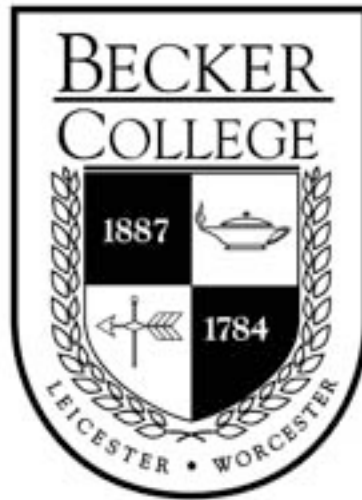


BECKER COLLEGE



CAMPUS EMPLOYMENT HANDBOOK FOR EMPLOYEES

August 2019 – May 2020

Table of Contents

What is Student Employment?	1
Types of Student Employment	2
Federal Work Study (FWS)	2
Student Work Fund (SWF).....	2
Graduate Assistantships (GA).....	2
Student Employment – Master Contact Information.....	3
Job Classifications.....	4
Wages.....	5
Additional Hiring Notes.....	6
Finding a FWS or SWF Job on campus	6
Once you’ve been hired	7
Payroll Schedule	8
Step by Step: How a student gets hired	9
Timesheets & Timesheet Management.....	10
Getting Started	10
Student Employment Frequently Asked Questions	14

Welcome to Student Employment at Becker College

What is Student Employment?

Student Employment at Becker is a program that allows students on-campus employment opportunities while engaging in their studies. Student Employment consists of Federal Work Study (FWS), Student Work Funds (SWF) and Graduate Assistantship (GA). FWS also includes the America Reads program. Federal Work Study is funded by the federal government for students with financial need. Becker finances Student Work Funds and Graduate Assistantship positions.

A Student Employment position is defined as temporary, part-time employment. Students are not eligible for fringe benefits, overtime, holiday or compensatory pay. Students must meet eligibility requirements and this employment is intended to give students with financial need an opportunity to earn money to help pay for their educational expenses. It also encourages students to gain valuable career-related experience as well as promotes community-service employment opportunities. Student Employment is an option to work, not a requirement. Students who are eligible, but chose not to work under FWS may apply for additional loans, if they have not yet reached their maximum loan borrowing limit for a particular year.

Family Educational Right and Privacy Act (FERPA)

The Family Educational right and Privacy Act of 1974 is a federal law which requires that (a) a written institutional policy must be established and (b) a statement of adopted procedures covering privacy right of students must be made available via annual notice in the Catalog to currently enrolled students. Becker College shall maintain the confidentiality of educational record in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible students who are or have been in attendance at the College. Participants in Student Employment may have access to educational and financial records containing personally identifiable information about current and former students, the unauthorized disclosure of which is prohibited by the FERPA. If it is found that a student has violated the FERPA Act, they will be immediately terminated from their position and will be reported to the Office of Student Affairs for appropriate disciplinary action, up to and including dismissal from the College.

Types of Student Employment

Federal Work Study (FWS)

Federal Work Study is a program that is funded by the federal government, and is part of a students' Financial Aid package. In order to participate in the FWS Program you must be eligible for Financial Aid, complete the FAFSA, and be enrolled for at least twelve (12) credits for the semester you are working during fall and spring. There is no FWS during summer. FWS funds are paid hourly.

Student Work Fund (SWF)

Student Work Funds is a program that allows students' employment opportunities while continuing their studies at Becker. Students do not need to be eligible for financial aid to participate in SWF. SWF is funded by Becker. Students must be enrolled at least twelve (12) credits for the semester they are working. Students who chose not to attend summer can still participate as long as they are pre-registered for at least six (6) credits for the upcoming fall. All SWF funds are paid hourly (except RA/RD and assignments which are paid by stipend).

FWS and SWF on-campus positions are not paid study time. These are on-campus employment opportunities that are professional jobs in various departments on campus.

