

Lander University Office of Career Services & Student Employment
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Lander University Student Employment Manual

Statement of Philosophy

The office of Career Services & Student Employment at Lander University encourages participation in the Student Employment Program for all eligible students who desire to meet educational expenses through part-time employment and minimize their reliance on student loans. In addition, student employment is designed to develop job skills and enhance students' career opportunities by providing valuable work experience. Lander University makes every effort to place eligible students in employment that corresponds to their areas of career study or interests.

Lander University is an AA/EEO/Title IX employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information and complies with Title IX requirements.

This manual is designed to familiarize students with general information about the Student Employment Program. This information should allow both employees and the University to derive maximum benefit from the program.

Who is a Student?

During the fall and spring semesters, a student must be enrolled at Lander at least part-time to be eligible for student employment. During the summer, a student must either be enrolled OR intend to enroll the following fall.

Types of Student Employment

Lander University offers three programs of student employment: the FEDERAL WORK-STUDY (FWS), the Community Work-Study (CWS) and the LANDER WORK-STUDY (LWS) programs. The single factor that differentiates these programs is their funding basis. The FWS program is 75% federally funded (25% funded by the departmental budgets), with financial need as the basic criterion for student eligibility. Student eligibility for the FWS program is determined each year by the results of the Free Application for Financial Student Aid (FAFSA) and other aid received by the student. Community Work-Study allows students with federal funding available to work within the community. "Services that are identified by an institution of higher education through formal or informal consultation with local nonprofit, government, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs." The LWS program is 100% funded by departmental budgets.

Application Procedures

Departments are encouraged to advertise available positions at <https://joinhandshake.com>. Supervisors who need to create their account on Handshake should contact The Career Services office. The Financial Aid Office determines eligibility for federal funding. Students apply for open positions on Handshake. Most job assignments are made at the beginning of the academic year and at the beginning of the summer.

Instructions for Hiring Student Employees

If a supervisor decides to hire a student, the supervisor must submit a written request to Career Services (using the Supervisor Request Form) available on the Career Services website under Forms.

Before the first day of work, a student who has never been employed by Lander University must complete the following forms:

- 1) Federal tax withholding certificates (W-4, Fed W-4)

- 2) Federal Employment Eligibility Verification form I9 (requires Social Security Card OR Birth Certificate – Career Services must see **original** documents)
- 3) Lander University Student Employment Work Authorization

After the paperwork is completed, the supervisor will receive a copy of the student's Work Authorization form. The supervisor should review for accuracy and make sure the student has signed the form. The supervisor and Career Services need to have a copy. At this point, the student can begin work.

International Students

International students must apply for and receive a Social Security card and bring it by the Career Services Office before beginning employment along with all other documentation (I94, Visa, Passport, I20). Therefore, it is recommended that supervisors who will be hiring an international student submit their written request form well in advance of the student's beginning date. Students must bring their documentation of their F-1 status to the Career Services Office. A letter of referral will be given to the student to take to the Social Security Office at the time they apply for an SSA card. International students may not work more than 20 hours per week during periods of enrollment as a federal restriction of their F-1 Visa status.

Work Procedures

Hours

A student's financial need and the job requirements determine the number of hours to be worked. The Work Authorization form provides the average number of hours per week that the student may work. (See Attachment A). **Students can work a maximum of 20 hours per week during the academic year when classes are in session. During spring, Christmas, and summer breaks, students may work up to 37.5 hours per week.** Failure to observe these limits may result in disciplinary actions against the student and supervisor up to termination of the employee or elimination of the position. ****NOTE**** The Work Authorization form also provides the TOTAL EARNING LIMIT. Supervisors are responsible for monitoring their budgets and student employee earnings. If the supervisor wishes to increase the student's allocation, the supervisor must forward to the Career Services Office a written request after getting approval from their Vice-President. A written description of additional duties is required for justification. Once a student hits their Federal Work-Study limit, he/she will be switched to Lander Work-Study funding.

Time Sheets

For payroll purposes, a timesheet for each student must be submitted electronically to the Business Office approved by the Supervisor, by the 5th and 20th of each month. Time sheets are posted in each student's MyLander portal prior to each pay period. The student must complete the timesheet and submit it to their approver (supervisor) for approval. No check will be issued to a student whose time sheet was not received by the approval deadline (5th and 20th of each month). Students who fail to submit their timesheet for approval by the approval deadline, will have to notify the Career Services Office to request a paper timesheet. The paper timesheet must be completed and signed by the student, the supervisor, and the Vice President of the Department. Paper timesheets and a manual check request form must be hand delivered by the Supervisor to the Business Office and included in the next payroll.

