

# WASHINGTON STATE UNIVERSITY



## **STUDENT EMPLOYMENT STUDENT HANDBOOK 2016-2017**

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## Introduction

The Student Employment Program and the CougLink website provide students with an online resource for on and off-campus employment. The information contained in this handbook will explain Washington State University's student employment policies and procedures providing students with general information, employment advice, tips, and other work related issues. The practices stated in this handbook are subject to change.

## Student Employment Eligibility

To qualify for student status, students must be enrolled in at least six credits. Students are responsible for finding a job and may seek assistance from Student Employment if they are having difficulty accessing CougLink. Work-study students seeking off-campus employment must seek a job that is directly related to their major. WSU offers student employment opportunities both on and off-campus for student hourly (non work-study) and work-study.

### *Student Hourly (Temporary Employment)*

The university employs student hourly and non-students as temporary employees to meet short-term and intermittent work-load needs. In order to qualify for student status while employed at WSU a student must be enrolled at least half-time. If a student hourly falls below the required half time enrollment their status changes to nonstudent for purposes of temporary employment.

### *Work Study Program*

The work-study program provides low and middle income students an opportunity to earn money for college instead of deferring costs by increasing loan debt. The program also encourages community service work and work related to each student's course of study helping the student to gain valuable work experience. Work-study is a need based financial aid award that is often misunderstood. It is neither a grant as you must work to earn it nor a loan as you do not have to pay it back. However, funds are limited and you must qualify for need-based financial aid in order to receive work-study. Work-study never reduces grants or scholarships; it is only added in place of loans! The work-study funds are awarded to qualifying students to assist them in obtaining employment. Every academic year work-study funds are available to be awarded to students with the possibility of offering work-study during summer session (pending on funding availability).

The work-study program subsidizes the students wage, whereby funds are used to pay a large percentage of students' gross pay but do not pay 100% of the wages. The gross pay comes from two sources; work-study funds, plus the employer funds. The program serves as an incentive for employers to hire students, creating jobs that would not otherwise exist. When the accumulated gross pay earned during the term reaches the work-study award limit, the work-study funding stops and the employers' funds pay 100% of any wages earned that exceed the work-study award limit for the term. For off campus work-study, with respect to the Revised Code of Washington (RCW), it is WSU's student employment policy that students must seek employment that is directly related to his/her major. The emphasis for the off-campus work-study program is to provide students with job experience that is directly related their vocational interest (RCW 28B.12.060).

### *Work-Study Eligibility*

Work-study eligibility is determined by filing the Free Application for Federal Student Aid (FAFSA) for the current year. Students must file the FAFSA by the priority filing date for that academic year, express interest in work-study on the FAFSA, demonstrate a minimum of \$1000 of financial need,

maintain enrollment of at least half time status, and maintain Satisfactory Academic Progress (SAP). To demonstrate financial need, the method used in determining eligibility is the total cost of attendance minus the expected family contribution (EFC), minus any scholarships or grants equals the work-study eligibility. If a student is eligible and funding is available, the student will be notified through their Zzusi account that they qualified and will be issued a Work-Study Authorization Form (WSAF). However if the student is securing an off-campus job they are requested to not complete the form and contact the Student Employment Office as there are additional requirements that must be met for off-campus employment.

It is then the student's responsibility to secure employment. Once the student has received an offer for employment, the student and the employer would then complete the WSAF and submit the completed form (or off-campus forms) to Student Financial Services. It is important to note that this form does not automatically ensure a work-study award. The award will be determined Student Financial Services after the WSAF has been processed or the off-campus contact has been approved by the state. Awards are contingent upon available funding and financial aid eligibility. The awarding is made on a first come, first serve basis.

Once a decision has been made, Student Financial Services will email both the student and the employer regarding work-study eligibility. If approved for a work-study award, Student Financial Services will indicate the amount of work-study that can be earned during the award period on the student's financial aid award. The work-study on the financial aid award is a placeholder that tracks gross earnings. After the gross pay has been earned in the amount of your award, the employer will not get reimbursed for any earnings that exceed the amount of the award.

Generally, international students on nonimmigrant visas are ineligible for work-study positions.

