TCU Student Employment Manual

(Updated Sept 2014)

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Please note: Effective 9/1/2014, TCU requires all faculty and staff, INCLUDING STUDENT EMPLOYEES, to complete two new interactive training programs annually. Students will receive an email with a personalized link to these trainings within 2 weeks of their hire dates, and should complete these online trainings within 30 days. If you have questions about the training material, please contact Human Resources staff, Susan Oakley at s.oakley@tcu.edu or Susie Olmos-Soto at s.olmos-soto@tcu.edu.

TCU Student Employment Manual

Student employment at TCU must remain in compliance with numerous laws and regulations, just a few of which are:

- US Citizenship & Immigration Services rules which require that the I-9 be completed within 24 hours once the student starts working
- Fair Labor Standards Act (FLSA) which requires that any non-exempt employees, including students, who work more than 40 hours in a week must be paid overtime
- US Department of Homeland Security E-Verify rules: multiple regulations, specifically that we are allowed only 72 hours to complete E-Verification once a student begins working
- Texas Payday Law which requires that we pay students within a limited number of days from the time they work the hours
- Federal Work Study regulations which require that all positions which could potentially be filled with a work study eligible student have a valid job description on file

Departments which repeatedly do not follow procedures and cause University liability could potentially be disallowed from employing students.

Hiring New Student Employees in Your Department - Required Steps for Supervisors

Please note: incoming TCU students cannot begin work until the first day of class their first semester.

1. Post Job (including job description) on FrogJobs
   - FrogJobs ID # is required on all student PAF forms for new hires (effective 8/1/14)
   - Enter at www.myinterfase.com/tcu/employer
   - see *Frog Jobs Employer Guide* and sample job description in this manual for more info
   - contact Laura Chaney in the Career Center for help (l.j.chaney@tcu.edu)

2. Interview candidates, make offers to students

   The department is responsible for making sure each student has the necessary qualifications for the specific job and that they will be available to work on the required days and at the needed hours. If you are not satisfied with the student's suitability for a particular job, you should tell the student that he/she will not be hired for that job. You will also need to know if the student has been awarded Federal Work Study.

3. Fill out Student PAF form (including FrogJob ID) – available on the TCU HR webpage – go to http://www.hr.tcu.edu/compensation-forms/ and click on Student Personnel Action Form. See example PAF with comments in this manual.

   If student is a **new hire in your department** (regardless of work study eligibility), email PAF to Chrysteen Gabbert in the Career Center (c.l.gabbert@tcu.edu). In addition, if the student has not worked at TCU before, tell the student to report to the Career Center (Jarvis Hall) with the following:

   1. an ORIGINAL picture ID
   2. either an ORIGINAL or photocopy of the Social Security Card
   3. if the Social Security card is not an ORIGINAL document, either the ORIGINAL Passport or CERTIFIED Birth Certificate is also required

   The student will NOT be entered into the HR system until HR receives the PAF form, as well as the PDF form filled out by the Career Center once they have the documents needed above.

4. Financial Aid and the Career Center will verify required information and forward to HR for processing. After HR has added the new hire into the system, any student not already signed up for Direct Deposit will receive an email with instructions to sign up. * See attached *Student Employee Checklist* sheet that is given to students.

   If this is the final hire for this position at this time, supervisor should email Laura Chaney in the Career Center to inactivate the job posting. When you need to hire for that set of duties again, simply reactivate it with a new posting date. (See FrogJobs Employer Guide for more info.)

Returning Student Employees Coming Back to Your Dept- Required Steps for Supervisors

Please note: returning TCU students can begin earning Federal Work Study on the first day of the first pay period which starts in the month of August each year.

1. We suggest Posting Job (including job description) on FrogJobs if you have not previously done so for this set of duties. While we will not require a FrogJob # on returning employees' work study reactivations or pay rate changes, etc., it would help us a great deal if departments would go ahead and create the job posting on FrogJobs now – you'll have to do it anyway when the current students must be replaced with new ones.