Payment

Student workers are paid on an hourly basis at \$8.00. Pay dates are the 15th and 31st of each month. When these dates occur on a Saturday or Sunday, the pay date is the preceding Thursday after 2 PM. Checks may be picked up in the Business Office with appropriate identification (i.e., Lander ID card). It is the student's responsibility to pick up their check promptly. Students who wish to have their final paychecks of the semester mailed to them may make such requests in person in the Business Office. Students interested in automatic deposits must submit a Direct Deposit Authorization Form to the Payroll Department.

Tutors and Campus Recreation Fitness Instructors will be the only exception to the new minimum pay rate.

Student Responsibilities

Students are expected to perform their job assignments in a serious and responsible manner. A student who accepts employment has the following responsibilities:

- 1) To complete all appropriate forms with the Career Services Office BEFORE the first day of work.
- 2) To perform their duties in accordance with the standards established by the department for which they work. Many positions require the student employee to have access to confidential information. It is the student's responsibility to maintain confidentiality. Any questions should be brought to the immediate attention of the supervisor.
- 3) To follow a predetermined work schedule acceptable to both the student and the supervisor.
- 4) To notify the supervisor when illness or some other unforeseen circumstance prevents their working.
- 5) To maintain a clean, neat, and well-groomed appearance while at the work place.
- 6) To give their supervisor two weeks' notice before termination of employment.
- 7) To maintain class/practice and work schedules for all student workers and review these carefully to ensure that no conflicts between class/practice hours and work hours exist. Students cannot work during class meeting times unless the class has been cancelled.

As an employee of Lander University, the student is expected to be courteous to all members of the college community and to any visitors to the campus. In no instance should a student employee discuss any confidential information to which they may be exposed during the course of employment.

Supervisor Responsibilities

The supervisor has the following responsibilities:

- 1) To post job postings on Handshake.
- 2) To complete a Supervisor Request Form for the academic year and the summer sessions.
- 3) To explain clearly the performance expected of each student employee and to provide opportunity for questions and clarification as needed.
- 4) To establish a clearly defined work schedule convenient for the student and the supervisor.
- 5) To approve accurate time sheets in a timely manner.
- 6) To maintain adequate time records so that a student will not exceed their award or continue working after the termination of the award period. Students who exceed the assigned average number of hours per week and who earn their entire earning limit before the end of the term may have to terminate their employment. Similarly, students who receive grants, loans, or scholarships in excess of their financial need may also be required to reduce/terminate their employment or be switched to Lander Work-Study funding.
- 7) To notify the Career Services Office in writing (email is acceptable) of changes in a student's total number of working hours and/or to request additional student workers.

8) To maintain class/practice and work schedules for all student workers and review these carefully to insure that no conflicts between class/practice hours and work hours exist. Students cannot work during class meeting times unless the class has been cancelled.

9) To complete a performance evaluation for each student employee in a timely manner.

Termination of Employment

Violations of confidentiality, dishonesty (including falsifying time sheet information), poor work performance, habitual tardiness or absence, unsatisfactory academic standing, and other justifiable causes are all acceptable reasons for termination of employment. In most cases it is expected that the student will receive from the supervisor an oral or written warning of pending termination of employment. Should actual termination occur, the student will receive from the supervisor written notice of termination which will include effective date and reason. A copy of the termination notice will be forwarded to the Office of Career Services.

By definition, student employees are not permanent employees of the University and will sometimes terminate their employment for various reasons. For example, personal considerations may prompt a student to withdraw from school; or some students may find they need to devote more time to study and may therefore terminate their employment or perhaps reduce the number of work hours. Whatever the reason, all students who leave their job are expected to provide their supervisors with two weeks' notice.

Role of the Career Services Office

The Career Services Office coordinates the Lander University Student Employment Program with students, supervisors, the Human Resources Office and the Business /Payroll Office. However, the ultimate success of the Student Employment program lies within the relationship of the college supervisor and the student employee. The Career Services Office will make every effort to assist students in obtaining part-time employment and will provide information to those students and supervisors who have questions and concerns regarding the Work-Study Program.

Injury or Illness: Job Related

All employees (including Work-Study students) who incur a job related injury or illness must report the injury or illness to their immediate supervisor and the supervisor promptly to Human Resources. Lander University is required by law to report job related injuries or illnesses to the South Carolina Worker's Compensation Fund.

