

## **Introduction**

This guide is established from current Greenville University operating procedures, guidelines provided by the Fair Labor Standards Act, Federal Work Study Program and Federal Insurance Contributions Act (FICA) Regulations.

Part-time student employment is available at Greenville University for both Federal Work Study Eligible Students and Regular Students. All students will be paid by the hour. They will be paid at least the current federal minimum wage. No student employee may be employed under conditions which exceed the parameters of student employment policies or student wage rate policies.

The information stated in this student employment guide are subject to change at the sole discretion of Greenville University, as are all other policies, procedures, benefits and other programs. This guide will be revised from time to time to provide you with up-to-date information resulting from changes in policies and procedures.

Greenville University reserves the right to suspend, revise or revoke any of its policies and procedures at any time, with or without notice.

## **Employment at Will**

Nothing contained in this guide or in any other materials or information distributed by the University creates a contract of employment between a student employee and Greenville University. Employment is on an At-Will Basis. This means student employees are free to resign their employment at any time for any reason, with or without notice, and Greenville University retains the same right.

Further, any terms and/or conditions of employment may be changed with or without cause and with or without notice at any time by Greenville University.

## **Equal Employment Opportunity**

Greenville University is an equal opportunity employer and it is the policy of the University not to discriminate against any employee because of race, color, creed, sex, or national origin. Greenville University will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

## **Employment Eligibility/Enrollment Requirements**

- To be eligible for student employment a student must be enrolled and maintain a minimum of six (6) credit hours per semester.
- All student employees must be classified as seeking a baccalaureate degree.
- A student is no longer eligible for student work if the student drops below the minimum credit hours of enrollment, graduates or withdraws from school.
- Student employment status will be terminated immediately when a student is no longer eligible for student work.
- Student employment eligibility will be monitored and ineligibility will be communicated to the immediate supervisor.
- As a student employee, your employment is part-time and temporary.
- Students employed in a Faculty/Administrative Staff/Staff position will not be eligible to work as student employees.
- Students suspended from Greenville University are not eligible to continue employment or begin student employment until they have been officially reinstated.
- Students may not be employed in a department where a direct "supervisor/subordinate" relationship would exist between a student and a member of his/her immediate family or a relative.

## **Employment Applications**

Students seeking employment should complete the Student Employment Application available at <https://form.jotform.us/form/52093801406146>. Completed applications will be sent to places of interest identified on the application.

## **Employment Requirements/Forms**

Students are **not** authorized to begin work or be paid until ALL Employment Forms are completed and required identification documents are presented. THERE ARE NO EXCEPTIONS!

Students are required to complete:

- Student Employment Work Agreement
- Student Employee Direct Deposit Enrollment Form
- Federal W-4 -- Federal Withholding Tax Form
- State W-4 -- State Withholding tax Form  
OR Form IL-W-5 -- Non-Resident (Iowa, Kentucky, Michigan, or Wisconsin)
- Form I-9 -- Department of Homeland Security Employment Eligibility Verification
  - Each student must complete Section 1 of the Form I-9 and present ORIGINAL identification that establishes identity and employment eligibility.
    - The list of acceptable documents is provided on the Form I-9.
  - The Payroll Office will complete Section 2.
  - The student must provide the required documentation before beginning work.
- Student Employment Application

### **Social Security Number**

All students must have a Social Security number issued by the Social Security Administration. The original Social Security Card must be presented to the Payroll Office prior to beginning employment.

### **Minimum Work Hours**

- Student employees are required to work a Minimum of 5 hours per week OR a Minimum of 45 hours per semester while classes are in session (including finals week) during the fall and spring semesters and during official break weeks.

### **Maximum Work Hours**

- Student employees may not work more than a total of 20 hours per week while classes are in session (including finals week) during the fall and spring semesters.
- Student employees may work up to 27 hours per week during official break weeks with the prior approval of their supervisor.

### **Summer Work**

During the summer a student may work as long as:

- Student employees must have been enrolled and completed at least six (6) credit hours the preceding spring semester and must be registered for a minimum of six (6) credit hours for the upcoming fall semester.
- A new Student Employment Authorization Form must be completed for the Summer Work.
- Summer student employees may not work more than 27 hours per week.

### **Interterm Work**

During Interterm a student may work as long as:

- Student employees must have been enrolled and completed at least six (6) credit hours the preceding fall semester and is registered for a minimum of six credit hours for the upcoming spring semester.
- Interterm student employees may not work more than 27 hours per week.