### ***Benefits of Work-Study and Student Hourly Employment***

Work-study earnings do not count as earned income on the FAFSA and will not affect your aid eligibility. The amount earned assists with covering part of college costs rather than increasing loans. Many employers seek work-study students to fill open positions because the work-study program pays 40% -70% of student work-study wages. Your employer must pay part of the student's hourly earnings and either the state or federal government pays the rest. Work-study regulations do not allow the work-study program to pay 100% of earnings. For off-campus employment, your employer will pay 30% -60% of wages depending upon the employer type and the work done. Off-campus non-profit organizations pay 30% of earnings up to the work-study award limit if community service work is being performed, and for-profit organizations pay 60% of earnings up to the work-study award limit. All on-campus departments pay 40% of work-study wages. Earnings are distributed in the form of a paycheck. Giving the student the ability to decide how the money is distributed within their own budget. Student employment provides the opportunity to gain valuable work experience and related job skills that can be applied to future careers.

### ***Work-Study Award Amounts***

For on-campus employment, Work-Study award amounts vary by student and are determined by the number of hours listed by the employer on the (WSAF) as well as if the position is directly related to the student's program of study. However, if the position is not directly related to the student's program of study there is a standard maximum award for on-campus employment. This award amount is subject to change yearly. For off campus employment, there is also a standard maximum award (which is subject to change yearly). The dollar amount that is awarded to the student is indicated on the student's award notification from financial aid. The total award amount is split between fall and spring semesters. For example, if the total award is \$2,000, then the total amount you can earn for each semester is \$1,000 before your employer stops getting reimbursed. Any amount that is earned

over the given work-study award is the responsibility of the employer. Unused award amounts do not roll over to the next semester. If a work-study award is granted after financial aid has been disbursed it is possible that the student's loan amounts may be reduced to make room for the work-study award.

### ***Work-Study Assignment***

Jobs are not assigned to individual students. It is the student's responsibility to find a job by using the available resources. The online website, CougLink is the best place to start. Remember, if seeking employment off-campus, it needs to be directly related to the major. Non-profit non-sectarian community service employers are always eligible to participate in the off-campus work study program. All students are encouraged to work for community service employers.

### ***I have Work-Study, now what?***

Once you receive notification that you are eligible for work-study through Zzsis (and issued a WSAF- for on-campus employment) you would need to determine if you would like to pursue a work-study job. If you choose to pursue a work-study position, you will need to begin a job search. Go to <http://www.couglink.org> for the most up to date listings and search for jobs with the work-study funding source.

Once hired, you and the employer would then need to fill out the WSAF or off-campus forms. It is your responsibility as the student to return the completed Work-Study Authorization Form or off-campus contract and job description to Student Financial Services. It is important to note that this form does not automatically ensure a work-study award. The award will be determined by Student Financial Services after the WSAF has been completed, signed and returned or the off-campus employer contract has been approved by the state. Awards are contingent upon available funding and financial aid eligibility.

### ***Request for Work-Study Funding***

Funding for work-study is based on specific criteria ([see Work Study Eligibility above](#)) and consideration of a possible work study award depends on availability of funds. Also taken into consideration is a review of the date the FAFSA was filed, the FAFSA EFC and job pending status.

## Job Search Resources

CougLink is the best resource for job searching and it is updated daily to provide current job opportunities for work-study and student hourly positions both on and off-campus. WSU students may view the job announcements and apply directly to the employer listed via specific instructions provided by the employer. Students are encouraged to frequently check the website for new posts. All students already have an account in CougLink.

### *How to Find a Job?*

1. Go to [www.couglink.org](http://www.couglink.org)
2. Select “Students”
3. Sign in with your Network ID and password
4. Scroll over the “Jobs” tab and select the first option, WSU CougLink
5. Select “WSU On Campus Student Employment” on the second sub-menu
6. Once you have found a job that interests you, either apply online or follow the instructions given in the “How to Apply” section.

### *Obtaining employment*

Employment both on and off-campus is not assigned and you are not guaranteed a job. You may increase your chances of finding employment by searching frequently, applying early, and following the tips and advice provided in this handbook. Searching early will also provide you with the best job choices available.

### *What jobs can I apply for?*

Consider your experience, interests, education, and other factors that will help you find the best job for you. Read the job description and requirements carefully. If you choose to use your work-study off-campus, remember your job will need to be directly related to your major. Non-profit non-sectarian community service employers are always eligible to participate in the off-campus work study program. All students are encouraged to work for community service employers.

### *Types of Available Jobs*

The types of jobs that are available to students vary from employer to employer. There are varieties of jobs listed by on- and off-campus employers. You can search for jobs in CougLink by category and location.