2. Fill out Student PAF form (including FrogJob ID if you have one) – available on the TCU HR webpage – go to http://www.hr.tcu.edu/compensation-forms/ and click on Student Personnel Action Form. See example PAF with comments in this manual.

   Note: ALL students earning FWS at the end of every school year are automatically switched to regular pay (RG2) just after graduation in May. **If you do not fill out a PAF for the new fall semester requesting that the returning employee be switched back to FWS, your department will pay 100% of any hours worked when the student comes back to work in the fall.** This cannot be undone or corrected later!

   If student is **returning to your department and is Federal Work Study eligible** (or you think he/she is), send PAF with an earn code of FWS to Melet Leafgreen in Financial Aid (m.leafgreen@tcu.edu). If you are not sure and would like to know if a student is eligible for work study, email m.leafgreen@tcu.edu with the student's TCU ID# and name.

   Note: All other PAF forms throughout the year should go directly to Human Resources (m.pisano@tcu.edu or r.kibbee@tcu.edu, or fax to 817-257-7979). These may include those used to change a department number, pay rate, or other purposes.

3. Financial Aid will verify the work study eligibility and forward the PAF to HR for processing. After HR has added the new hire into the system, any student not already signed up for Direct Deposit will receive an email with instructions to sign up.* See attached *Student Employee Checklist* sheet that is given to students.

   If this is the final hire for this position at this time, supervisor should email Laura Chaney in the Career Center to inactivate the job posting. When you need to hire for that set of duties again, simply reactivate it with a new posting date. (See FrogJobs Employer Guide for more info.)

Making Other Changes with PAFs

PAFs for new hires go to the Career Center; PAFs for returning workers being switched to FWS go to Financial Aid. All other PAF forms should go directly to Human Resources. These may include those used to change a department number, pay rate, or other purposes.

Deadlines

- **ALL PAFs (and PDFs, if applicable) MUST be to HR by Wednesday at noon before the end of the Pay Period. Note that each Pay Period ends one week BEFORE paychecks are issued.**
- **In order to ensure that the student's PAF arrives at HR by that deadline, send PAF forms to the Career Center or Financial Aid as soon as possible but no later than Monday at noon.**

VERY IMPORTANT!!!

*It is unlawful and against TCU policy for a student to begin working in your department before **ALL** of the above steps have been completed.*

What Supervisors Need to Know About the Federal Work Study Program

The Federal Work Study Program is a need-based, Federal financial aid program. Under this program, funds are given to participating colleges and universities to administer in accordance with the regulations and guidelines provided by the Congress of the United States and the US Department of Education. The FWS Program benefits both student recipients and the employers who hire them.

The purpose of this section is to help the employing departments and individual supervisors understand what is required of them as FWS employers. For TCU to continue to enjoy the benefits of the Federal Work Study program, we must work together must meet all Federal laws and university guidelines.

Coordination with Other Financial Aid Programs

The Federal Work Study Program is awarded to students in combination with other aid programs to meet students' financial needs. Students must apply for work study awards by filing the Free Application for Federal Student Aid (FAFSA) by TCU's priority deadline dates, show financial need as calculated according to Federal regulations, and meet other institutional requirements for eligibility. By Federal regulation, students may not receive funds which in total exceed their financial needs. Some students, therefore, may not be eligible for work study at all, and others may have their work study eligibility decreased or eliminated during the academic year if other aid is awarded to them.

Changes in Work Study Eligibility/ End of Work Study eligibility

In certain circumstances (see examples below) the Financial Aid office will remove a student from the work study program by changing the earn code with Human Resources from Work Study pay to Regular Student Pay (department pays 100%). When this happens, Financial Aid will notify the supervisor and student as soon as possible. Most campus departments elect to keep these students employed and pay their salaries from departmental funds, but departments do have the option to terminate the student employee instead of paying 100% of her salary, however; students must be paid for any hours worked. This need for an earning code change could happen when:

- the student has earned the entire maximum awarded amount. This is extremely common, particularly in the spring semester.
- the student withdraws from TCU or drops classes and enrolled less than half-time.
- the student receives an additional scholarship or grant which changes his eligibility.
- TCU is notified that the student owes a refund to a Federal grant program or is in default on a Federal loan.
- the student's FAFSA information changes during the year, which can impact Federal calculation of eligibility.

