

Department Guide to
STUDENT EMPLOYMENT
@
The College
Of
William & Mary



“A World of Possibilities”



Overview of Student Employment Procedures for Supervisors

The following information is an overview of the student employment process for supervisors at The College of William & Mary.

The Financial Aid Office offers several types of student employment opportunities. They are as follows:

Federal Work-Study Program (FWS) – Employers include most campus departments and some off-campus agencies. Students awarded FWS through Financial Aid should notify the hiring department of their FWS awards when applying. FWS employment is not guaranteed. It depends on the student’s job skills, schedule, and available positions. Funds not earned through FWS are not made up from another program.

Regular Campus Employment – Additional employment funds are available in most campus departments to students whether or not they have been awarded FWS from Financial Aid. The FAO maintains a list of job openings at:

<http://www.wm.edu/admission/financialaid/typesofaid/employworkstudy/index.php>

Community Employment – There are many opportunities for students to work part-time in Colonial Williamsburg and related businesses. While most of these employers do their own hiring, jobs are sometimes listed with the College of William and Mary Career Center at: <http://www.wm.edu/career/>.

You can also visit: <http://www.sin.wm.edu/modules/jobcenter/>

ELIGIBILITY

The following eligibility guidelines must be met:

1. Employees must be accepted for admission in a degree-seeking program.
2. During the school year, students must be enrolled full-time.
3. During the summer, students must be enrolled **part-time** or if not enrolled, must be planning to return in the fall semester.
4. **Students who have graduated are not eligible to work past graduation.**
5. A graduate student with a full-time (20 hours per week) assistantship is **NOT** eligible to work an additional job on campus. There is no exception to this rule.

HIRING PROCEDURES



To hire a student, you must verify that the student is eligible for employment on campus. A graduate student with a full assistantship is **NOT** eligible to work another job. There are no exceptions to this rule.

During the spring and summer, you should assess your needs for student employment so that you will be fully staffed with students within the first two weeks of the fall semester. If you have a position available, please visit:

<http://web.wm.edu/financialaid/studentjobsubmit.php>

to complete an online job-posting submission form. If you have any questions about the process, please email Ginia Anderson at gjanderson@wm.edu.

Federal Work-Study students will be mailed an information packet containing potential employers and procedures before the start of fall semester. Students are responsible for contacting the hiring department. Supervisors can hire the students they wish, but we strongly encourage you to give first priority to work-study students who depend upon working to help meet their financial need.

LIMITATIONS ON HOURS

Students are limited to 20 hours per week during the school year. Students may work in more than one department; however, the total hours worked cannot exceed 20 hours per week. During the spring and summer breaks, students are allowed to work up to 40 hours per week. The departments must monitor hours worked to enforce these limitations.

Hiring International Students

International students must be certified by the Office of International Studies, possess a Social Security Card, and present the proper ID required for the Eligibility Verification Form (I-9) before they can begin work on campus.

Employing an international student

- If the student provides an F-1 or J-1 visa sponsored by W&M he/she may work on campus 20 hours per week during the semester and full time during breaks.

- Once a student has graduated, he/she is no longer eligible for on campus student employment.
- “On campus” employment includes companies contracted with W&M that provide services to students (e.g. Aramark, W&M Bookstore)
- International Students are not eligible for Federal Work-Study positions.

Once a student accepts the position, he/she must complete the student employment form, the I-9, and the payroll forms. The student must possess a Social Security Card that is valid for employment.

Frequently Asked Questions

- What if a student does not have a Social Security number? How does he/she get one?
- Who should I ask if I am not sure if someone is authorized to work on campus?
- Can I hire an international student to work for me privately (e.g. babysitting)?

Please contact:

Stephen J. Sechrist
Assistant Director
International Students, Scholars, and Programs
College of William and Mary, Reves Center
P.O. Box 8795, Williamsburg, VA 23187-8795
Tel. 757 221 3437; Fax 757 221 3597

PROCESS FOR GETTING STUDENT ON PAYROLL

EMPLOYMENT FORMS:

The **Student Employment Form** is completed upon offering employment to the student. Be sure to complete the form accurately in order to ensure prompt processing.

Be sure that the form is legible, including the student's section (Part I). Please make sure the approver has prior authorization from Human Resources to approve time sheets online.

All international students who have met all of the requirements for student employment must complete Part II of the Student Employment Form.

Remember, a student cannot work more than 20 hours per week. Verify whether the student has other employment on campus, and, if so, that this job will not violate the maximum 20 hours per week rule.

If you are paying a student from a grant account, you will need to contact Human Resources to file the necessary paperwork, as we are not authorized to process grant-funded positions.

THE I-9 FORM

Section I of the **Employment Eligibility Verification Form (I-9)** must be completed by the first day of employment.

Section 2 must be completed within the first 3 business days from the start date by the hiring department.

Follow the instructions as provided on the I-9 form. Familiarize yourself with the difference between a Visa and a Passport.

Note that the list of acceptable documents used to complete the I-9 process, DOES NOT INCLUDE A VISA.

Carefully read the acceptable documents list before completing this form. Acceptable documents must be recorded in Section 2 of the form. The **I-9 Form** must be signed by the hiring department. Be sure the form is complete and accurate. Forward it, along with the **Student Employment Form**, to the FAO. If the **I-9 Form** is not completed correctly, forms will be returned to the department and will cause a delay in processing.



TAX FORMS

Both the **W-4** and the **VA-4** should be completed and sent to the Payroll Office.