### **International Student Employment**

International students who have a legal visa status and a social security card are eligible for on campus student employment. Students on an F-1 visa are prohibited from working more than 20 hours per week while classes are in session. All international students must provide the following original documents: Passport, I-94 document, and a valid Social Security Card to the Office of Student Payroll prior to beginning employment.

### **Student Employee Federal Insurance Contributions Act (FICA) Tax Exemption**

Student employees will be FICA exempt while classes are in session (including finals week) during the fall and spring semesters and during official break weeks. Student employees will be FICA taxable during breaks longer than five weeks and during the summer.

### **Federal Work Study**

The Federal Work Study (FWS) Program is designed to assist students with financial need to secure employment and help defray costs. Federal Work Study eligibility is awarded by the Financial Aid Office as part of a package of scholarships, grants or loans. The program encourages community service work and work related to each student's course of study. FWS awards not used will not be carried over to the next academic year. Any money not earned from the award is unrecoverable. Students who reach their award limit are encouraged to go to the Financial Aid Office to inquire if their award can be increased. The awarded Federal Work Study amount is not a promise of funds, rather, an estimate of potential earnings. To determine eligibility for FWS, students should apply by April 15 each year.

*Supervisors are encouraged to express a preference for students with a current Federal Work Study Award when advertising a job. Student employees who are receiving a Federal Work Study award have a predetermined student work earnings limit.*

### **On Campus Jobs/Job Postings**

Students interested in on campus jobs may check the bulletin board in the Financial Aid Office, the Campus Bulletin sent via E-MAIL or contact individual departments directly. *Supervisors should send job openings to the Financial Aid Office and e-mail the Campus Bulletin at [campusbulletin@greenville.edu](mailto:campusbulletin@greenville.edu) for posting.* Applications for student employment are available on [my.Greenville.edu](http://my.Greenville.edu).

### **COMPENSATION:**

**Minimum Wage/Payment for Work/Compensation** federal minimum wage.

- Illinois minimum wage does not apply to student workers at an accredited Illinois college under the Illinois Department of Labor Law.
- Wages above the current federal minimum wage must be documented in the Student Employment Authorization Form.
- Student employees are eligible for a \$.10 pay increase after each year of continued employment at the same job.
  - *It is the supervisor's responsibility to submit the increase request to the Payroll Office.*
- Student employees must be compensated for all hours actually worked.
- A student cannot serve a preliminary training period without pay.
- Stipend payments are not allowed for any student work. (Resident Chaplains and Student Association Workers receive a stipend for their services during the academic year.)
- Questions about student paychecks should be discussed with the supervisor and then the Student Payroll Office.

### **Pay Periods and Pay Dates**

Student employees are paid Semi-Monthly on the 15th and the last day of each month. If the usual pay day falls on a Saturday or Sunday, the pay date is backed up to Friday.

- Student hours worked from the 6<sup>th</sup> of the month through the 20<sup>th</sup> of the month are paid on the last day of the month.
- Student hours worked from the 21<sup>st</sup> of the month through the 5<sup>th</sup> of the next month are paid on the 15<sup>th</sup> of the month.
- Student employees are paid via Direct Deposit to the bank of their choice.
- It is the employees responsibility to view their earnings statement on-line each pay period for verification of accuracy.

### **Direct Deposit**

Direct Deposit is mandatory for all student employees. Students without a bank account can open an account at any bank of their choice. The direct deposit set-up may require at least one pay period to test with the bank for verification. This test period will generate a paper check that will need to be deposited or cashed.

### **Student Address/Name Change**

To ensure that his/her W-2s are received annually, a student employee should maintain a current address with the Payroll Office. Student employees can make address changes directly through the Paylocity Web Pay system available at <https://login.paylocity.com>. Student employees requiring a name change must present a new Social Security Card to the Payroll Office. A name change will not be made until a new Social Security Card is provided.

**Student Employment Evaluations**

A student employment evaluation should be done with the student employee once per academic year. This form is to be completed by the supervisor and reviewed with the student employee. The purpose of the evaluation is to document the demonstrated job performance and accomplishments of the student employee. Evaluation forms can be found on my Employment page of my.Greenville.edu. Evaluations are to be completed and submitted to the Financial Aid Office no later than May 10th each year. This evaluation will be kept with the student’s financial aid records.

