or meal plan expenses.

A. In order to qualify for a work-study award, students are required to file the Free Application for Federal Student Aid form (FAFSA), and must also meet the following conditions:

1. Be a citizen, national, or permanent resident of the United States (students attending UCM on a visitor or student visa are not eligible to participate in this program)
2. Indicate "yes" to interest in work-study question on FAFSA
3. Demonstrate financial need through the financial aid application process and receive a Work-study award
4. Maintain good standing and satisfactory academic progress with a GPA of 2.0 or better while employed in the program (must be enrolled at least half time each semester worked)
5. Not be in default on any federal Title IV loan program or any state loan program and not owe a repayment of a federal grant or state grant or scholarship.

B. All work-study program awards are given for the academic year (approximately August-April). Student eligibility to participate in the work-study program is reviewed annually. Students must also re-qualify for work-study eligibility for work during the summer at the start of the summer term. Earnings during the academic year vary and are dependent upon maximum earnings level and the number of hours actually worked. Each student is paid semi-monthly by direct deposit for the number of hours worked. Work-Study earnings are considered income, and subject to taxation and W-2 reporting.

Federal work-study awards are initially offered to otherwise eligible students who submit the FAFSA before UCM's April 1st FAFSA application priority date each year, have higher levels of financial need (as determined by the information entered on the FAFSA), and who intend to enroll full-time (12+ undergraduate or 9+ graduate credit hours per semester). However, students normally are permitted to work no more than 20 hours per week. This is because working more than 20 hours weekly has been shown to have an adverse impact on a student's academic success. The typical rate of pay for a Federal work-study employee is at least the current federal minimum wage and students are paid twice a month for the actual number of hours worked.

Off -Campus Work-Study: The University also offers an off-campus community service program. Employers and employment opportunities are developed by Student Financial Services before each academic year. Eligible employers include private for-profit organizations, nonprofit organizations, local schools, and local and county government agencies. Off-campus employment opportunities are designed to enhance the student's educational experience through hands-on training that is academically relevant and in the public interest. These employment opportunities are not always readily available due to funding constraints.

Community-service jobs are defined as jobs designated to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Included are such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement. Also included are support services to students with disabilities, and activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling. Community service jobs are offered by local nonprofit, governmental, and community based organizations.

The community-service requirement means more job opportunities for students at all levels of study. Students can earn money to pay for educational costs as well as provide a valuable service to the community. The Career Services Center at the University of

Central Missouri is continuously developing paid, part-time community service opportunities in Johnson County. Whenever possible, students will be matched to jobs that will provide an education-related experience. Students interested in obtaining an off-campus community service position should contact the OCS for more information.

Family Literacy Program: The Family Literacy program is an initiative calling on college students to help local children learn to read well. A significant number of University of Central Missouri work-study (WS) positions have been dedicated for this national literacy endeavor. This program provides students with part-time employment that (1) provides additional support to teachers, caregivers, parents, and librarians to ensure that all children learn to read well and independently, and (2) provides college students with a rich experiential service learning opportunity. For example, in the past, UCM has partnered with local elementary schools and daycares.

University-Funded Employment: Students who do not qualify for a federal work-study earnings allotment, but still wish to work part-time while attending UCM, are encouraged to explore University-Funded part-time employment opportunities. Typically, over 1300 students are employed on UCM's campus. For example, departments hiring a larger number of students may include but are not limited to the library, student recreation and wellness center, and the multipurpose building.

EMPLOYMENT ELIGIBILITY

Enrollment Requirements: In order to work on-campus, you must be a new or continuing University of Central Missouri student, fully admitted to pursue an undergraduate or graduate degree program (or post-baccalaureate teacher certification program) offered by UCM. You must also be eligible to be employed in the United States. However, as a UCM student employee, your primary goal is to pursue and obtain your educational objective. Therefore, you normally are permitted to work no more than 20 hours per week in all jobs combined on campus.

