

Franklin Pierce University

Student Employment Program

Supervisor's Handbook

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Student Employment Vision Statement

The student employment program at Franklin Pierce assists students in the development of intellect and character by linking foundational expectations and goals with both the vision and mission of the University while instilling the core values of Leadership for the University:

Perseverance
Integrity
Engagement
Respect
Community
Excellence

Our purpose is to prepare citizens and leaders of conscience, whether our graduates' aspirations are global or local. We understand this to be the paramount charge and responsibility of the University.

Through an educational and work environment of clear standards and high expectations, students are given opportunities to develop to further refine good work habits, to gain leadership skills, and to form habits of thought and conduct which promote intellectual and personal growth. The student employment program at Franklin Pierce provides a supportive professional environment through which students are challenged to succeed.

With the financial assistance offered in the student employment program, students are afforded opportunities to earn funds for educational expenses and to develop positive money management skills. Students learn the value of community through work in on-campus positions.

Introduction

The purpose of the Student Employment program at Franklin Pierce University is to provide students with meaningful on-campus work experience. It also serves as a supplemental work force to the University. It is our hope that the information contained in this guide will assist supervisors with understanding the importance of the program and the process that needs to be followed to ensure timely payment of earnings to our students.

The student employment program employs approximately 500 students each year and falls under Human Resources.

Students can begin looking for a job by visiting the "Student Jobs" link via eRaven and applying directly to the on-campus employer or by networking with various campus departments such as Athletics or Facilities. The starting hourly rate for students is the Federal minimum wage is of \$7.25 per hour. Students are paid every two weeks either by direct deposit in the student's personal bank account or by a paper check which is sent to the student's school mailbox.

There are a limited number of jobs available on campus for students. Preference in hiring may be given to students with Federal Work Study awards. An award of student employment indicates eligibility to apply for a campus job, but is not a guarantee of employment. Before a student can work on campus they must complete paperwork through Human Resources and receive a Student Employment Work Paper. **If a student does not yet have a work paper, it means they have not completed the required paperwork and are not eligible to work.**

Questions about the student employment program may be addressed to the Human Resource Department at (603)899-4075 or by email at jobs@franklinpierce.edu.

Responsibilities of the Supervisor

The primary responsibilities of the supervisor are to:

- Advertise open jobs in your department through the “Student Jobs” link on eRaven.
- Interview and hire
- To complete the **Authorization for Student Employment (Work Paper)** on behalf of the student
- To establish and provide adequate supervision, training and support to the student employee
- To monitor student hours; review and approve time sheets

Some students may have a great deal of potential but very little prior work experience. Their job becomes part of the educational process and may complement their academic work. Patience and support on the part of the supervisor can help the student develop that potential and at the same time become a valuable asset to the operation of the department and the University.

More specifically, supervisors are asked to assume the following responsibilities:

- Establish regular work schedules. Supervisors are asked to work with the students, taking into consideration the student’s class and vacation schedule, to establish a regular work schedule and to thoroughly discuss expectations in regard to adherence to the schedule with each student employee. Supervisors are asked to keep in mind that the student’s schedule may need to be adjusted each semester to conform to their class or finals schedules. The supervisor should inform potential student employees if adjustments to the work schedule are not possible.
- Supervisors have the responsibility to sign all student time cards, verify their accuracy and to submit timecards to Payroll each Monday before bi-weekly paychecks are issued.

Employment Programs

- Fall and Spring Semester
 - Students are eligible to work no more than a total of 19 hours per week. This is a total for all jobs.
 - Students may have no more than 1 job unless prior approval is obtained by the Director of Human Resources.
- Summer - There are separate guidelines for Summer Student employment.
 - Students are eligible to work up to 40 hours per week, or a maximum total of up to 400 hours for summer period.
 - Students must work a minimum number of hours to be eligible for summer housing. The minimum is 20 hours per week for 10 weeks, or a total of at least 200 hours during the summer employment program.
 - To be considered for Summer Employment and Housing, Students will need to ensure that the following forms are completed and filed in the Human Resources Department.
 - Room and Board Application
 - Summer Housing Contract
 - I-9 Form
 - W4 Form
 - Background Check (fingerprinting if working directly with minors)

Advertising Jobs

In order to assist departments with filling jobs, it is important that each different position be defined on a Position Description and Request form which is then sent to Human Resources where it will be advertised via the “Student Jobs” link on eRaven. Jobs are also posted in Human Resources.

For most employers, the advertising of jobs is usually done at the beginning of the Fall and Spring semesters. However, new openings may develop over the course of the academic year and that means that a Requisition for Student Employment can, and should, be sent to Human Resources for advertising. Summer positions should be sent to Human Resources in March for posting. A summer job fair is typically held in April.

