



*Student Work  
Handbook*



St. Olaf College  
2009-10



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# STUDENTS MAY NOT BEGIN WORK AT ST. OLAF COLLEGE UNTIL THEIR FEDERAL I-9 FORM HAS BEEN COMPLETED

Student payroll forms include: the I-9 Verification form, the W-4 form, and the online Work Authorization form. These forms are required to get a student “set-up” in the payroll system. **By federal law, the I-9 Verification form must be completed by all student employees at St. Olaf.** The W-4 form is usually completed at the same time. An online Work Authorization form must be initiated by the student’s supervisor and accepted by the student for every job that a student works.

**These three forms must be on file in the Financial Aid Office, Administration 110, by the 20<sup>th</sup> of the first month worked in order to be paid the next month for that payroll cycle.** Please see below for more information on payroll forms. **The due dates for timesheets are listed on page 3.**

## OBTAINING A JOB AND COMPLETING THE REQUIRED FORMS

Many student work opportunities are available at St. Olaf College. If you need assistance in finding a job, you may use the student work web site or contact Brian Murphy, Student Work Coordinator, or Marlene Coon, Financial Aid Assistant, in the Financial Aid Office, Administration Building Room 110. **Students are limited to working two jobs at a time and must get special permission from the Student Work Coordinator to work any additional jobs.**

When you have found a job, you must complete the necessary paperwork: an I-9 Verification form and a W-4 form. You must also accept the online Work Authorization form e-mailed to you by your supervisor. (All paper student work forms are available online and/or in the Financial Aid Office.)

The **Work Authorization** form serves as your work contract. Your supervisor will initiate an online Work Authorization form, which will generate an email to you with a link to the St. Olaf Workflow Application web page. You will then log in with your St. Olaf username and password, review all the details on the form, and then accept (or reject) and submit the form. The submitted form will be sent automatically to the Financial Aid Office with a copy going to your supervisor. You must complete a Work Authorization form **every year for each job** that you have on campus.

The **I-9 Verification** form is a required federal form. To be eligible to work, every employee **must complete an I-9 form before the first day of employment at St. Olaf.** You would normally need to file the I-9 form only once for student employment, but this can change for some students when a new version of the I-9 is released or when there has been a “break in service.” At St. Olaf, a “break in service” for students is defined as not having worked during the

If you have any questions about the student work program, please contact us. You may stop by the office, contact us via e-mail at [studentwork@stolaf.edu](mailto:studentwork@stolaf.edu), or call us at x3564 (Brian), x3706 (Marlene), or x3019 (main office). Our office hours are: Monday – Friday, 9:00 a.m. – 5:00 p.m.

academic year or during the summer in the current calendar year. For example, any student who has not worked since December 31, 2008 would have to complete a new I-9 form if they want to work during the 2009-10 academic year. To complete the form, you must bring identification with you to the Financial Aid Office. If you have questions about the types of identification necessary to complete the form, refer to the list of acceptable forms of ID on the back of the I-9 form.

The **W-4** form is another required federal form. Student work earnings are subject to federal and state tax withholding. On the W-4 form you must indicate the number of exemptions you wish to claim for tax purposes in box 5 and sign the form. (You may file “Exempt” from taxes by writing “exempt” in box 7 only if you meet the specified guidelines for exempt status. If you file exempt, you must resubmit the W-4 each year.)

### **A BRIEF (*BUT VERY IMPORTANT*) NOTE REGARDING STIPENDS**

Some student positions on campus are paid with stipends rather than by an hourly rate through the student work payroll. These stipends are paid for media organization positions; student government positions; student coaches, managers (athletics and music), and trainers; and foreign language house assistants. **Stipend earnings are considered financial aid and are incorporated into the need-based portion of a student’s financial aid package.** Stipend payments are not administered by the student work coordinator and are NOT paid through the student work payroll. All stipends are paid through Accounts Payable in the business office.

Since students receiving stipends do not get paid through the student work payroll they are not required to complete the I-9 form for these positions. This means students who have only worked in a stipend position during the current calendar year (since January 1, 2009) would have to complete a new I-9 form in order to work in a regular student work position during the 2009-10 academic year.