During the fall and spring semester, you may be considered for University funded on-campus student employment as long as you're enrolled at least ½-time (6+ undergraduate credit hours or 4+ graduate credit hours). You may be considered for on-campus student employment during the summer session as long as you're enrolled for 1+ undergraduate or graduate credit hours (during any one or a combination of the summer sessions).

During the fall and spring semester, you may be considered work-study on-campus student employment as long as you're enrolled at (in or for) least 12+ undergraduate credit hours or 9+ graduate credit hours. You may be considered for on-campus student employment during the summer session as long as you're enrolled for 6+ undergraduate or 4+ graduate credit hours (during any one or a combination of the summer sessions).

You may not be employed as a student worker at UCM if you...

- are not enrolled at UCM for the required number of credit hours
- are not eligible to work in the United States
- are not fully admitted to pursue a degree or teacher certification program offered at UCM, or
- have been academically suspended or dismissed from UCM

Paperwork: Students are not to begin working until all employment related paperwork has been completed in the Office of Human Resources. Ask your supervisor if you have questions about this.

INTERNATIONAL STUDENT ELIGIBILITY

1. To be eligible for on-campus employment international students must meet all requirements for domestic students (See Eligibility above), and also:
 - a. Be enrolled with a minimum of 6 credit hours, or have a fulltime equivalency for the semester of employment.
 - b. Have a valid F1 or J1 Visa.
2. International students seeking employment who DO NOT already have a Social Security card, must have a job or job offer BEFORE he or she can apply for a Social Security number. International students must follow the procedures listed below:
 - a. Search the Human Resources website for job openings and apply for employment.
 - b. After receiving an offer of employment, the hiring department should work with students to complete all new hire paperwork. The student's supervisor should provide the SEC with a written (or e-mailed) confirmation of employment, a copy of the job description, and the anticipated start date of the position.
 - c. When the new hire paperwork has been completed, the new student employee should visit the OCS with the confirmation of employment and request a letter of authorization to apply for a Social Security Number. The International Office will verify eligibility and status, and will provide letters of authorization for the student to apply for a Social Security Number.
 - d. The student may then apply for a Social Security Number at the Social Security Offices. After the Social Security Office verifies eligibility, they will mail to the student a letter confirming their application. Usually, the card will follow in the mail in about two weeks. When the student receives his/her actual Social Security card, they must bring the card to Human Resources and Payroll

Services.

- e. When the student has completed all paperwork, the SEC will notify the supervisor that the student is eligible to start work. This is the final step in the new hire process.

3. International student earnings are subject to both state and federal income taxes. Students from countries that have tax treaties with the United States may be eligible to exempt a portion of their earnings from taxes. Special rules and/or exceptions may apply and must be evaluated individually. International student employees will need to schedule an appointment in the Office of Payroll Services upon initial hire, and at the beginning of each tax year thereafter. Students will not be paid until they have completed the meeting and the documents listed below have been provided and verified.

- a. I-94 Form
- b. I-20 Form
- c. VISA
- d. Passport
- e. Social Security Card

STUDENT EMPLOYMENT SEARCH PROCESS

Recruitment and Posting: All student employment vacancies shall be listed on the Human Resources online job system (jobs.ucmo.edu). Each position shall be posted for a minimum of six (6) days (weekend days may be included), although the hiring unit may choose to advertise a position for a longer period of time. Units are also encouraged to post graduate assistant vacancies through the Career Services Center.

Application and Interviewing: All units shall encourage students interested in a specific student employment opportunity to submit an application with the Human Resources job system. Any application received for a posted position is valid for up to one academic semester. If a position must be filled in a subsequent semester, the position should be reposted for six (6) days and a new applicant pool should be generated. When interviewing applicants, the hiring office, department or program should have more than one member of the unit staff involved in the interview process if possible. Human Resources encourages units to interview multiple candidates to find the best fit. Interviews may not be conducted prior to the posting's closing date. It is important all incoming applications received prior to the deadline date receive equal review.

It is not appropriate to extend an offer to a student before the closing date of the search.