**Student Employment Resignations/Terminations**

Student employees should give as much advance notice as possible to their supervisor or department head when leaving a student employment position. Preferably notice should be provided no later than two weeks prior to the last day of work. An exit interview between the employee and the supervisor may prove helpful to both parties.

*The supervisor is encouraged to provide frequent opportunities for meaningful feedback about the student employee’s performance with ample opportunity for the student to correct any performance that falls below standards.*

The student payroll office must be immediately notified in writing of all cases of terminations. The written notification must include the student’s name, last four digits of the social security number, and the last day of work.

**Leaves**

Student employees are not eligible for paid leaves such as vacation, paid holidays, disability leave, funeral leave, sick leave, or jury duty. However, these are considered excused absences when communicated to the Supervisor. Students are eligible for such leaves without pay.

**CONDITIONS OF EMPLOYMENT, RESPONSIBILITIES AND CONDUCT**

Student employment is intended to supplement the academic experience. As a representative of the University, a student employee’s attitude, appearance and behavior are equally important to the success of student employment. Student Employees are responsible for performing assigned duties according to the schedule arranged with their supervisor. Student employees are expected to perform work as any other employee of the University. Student employees are not allowed to work during scheduled class time. Any questions about the student employee’s job responsibilities or other expectations should be discussed with the supervisor.

**Attendance and Punctuality**

- Student employees are expected to report to work at the scheduled time and leave at the scheduled time. Student employees must be prepared to start work at the scheduled time and remain on the job during their assigned work hours.
- Promptness and dependability are very important to the success of student employment.
- In the case of emergency, illness, or other serious reasons making it impossible to work that particular day, a student should contact the supervisor as soon as possible.
- It is the student employee’s responsibility to notify the supervisor if they will be absent.
- Advance notice should be given to the supervisor for early/late arrival times, absences and schedule changes in order for adjustments to be made.
- Neither employees nor employers are obligated to make up hours missed for academic reasons, holidays or vacations.

**Reporting of Hours Worked (Electronic Timekeeping System)**

- Student employees are required to report their hours worked and/or to transfer hours to their appropriate work department via the electronic timekeeping system.
- Internet link: **<https://login.paylocity.com>**
- Instructions on how to clock in/out are available in Appendix A.
- Student employees must record or clock hours daily; adding them later will cause extra work for the supervisor and may result in disciplinary action.
- Students are required to approve their timecard through the Employee Approval Required Link.
- *Supervisors are required to approve the employee’s time.*
- Students and *Supervisors* must approve the time entries no later than One Day after the pay period ends.
- Overtime is not allowed for student employees.
- Student hours worked are calculated on six minute intervals. The rounding rules are based within the six minute interval: fewer than 3 minutes round down, 3 minutes or more round up.

**Personal Appearance and Demeanor**

Personal neatness and appropriate attire are expected of all student employees. All office personnel are expected to dress in a business-like manner as directed by the supervisor. All employees are asked to be careful of their personal hygiene, neatness and cleanliness.

**Telephone Protocol**

Prompt and courteous answers to telephone calls should be a self-imposed rule. All employees (including students) are direct representatives of the University. Be sure to identify yourself when answering or making a call; always be professional and as helpful as possible.

**Written Communication**

Mail to off-campus addresses represents the University and therefore should always meet the highest standard of quality and appearance. Typographical errors are not acceptable. Greenville University letterhead is only used for Greenville University business.

**University Equipment**

All employees who handle University equipment are responsible for the care and security of such equipment while it is under their control. Employees are not permitted to use University equipment for personal reasons unless properly authorized. Unauthorized use or removal of University equipment or property may be cause for immediate dismissal. Tools or Equipment should never be used except for the specific purposes for which they were designed.

**Personal Property**

Personal belongings brought onto Greenville University's premises are the student employee's responsibility. While the University does all it can to protect property, it cannot be held responsible for the loss or theft of personal belongings. If student employees find property missing or damaged, they should report it to their supervisor and the Office of Safety and Security.

**Confidentiality**

Student employees may, on occasion, come in contact with personal information or confidential University records. Confidential matters may not be discussed with any unauthorized persons. Violation may be grounds for immediate dismissal.

**Guidelines for Appropriate Conduct**

Listed below are behaviors Greenville University considers inappropriate. This list of inappropriate behavior and conduct is not all inclusive and could lead to disciplinary action, up to and including termination of employment (without prior warning and at the sole discretion of the University).