### **STUDENT WORK WEB SITE**

The Student Work web site can be accessed at the following URL:

<http://www.stolaf.edu/services/financialaid/studentwork.htm>

From this site, you may print payroll forms and the payroll schedule which is also on page 3 of this handbook. Student work job openings are also posted on this website. You may search the notices for available jobs at <http://fusion.stolaf.edu/stuwork> and then contact the supervisors directly according to the instructions included in the notice.

### **OFF-CAMPUS COMMUNITY SERVICE JOBS**

In addition to on-campus jobs, students may earn their work awards at off-campus community service organizations during the academic year. St. Olaf College has student work agreements with several local non-profit organizations. Students must receive “Federal Student Work” funds to be eligible to work off-campus. The wage rate for this program is \$9.28/hour. Openings for off-campus community service jobs are posted on the student work website. If you have questions regarding your eligibility for this program, please contact the Community-Based Work-Study Coordinator, Diana Dargen at x3268. She is located in the Center for Experiential Learning. Her e-mail address is [dargen@stolaf.edu](mailto:dargen@stolaf.edu).

## STUDENT WORK AWARDS

**All students working on campus for the academic year must have a student work award.** Most students are awarded student work as part of their financial aid package and these students are given top priority for on-campus jobs. Students who do not receive financial aid usually may not work on-campus during the academic year. (There are some exceptions to this rule, particularly if a supervisor submits a request to hire a student without aid.)

Your student work award represents the maximum amount you are eligible to earn. It is your responsibility to carefully schedule your hours so that you (1) work the number of hours required to earn your award, if you want to earn the full amount, and (2) monitor your hours so that you do not exceed your work award limit. The table on page 4 shows the number of hours to schedule for different work award amounts.

## TIMESHEETS

Federal regulations require that all students record their hours on a timesheet that documents the dates, hours, and total hours worked. You must indicate the “in” and “out” times to comply with these regulations. Your supervisor will provide you with a timesheet to record your hours.

A timesheet must have the following items to be considered complete and to be processed for payment:

- Your name
- The department name and number
- Your hourly wage
- Total hours worked
- Your supervisor’s signature
- Your student number
- The pay period
- Dates and hours worked, record time in and time out
- Your signature

Hours must be recorded accurately on the timesheet to reflect actual hours worked. Falsifying timesheets is a violation of the St. Olaf Code of Conduct. Such violations will be referred to the Dean of Students Office for disciplinary action and may result in dismissal from a job.

Timesheets must be submitted to the Payroll Office, Administration 209, by the specified due dates. The payroll schedule is printed on the next page. Late timesheets will be processed in the next payroll cycle. **Be sure to sign your timesheet and give it to your supervisor for her or his signature at the end of each pay period so that your timesheet can be processed each month.**

## ACADEMIC YEAR STUDENT EMPLOYMENT

Your work award represents the maximum amount you are eligible to earn. Academic year student employment begins the first day of class for Fall Semester and ends the last day of final exams for Spring Semester. All earnings during the academic year count against the student’s work award regardless of the type of job or the source of the funding.

## STUDENT WORK PAYROLL SCHEDULE 2009-10

Pay Period	Timesheets Due	Payday
Sept. 9 - Sept. 30	Friday, Oct. 2	Oct. 15, 2009
Oct. 1 - Oct. 31	Monday, Nov. 2	Nov. 13, 2009
Nov. 1 - Nov. 27	Monday, Nov. 30	Dec. 15, 2009
Nov. 28 - Dec. 31	Friday, Jan. 8	Jan. 15, 2010
Jan. 1 - Jan. 31	Friday, Feb. 5	Feb. 12, 2010
Feb. 1 - Feb. 28	Friday, Mar. 5	Mar. 12, 2010
Mar. 1 - Mar. 31	Friday, Apr. 2	Apr. 15, 2010
Apr. 1 - Apr. 30	Monday, May 3	May 14, 2010
May 1 - May 25	Friday, May 28	June 15, 2010

### WAGE RATES AND SCHEDULING HOURS

Wage rates are as follows: Freshmen and Sophomores, \$7.40/hour ~ Juniors and Seniors, \$7.65/hour ~ Base wage rate in food services, Freshmen or Sophomores, \$7.65/hour and Juniors or Seniors, \$7.90/hour ~ Tutoring and Special Skills positions, \$7.90/ hour ~ Off-Campus Community Service positions, \$9.28/hour.