If you have any questions or concerns about the Federal Work Study Program which are not addressed here, contact the Office of Scholarships and Student Financial Aid at extension 7858.

Helpful Reports

While the Financial Aid Office keeps track of total student earnings to ensure all requirements are met and students do not earn FWS for which they are not eligible, it is the employing department's responsibility to monitor student employees' earnings and make sure pay rates, department accounts being charged, and type of earnings (FWS or regular) are accurate. Budget Managers have three reports to aid managing their student employees. These reports are available on the Human Resources Report Home page available at my.tcu.edu. Budget Managers are given access to these reports.

- Active Student Job Report - Provides key data elements for student employees. This report can be used to identify which student employees are active for your department. This report can be used to identify student

employees departments need to terminate, if their job is established as work study, the account code charged and pay rate of the student.

- Expense Distribution Report - Provides key monthly expense data elements journalized by Payroll. This report can be used to verify the number of hours a student is paid, the amount & account code the student's salary is charged.
- Student Employee Payroll Status Inquiry - Provides the payroll status of a student employee. This inquiry page can be used to verify if a student has been previously paid through Human Resources/Payroll.

Student Employment - Frequently Asked Questions

Are Graduate students included in this process?
Yes, except for TA positions.

If a student is eligible for Federal Work Study one year, does that mean they always will be?
No. Students' eligibility for all types of financial aid, including work study, is assessed each year when they re-file the Free Application for Federal Student Aid (FAFSA). The reverse is also true: just because a student did not qualify for work study funding one year does not mean they cannot gain eligibility in subsequent years.

Who can I contact for help?

- *I-9, e-verify, PDFs, Originating PAFs* — *Chrysteen Gabbert (CC)* — *c.l.gabbert@tcu.edu* — *x2222*
- *Submitted PAFs* — *Jonathan Bartee (HR)* — *j.bartee@tcu.edu* — *x6305*
  Melinda Pisano (HR) — *m.pisano@tcu.edu* — *x5257*
  Becky Kibbee (HR) — *r.kibbee@tcu.edu* — *x7034*
- *Posting on FrogJobs* — *Laura Chaney (CC)* — *l.j.chaney@tcu.edu* — *x4141*
- *HR Policy & Procedure* — *Dindy Robinson (HR)* — *d.robinson@tcu.edu* — *x5019*
- *Work Study Eligibility* — *Sabrina Taylor (FA)* — *sabrina.taylor@tcu.edu* — *x7858*
- *Work Study Policy* — *Melet Leafgreen (FA)* — *m.leafgreen@tcu.edu* — *x5162*

I meant to hire this student as FWS but didn't, and his earnings were charged to my department at 100%. Can I request journal entries to adjust the charges?
No – these changes cannot be made retroactively. You should file a PAF changing the student's earn code to FWS as soon as possible so that future earnings will be charged correctly. If you feel that you filed the PAF correctly and an error was made by either Financial Aid or Human Resources, contact Melet Leafgreen in Financial Aid to discuss.

Can incoming freshmen be hired as student employees during the summer prior to their first semester?
No, they cannot be hired as student employees, but they can be hired as temporary employees. Students will need to come to Human Resources and complete a background check, I-9, PDF & present a social security card for payroll verification. The student can be changed to student employee status when classes begin in the fall.

Can I wait and pay my student employee at the end of each semester?
No, students are nonexempt employees and subject to the guidelines provided in the Texas Payday Law and the Fair Labor Standards Act (FLSA). They must be paid for all hours worked during regularly scheduled biweekly pay periods.