Employees may be immediately dismissed for:

- Falsification of personnel records, including time records and application for employment
- Incompetence or inefficiency
- Inexcusable neglect of duties, insubordination or disobedience
- Use of alcoholic beverages, tobacco, narcotics, or hallucinogenic drugs on or off the University property
- Unexcused absence for three (3) days without notification or reasonable cause
- Theft or unauthorized use or removal of University property
- Unauthorized alteration of database records or other misuse of technology per the Policy on Appropriate Use of Network and Computing Resources found at <http://helpdesk.greenville.edu>.
- Unauthorized possession of firearms, knives or explosives
- Stealing from fellow students, employees or others on University property
- Immoral or indecent conduct
- Threatening, intimidating, coercing or interfering with fellow employees on University property
- Conviction of a criminal offense
- Any act of fighting on University property
- Refusal to perform assigned duties or follow instruction of a supervisor
- Failure to correct conditions covered in warnings
- Release of confidential information to un-authorized persons
- Abusive or threatening language

Employee offensives that may result in dismissal for more than one occurrence:

- Wasting time or loitering
- Failure to report work time via the electronic timekeeping system
- Leaving University premises or work area without permission during working hours
- Tardiness – Failure to report to work on time
- Negligence in the performance of duty
- Negligence or abuse in the use of University property or equipment
- Failure to report an incident and/or injury to yourself or others
- Sleeping during working hours
- Violation of or disregard for fire safety or common safety practices

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of Greenville University based on violation of any Greenville University policy, you will be subject to disciplinary action, up to and including termination.

**Discipline and Corrective Action**

Greenville University expects the following basic standards of conduct will promote a high quality work environment and ensure responsible behavior. The student employee must:

- adequately perform the job
- follow the rules established by the department or supervisor
- follow the policies of the University and the law
- act with honesty and integrity, and respect the rights of others in the work environment

Violation of University policies and/or procedures may lead to disciplinary action. Any discipline imposed is intended to correct or modify an individual’s conduct, to deter such conduct on the part of others, and to protect the rights of the University and everyone working at, or associated with, the University.

Discipline may take the form of counseling, verbal or written warnings, or termination of employment. A student employee may also be suspended with or without pay during any investigation of possible misconduct. All disciplinary action is administered with consideration given to the seriousness and frequency of the offense, the student employee’s past record (including work history and earlier disciplinary record) and the circumstances surrounding the particular case. Because of the individual nature of each situation, Greenville University reserves the right to impose discipline appropriate to the circumstances.

All disciplinary actions should be thoroughly documented. Such documentation should articulate to the disciplined student employee what behavior needs to be corrected, what measures must be taken to correct unacceptable behavior, what opportunities (if any) will be provided to correct the situation and what the consequences are of continued improper conduct or inadequate performance. The student employee should be given a copy of the documentation and should be asked to sign that he or she has received it.

**WORKER’S COMPENSATION**

Student employees are protected under the Worker’s Compensation Law of the State of Illinois. A student employee injured in the course of performing regular employment duties during employment hours is automatically covered under the provision of this law. The University requires immediate and formal reporting of accidents and injuries on the job.

**Reporting a Worker’s Compensation Claim**

In the event of an on-the-job injury, the student employee should first secure treatment of any injury; the supervisor must be notified as soon as possible. During regular business hours, every worker’s compensation claim must be reported to the Risk Management Coordinator during the same day of the injury. If the injury occurs after regular business office hours, the claim must be reported the following business day. Failure to report the injury/accident in a timely manner may result in a loss of benefits.

Even though the injury or accident may not be significant enough to require medical care, it is still important that a record be filed identifying the circumstances surrounding the accident. In every accident of any significance, contact should be made immediately with a doctor. This is for the mutual protection of the student employee and the University. Benefits from other sources are coordinated with worker’s compensation benefits where applicable.

***Supervisor Responsibilities***

*Before a student can begin working, the payroll office must have the following on file:*

- *Student Employment Job Description*
- *Student Employment Authorization Form*

*Supervisors should provide an orientation to the student employee in order to help them understand the job responsibilities, requirements, attitudes, appearance and expectations. Supervisors are also responsible for the verification of satisfactory work and the accurate reporting of hours worked in Web Time, Paylocity's electronic timekeeping system.*

**APPENDIX A**

**Paylocity Web Pay and Web Time Information**

- The Web Pay system provides access to view or print your pay stubs, change your banking information for direct deposits and make changes to your personal information.
- The WebTime system is used to clock in/out, transfer work departments, review and approve your time sheet. See the instructions below (Clock In and Out in WebTime, Review Your Time Card, and Approve Your Time Card).
- The Web Pay and Web Time systems share a single user name and password and you can easily toggle back and forth between these systems by clicking on **Applications** on the menu bar.
- Paylocity supports all internet browsers and can be accessed from your SmartPhone and iPad!