If a new position is created in your department you must provide a **position description** to Human Resources.

Please return your completed Position Description to Human Resources in DiGregorio. One job description must be on file for each position (several students may fill one position). Please contact Human Resources at x4075 with any questions. These forms can be found on the Human Resources web page under Student Employment.

<http://eraven.franklin Pierce.edu/s/dept/hr/JobOpps/StudentEmp.htm>

Please be as complete and thorough as possible when completing the Duties and Responsibilities section as possible. Indicate any special skills or minimum qualifications required for this specific job. For example, if a special skill or qualification is required to work in a lab, please indicate in the Minimum Qualifications/Skills required sections.

When you have filled an open position please contact the Human Resource Department at (603)899-4075 or by email to jobs@franklin Pierce.edu so the position can be removed from the “Student Jobs” page.

**Franklin Pierce University
Student Employment Program
Position Description and Request Form**

Position Title: _____

Department: _____ **Date:** _____

Supervisor: _____ **Location:** _____

of Openings: _____ **Open to First Year Students:** Yes No

Position Classification (check all that apply):

Clerical/Support Administrative: Athletics
Technical Other _____

Semesters required for Academic Year: _____

Fall Spring Summer I Summer II

Work Days Required

Mon Tue Wed Thu Fri Sat Sun

Hours of Work

Hours per week: _____ Fixed hours Flex hours

(NOTE: students cannot exceed 19 hours per week during the academic year **or** 40 hours per week during summer sessions)

Pay Rate

Pay Rate: \$ _____ per hour Minimum wage \$7.25 (as of 9/01/11)

Brief Description of Position:

Duties and Responsibilities:

Minimum Qualifications / Skills Required:

Skills, Abilities and Knowledge that might be gained in this position:

Special Notes: Use this space to make note of anything not mentioned above as part of job description.

Any questions please contact: Human Resources Department at jobs@franklinpiercedu

Note:

Hiring Students

You can hire any student that presents you with their Authorization for Student Employment, more commonly referred to as a “work paper.” We do ask that you give first consideration to those students with a Federal Work Study allocation as those students have a higher demonstrated need level. Please contact the Student Financial Services Office to confirm whether a student has been awarded Federal Work Study.

International Students

Supervisors may hire international students who present a work paper. The supervisor is responsible for making sure the international student has completed all the necessary paperwork and is eligible to work in the United States. If an international student works before all necessary paperwork is completed first, it could result in them losing their Visa status and returning home. **Any supervisor that allows a student to work prior to completing the necessary paperwork will be subject to disciplinary action.**

Due to IRS requirements, international students must first obtain a Social Security number **BEFORE** they can begin work. If the student does not have one, the International Student Office located in the Center for Academic Excellence can help the student apply for one. Only those students with a valid Student Visa are eligible for employment **without** a Social Security number as long as an ITIN [Individual Tax Identification Number] is applied for.

Once the student has found a job and applied for their Social Security number, they must contact Kathleen Mahoney at mahoneyk@franklinpierce.edu to complete the rest of the paperwork. This all has to be completed **BEFORE** they start working.

Wages paid to a nonresident alien for services performed as an employee are usually subject to ‘graduated’ withholding unless the student is exempt from tax by a treaty. Nonresident aliens should fill out Form W-4 using the following instructions:

- Check only “Single” marital status on line 3 regardless of actual marital status.
- Claim only one allowance on line 5, unless the student is a resident of Canada, Mexico, Japan, or South Korea.
- Do not claim “Exempt” withholding status on line 7.

If a student is a nonresident alien from a country with which the US has an income tax treaty, he/she may qualify for certain treaty benefits. In order to claim a treaty benefit, IRS form 8233 needs to be completed. Please see Kathleen Mahoney for assistance. You must have a US Social Security number in order to claim the benefit, or attach a copy of the application in process.

Authorized on-campus employment must not exceed nineteen hours per week while school is in session. Failure to comply with this regulation will result in the loss of the individual’s Visa status. Students may work full-time during any school break. A student can work full-time in the summer as long as they have maintained their Visa status and they intend to register the following term(s).

Authorization for Student Employment (Also called the “Work Paper”)

Students must obtain this form from Human Resources; this will ensure completion of all new hire paperwork which each student must do before the student can obtain this work paper. To receive a work paper a student is required to do the following:

Complete all necessary employment forms:

- I-9 form – Eligibility to work. Federally required with original forms of identification.
- W-4 Form – Federally required.
- New Hire Form – Information about the student
- Direct Deposit (if desired).

Supervisors will be required to complete the bottom portion of the work paper. Before completing the work paper, it is important for the supervisor to ask the student if he or she is working more than one job on-campus. Students are not permitted to have more than 2 jobs on Campus. In working out a schedule with the student, please do not exceed 19 hours total.