Closing a Search: Once a unit has closed a search, the unit will notify the Office of Human Resources of the new hire. Once the new hire has completed all the required paperwork and has been approved, the hiring office/department will notify the other candidates electronically to let them know their status on the position.

STUDENT EMPLOYMENT HIRING PROCEDURES

Approval: Even if a student is extended an offer of employment, the student should not be considered employed until the department/office has received approval from the Office of Human Resources. Approval cannot be made until the student has met/completed all criteria required by the specific position. Criteria may include the following:

1. Presentation of proof of employment eligibility and identification
2. Completion of federal, state, and university employment and tax documents.

Beginning Employment: Students shall not be allowed to work in any position prior to completing all official employment paperwork listed above or before all required background checks have been completed and the results confirmed. Once the unit has received approval from the Office of Human Resources, the student may begin work in the unit.

If a student does not have proper documents to obtain approval, the student shall not begin working; this includes international students. A student employee shall not work prior to official approval and work hours accrued prior to approval by the Office of Human Resources may not be paid at a later date.

RESIGNATION & TERMINATION

Student employees are expected to give their supervisors two weeks' written notice when resigning their position prior to the end of their scheduled job end date. For example a student employee is expected to work until the end of the semester (May 15) and decides to resign April 10. A notice should be submitted to the supervisor. The supervisor will notify the student of problems with job performance or attendance. Any unresolved or persistent problems may result in termination of employment.

Student employees may be dismissed due to changing institutional needs such as budgetary concerns, reorganization, position elimination, etc. Students are hired at-will on a semester-by-semester basis.

Continued employment is contingent on departmental needs and student performance. Continued failure to comply with performance expectations will result in termination of employment. Serious violations constitute grounds for immediate dismissal. Examples include but are not limited to dishonesty, substance abuse, and insubordination.

Student Employee Responsibilities

RESPONSIBILITIES

Schedules: Each semester you will work out a schedule with your supervisor and you will be expected to follow it. The US Department of Education mandates work-study students should not be working at any point during their scheduled class periods. If a student works during that time, the date and reason must be clearly stated in the comment section of the time sheet. It is recommended that university funded students adhere to the same guidelines.

Please be prompt in reporting for work. If you cannot work your scheduled hours, please make arrangements with your immediate supervisor as soon as possible. If you are ill, call your supervisor. Learn your supervisor's phone number and call your supervisor directly.

Attendance: You are expected to work your assigned schedule. If there is an important or urgent reason for changing the schedule, you must contact your supervisor in advance. The supervisor will determine if there is just cause to change the schedule. Depending upon the department policy, your supervisor may require you to find a substitute. If you cannot find a substitute, you are expected to work your scheduled hours.

When you are ill, you **MUST** call your supervisor each day before the scheduled work block. Any student having excessive absences because of illness may be asked for verification of illness. Unexcused absences may result in termination.

Student work schedules are formulated around student class schedules, departmental budgets, departmental needs, library hours, university rules, and other determinants. Student hours may be changed during the semester if the situation warrants. It is your responsibility to discuss changes with your supervisor.

These are minimum attendance requirements; some departments may find it necessary to establish stricter policies.

Attitude: Student employees have a responsibility to contribute positively to UCM's image. In the eyes of many people, student employees are UCM, and their image of UCM is often formed by their view of student employees. Given the opportunity, student employees should speak positively about the campus community and, if employees have concerns, they should be taken to their supervisors, not to others around or outside campus.