There are employment options to choose from:

- On-Campus Work-Study
- On-Campus Non-Work-Study
- On-Campus Student Hourly (Non-Work-Study)
- Off-Campus Work-Study (all off-campus work-study must be directly related to your major)
- Off-Campus Non-Work-Study

Off-campus employment is highly restrictive for international students on nonimmigrant visas and requires prior authorization. Please check with the Office of International Students & Scholars (OISS) about eligibility for off-campus employment authorization.

## ***Finding a Job That Fits Your Career Goals***

We encourage students to find a job that relates to their intended major. This enables the student to gain valuable experience. The Student Employment program provides students with opportunities to learn and acquire a variety of transferable skills that are beneficial regardless of where you seek future employment. One suggestion for the student is getting in touch with the department that they are majoring in.

## ***Job Search Advice***

Before beginning a job search, it is important to know what you want from a job and what you can offer. Once you define what your job criteria is, you can begin to search for jobs.

Determine your available hours to work before searching for jobs. Many employers have requirements you must meet. You can eliminate potential jobs because of time constraints. Consider what work schedule will best fit your criteria and search for jobs that will allow for the flexibility you need.

Once you apply for jobs, keep track of your email responses from employers and follow-up if the employer requests additional information. If you receive no response after 5 to 7 days, feel free to contact the employer directly regarding the hiring status of the job.

## ***When can I begin applying for jobs?***

Start your job search early! Some employers want to hire only those students with work-study eligibility while others are open to all students. Jobs are posted year round, and postings usually start several months prior to the semester start date. Additionally make sure to meet the priority deadline for filing a FAFSA if you are interested in being considered for work-study.

## ***Can I apply to more than one job?***

Yes. Do not wait to hear from one employer before applying to other positions. Positions fill quickly. For the best chance, apply early and often.

## ***Can I have more than one job?***

Yes, but there is a limit to the amount of hours you can work each week on-campus. Student employment is limited to a maximum of 516 hours (an average of 19 hours per week) worked in 6 consecutive months. If a student has two jobs, the hours from both WSU positions count toward the total hours the student employee may work per week.

International students in lawful F-1 and J-1 status are eligible to work on-campus for up to 20 hours per week when school is in session. International students should be careful not to exceed the 20 hour per week limit if they are working more than one job.

## Hiring Process and Paperwork

### *Completion of I-9 Form*

This form is required in the hiring process. The department that hires you must verify your eligibility to work in the United States with an I-9 form. You must present original documents such as a U.S. Passport, Certificate of Naturalization, or a driver's license and social security card to your supervisor. Together, you will complete this form on or before your first day of employment.

### *Completion of W-4 Form*

This form is also required. It is your responsibility to complete a W-4 (Federal Income Tax Withholding) form. It is available at the Payroll Office or from your employer. This form describes your desired tax withholding status. ***Both work-study and non-work-study earnings are considered taxable.***

### *Social Security Number for International Students*

Students who do not have a social security number must apply for one through the Social Security Administration. A student must apply for a social security number before they can be put on the Payroll system. Students should apply in person at their local Social Security Office. For Pullman students the closest social security office is located at 1617 19th Ave., Lewiston, ID. International students should refer to the Office of International Students and Scholars' website at [www.ip.wsu.edu/oiss](http://www.ip.wsu.edu/oiss) to learn about the application process.

### *Employment Authorization for International Students*

An international student may be employed by WSU if the student is authorized to attend WSU and is in lawful F-1 status or J-1 status. In addition, J-1 students must obtain written authorization from their J-1 program sponsor, in order to engage in on-campus employment. Visit the Office of International Students and Scholars' website at [www.ip.wsu.edu/oiss](http://www.ip.wsu.edu/oiss) for more information.

## Pay Related Information

### *Student Pay & Hourly Wage*

Students are paid based on hours worked. Each department typically has a designated business officer who is responsible for collecting student timesheets. Check with your supervisor. The hourly wage for student employment depends on the funding source and your job title.

### *Where do my earnings go?*

Like any other job, your earnings go straight into your pocket. This allows for you to budget your own earnings toward your college expenses.

### *Payday Schedules*

Students are paid twice a month on the 10th and 25th for on campus employment. Paychecks are mailed (unless direct deposit is requested). Be sure the university has your current mailing address. The address can be updated at [zzusis.wsu.edu](http://zzusis.wsu.edu).

### *Direct Deposit*

For WSU on campus student employment, Students may have their paychecks directly deposited into their bank account. This is the safest and most convenient option.

### *Missing, Lost, Destroyed Paychecks*

When a paycheck has not arrived, it is important to notify Payroll Services. Please visit: [www.wsu.edu/payroll](http://www.wsu.edu/payroll) for more information.