How many hours can a student earning Federal Work Study work each week and be paid by FWS dollars?
While there is no Federal limit to the number of hours a student can work in a week, it is the recommendation of the Career Center, Financial Aid Office, and Human Resources that students work no more than 20 hours

most weeks. Supervisors should keep in mind that a student's primary objective at TCU is academic and not allow students to work so much that their classwork suffers. Students who work more than 40 hours in one week must receive overtime pay under Federal law. Non-work study students (RG2) who work 30 or more hours per week on a regular basis may cause TCU to be out of compliance with the Federal Affordable Care Act. Call or email Dindy Robinson, d.robinson@tcu.edu, if you have questions about how this applies to your student workers.

Can I pay my student with FWS funds in the summer?
No. All student salaries are set to be paid as a regular student (RG2) beginning the day of graduation each May. Work performed after that day must be paid 100% by departments.

Then when/how can my work study eligible students get back to earning FWS for the coming year?
Supervisors must file a new PAF in July, using the first pay period begin date that occurs in August that year. Returning students can begin earning FWS on that effective date. New freshmen cannot begin working as student employees (whether work study or not) until the first day of the fall semester.

How much money from each dollar paid of a student's hourly rate will actually be charged to my department?
The split for FWS financial aid is 25% paid by the department and 75% paid from Federal Work Study funds. For example, a student making $7.25 would have $1.82 paid by the department and $5.43 paid by financial aid. This calculation is automatically handled by the Human Resources Information System.

What is the job code and earnings code for a work study student?
The student job code for a work study student is 90003, a regular student job code is 90001.
The earnings code for a work study student is FWS, a regular student earnings code is RG2.

Can I pay my student a stipend?
No, students are nonexempt staff and as such, must be paid an hourly rate to comply with the Fair Labor Standards Act.

Supervision of a Student Employee

Each student should be assigned to a supervisor (ordinarily a full-time, regular university employee who is easily accessible during the student's work hours) who can ensure that each student reports as scheduled and works on appropriate departmental projects. Both the supervisor and the student should have a clear understanding about various components of the job and its duties. It is the supervisor's responsibility to inform the student employee of the expectations for the job. If these expectations are not met, supervisors should document warnings and terminations in writing. Each department is responsible for making sure its student workers are adequately supervised by appropriate staff. Supervisory personnel have the final say about retaining or terminating students. If you have questions, please contact Human Resources.

Federal Work Study funding is not a "gift" – Federal guidelines define it as a "self-help" program. Thus, recipients are expected to work to earn their Federal work study funds.

Departments can require that students complete a confidentiality agreement form agreeing to comply with established codes of responsibility for security and confidentiality of departmental information.

Hiring decisions and transactions involving student assistants are subject to TCU Policies & Procedures, including Policy Number 2.050 involving Nepotism, which states, " A TCU employee may not make, or hold a

position in which the employee would reasonably be expected to make an employment decision, academic decision, or audit/investigatory decision concerning the employee's relative, a person in the same household as the employee, or concerning a person with whom the employee has a romantic or amorous relationship." For questions about how this policy applies to hiring a student who may be related to you or to a Budget Manager in your department, please contact Human Resources.

The department must request a copy of each student's class schedule so that work schedules can be arranged. Set specific hours for students to work. **Federal regulations prohibit FWS recipients from working during scheduled class periods.** If the professor cancels class or dismisses early that day, the student may work but this exception must be documented.

It is the supervisor's responsibility to make sure that time-keeping records (paysheets) are accurate and are submitted for payment each pay period. Students are paid biweekly. Paysheets are used to report actual time worked (a.m. and p.m.) and are required to generate a paycheck, and are due to Human Resources by Friday of the biweekly pay period end date. The biweekly paysheet and a biweekly payroll calendar are available on the Human Resources website. Paysheets must be original; no copies (including faxes and emails) will be accepted. **Students must be paid for all hours worked during the next regularly scheduled pay cycle. Departments are required to keep a copy of all timesheets in their offices to satisfy Federal and state law and for audit purposes.**

All information must be filled out in detail. Supervisors must verify by signing the paysheet in ink that the student worked the hours indicated, that the work was satisfactory, and that all information on the time sheet is correct. Time calculations must be checked. Each department is responsible for making sure that time sheets are accurately and completely filled out. Any alteration or correction of the paysheet must be initialed in ink by the appropriate supervisor.