Use the table below to determine how many hours you need to work per week (on average) to fulfill your work award. It is your responsibility to carefully schedule your hours so that you (1) work the number of hours required to earn your entire award, if you want the full amount, and (2) do not exceed your work award limit. The table is based on working 14 weeks each semester plus 4 weeks during interim. If you will not work the entire academic year, you should adjust the number of hours you work. Students may not work more than 20 hours per week.

### HOURS PER WEEK BASED ON WORK AWARD LIMIT

Wage	Student Work Award Amount					
	\$1,000	\$1,200	\$1,500	\$1,800	\$2,000	\$2,300
\$7.40	4.2 hrs	5.0 hrs	6.3 hrs	7.6 hrs	8.4 hrs	9.7 hrs
\$7.65	4.0 hrs.	4.9 hrs.	6.1 hrs.	7.4 hrs.	8.1 hrs.	9.4 hrs.
\$7.90	3.9 hrs	4.7 hrs	6.0 hrs	7.0 hrs	7.9 hrs	9.1 hrs
\$9.28	3.3 hrs	4.0 hrs	5.0 hrs	6.0 hrs	6.75 hrs	7.75 hrs

*Hours per week based on work award limit and 32 weeks per academic year*

### METHODS OF PAYMENT

You may choose one of the following options for payment of your earnings: a direct deposit to a bank account or a deduction from tuition.

**Tuition Deduction:** If you want to use your student earnings to pay your bill, you must complete the Payment Method form and check the Tuition Deduction box. Each pay period you will receive a statement indicating the amount you were paid which is the amount credited to your student account. If you use your earnings to offset the cost of your tuition, but you do not earn your entire award, you must pay any remaining tuition balance due at the end of each semester.

**Bank account:** You may elect to have your earnings directly deposited into a checking or savings account. Complete the Payment Method form and complete the box with information for your bank account. **If you close your bank account, you must notify the student work office.** The direct deposit to your bank account will take place the first or second pay period after you submit the Payment Method form. When the electronic transfer takes effect, your pay statement will indicate the amount of the deposit. You may receive an actual paycheck for the first pay period. You will need to pick up your paycheck in the Payroll Office, Administration 209.

**If you decide to cancel either the tuition deduction or direct deposit, you must complete a new Payment Method form and submit it to the Financial Aid Office.**

## **UNDERSTANDING YOUR PAY STATEMENT**

### **Taxes**

Student work earnings are subject to federal and state taxes. The amounts withheld will be indicated on the bottom portion of your pay statement. You are paid the net amount after taxes.

### **Tuition Deduction**

If your earnings are credited to your tuition, you will receive a tan colored pay statement stamped “Direct Deposit Advice” and “Non-negotiable” with “0” in the amount field. The net amount after taxes will be credited to your tuition account and will be listed on the top portion of the statement.

### **Direct Deposit**

If you elect a direct deposit to a bank account, you will receive a paycheck on the first pay period, printed on pink paper. Please cash your check as soon as possible. The next payments will be a direct deposit, and this statement will be printed on tan paper.

### **Year-to-date Earnings and Work Award**

Your year-to-date earnings are indicated for both the calendar year and the academic year on the statement. The amount of your work award is also listed on your statement as well as the amount remaining to be earned for the academic year. You should pay attention to these figures and schedule your hours accordingly so that you do not exceed your work award limit. If you think that you might exceed your work award limit, contact the student work coordinator as soon as possible.

### **W-2 Earnings**

You will receive a W-2 form from the Payroll Office each year in January for your student work earnings from the previous tax year. You must claim your student work earnings on your tax return.

## **EXPECTATIONS OF STUDENT WORKERS**

Your position as a student worker, in addition to providing you with money for tuition, books, or personal expenses, will help develop many of the skills you will need to succeed after you graduate from St. Olaf. As a student worker, you are expected to behave in a professional manner.

This includes:

- Developing a positive relationship with your supervisor and other student workers in your office/department.
- Arriving to work on time and ready to work.
- Satisfactorily performing your job.
- Contacting your supervisor in advance if you are unable to work and finding a substitute if necessary.
- Maintaining accurate work records and signing and submitting your timesheet on time.
- Monitoring your student work earnings to ensure that you don't exceed your student work amount.
- Dressing appropriately for your work place.