**Register a New User Account**

Company ID: **N1151**

If this is your first time logging in to Paylocity Web Pay/Web Time, please follow the steps below.

1. Go to the Paylocity website at <https://login.paylocity.com>
2. Click the **Register New User Account** option. You will be prompted to enter a security code before continuing. You will need your company’s ID number (**N1151**), your last name as it appears on your Social Security card, your Social Security Number (no dashes), and your 5 digit home Zip Code. These fields are all case sensitive.



3. Once you have entered this data, you will select your own username and password, select 3 challenge questions, select a security image and phrase, verify information and finish.
  - User Name (case sensitive) – 3 to 20 characters that you will remember (we recommend using your GC network account user name)
  - Password (case sensitive) – 7 to 20 characters (must contain numbers, uppercase letters, and lower case letters)
  - Confirm Password – Retype password
4. In the event that you cannot login to Web Pay, please contact payroll at [gcpayroll@greenville.edu](mailto:gcpayroll@greenville.edu)

**Clock In and Out in Web Time**

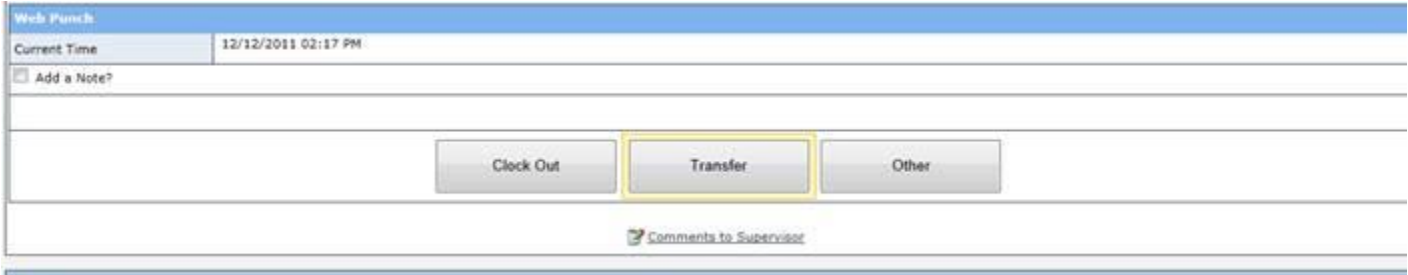
You will clock in and out to record your time worked on Web Time.

1. Go to the Paylocity website at <https://login.paylocity.com> and login using your username and password that you setup in the register new user account.
  - The company ID is **N1151**.
  - This will now take you to your Employee Dashboard in Web Time.
  - Your current Status should be "Clocked Out."



- To clock in to your home department, click on Clock In. Your current status will read "Clocked In."
- When you have completed your shift, log back in to Paylocity and click on Clock Out. Your current Clock Status will read "Clocked Out."

**Clock In and Out for a Department Other than Your Home Department**



If you are approved to work for more than one department you will clock in with the Transfer button.

To clock in to a department other than your home department:

- Login to Paylocity.
- Click on **Transfer**. Select the correct department by using the drop down arrow for Department.
- Click **Save**. You are now clocked in. Your current clock status will read "Clocked In."
- Once you have completed your shift, log back in and click on **Clock Out**. Your current Clock Status will read "Clocked Out."

**Review Your Time Card**

- Login to Paylocity.
- From Web Time select **Employees** and **My Time Sheet** from the menu bar.
- Choose **Current Pay Period** to view all activity for the current pay period.
  - If you see that you have missed a punch, contact your supervisor immediately so they can make the adjustment to your time card.

**Approve Your Time Card**

You will approve your time sheet on the 6<sup>th</sup> and 21<sup>st</sup> of each month. If the 6<sup>th</sup> or 21<sup>st</sup> falls on Saturday or Sunday you will approve your timesheet on Monday.

- Login to Paylocity.
- From WebTime select **Employees** and **My Time Sheet** from the menu bar.
- Choose **Previous Pay Period**.
- If everything is correct click the **Approve All** box at the top left and click **Save**.

**Log Out**

Click **Log Out** from the menu bar to log out of Paylocity.