Student Employment – Master Contact Information	
<p>Center for Career Education & Advising By Appointment Only https://www.becker.edu/student-life/student-support/career-education-advising/</p>	<ul style="list-style-type: none"> • Assistance with searching available positions on Handshake (students) • Help finding a job on campus (students)
<p>Payroll Office Marcus McDonald Marcus.mcdonald@becker.edu Payroll Coordinator Phone: 508.373.9457</p>	<ul style="list-style-type: none"> • Approve students to begin working – sets and notifies supervisors of official start date • Lost and stolen check research • Transition from FWS to SWF budget (partnership with Financial Aid) • Distribution of Student Employment Checks
<p>Financial Aid Student Administrative Services Allen Cowett Allen.cowett@becker.edu Director of Financial Aid Phone: 508.373.9429</p>	<ul style="list-style-type: none"> • Initial awarding of Federal Work-Study (FWS) awards to eligible students • Monitor FWS funds • Review of FWS increase from initial award • Notify Payroll of eligibility status

Wages

Student Wage Chart

Employee Type	Wage
Through 12/31/19	\$12.00
Beginning 1/1/20	\$12.75

Days and Hours FWS Students May Work

FWS students **may begin working as early as the first day of classes**. Please refer to the *Classes Begin* dates on the Registrar's academic calendar. If a student has been awarded FWS for the spring semester only, the student may begin working on the first day of class for the spring semester.

NOTE: Although students may begin working as early as the first day of class, students may not begin working under any circumstance until the hiring manager has received an email from the OFA stating the student is eligible to begin working.

The OFA will not pay for any work performed prior to the approval process.

FWS students, assuming they have award money remaining, **may work until the last day of classes**.

Please refer to the *Classes End* date on the Registrar's academic calendar. If a student has been awarded FWS for the fall semester only, the student may work until the last day of class of the fall semester.

The OFA reserves the right to modify the program start and end dates as needed. In the event of a change to these published start and end dates, supervisors will be notified as soon as possible.

FWS students who have an award for both the fall and spring may work between the fall and spring semesters (during winter break) if they have the available funding. Any time worked between semesters is considered fall semester earnings. The spring semester officially begins during the first January pay period. Students with no fall semester FWS may not work during the winter break.

During periods of enrollment, FWS students are permitted to work a maximum of 10 hours per week.

Periods of enrollment encompass all times when classes are in session. **During periods of non-enrollment (winter and spring break), students may work a maximum of 10 hours per week.** Under no circumstances may a student work more than 20 hours per week.

NOTE: The 10 and 20 hour maximums include all jobs.

Although they may work during break periods, **FWS students may NEVER work on a College holiday**, and thus never earn holiday premium pay.

The College holidays for the academic year are listed on the website at

<http://www.becker.edu/about/offices/offices/human-resources/holiday-schedule>.

Pacing FWS Student Earnings

Although students may work up to 10 hours per week during periods of enrollment and 20 hours per week during periods of non-enrollment, working the maximum hours may cause a student to exhaust the entire FWS award for the year very rapidly. Please keep in mind that **FWS funds are awarded on a semester basis**. Although a student may be awarded \$1400 for the year, it may be divided as \$700 per semester, or in other instances awarded for only one semester. Please do not disregard this information. If a

student has been awarded \$700 per semester (\$1400 total) and earns more than \$700 in fall, the **student will dip into the spring award**. Students should plan to work between 55-60 hours/term.

Likewise, if the student earns less than \$700 in the fall, **the extra may be rolled over to spring**.

Please be aware of the following risk: If a supervisor allows a student to work to the point that he or she begins to dip into the spring portion of the award, and for some reason the student's spring award is cancelled, the department will be held responsible for all earnings above and beyond the fall award maximum. Even if a student's spring award is not cancelled, the student will have a limited availability to work in the spring.

Conversely, if a student does not earn his or her entire award in the fall with the intention for the remainder to roll over to spring, there is no guarantee that the funds will be available the following semester. If a student's spring award is cancelled, the student has no eligibility to work that semester, even if there are funds remaining from the fall.

Once a student exhausts his or her award for the year, whether this occurs in the fall or spring, the student must be immediately terminated from the FWS program. **The department is responsible for 100% of earnings above and beyond the FWS yearly award maximum.** The supervisor has the option to rehire the student as a regular student employee (100% departmentally funded), or to cease employing the student all together.

1) **Within \$300 of FWS Award Maximum Emails** - The OFA runs a report at the end of each pay period to see which students are within \$300 of reaching the maximum. We will make every effort to alert students and supervisors but it is the ultimate responsibility of the student not to exceed their hours.