When completing the **W-4**, only answer #5 or #7, for the **VA-4**, only #1 or #3. Answering **both** on either form is incorrect and will result in the forms being returned to the student. If a tax form is not processed when the student is set up in the payroll system, the student will automatically be taxed at the highest rate.

Full-time students are automatically exempt from FICA taxes. In the summer, working students will be taxed for FICA. Students must be enrolled part-time in order to be FICA exempt. The Payroll Office will verify enrollment with the Registrar's Office.

The **Student Employment Form and I-9 Form** should be sent to the FAO as soon as the student is hired. The **W-4, VA-4, and Direct Deposit Forms** should be forwarded to the Payroll Office. Students are encouraged to sign up for direct deposit.

Employment forms are available online at:

<http://www.wm.edu/admission/financialaid/typesofaid/employworkstudy/downloadforms/index.php>

ADDRESS AND NAME CHANGES

If a student needs to change an address, he/she will need to utilize myWM Banner Self Service. If he/she cannot complete the address change online, he/she will need to contact the Registrar's Office (registrar@wm.edu).

RATE OF PAY

The usual starting rate of pay for all newly hired student employees is minimum wage. Minimum wage is currently \$7.25. We suggest that upon successful completion of each school year, the hiring department consider increasing the hourly pay depending on the performance of the student worker and the availability of funds.

When adjusting the rate of pay, please complete the Student Employment Form, indicating "rate change". The effective date of the increase should be the first day of a pay period. This will be the 1st or the 16th of the month. This is the day the student begins working at the new rate, not the pay date on which the change is reflected.



TIME SHEETS

Time sheets will be filled out using Banner Self-Service. If you have any concerns about student's timesheets, you should first contact Ginia Anderson in the Financial Aid office at 221-2427; if it cannot be resolved, the 2nd step would be to contact 1-BANN (2266) for help.

WORK STANDARDS

The department sets the standards for student employees to follow. Explain these expectations to the student at the beginning of employment. These guidelines can be referred to when justifying performance throughout the school year. If possible, give a copy of the expectations to the student so that he/she can have them as a reference.

If you do not want the student to return in the fall, you should explain this to the student employee. During the course of the school year, students should be given an update on their performances. Give them a chance to improve and to prove themselves to you. Since some incoming freshmen have never worked before, this may be a learning experience for the student and needs to be handled as such.

PERFORMANCE EVALUATION

***Available online October 2009.**



Supervisors are asked to complete a **Performance Evaluation Form** on each student employee at the end of the **each academic year** or upon termination, whichever comes first.

Please discuss the evaluation with each student individually. When warranted, negative feedback is not pleasant to give or receive, but students may feel less threatened if the following guidelines are followed:

1. **Maintain privacy** – Never criticize or make negative comments to a student in the presence of others.
2. **Be positive** – Begin the discussion on a positive note. Almost all students have a positive attribute. Discuss this first, and then discuss what areas need attention. If the student realizes that the supervisor is trying to help, then the student is more likely to accept and adhere to constructive criticism
3. **Be constructive and specific** – Give examples of poor performance and how the performance can be improved.

TERMINATING STUDENTS

Students must be terminated if they are studying abroad for a semester. This also includes leaves or withdrawals. When a student graduates, he/she must be terminated.

When terminating students, you must complete the Student Employment Form, indicating “termination”. Be specific with the reason for termination and include the last day worked. This information will be made available to potential employers requesting verification of employment.

If you know that a student will be returning to the same position in the fall, you **DO NOT** have to terminate that student during the summer. Please remember to complete a new **Student Employment Form** for students who have been terminated and are now being rehired.

ON-THE-JOB INJURIES

All College employees, including student workers, are eligible to receive benefits under the Virginia Workers' Compensation Act for an injury/illness which is incurred in the course of official work-related duties.

All claims approved as an occupational injury/illness are processed by a designated insurance company through the College's Workers' Compensation Office in Human Resources. Benefits generally include payment of medical expenses and time lost from work.

Should you have any questions regarding these benefits, please contact the Workers' Compensation Office in Human Resources at 221-3169.



SUPERVISOR'S RESPONSIBILITIES

1. Supervisor should establish and maintain a **regular** work-schedule based upon the needs of the office **and** the student's class schedule.
2. Supervisor should provide the student with a detailed job description and sufficient training to function effectively on the job.
3. Supervisor should make every effort to give the FWS student sufficient work/hours so that the FWS award may be earned.
4. Supervisor must notify the FAO whenever a personnel change is made for a student employee.
5. Supervisor will be asked to evaluate each student's work performance at the end of each school year.

SUPERVISOR'S RIGHTS

1. Supervisor should expect satisfactory job performance from student employees.
2. Student should be reliable, dependable, and prompt.
3. Student should provide prompt notification when being out for illness, exams, etc.
4. Student should give two weeks notice when leaving a position before the scheduled time.
5. Students should maintain office confidentiality and complete the Confidentiality Form. This form is available at:

http://www.wm.edu/offices/it/documents/confidential_agreement.pdf

**Office of Student Financial Aid
P.O. Box 8795
Williamsburg, Virginia 23187-8795
Telephone (757) 221-2420
Fax (757) 221-2515
Email: finaid@wm.edu
www.wm.edu**

**Edward P. Irish, Director
Patricia Kelly, Associate Director
Ginia Anderson, Student Employment Manager
Cathy Jacobs, Student Employment Coordinator**

Rev. 8/2009