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 Phone: (864) 388-8971

Student Employment Authorization 2021-2022 Fall/Spring

Award Period: _____

LU ID: L00

Student Last Name, First Name, MI: _____

Supervisor			Placement:	
E-mail				
LU Phone			Position:	
			ORGN Code:	
CSERV/CSERVA LOCATION				

Funding Source*:		
Funding Limits:	FWS AMOUNT	LWS AMOUNT
FAO REVIEW DATE _____ FAO REVIEWER INITIALS _____		\$
Pay Level	PAY 1	
Hourly rate:	\$8.00	
# Hours to Work per Week		
TOTAL EARNINGS LIMIT:	\$	
Special Notes/Limits	F1 VISA LIMITATIONS? MULTIPLE POSITIONS – PLACEMENT	HOURS/WEEK

*FWS- Federal Work (75% Federal, 25% department)
 CWS- Federal Community Service (100% Federal Work)
 LWS- Lander Work (100% from department's budget)

This authorization form is to advise you that you have been approved to work under the Lander University Student Employment Program. Workstudy policies and procedures are available in the **Lander University Student Employment Manual** at <https://www.lander.edu/student-life/career-services>.

Please note the TOTAL EARNINGS LIMIT indicated above. This is the total amount of money that you may earn from Lander University for the designated time period for the specified funding source. If you reach your LWS earning limit, funding is contingent upon your supervisor's approval. Your supervisor will determine the actual number of hours you will work each week.

****While taking classes, students are limited to 20 hours per week for all jobs. At no time may a student work more than 37.5 hours per week for all jobs.**

International students attending Lander University on an F-1 Visa are strictly limited to 20 hours per week for all jobs while school is in session.

STATEMENT TO BE SIGNED BY STUDENT:

I accept a job with the Lander University Student Employment Program. I understand that it is my responsibility to read and abide by the policies of the Student Employment Manual.

 Student Signature Date (Must be signed and dated before work begins.)

****If supervisor is receiving agreement via e-mail: The supervisor should review for funding source, wage, and amount awarded and then have student sign the authorization/agreement. Please return the original to the Career Services Office.

****If the student signs the agreement in the Career Services Office: The student employee must take a copy of the contract to the supervisor for final review and approval.

Attachment B

CWS Payroll Web Time Entry Guidelines

Work Study Students

OPENING YOUR TIME SHEET

1. Log into **MyLander** using your User and Password.
2. Enter your User ID (jdoe). Hit tab.
3. Enter your Password. Contact IT if needed.
4. Click the **My HR** tab.
5. **Time Reporting** channel.
6. Click the **Payroll number** radio button associated with the Position Title and Department for which you want to enter time.
7. Click on **Time Sheet**.

ENTERING HOURS

1. Click on the **Enter Hours** link under the date worked.
2. The format is hours: minutes. Minutes should be entered in intervals of 15 minutes. After entering all time in and time out for a given day, hit the save button. The total hours worked for the day are calculated and saved for that day.
3. Hit the **Next Day** button.
4. Go to step 2. Repeat steps 2 and 3 until all time is entered.
5. After all time is entered, hit the **Time Sheet** button.

ADJUSTING YOUR HOURS

Changing hours you've entered for a particular day is no problem, as long as you haven't submitted the time sheet for approval.

1. Click the **Hours** link for the date that needs to be changed
2. Go to Step 2 in the Entering Hours section above.
3. Click the **Save** button.

LEAVING A COMMENT ON YOUR TIME SHEET

You can leave a comment on your time sheet your supervisor will see when he or she opens it up for approval.

1. Click the **Comments** button at the bottom of the time sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your time sheet. Note: Comments on your time sheet are only visible to you in Preview mode.

PRINTING YOUR TIME SHEET

1. Click the **Preview** button at the bottom of your time sheet.
2. Click **File** from the browser menu.
3. Click Print.
4. From the printer settings, select "**Landscape**" for paper layout.
5. Click the **OK** button to save your paper layout setting.
6. Click the **OK** button to print your timesheet.

SUBMITTING YOUR TIME SHEET

1. Check your hours to make sure the days, numbers, and earnings codes are all correct.
2. Click the **Submit for Approval** button at the bottom of your timesheet.

2. Enter your PIN.
3. Click the **Submit** button. Note: Once you click the Submit button, your timesheet becomes view only and cannot be altered. If time permits you can email your timesheet approver asking them to Return (your timesheet) for Correction. Once it is returned to you by your approver, you can make changes then resubmit