Additional Hiring Notes:

- Becker student employees are employed on an "at will" basis. Becker reserves the absolute right, at its own discretion, to terminate any employee with or without cause, at any time, without prior notice or warning, and without the necessity of following any particular procedure.
- Students must be enrolled at least half time (6 hours) in the current semester to be eligible to work.
- Students cannot start working until they complete their employment documents, and are cleared by the Payroll office. **Students will not be paid for hours worked before they are authorized.**
- Student Employment funding will be cancelled if the student drops below half time status, withdraws, or graduates from Becker College.
- Students may work no more than 20 hours a week or more than six hours a day during the fall and spring semesters.
- Students may work up to 35 hours a week when school is not in session and during the summer.
- Students must log a 30 minute break with every six hours worked.
- Students are not permitted to work on College holidays.
- Students may work during semester breaks with the approval of their supervisor.
- Holidays, snow days and sick days are not to be counted as hours worked.
- Student employees are not paid for lunch or break periods.
- Overtime is not authorized for student employees.
- Elimination or running out of budget for Student Employment may result in the end of a student's appointment. In cases where appointments end mid-semester due to budget issues, every effort will be made to find the student a new position. This does not guarantee that one will be found but the CCPD office will prioritize these students for open positions.

Finding a FWS or SWF Job on campus

The Center for Career Education & Advising at Becker College is a great place to start your search for employment at Becker. They can assist you with accessing current available openings through the Becker

FWS site and with locating a position on-campus. Staff and peer counselors are available to help match your skills to open positions, answer questions on applying and interviewing for jobs, and help you make the most of your student employment experience. Please be considerate to the many supervisors hiring at Becker. Follow-up with the supervisor contact for each position you have applied for online or through email.

Available positions can be found here on [Handshake](#).

On campus employment is competitive and it is not guaranteed you will be hired. Treat this as your first job and manage the application process professionally.

Ask the supervisor for an interview date or ask when they hope to have the position filled; this will help you manage time. Applying for multiple positions will also give you improved chances of finding employment.

Once you've been hired

Every student employee at Becker must complete new-hire paperwork; this paperwork is similar for any kind of paid employment, off-campus or on-campus. **You cannot begin working until these forms are received. For on-campus employment, you will be given an official start date via email by Becker's Office of Financial Aid.**

Paperwork to be completed by all students include:

- **W-4 Form** - This is a standard hiring tax form all Becker employees complete. Student employees who file exempt must complete a new form by February 1st on the following year.
- **I-9 Form** - This is the Employment Eligibility Verification Form issued by the Department of Homeland Security, which requires that all employees hired in the U.S. provide proof of their identity and employment eligibility. A list of acceptable documents (originals only) can be found on page 9 of the I-9, which can be downloaded from the Forms and Information section of BeckerJobs. Please note that all documents must be unexpired.
- **Direct Deposit Form** - To have your pay check deposited directly into your bank account, please bring a voided check.

You will need to bring these completed forms and documents to the Office of Financial Aid, located at 47 Sever Street, Worcester, MA 01604.

Hire Email

Congratulations! The following student has been approved for work.

Hiring Request Details:

Student Name/ID: Betty Becker (1234567)

Position: Summer Office-Lab Assistant

Employer Name: Mail Room, Joe Sirmans

Wage: \$12.00 an hour

Student:

Please use attached timesheet and payroll schedule to ensure timely paychecks.

Employer:

Once your student starts working please ensure that s/he is entering time before the deadline. Also ensure that you are approving timesheets before the deadline. Late approvals cause late payments.

Please review important information including pay dates and timesheet deadlines.

Payroll Schedule

The full payroll schedule can be found on the FWS website.

Timesheets must be submitted electronically by 5:00 pm on the last Friday of each pay period and must be approved by the supervisor.

Paychecks are available by direct deposit.

Student Responsibilities

The opportunity for a student to work is a fundamental part of the college educational experience. Participation is voluntary, but every eligible student is encouraged to take advantage of the opportunity to learn through work, and about work. Student participation in an employment program incurs the following responsibilities.

Absences: You should provide your supervisor with a copy of your class schedule and the hours you are available to work at the beginning of each semester. Once you and your supervisor agree on the days and times you are to work, you should adhere to that work schedule. This is a real job and your supervisor relies on you to report promptly to work. Whenever it is necessary to be absent from work, notify your supervisor well in advance.

