Albion College

Student Employment Handbook

Albion College is an Equal Opportunity Employer committed to diversity as a core institutional value.

NOTICE OF NONDISCRIMINATION

Albion College is committed to a policy of equal opportunity and non-discrimination on the basis of sexual orientation and of race, color, national origin, religion, sex, age or disability, as protected by law, in all educational programs and activities, admission of students and conditions of employment. Questions or concerns about this College policy should be directed to the Title IX Coordinator.

Albion College's Title IX Coordinator is:
Lisa Locke
Director for Human Resources
Office Location: 1003 E. Cass Street (enter through the Campus Safety entrance)
517-629-0206
llocke@albion.edu

Table of Contents

Introduction	3
Eligibility	3
College Work Study	3
Non-Discrimination	4
Employment Availability	4
Employment Process & Necessary Paperwork	4
20 Hour Rule	4
Time Sheets and Recording Work Hours	5
Paychecks and Direct Deposit	6
Vacation	6
Unemployment	6

INTRODUCTION

This handbook is intended to provide student employees an overview of the policies and procedures guiding the Student Employment and Payroll at Albion College.

Student employees are an important part in the success of Albion College. Students work in many areas of the College. Student work opportunities are a privilege, beneficial to the institution and the students.

Albion College understands student employees are students first and employees second. Students are expected to meet their commitments to the employment arrangement, arriving on time, completing work during scheduled hours and otherwise acting with dignity and respect for supervisors, staff, other students and other members of the College Community.

This document is intended to serve as reference for the students and supervisors who are participants in the student employment program.

If you have any questions about Student Employment or the handbook, please contact the following offices:

Financial Aid	0440	1st Floor of the Ferguson Bldg.
Human Resources	0205	1003 Cass St. – enter through Campus Safety doors
Student Payroll	0203	1003 Cass St. – enter through Campus Safety doors 2nd Floor Ferguson Hall, Business Office Suite

ELIGIBILITY

Students must meet the following criteria whether employed as a student worker, or, as a college work study student (see definition below). During the fall and winter semesters students must be enrolled as a full time student with a minimum of 3 units. Graduating students must terminate employment as of the last day of their final semester.

COLLEGE WORK STUDY

The Work Study-Program extends part-time employment opportunities during the academic year to students who need to earn money while attending college. The federal government provides the college funding to subsidize wages of eligible students in Albion College positions and in certain positions in public or private nonprofit off-campus organizations. You will automatically be considered for work-study. Students are selected for college work-study based on financial need. Work-study positions differ from non-work-study positions ONLY in the source of funding that pays the employee's wages. Students and supervisors are notified when a student

has earned over 80% of their award, then again when they have reached 100%. It is up to the department/employer as to whether the student will be able to continue their employment.

NON-DISCRIMINATION

Albion College does not tolerate discrimination or sexual harassment in the workplace. Complaints should be referred immediately to the attention of the employee's supervisor, manager, department chairperson or directly to the Office of Human Resources, 629-0205.

EMPLOYMENT AVAILABILITY

Student Employment lists available job openings both on and off campus. For a complete listing of the available jobs postings please visit the website found at: http://www.albion.edu/hr/student-employment once you have been hired for a position on campus, you will need to complete the necessary employment paperwork ***before*** you begin working.

EMPLOYMENT PROCESS AND NECESSARY PAPERWORK

Student employees **must** complete tax forms (W-4 Withholding Allowance Certificates) and Employment Eligibility Verification (I-9) ***before*** beginning work as an Albion College Student Employee. According to the Department of Homeland Security, U.S. Citizenship and Immigration Services any individual working within the United States must have evidence of identity and employment eligibility within 3 business days of the date employment begins. Students who do not have their tax forms and I-9 information filled out will not be authorized as a student employee on the Online Time Clock and will not have the capability of reporting their hours worked until they have these forms on file with the SEO. Please go to the forms page for more information which can be found at: http://www.albion.edu/hr/student-employment/forms.

20 Hour Rule

Students are ***limited*** to 20 hours per week for ***all*** campus jobs. This allows the College to provide employment opportunities to more students. This is especially significant for work study and International students who are limited by federal regulations. It is important for student employees and student employment supervisors to keep open ***communication*** with each other regarding the student employee's ***total*** weekly hours for each of their campus jobs.