SAMPLE STUDENT EMPLOYEE JOB DESCRIPTION

Job descriptions posted on FrogJobs should contain your department name and location where the student will work, the name of the supervisor, something about the purpose of the job (why is this job important to your dept or to TCU), the rate of pay (cross reference with TCU Salary Administration Manual), general qualifications (specific majors or experience required), length of the employment (one semester, all year, indefinite), and possibilities for pay rate increases for longevity or performance (if applicable).

Position Information

***Job ID:** 12072

***Job Title:** Student Assistant, Museum Liaison

Organization Name : TCU Education Department

Linked Contact: Jane Doe

Hours per Week: 12-15

Wage/Salary: $9.00/hour

Employment Start Date: Fall 2012

Include only if your position requires that the student be eligible for work study funding

***Job Description:** The Education Department Work Study Student will assist with ongoing activities with the Amon Carter Museum of American Art's Education Department.

Responsibilities:
- Prepare packets including rolling posters, assembling folders and postcards, and burning CDs
- Prepare materials for art-making activities
- Research subjects on the internet
- Prepare summary reports of research findings
- Enter information into an established database
- Maintain confidentiality of proprietary information
- Update website and social networking sites as directed
- Other duties as requested

Qualifications:
- Qualified and approved for the federal work study program
- Ability to work 12–15 hours each week between the hours of 9 a.m. and 5 p.m. on Mondays–Fridays
- Ability to follow directions and complete tasks by deadlines
- Willingness to stick with repetitive tasks
- Familiarity with internet and social networking sites
- Some research/library experience helpful
- Some filing experience or knowledge helpful

***Application Instructions:** Apply through Frog Jobs and email a resume to Jane Doe at jane.doe@tcu.edu.

Include the following information in your cover letter:
- Days and hours during the semester you are available to work
- Award amount granted for Work Study (i.e., $1000/semester)

On-line Application Address :

Posting Information

***Job Location:** Palko

***Job Category:** Administration/Administrative Support Services

***Position Type:** Work Study and/or On-Campus Job

***Job Applicant Type:** Work Study and/or On-Campus Job

Minimum GPA: 2.5000

Graduation Start:

Graduation End:

Classification:

Degrees:

***Majors (click Add) :** All Majors

Screen Applicant Types: Yes

Screen Minimum GPA: No

Screen Graduation Range: No

Screen Classification: No

Screen Degrees: No

Screen Majors: No

***Post Date:** 7/01/2014

Expiration Date: 9/30/2014

Allow Resume Referrals in Frog Jobs: Yes

Show Contact Info: No

Student Employee Checklist

(will be emailed to students after being hired)

Newly employed at TCU? After completing your paperwork at Career Services, there are a few more things you need to do to complete the hiring process*:

Enroll In Direct Deposit

Employees enroll in direct deposit through **employee self-service** at my.tcu.edu,
Select the direct deposit icon under the Student Worker pagelet.
Complete and **save** your information.

Don't see the icon? *The icon requires your job record to be processed and active in Human Resources. You will receive an email notification advising you that your job has been processed by HR and when self-service will become available.*

Direct Deposit may take two pay periods to become effective. During that time your pay will be issued as a paycheck. You can pick you your paycheck on payday afternoon at Human Resources. You can log in to my.tcu.edu to see if your payment was processed as a check or an advice.

Register for Online W-2s

*Go to https://www.paperlessemployee.com/tcu and create an account.

*Create a username and password (this username/password will be used from now on to receive your W2's).

