Guide to Student Employment

Supervisor’s Edition

2013-2014

Office of Admissions & Financial Aid
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I. Introduction

Students work for a variety of reasons. Some need their earnings to meet the basic costs of a Princeton Theological Seminary education, while others need their earnings to pay for non-seminary related expenses. Still others recognize that the skills and work habits gained on the job will benefit them when they seek full-time employment, and some simply enjoy the camaraderie of work groups.

This handbook focuses on the policies and procedures that govern student employment at Princeton Theological Seminary. The administration of student employment for all on-campus positions is coordinated by the Office of Admissions and Financial Aid. This guide includes information regarding the employment of both Federal Work Study (FWS) students and non-Federal Work Study students, requirements for employment, and student/supervisor responsibilities. Any questions, comments, or suggestions that you may have about this handbook are welcome.

Screening and proper supervision of student employees is primarily the responsibility of the supervisor and the department. Supervisory responsibility includes writing and/or updating all job descriptions on an annual basis (as required by the federal government for the Federal Work Study Program), communicating all job expectations to student employees, evaluating student job performance and, when warranted, taking disciplinary action. Further information regarding these responsibilities is outlined in this manual.

II. Policies for Supervisors

A. Guidelines and Responsibilities

Department supervisors are responsible for keeping the Office of Admissions and Financial Aid informed about their student staffing needs.

Department supervisors are encouraged to first consider students who have been awarded Federal Work Study funds when filling their student positions. In this way, the Seminary helps needy students in reducing their dependency on loans to fund their educational expenses. The Office of Admissions & Financial Aid provides a list of eligible Federal Work Study students to PTS departments via an annual mailing to each department.

Each year there are also a number of International students who will be seeking on-campus employment to offset their expenses. Department supervisors should consider hiring these students as well. However, it should be noted that international students are not eligible to participate in the FWS program.
It is Seminary policy that no endorsement is made of any position or of any student for off-campus employment.

B. Responsibilities of the Office of Admissions and Financial Aid

The Office of Admissions & Financial Aid is responsible for the initial hiring process for all students engaged in on-campus employment.

The Office of Admissions & Financial Aid informs the Payroll Office of each hire, and notifies them upon the completion of the required I-9 and W-4 forms.

The Office of Admissions & Financial Aid is responsible for assuring the completion of the U.S. Citizenship and Immigration Services (USCIS) Form I-9 and IRS Form W-4 for all student employees. This includes off-campus employment, participants in Touring Choir, field education, teaching assistants, department assistants, research assistants, and teaching fellows as well as all “one day” employees such as drivers, project helpers, etc.

The Office of Admissions and Financial Aid maintains an online Job Board through the PTS website. Some of these jobs are also displayed on the bulletin board outside of the Office in Templeton Hall. Students are strongly encouraged to utilize these resources.

III. Hiring a Student

A. Notification – ALL Student Employees

When a student is hired by a department, the steps outlined below must be followed:

1. Departments are required to use the new online system time and attendance reporting tool when hiring a student to work in their department. Upon completion of the online form, the Admissions Office will verify student eligibility; i.e., whether or not they have completed the I-9 and W-4 forms and complete the work/hire process. Once eligibility has been established, an addendum will be sent to the department supervisor to sign.

2. Departments are required to direct their new student workers to the Office of Admissions & Financial Aid to complete an I-9 and W-4 Form BEFORE they begin work. The I-9 form should be submitted to the Financial Aid Office along with the W4 Form, which will then be forwarded to Payroll for processing.
3. All correspondence directed to Payroll must also be communicated to the Office of Admissions and Financial Aid if it involves hiring or termination of student employees. This assures our compliance with USCIS regulations.

B. Hiring a FWS Student versus Hiring a Non-FWS Student

When hiring a student, it is imperative to determine whether that student has been awarded FWS. If the student has been awarded FWS, in addition to the requirements above, the Office of Admissions and Financial Aid must receive each of the following from the hiring office:

- Department Agreement
- Job Description for each job filled by a FWS student

Note: If any of the above forms have not been received by the Office of Admissions and Financial Aid, the student will not be paid.