IMPORTANT: The work week runs from ***Sunday*** through ***Saturday*** no matter when the pay period ends.

- Students who work more than 20 hours per week without prior approval from their supervisor and Student Payroll risk employment disciplinary actions up to and including termination.

The ***only*** times of the academic year that students may work more than 20 hours per week is during specified break periods or under special circumstances which must be requested in writing by your supervisor and approved by Student Payroll ***prior*** to the additional hours being worked. Even when a student is able to work more than 20 hours, students are ***NOT eligible to work overtime*** (more than 40 hours per week). There are two primary reasons for this.

a. Students lose their Exempt Status if they work more than 40 hours.

1. Students are generally exempt from paying FICA taxes. In order to maintain "Exempt" status as a student, ("Exempt" meaning exempt from Social Security taxes) a student must be both enrolled full-time and work no more than 40 hours in a work week for all jobs they perform here at Albion College.

2. As a College policy "ALL" students employed by the college during the Fall and Spring Semesters are treated as exempt. In the event that a student employee works greater than 40 hours for any given week within a pay period, they will lose their "Exempt" status for that whole pay period. The student will return to "Exempt" status in the following month provided they do not exceed the 40 hour per week limit in that month.

b. By law anyone working over forty (40) hours in a week is required to be paid overtime.

1. Students may only be authorized for overtime hours under extreme circumstances. Requests from the student employment supervisor must be submitted in writing to the Director of Human Resources prior to authorization.

2. These authorizations will only be approved on a student-by-student, week-by -week basis ***PRIOR*** to the students' working any overtime hours.

3. Students who work more than 40 hours per week without prior approval from their supervisor risk employment disciplinary actions up to and including termination.

Time Sheets and Recording Work Hours

Students with hourly work schedules are required to use the Online Time Clock Site found at: http://www.albion.edu/hr/student-employment/online-time-clock to record their hours worked. In some instances it may be necessary for a student to be paid a monthly stipend which will be determined by the supervisor and student payroll offices. Student employees will be notified by their supervisor before beginning employment if their position is one which will be paid a monthly stipend versus using the required Online Time Clock.

You must use your valid network ID and password to use the Online Time Clock System. This will ensure that you are the only person (other than your supervisor) that has access to your time records. Your supervisor will provide a brief training on the system when you are first hired.

Student time records must reflect the student employee's actual hours worked on the actual day they worked. Reporting hours as a lump sum is not permitted. Payroll records are very important for our tax records. We are required to keep them forever. If we were ever audited the appearance of these lumped amounts would not be considered acceptable by governing agencies (State of Michigan and IRS). It is critical that your time records reflect accurate days and hours worked. If lumped hours/shifts are discovered, those hours will not be paid until corrected.

It is your responsibility to verify your time entry by the specified date each pay period. Not verifying your time entry may delay the processing of your paycheck until the next scheduled pay date. Verifying your time entry is to confirm that you have correctly logged your work activity. Submitting your timesheet as verified and correct with inaccurate information may be considered fraudulent activity so it is crucial that you review each entry before clicking the "***Verify timesheet is correct and notify supervisor***" button. If you find that it is necessary to make corrections to your timesheet and you are having difficulty doing so, please contact your supervisor for assistance or the student payroll office at x0203.

Pay Checks and Direct Deposit

Students are paid on a monthly basis. Students are encouraged to have their pay directly deposited to their financial institution. In order to do so, they must fill out the Student Employee Direct Deposit Authorization form which can be picked up from the Human Resources or Payroll Offices or found on the student employment website at http://www.albion.edu/hr/student-employment/forms.

Paychecks and or paystubs are delivered to Kellogg Center mailbox's by 10:30 a.m. on the pay dates listed at http://www.albion.edu/hr/student-employment/online-time-clock. Students who would like their checks mailed home on the pay date that it is issued must provide the Human Resources office with a self-addressed, business size (4 1/8 x 9 ½) envelope. Please refer to the academic year payroll date sheet that is attached as to the specific date of when all unclaimed checks will be mailed to home addresses.

Vacation

Paid time off is not available for student employees. Students wishing to take time off from their scheduled work shifts should contact their supervisor directly.

Unemployment Compensation

Student employees are not eligible for Michigan Unemployment Compensation benefits.