- The Starting and Termination Dates must be exact dates or specify which academic period the student will be working (Fall, Spring and Summer 1 and Summer 2) are the academic periods).
- The Department Account Number is essential. If you are not certain what your account number is, then please check with your division director or whoever handles budgets within your department.
- The rate of pay for the position must be noted. Most positions start at \$7.25 (Federal and NH Minimum Wage.)

Example of how the account number should be written: **1-XXXX-5030**.

- **1**=the fund from which student earnings are drawn. Only those students earning money from a grant will have “2” as the first number of the account.
- **XXXX**=the department’s account number. Each department has a different number.
- **5030**=this is the number you use to indicate that the employee is a student.

In summary, please fill out this section completely. After completing the necessary information on this form, please instruct the student to return it promptly to Human Resources. The supervisor is required to make a copy of the work paper before the student returns the form to Human Resources. There will no longer be carbon copies of work papers. (Attached is a sample of the Student Employment Work Paper.) Incomplete work papers will be returned to the supervisor to complete the missing information.

Student Employment – Work Papers Sample Only

Name: Johnny A Student Last 4 SSN#: 1234

Mail Box#: 209 Email: Studentj15 @live.franklinpierce.edu

Student Signature: _____ Date: _____

- I-9 Completed
 W-4 Completed
 Direct Deposit (Optional)
 Has worked at FP before
 Work Study Award

HR Authorization Signature: _____ Date: _____

This form will **NOT** be accepted without both signatures

***** Completed by Supervisor(s) *****

*A student may not work more than **19 hours** per week for all jobs combined.*

SUPERVISORS: Please fill in **all fields. Do not leave any fields blank.**

Job #1:			
Department:	<u>XXXXXXXXXXXXXXXXXXXX</u>	Department Account #	<u>x-xxxx-5030</u>
Semester:	<input checked="" type="checkbox"/> Fall '15 <input checked="" type="checkbox"/> Spring '16	Hrs/week:	<u>XX</u> Pay Rate : <u>\$X.XX</u>
Supervisor Signature:	<u>xxxxxxxxxxxxxxxxxxxx</u>	Date:	<u>XXXXXXXXXX</u>
Supervisor Print Name:	<u>XXXXXXXXXXXXXXXXXXXX</u>		

Job #2:			
HR Approval Required: _____			
Department:	_____	Department Account #	_____
Semester:	<input type="checkbox"/> Fall '15 <input type="checkbox"/> Spring '16	Hrs/week:	_____ Pay Rate : _____
Supervisor Signature:	_____	Date:	_____
Supervisor Print Name:	_____		

Under NO circumstance should an employer allow students to work without a work paper or beyond the termination date on the work paper. If you need to continue a student's employment beyond the date specified, please be sure to notify Human Resources immediately so that a revision may be made and forwarded to the Payroll, thus avoiding interruptions in the student receiving his or her earnings.

Allowing a student to begin working without completing the necessary employment forms is a direct violation of Department of Labor laws and University policy. Violation of this policy is grounds for disciplinary action.

Paying Students (Time cards)

As well as completing the New Hire paperwork, students will also be required to keep track of time worked by filling out a time card. The Payroll Office issues time cards. You may need a small supply of blank cards to get you through the first or second payrolls (until students are entered into the payroll system). Please contact Kerry Bergeron at x4247 in the Payroll Office for these cards. The student and the supervisor must both verify the time worked before the timecard is signed and sent to Payroll.

Time cards are required to be turned into the **Payroll Office** by 9:00 a.m. (there is no exception to this time frame) on the Monday of the payroll week (the week that paychecks come out). The bi-weekly payroll schedule can be found on the Human Resources Web page under the Payroll tab.

<http://eraven.franklinpierce.edu/s/dept/hr/2ndHR/Payroll/Payroll.htm>. Your assistance in informing students about these deadlines and the need to adhere to them will avoid payroll delays.

Time Card Training for Student Employees

The State of NH and the Federal Department of Labor REQUIRES that we:

- Record payroll information so that your time card reflects the time your shift began and ended.

Student Employees:

HOW TO FILL OUT YOUR TIMECARD

- It is an important part of your employment with Franklin Pierce that you record your work time in and out daily.
- It is a violation of wage and hour law to complete a time card for a fellow employee. Any employee caught doing this could be subject to disciplinary actions up to and including termination.
- Do not write in the accounting box.

Changes to your timecard

- You must submit your timecard to your supervisor immediately following the end of the pay period. Failure to do so could result in disciplinary actions up to and including termination.
- DO NOT use white-out on your timecard.
- DO NOT use pencil. All timecards must be completed and signed in blue or black ink.
- If you need to make a correction on your time, cross out the time with one line through the time and note the correction. You must also initial next to each correction on your timecard.