Upon notification that an FWS student has been hired, the Office of Admissions and Financial Aid will send an addendum to that student’s supervisor. This addendum lists the number of hours which that particular student may work under his/her award and the maximum amount of money that the employer will be expected to contribute to the student’s wages. This addendum must be signed and returned to the Office of Admissions and Financial Aid.

C. Payment

A student employee will entitled to receive either:

1. A fixed stipend, which means that time sheets are not required and that the student will receive the same amount of pay bi-weekly (e.g.: teaching fellowship).

   Or;

2. An hourly rate, which means that the student needs to put these hours on the time and attendance log so that the student can be paid according to the number of hours actually worked. It is the responsibility of the supervisor to approve the hours to ensure that the students are paid in a timely manner.

There are two types of payroll hours for students:

1. FWS
2. Non-FWS
D. Termination of Employment

As soon as employment is terminated, the supervisor must notify the Admissions and Financial Aid Office. **If the position pays a fixed stipend, this must be done immediately since the student will continue to be paid automatically until the Payroll Department is notified otherwise.**

IV. Student Employment Procedures

A. I-9 and W-4 Procedures

The following steps will be taken to ensure that a completed I-9 is on file for each student employee:

1. A new Time and Attendance Log will be available on the PTS website via the Administration portal. You will need to log on using your user name and ID so that supervisors can enter student names along with their job title. Instructions for completing the log will be available on the website, and will also be available during training. Any further assistance will be available at the Admissions and Financial Aid Office. After student names have been entered, you will be able to see if the student has completed a W-4 and I-9.

3. If they have not completed these forms, students must be directed to the Office of Admissions and Financial Aid to complete these forms **in person.** In order to complete the I-9 form, students must present a valid Driver’s License and Social Security Card, OR a valid U.S. Passport. **Students cannot begin work until this I-9 and W-4 process is complete.**

4. Students who do not complete the I-9 and W-4 Forms are not entitled to work and **will not be paid.** Departments will be notified by the Office of Admissions and Financial Aid of all **students not in compliance and who cannot work.**

5. All I-9s will be completed and retained by the Office of Admissions & Financial Aid according to the federal guidelines. All W-4 Forms will be forwarded to Payroll. Additional consideration will be given to International students who engage in on-campus employment. When required by federal law, verification of work authorization will be documented on the I-9 form. PTS will comply with all anti-discrimination provisions in the Immigration Reform and Control Act of 1986. Work Authorizations will be verified, when required by federal law, in cooperation with the Seminary’s Designated Immigration Officer. The I-9 form used will be the one most recently issued by the USCIS.

5. A master list of students who have completed the I-9 process will be maintained and updated by the Office of Admissions and Financial Aid and
B. Hiring Non-FWS Students

Departments must notify the Office of Admissions and Financial Aid of all student hires via the online Time and Attendance Log, who will then verify eligibility and complete the hiring process for non-FWS students.

C. Eligibility Requirements for Student Employment

Anyone hired for a student position must be currently enrolled at Princeton Theological Seminary.

- All non-student hires are handled through the Seminary’s Human Resources Department. This includes spouses of students and former students.
- A student is considered enrolled for the first day of classes at the start of their degree program at PTS. They may be paid as a student through the end of August immediately following their graduation from PTS.
- Students hired by PTS for on-campus employment will be considered a student hire until they are no longer enrolled as a student at PTS.
- They may work in more than one department at the same time without being considered terminated or “re-hired”.
- Please note that students funded through the Federal Work Study program, can only work in one position through the Federal Work Study Program.

V. Federal Work Study Information

A. Introduction

Federal Work Study is a campus based Title IV student financial aid program. Participating institutions are required to provide 25% of the student’s earnings. Example: a student is awarded $2,000 in Federal Work Study. $1,500 (75%) of this award is paid for through Federal Work Study dollars with the Seminary contributing $500 (25%). Please note, however, that ALL student wages are charged to the employing department’s budget. Students must complete the Federal student aid process in order to be considered for Federal Work Study funds in any given year. All students, new and returning, are encouraged to complete the current year Free Application for Federal Student Aid form so we can ascertain their eligibility for FWS funding. Our participation in the FWS
program is cost effective for the Seminary and helps the student as well.