GUIDELINES

On-campus offices provide a professional service to the University; therefore, students working for these offices should conduct themselves in a professional and responsible manner. The following guidelines should be kept in mind:

- Be polite and courteous to patrons at all times. SMILE.
- Give correct information to patrons – or refer them to someone who can.
- Be accurate in everything you do.
- Refer problems to your supervisor.
- Dress appropriately; be neat and clean and do not dress to draw attention. Each office may have individual dress codes, check with your supervisor.
- All student assistants are to report to work on time. Repetitive tardiness will result in termination. If you anticipate late arrival, early departure, an absence, or need to alter your work schedule in any way, you must acquire approval from your supervisor.
- All students are required to clock in and out for every shift either in MyCentral or KRONOS. Failing to do this may result in non-payment of wages for the shift. You are responsible for accurately completing and submitting your semi-monthly time sheet by dates listed for each pay period.
- Student assistants are expected to work diligently while on the clock. There should be no time for personal work (ie: homework, letters, typing papers, email, research, personal calls) when you are scheduled to work. Personal phone calls (other than emergency situations) and visitors should be kept to a minimum. Cell phones should be kept with purses, bags, or turned off while at work.
- Student employees should not use the equipment in this office for personal use, unless approved in advance by a staff member
- Confidential information is kept in the office. Release of any confidential information is prohibited and will lead to dismissal.
- Become familiar with all areas of the office and the office staff.
- Student employees are to maintain good office behavior while on duty and to keep the area neat. Feet on the desk tops, working on hobbies, surfing the internet, personal e-mail, etc. are not considered appropriate forms of office behavior.
- Check with your supervisor regarding eating or drinking while on duty.
- Personal use of the telephone by employees should be for emergency calls only. This includes the use of personal cellular phones.
- Most offices maintain student personnel records. Remember that your supervisor may be a good source of future job references.

PERFORMANCE EVALUATION

HR recommends that each student employee receive a written evaluation once a year; however, individual supervisors may conduct evaluations more frequently. Written

evaluations will be kept with the student personnel file in your supervisor's office. This personnel file will be used to provide future references for both on and off-campus requests.

Payroll Information

GENERAL PAYROLL INFORMATION

- All student employee earnings are subject to both federal and state taxes and reported annually on a W-2 statement. Some exceptions may apply to international student employees and must be evaluated on an individual basis.
- All student employee earnings are exempt from FICA/MEDI withholdings/reporting by IRC3121(b)(10).
- Student employee positions do **not** constitute "Employment" under RSMO Section 288.034.9(7) of the Missouri Employment Security Law and do not qualify for unemployment benefits.
- Federal work-study student employees may **not** exceed his/her assigned allotment during a semester.
- All student employees are paid semi-monthly on the 15th and last working day of each month. If the 15th falls on a weekend, the pay date will be the Friday before. Earnings are paid on a lag basis of one pay period.
- All student employee earnings are delivered electronically to the U.S. financial institution of your choice. Note that direct deposit is a condition of employment for all UCM personnel, including student employees.
- All student employee pay statements are delivered electronically in MyCentral under the Employee Tab. Historical statements are maintained electronically as well in MyCentral.
 - Start at the UCM home page: <http://www.ucmo.edu/>
 - Click on Log in to MyCentral located on the left under MyCentral.
 - Enter your 700# and MyCentral Password. Then click on Login.
 - Click on Employee.
 - Click on Pay Information.
 - Click on Pay Stub.
 - Select year you would like to view, then click on Display.
 - Click on the pay date link you would like to view. You can then print from there.

REPORTING TIME

Link to the original version on the web at
[http://www.ucmo.edu/hr/employees/documents/Student Time Sheet Reporting Instructions.pdf](http://www.ucmo.edu/hr/employees/documents/Student%20Time%20Sheet%20Reporting%20Instructions.pdf)

STUDENT INFORMATION – MYCENTRAL– EMPLOYEE TAB:

A great deal of current and historical information is maintained for all UCM employees in MyCentral under the Employee Tab. It is available 24/7 at your convenience.

<https://mycentral.ucmo.edu/cp/home/displaylogin>

1. Employee Time Sheets
2. Instructions for Student Employee Time Reporting
3. Kronos Workforce Central Link (if applicable)
4. Employee Pay Statements (current and historical)
5. Earnings History
6. Deductions History
7. Hours by Position
8. Employee W-2 Year End Statements (current and historical)
9. Electronic W-2 Consent
10. W4 Tax Exemptions or Allowances
11. Job Information (current and historical)