After graduation, prospective employers may call to verify your student employment. Your work record on campus will be a valuable reference.

### **CHANGING OR QUITTING JOBS**

If you want to change or quit your job, **you must notify your current supervisor at least two weeks in advance.** If you want to change jobs, it is your responsibility to find a new job. The student work coordinator will not be obligated to place you in a new position. You may use the Student Work web site to look for a new job. Please be advised that it is often difficult to find new jobs mid-semester. In order to start at a different job, you must complete a new Work Authorization form, e-mailed to you by your new supervisor.

### **CONFIDENTIALITY AGREEMENT**

By accepting a job using the online Work Authorization form, students are agreeing to abide by the Confidentiality Agreement at St. Olaf. While working, students may have access to confidential records, hear confidential conversations, and/or have access to office computers. Students are expected to perform their jobs in a professional manner and maintain strict confidentiality of the office records and conversations.

The Confidentiality Agreement states:

As an employee of St. Olaf College, I understand that I may have access to St. Olaf's Confidential Information. I agree as a condition of my employment not to disclose Confidential Information to students or to anyone who is not affiliated with St. Olaf College unless directed to do so by my supervisor. I further agree that I may share Confidential Information with other St. Olaf employees only if they need to know the Confidential Information to do their jobs, and I have been directed by my supervisor to share the Confidential Information. I understand that "Confidential Information" includes all information St. Olaf desires to keep confidential, including for example; office conversations, information relating to finances, personnel, management, students, donors, and development plans. I understand that a breach of this Agreement will subject me to disciplinary action, up to and including dismissal from employment.

In addition to understanding the need for overall confidentiality as an employee, each employee should be aware of FERPA – Family Educational Rights and Privacy Act. This federal law provides for the privacy of the education records of students while they are enrolled at St. Olaf and after they graduate or leave St. Olaf. Please familiarize yourself

with the law by visiting the Registrar's office website on FERPA:  
<http://www.stolaf.edu/offices/registrar/ferpa.html>

### **SUMMER STUDENT EMPLOYMENT**

Summer student employment is not affiliated with financial aid and a work award is not required. Students who want to work during the summer should go to the Human Resources Office to complete the Summer Employment Agreement. Summer students are paid through the bi-weekly staff payroll and must complete bi-weekly timesheets. Summer student employment for 2010 begins May 26.

### **INVOLUNTARY DISMISSAL**

In an effort to be fair to both the student and the supervisor, the following five procedures are recommended to dismiss a student worker:

1. **Verbal Warning:** If a situation/act warrants consideration of dismissal, the supervisor will first issue a verbal warning. This communication should result in a clear understanding between both parties as to what the infraction has been and how it can be corrected.
2. **Written Warning:** If the situation/act occurs again, the supervisor will write a warning letter to the student. A copy of this letter will be sent to the Student Work Coordinator and will become part of the student's file.
3. **Transfer:** If both the supervisor and the student are at an impasse, the student work coordinator will assist the student in finding a new job assignment.
4. **Dismissal:** If, after the verbal and written warning, the student continues to exhibit improper behavior, dismissal will result. A letter of dismissal will be sent to the student and a copy to the Student Work Coordinator.
5. **Immediate Dismissal:** If a situation/act warrants it, supervisors have the authority to immediately dismiss a student worker when evidence exists of a violation of the St. Olaf Code of Student Conduct, a breach of the St. Olaf Confidentiality Agreement, a violation of department policies, or if other conditions exist.

**St. Olaf College Student Work Time Card (SAMPLE – DO NOT SUBMIT)**

Student Name:  
Account Name:  
Payroll Period

Student Number  
Account Number:  
Rate

		Sat	Sun	Mon	Tues	Weds	Thurs	Fri	Week Total
Week 1	Date								XXXXXX X
	Time In								XXXXXX
	Time Out								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Total Hrs								
Week 2	Date								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Total Hrs								
Week 3	Date								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Total Hrs								
Week 4	Date								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Total Hrs								
Week 5	Date								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Total Hrs								
Total Hours Worked:									

Student  
Signature: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_

\* By signing this time card, we certify that this is a true statement of the hours worked by the student. We also certify that the student is in compliance with all St. Olaf, Federal, and State policies.

