On-Campus Student Employment

Handbook

Financial Aid Office

Office of Human Resources
I. HOW TO APPLY FOR A JOB

Step 1 - Pick up a Student Employment Packet at the Financial Aid Office. It will contain eligibility information about work-study, the Student Employment Handbook, Conditions of Employment, Direct Deposit Authorization Form and a Form I-9 if needed.

Step 2 - Job Postings available at www.otterbein.edu/cardinalcareers Contact the department using the information on the job posting.

Step 3 - The hiring supervisor will notify you either “on the spot” or within a couple of days as to whether or not you have been hired. If several days pass and you have not been notified, you should contact the hiring supervisor.

If you are not hired, return to the online Job Postings and select other job opportunities or check on your own with other departments. If no openings are posted which interest you, keep checking, as postings are updated on a regular basis.

Step 4 - If this is your first employment at Otterbein, complete and return to the Office of Human Resource the Form I-9 no later than the first day of employment or before a job has been offered and accepted.

Step 5 – Return the completed Hiring Form and the Conditions of Employment to the Office of Human Resources at 25 W. Home Street. You cannot begin working until all forms have been received at this office and you the student have delivered to your supervisor the completed form from the Office of Human Resources indicating you are all clear to begin working.

WHERE TO CALL IF YOU HAVE A QUESTION:
Contact the Office of Financial Aid at 823-1502 if you have any questions relating to the student employment program.

II. EMPLOYMENT PROGRAMS AND ELIGIBILITY

Otterbein University has two student campus employment programs, Federal Work-Study and Non-Federal Work-Study.

A. Federal Work-Study Program (FWS)
This program is funded by the Federal Government and the University.

Eligibility to participate in the Federal Work-Study (FWS) program is determined by the Financial Aid Office. The determination is made on the basis of (1) the amount of grants, loans, and scholarships the student is receiving and (2) the information contained in the Free Application for Federal Student Aid (FAFSA), which the student is required to file. The FAFSA measures financial need, or the ability of a family to provide financially for the student’s educational costs. Only students who demonstrate financial need may receive consideration.

The FAFSA is filed annually. Since the financial strength of a family may vary from year to year, it is possible that a student who participates in the program one year may not be eligible to participate in the next, or vice versa.

An eligible student must be enrolled at least half-time in a degree or certificate program. In addition, students must be U.S. citizens or eligible non-citizens, have a valid social security number, make satisfactory academic progress, register with the selective service (if required), not be in default on a federal student loan, not owe money on a federal student grant, and must use federal student aid only for educational purposes.

B. Non-Federal Work-Study Program
This program is funded entirely by the University, and eligibility is determined by the individual departments on campus.
III. INTERNATIONAL STUDENTS
International students may be eligible to participate in the Non-Federal Work-Study Program. International Students must maintain F-1 student status, be enrolled in at least 6 credit hours per Semester, have a valid passport, a valid social security number, and may not work off-campus without permission.

IV. MAXIMUM ALLOWABLE EARNINGS
Each student has been assigned a maximum amount which may be earned from the start of classes in August to the end of classes in May, including the winter break. Keep in mind that this maximum applies to the total earned in all positions on campus.

It is your responsibility to ensure that maximum allowable earnings are not exceeded!

The Work-Study Tracker tool is available at:
http://www.otterbein.edu/public/FutureStudents/FinancialAidAndScholarships/WorkStudy.aspx
There is also a chart to track earnings in section XIV of this document.

Should the maximum allowable earnings be exceeded, the University will contact the student and supervisor. If the department that the student is working for has Non Federal Work Study available the student can continue working under NFWS. Once your earnings limit has been reached, you will not be eligible to participate in the student employment program at the University until after the close of the academic year. If you do not reach your earnings limit, the balance may not be carried over into the next academic year.

Occasionally, it is possible to increase a student’s maximum allowable earnings. A request for an increase may be made to the Office of Financial Aid. Approval will depend upon the student’s eligibility to receive additional work study eligibility.

V. MAXIMUM HOURS OF WORK PER WEEK – ACADEMIC YEAR
Including all jobs, you may work up to a total of 20 hours per week, on campus while classes are in session (not to be exceeded). Failure to comply with this requirement may result in termination of employment, as stated on the Conditions of Employment form that you have signed.

VI. MAXIMUM HOURS OF WORK PER WEEK – BREAK PERIODS
Breaks of enrollment between Fall Semester and Spring Semester and J-term if not enrolled 4 hours, you may work up to 40 hours per week. This maximum may not be exceeded. Failure to comply with this requirement may result in termination of employment.

Should the 20/40-hour maximums be exceeded, written notification will be sent to both you and your employer(s), reminding you of this policy. The University prohibits working overtime.

VII. WAGE RATE
The employer will determine the wage rate based on the current Student Pay Schedule, which factors in the job responsibilities and the student’s qualifications, including the number of years in the position. The wages follow posted guidelines. Any deviations must be submitted to the Office of Human Resources and approved by the Vice President for Business Affairs.

VIII. PAYDAY
Paychecks will be issued on the tenth (10th) of each month, for the previous month’s work. It is required that you set up a direct deposit for an Electronic Funds Transfer to a bank account your paystub will be sent to a valid e-mail (Otterbein.edu)

The form to arrange for this is part of your hiring packet or may be picked up at any time in the Office of Human Resources.
It is your employer’s responsibility to:

1. Ensure that you do not begin to work until the proper forms are completed and processed;
2. Allow a reasonable amount of time to process a timesheet;
3. Submit the monthly timesheet to the Office of Human Resources by the first day of the following month
4. Timesheets are signed by both the student and the employer/supervisor.