The amount of our FWS award varies from year to year and is dependent primarily on two factors: prior use of FWS dollars and the amount of money Congress authorizes in FWS Program funding each fiscal year. Our allocation determines how many people can be hired through the FWS Program in any given year.

Because of the budget savings to the Seminary and the fact that these students need money for their Seminary expenses, FWS students are given priority in both employment on-campus and off-campus. The Seminary’s participation in the FWS Program also requires that a portion of our FWS dollars earned be used for community service America Reads and America Counts placements. It is important that we meet this requirement each year as future FWS allocations are dependent on it. For your information, the following is a short list of community service organizations who have participated in the FWS Program in the past:

- Bonner Foundation
- Princeton AlumniCorps
- Cousins Foundation
- Princeton Human Services
- Crisis Ministry
- Princeton Public Library
- Enable, Inc.
- Princeton YMCA
- Homefront
- Princeton YWCA
- Life Ties
- TASK
- Pace – Princeton University
- Trenton Rescue Mission
- PEI Kids, Inc.

Any questions regarding the administration of the FWS program should be directed to Matthew Spina, Director of Admissions and Financial Aid.

B. Eligibility

Federal Work Study awards are made on the basis of financial need. If a student receives a Federal Work Study award, the student must either work on-campus or at a specified off-campus employer (See list of approved community service organizations above.). A Federal Work Study student has the freedom to choose a desired position, but they must be hired by the department supervisor directly.

C. Guidelines and Rules

The earnings of Federal Work Study students cannot exceed the amount awarded. It is the responsibility of students to track their earnings. If a student’s award will not be sufficient to cover the anticipated total earnings for the school year for the job at which the student is working, the supervisor may place the student on the “regular” student payroll when the limit of the Federal Work Study award is reached. If this arrangement is made, the Office of
Admissions and Financial Aid must be notified.

An increase in a Federal Work Study award may be made only after the student’s financial aid package is reviewed by the Office of Admissions and Financial Aid. Only if there are available funds, and only if students qualify for additional Federal Work Study aid, may they be considered for an award increase.

Conversely, a student’s award may be decreased if he/she receives aid previously not anticipated that disqualifies or decreases the level of participation in the Federal Work Study program. Students will be notified accordingly in such circumstances.

**Students with Federal Work Study awards may work more than one job, but only one job can be paid through the Federal Work Study program.** Other jobs will be considered “non-work study,” and all jobs in total may not exceed 40 hours per week.

Please note that FWS begins on the first day of classes and ends on the last day of exams.

**VI. Payroll Procedures**

**A. Recording Hours**

Students will now be inputting hours via the online Time and Attendance Log, which will then be sent to the supervisor and an alternate supervisor (in the event of the supervisor’s inability to approve the hours in a timely manner). The approved hours will then go to the Payroll Department.

**B. Due Dates**

Hours should be reported no later than the Friday before pay week.

All student time sheets for Non-FWS students must be submitted online for approval by the supervisor by the same deadline listed above.

**C. Approval of Hours**

Supervisors must approve hours in order for payroll to be processed
D. **Distribution of Paychecks**

All payroll checks will be distributed via campus mail. If an expected check does not arrive, non-Federal Work Study students should contact the Payroll Department. Federal Work Study students should notify the Office of Admissions and Financial Aid.

E. **Work Schedules**

Student employees are encouraged to work no more than 20 hours per week while school is in session during the academic year, and may not exceed 40 hours when school is not in session. Questions regarding hours or work schedules should be directed to the student’s supervisor.

VII. **Position Guidelines**

The specific duties and hours to be worked should be agreed upon by the student and supervisor. Communication is an integral part of making the working relationship pleasant. To this end a job description should be provided, procedures established for unexpected tardiness or absence, and the person(s) to whom the student is accountable should be made clear at the time of hire.

Should problems arise in the student’s ability to fulfill the requirements of the position, the position guidelines should be reviewed in a meeting with the supervisor and the student. Possible resolutions include the student’s agreement to meet the position requirements, changing the position guidelines or terminating the employment arrangement. If either party regards the outcome as unjust, the matter should be brought to the Director of Admissions and Financial Aid.