Supervisor Responsibilities

- Ensure employee completely fills out their time card and submits the card to you when due.
- Gather all employee time cards and review them for accuracy.
- Only the employee is allowed to alter their timecards. If the employee changes their timecard, they must initial all changes.
- Submit signed cards to the Payroll Office no later than Monday at 9:00 am following the last day of the pay period unless notified otherwise.
- Ensure that your student worker has completed their student work papers and submitted them to the Human Resources Department **PRIOR** to the student working for you.
- Upon hiring the student, it is your responsibility to go over the FP timecard training with the student to insure that they know how to complete a timecard. You will also want to go over your procedures for timecard submission.
- It is a good idea to question the part time employee/student to see if they are working for another Department at FP. (student employee must not work more than 19 hours collectively at the University.)

Termination

It is important for supervisors to know that they can terminate students under the Student Employment Program. Some reasons for termination are:

1. Unsatisfactory work
2. Lack of funds
3. Conflict of class and work schedule
4. Failure to report to work without calling in
5. Student is irresponsible
6. Student falsifies time reporting or hours worked

Before you terminate a student, you should first counsel the student in an effort to correct the situation. Supervisors should document action taken. If a student is terminated please inform Human Resources.

Worker's Compensation

What you need to know if you or a student are injured while at work:

If you have an injury at work ***you need to complete an Incident/ Accident Report, whether you seek medical care or not.*** This report is required by the State of New Hampshire and our insurance carrier. This provides a record in case there are problems later and enables the University to track the type of injury; where it occurred; and what, if any, corrective action(s) that needs to be taken to prevent further injury.

If you have an injury that requires medical attention, please follow our usual reporting protocol:

1. Immediately report the injury to your supervisor.
2. As soon as possible after the injury or accident has occurred, report the injury to the Human Resources Department and complete a 'First Report of Injury'. The form is available in the Human Resources Office.
3. Make an appointment with your health care provider or in case of emergency, visit the nearest Urgent Care Center or Emergency Room.

Our Workers Compensation insurance carrier is:

MEMIC
1750 Elm Street, Suite 500
Manchester, NH 03104

Ph: (603) 695-6601
Fax: (603) 314-0630
Claim Reporting: 1-800-MEMIC WC (1-800-636-4292)

Franklin Pierce University is responsible for payment of medical treatment for all accepted claims through the workers' compensation carrier, MEMIC, as long as the treatment is reasonable and necessary and related to the accepted claim.

- You have the right to "Emergency" care anywhere!
- You have the right to treat with a medical provider that has treated you within the past six month for an injury that has now re-occurred.
- You have the right to a second opinion at each level of treatment for a work-related injury.

- Upon the approval of the New Hampshire Department of Labor Commissioner, you have the right to an independent medical examination with a provider of your choice, if you are dissatisfied with the current determination of compensability, degree of disability and/or degree of impairment arising from a work-related injury.

Helpful information for an employee that has filed a Workmen's Compensation claim:

- Insurance carrier has 21 days upon receipt of the First Report of Injury to investigate the claim to determine if the claim will be accepted or denied.
- There is a 3-day waiting period for payment of wages lost due to an injury. First 3 days of disability are not covered unless an employee is out for more than 14 days OR returns to work within the first 5 days of disability to light duty.
- If an injured employee seeks medical treatment, he/she will need to provide the New Hampshire Workers' Compensation Medical Form filled out by the physician to employer after each visit.
- If an injured employee is totally disabled as a result of the injury or placed on restriction by a physician a Case Manager Nurse and/or a Claim's Adjustor may become involved.
- Wages for an employee who has an approved claim is calculated based upon 60% of the employees Average Weekly Wage - wages taken from 26 weeks prior to date of injury. Wages for the approved claim are paid through the MEMIC.
- Mileage reimbursement to and from medical, hospital or physical therapy appointments are paid by MEMIC at the 'per mile' business rate established by Federal/State guidelines. The employee is responsible for filing a claim for such mileage with MEMIC.
- Employees who need to fill a prescription for a work-related injury will need to pay for the prescription out-of-pocket and submit for a reimbursement from the MEMIC using the prescription RX receipt.

If you have any questions regarding your workers' compensation medical care contact:

- Franklin Pierce University - Human Resources Department at **603-899-4075**
- MEMIC – Workers Compensation Dept. at (603) 695-6601

Conclusion

The success of the Student Employment Program is very important to the operation of the University. Your cooperation and collaboration in this effort is greatly appreciated. Suggestions for improvements and enhancements to the Student Employment Program may be directed to Human Resources Department at x4075 or by email at jobs@franklinpierce.edu.