### *Taxable Income*

All student earnings are taxable. You may not make enough to file. However, if you do file you must include your work-study or non-work-study wages.

### *W-2 Information*

The W-2 is an official record of the total amount of your wages for the calendar year. It shows all taxes withheld. The W-2 is mailed by January 31st to every employee. Make sure the university has your current mailing address by updating your address at <http://my.wsu.edu> then go to my Profile. W-2 forms are also available online, <http://www.ba.wsu.edu/webpbs/index.html>.

## **Work Hours**

Students cannot work more than 516 hours in a six month period, which is an average of 19 hours/week. Students typically work 10 to 15 hours a week. International students in lawful F-1 and J-1 status are limited to 20 hours per week when school is in session. During annual vacations such as the summer break and other semester breaks, immigration regulations allow lawful F-1 and J-1 students to work up to 40 hours per week on-campus. Work-study students can earn up to the amount of their award per semester before their employer stops getting reimbursed for their wages. The department is responsible for 100% of wages earned over the work-study awarded amount.

### ***Break Times***

Employees shall be allowed a meal period of at least 30 minutes which commences no less than two hours nor more than five hours from the beginning of the shift. Meal periods shall be on the employer's time when the employee is required by the employer to remain on duty on the premises or at a prescribed work site in the interest of the employer. No employee shall be required to work more than five consecutive hours without a meal period. Employees working three or more hours longer than a normal work day shall be allowed at least one 30-minute meal period prior to or during the overtime period. Employees shall be allowed a rest period of not less than 10 minutes, on the employer's time, for each 4 hours of working time. Rest periods shall be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three hours without a rest period. Where the nature of the work allows employees to take intermittent rest period's equivalent to 10 minutes for each 4 hours worked, scheduled rest periods are not required (WAC 296-126-092)

### ***Working During Vacation Periods***

Students who are utilizing Work Study hours are not allowed to work full time during break periods. Students may still work up to 19 hours a week during school breaks.

### ***Working During Finals Week***

Discussing this issue before hand with your employer is the best way to avoid future problems. Generally, you will be required to work the same hours during finals week as you would any other week. The procedures for finals week scheduling may vary from employer to employer.

## **Summer Employment**

Summer employment varies depending on your employer. You will need to ask your employer about employment opportunities. Depending on funding it is possible that work-study might be available for summer.

## **Benefits**

Students who receive an hourly rate do not earn paid vacation, sick leave, or personal holiday. Students that are employed on-campus will generally have WSU breaks off. However, it is best to discuss this issue with your employer. Notifying your employer when you are sick is generally a rule of employment. It is your responsibility to discuss these procedures with your employer.

## Communication & Potential Problems

### *Academic Requirements to Maintain Work-Study Eligibility*

Academic requirements for maintaining work-study are the same as all other financial aid programs. See [www.finaid.wsu.edu](http://www.finaid.wsu.edu) and Satisfactory Academic Progress.

### *Study Time on the Job*

For a student who has been awarded work-study, although it is titled work-“study” that does not mean you can study on the job. A student employee has a commitment and responsibility to Washington State University. It is important to remember that you are representing your employer as an employee. Student employees are expected to be considerate and respectful. Student employees are not normally permitted by their supervisors to engage in reading, homework, or other personal activities during hours of employment; however it is entirely up to your employer.

### *Problem Resolution*

Problems that arise while on the job can usually be resolved informally. For more serious situations, schedule a meeting with your supervisor to discuss the situation and avoid future problems.

1. Actively listen to identify how the other person(s) perceives the conflict.
2. Describe how you perceive the conflict to the other individual(s) involved.
3. Provide suggestions for how the conflict can be resolved.
4. Ask the other individual(s) for suggestions on problem resolution.
5. Compromise and agree on a solution together.
6. Set goals to evaluate how the solution is working. Revise your solution if needed.

### *Stress Management*

College students have a great deal of stress associated with their student role, worker role, and dealing with their personal life. To combat stress, it is important to know what resources are available. WSU Counseling Services has a variety services available to you at no charge.

### *Sexual Harassment and Discrimination*

Sexual harassment is a serious crime that will not be tolerated by Washington State University. WSU is committed to maintaining an environment free of discrimination and harassment. For more information, policies, and procedures visit the Center for Human Rights.

### *Safety Practices*

Safety practices and protections vary depending on the work environment. Your supervisor will review safety procedures with you.

## Student Employment Contact Information

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