** Timesheets received by the Office of Human Resources after the 3rd business day of the month will not be processed until the following month’s payroll.

There is no paid lunch, breaks or holidays under the Student Employment policy. There is no overtime allowed, therefore not paid beyond normal pay.

** IX. FORM W-4 **
Federal income tax will be withheld from your paycheck at the single rate with zero exemptions. If you wish to change this withholding status, contact the Business Office for completion of an IRS Form W-4.

** X. FORM I-9 **
The Department of Homeland Security (DHS) requires student workers to complete an Employee Eligibility Verification Form I-9 no later than the first day of employment or before the student has accepted a job. The forms are available in the Office of Financial Aid and the Office of Human Resources and should be completed and turned into the Office of Human Resources.

In order to complete the certification, you must provide the following documents for review.

** One (1) document from each column:**

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<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
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<tbody>
<tr>
<td>*State-issued driver’s license</td>
<td>*Social Security card</td>
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<tr>
<td>*School identification card with photograph</td>
<td>*An original or certified copy of a birth certificate</td>
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<tr>
<td>*Voters registration card</td>
<td>*Other Immigration and Naturalization Service documents</td>
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<tr>
<td>*U.S. military card or draft card</td>
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<tr>
<td>*Identification card issued by Federal, State, or local government</td>
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OR one of the following:

*United States Passport
*Certificate of U.S. Citizenship (INS Form N-560 or N-561)
*Certificate of Naturalization (INS Form N-550 or N-570)
*Unexpired foreign passport
*Alien Registration Receipt Card (INS Form I-151) or Resident Alien Card (INS Form I-551), provided that it contains a photograph of the bearer
*Temporary Resident Card (INS Form I-688)
*Employment Authorization Card (INS Form I-688-A)

** XI. WORKERS COMPENSATION **
In accordance with State Workman’s Compensation law, a student is covered under the state workers’ compensation insurance. If injured while working, injuries must be reported to Otterbein Police at x1692 or x1222 and an incident form must be filed with the Office of Human Resources within 24 hours.

** XII. PERFORMANCE EVALUATIONS **
Supervisors should evaluate each student's job performance at least once each year, preferably before the end of the Spring semester and/or if the student graduates or is no longer able to work
for the specific department. However, the student can request an evaluation of performance at any time.

XIII. **JOB TERMINATION**
If you wish to terminate your employment sooner than expected, you are obligated to give your employer a two-week notice, which the employer may waive.

If you and/or the employer became dissatisfied with your employment and wish to terminate it, both parties are strongly encouraged to discuss the situation thoroughly before taking any action. The Human Resources Office may be contacted for assistance should an agreement not be reached. A statement of the complaint and the date on which the discussion took place should be recorded.

XIV. **WITHDRAWAL OR GRADUATION FROM OTTERBEIN**
If you withdraw or graduate from the University, you must stop working no later than the end of the day assigned by the Registrar as your official date of withdrawal or graduation.

XV **CHART FOR THE RECORDING REMAINING ALLOWABLE EARNINGS**

Instructions: Upon receipt of your paycheck each month, deduct the gross pay, which is your “before taxes” pay, from the previous month’s remaining allowable earnings. Of course, you will need to deduct the gross pay of your very first paycheck from your maximum allowable earnings for the academic year.

<table>
<thead>
<tr>
<th>Month Worked</th>
<th>Gross Pay</th>
<th>Remaining Allowable Earnings</th>
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<td>May</td>
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INFORMATION PROVIDED IN THIS HANDBOOK IS BASED ON FEDERAL AID REGULATION AND SCHOOL POLICY AND MAY BE SUBJECT TO CHANGE.

Otterbein University is an equal employment opportunity employer and educator and does not discriminate on the basis of race, color, creed, religion, age, sex, sexual orientation, disability, marital status, political affiliation, or veteran status.

OTTERBEIN DEPARTMENTS THAT HIRE STUDENTS INCLUDES:

Academic Affairs, Roush Hall
Academic Support Center, Library
Admission, Clippinger Hall
Alumni Relations, Hancock House
Annual Giving, Howard House
Art, 33 Collegeview Rd.
Athletics, Clements Recreation Center
Business/Acctg/Econ, Roush Hall
Business Office, 25 W. Home St.
Center for Career and Professional Planning, 88 Cochran Alley
Center for Community Engagement, 82 W. Main St.
Center for Student Involvement, Campus Center
Center for Teaching & Learning, Library
Chemistry, Science Building
Communication, 33 Collegeview Rd.
Copy Center, Towers Hall
Education, Roush Hall
English, Towers Hall
Equine Science, Science Building
Financial Aid, Barlow (88 Cochran Alley)
Modern Languages, Towers Hall
Office of Sponsored Programs, Towers Hall
Health & Sports Sciences, Rike Center
History/Political Science, Towers Hall
Information and Technology Services Roush Hall
Institutional Advancement, Howard House
Instructional Support Services, Roush Hall
Intramurals, Rike/Clements Center
Library
Biology & Earth Sciences, Science Building
Mailroom, Towers Hall
Marketing & Communication, Cellar House
Mathematics, Towers Hall
Music, Battelle Fine Arts Building
Nursing, Science Building
Office of Diversity, Hanby Hall
Physics, Science Building
President’s Office, Roush Hall
Psychology, Psychology House
Registrar, Towers Hall
Religion/Philosophy, Towers Hall
Religious Activities, 82 W. Main St.
Sociology, Towers Hall
Student Activities, Campus Center
Student Affairs, Hanby Hall
Tan and Cardinal, 33 Collegeview Rd.
Theater/Dance, Cowan Hall
WOBN Radio, 33 Collegeview Rd.
WOCC-TV, 33 Collegeview Rd.