Adhere to Policies: Abide by the policies, rules, and guidelines set forth in this handbook and established by your supervisor and department. If you want or need to make changes in your work schedule, transfer or drop out of the program, you should immediately discuss the matter with your supervisor.

Conduct and Dress Code: adhere to the rules of conduct and the dress code of your department as explained by your supervisor. Remember, you are a representative of the college; be courteous to visitors, fellow students, and co-workers.

Confidentiality: You are to maintain the private, confidential nature of the verbal and written information you come in contact with; abide by the Family Educational Rights and Privacy Act you agreed to when signing the Statement of Confidentiality.

College Resources: You are not to use resources, such as copying machines, telephones, computers, and office supplies for personal business or class projects.

Time Sheets: You should ensure your time sheet is completed accurately on a daily basis, secure proper signatures and submit electronically through Insite. False statements or misrepresentation of reported hours is a serious violation of federal law and may be a criminal offense. Falsifying hours worked is grounds for dismissal from the Campus Student Employment Program. In addition, Federal Work Study students who falsify hours will lose their eligibility to receive any type of Federal financial aid; this includes, but is not limited to the Federal Pell Grant and Stafford Loans.

Student Employment Frequently Asked Questions

When will I get paid?

You can find the date on which you will get paid listed in the pay period information section at the top of a time sheet. If you do not receive a pay check on this date, contact your supervisor. Your supervisor must review your time sheet before it can be approved by an administrator and your wages paid to you. Graduate Assistantships are paid in equal installments over the length of the semester.

I started a time sheet but missed the deadline for submitting it. Now what do I do?

If a time sheet is not submitted to your supervisor and approved by the time the pay period is finalized, it will not be processed. You can continue to edit and submit your time sheet even after the deadline of the pay period has passed. It will be processed on the next processing date for the current pay period.

My supervisor returned my time sheet to me. What should I do?

When your time sheet is returned to you, your supervisor will include a note that informs you what needs to be corrected before it can be approved. Access the time sheet from the main page and revise any entries, then resubmit it for approval.

I forgot to enter time from a pay period that's already been finalized and paid. What do I do now?

Contact your supervisor. He or she will need to contact Payroll for assistance. You will not be able to alter time entries that have been finalized and paid to you.

Why can't I enter time for a particular day?

You may not enter time for days in the future, and the drop-down list of possible days reflects that rule.

Can I start a time sheet that's already past deadline?

Yes, you may go back as far as two pay periods and submit a time sheet to your supervisor. Follow the standard procedures for starting a time sheet, entering time, and submitting it to your supervisor. To ensure that your supervisor understands why you're submitting an old time sheet, you may want to e-mail him/her or add a note at the bottom of the time sheet.

I worked from 10pm to 2am. Do I enter my time on one day or two?

If you worked one segment of time that overlaps two days, you can enter it in one entry. To do so, simply select your start time, and then be sure the end time you select is from the bottom of the drop-down list where entries are marked with an asterisk. (The asterisk indicates times that are on the next day.) Once you click Add, the software will automatically break up your entry in to two separate days. If you need to edit that time, you must edit the entries separately. **Student Employment**

What happens if I exhaust my FWS allocation?

Students must contact the Financial Aid office to see if their FWS allocation can be increased.

Increases to FWS allocations are based on a student's additional financial need and additional budget allocation by department. If your FWS cannot be increased, you may speak to your supervisor and ask to be rehired as a Student Work Funds employee after your FWS period. Your supervisor must do the following to rehire you as a Student Work Funds employee:

- Contact Payroll to terminate your previous wage breakdown.
- Hire you under a new SWF wage breakdown

Calculate your FWS award and make sure it covers your employment, through to your end date. If not, then set a date to discuss FWS with the Financial Aid Office at least 2 weeks before your allocation is finished. Also, discuss being rehired with your supervisor at least 2 weeks prior to the end of your award allocation.

How many hours can I work?

Students are allowed to work up to 20 hours per week when school is in session. When school is not in session, students are allowed to work up to 35 hours per week. During summer employment, even though school is in session, students can work up to 35 hours per week. ***Reminder: a half hour break is required after working six (6) consecutive hours.***