*Click the **YES** radio button to, "Would you like to receive your original tax statement electronically?", Then click the **submit** button

In January, you will receive an email when your tax document is available. For student employees, **please put an additional email address besides your TCU account.** We suggest a parent's email address.

Questions? Employee Self Service: employees@tcu.edu or for Online W-2: w2help@tcu.edu

* Federal regulations prohibit requiring Federal Work Study recipients to receive Title IV funds via Direct Deposit. For questions please contact Melet Leafgreen in Financial Aid.

Addendum: Excerpts from the Federal Student Aid Handbook, 2014-2015
http://ifap.ed.gov/fsahandbook/1415FSAHbkVol6.html

PAYMENT OF NON-FEDERAL SHARE

Funds from programs sponsored by federal agencies (such as the National Science Foundation or the National Institutes of Health) may be used to pay the nonfederal share, as long as the programs have the authority to pay student wages. A school should contact the appropriate federal agency to see if the program in question does have this authority.

FWS CONDITIONS OF EMPLOYMENT AND LIMITATIONS

All FWS work, whether on campus or off campus, has certain conditions and limitations. FWS employment must be governed by those employment conditions, including the rate of pay, that are appropriate and reasonable according to the type of work performed, the geographic region, the employee's proficiency, and any applicable federal, state, or local law.

FWS employment must not displace employees (including those on strike) or impair existing service contracts. Also, if the school has an employment agreement with an organization in the private sector, the organization's employees must not be replaced with FWS students. **Replacement is interpreted as displacement.**

FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. In determining whether any FWS employment will violate this restriction, a school should consider the purpose of the part of the facility in which the work will take place and the nature of the work to be performed. For example, if the part of the facility in which the student will work is used for religious worship or sectarian instruction, the work cannot involve construction, operation, or maintenance responsibilities. If that part of the facility is not being used for religious worship or sectarian instruction, the school should make sure that any work the student will perform meets general employment conditions and that other limitations are not violated.

Neither a school nor an outside employer that has an agreement with the school to hire FWS students may solicit, accept, or permit the soliciting of any fee, commission, contribution, or gift as a condition for a student's FWS employment. However, a student may pay union dues to an employer if they are a condition of employment and if the employer's non-FWS employees must also pay dues.

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. **Any student employed under FWS must be paid for all hours worked.**

In general, **students are not permitted to work in FWS positions during scheduled class times**. Exceptions are permitted if an individual class is cancelled or if the instructor has excused the student from attending for a particular day. Any such exemptions must be documented.

A student may earn academic credit as well as compensation for FWS jobs. Such jobs include but are not limited to internships, practica, or assistantships (e.g., research or teaching assistantships). However, a student employed in an FWS job and receiving academic credit for that job may not be:

- paid less than he or she would be if no academic credit were given
- paid for receiving instruction in a classroom, laboratory, or other academic setting
- paid unless the employer would normally pay any person for the job.

Undergraduate students are paid Federal Work-Study (FWS) wages on an hourly basis only. Graduate students may be paid by the hour or may be paid a salary. A school should determine the number of hours a student is allowed to work based on the student's financial need and on how the combination of work and study hours will affect the student's health and academic progress. There are no statutory or regulatory limits on the number of hours per week or per payment period a student may work, provided no overaward occurs.

FWS employers must pay students at least the federal minimum wage in effect at the time of employment. If a state or local law requires a higher minimum wage, the school must pay the FWS student that higher wage. In addition, a school may not count fringe benefits as part of the wage rate and may not pay a student commissions or fees. In determining an appropriate rate, the school must consider the skills needed to perform the job; how much persons with those skills are paid in the local area for doing the same type of job; rates the school would normally pay similar non-FWS employees; and any applicable federal, state, or local laws that require a specific wage rate.

A student's need places a limit on the total FWS earnings permissible but has no bearing on his or her wage rate. **It is not acceptable to base the wage rate on need or on any other factor not related to the student's skills or job description.** If a student's skill level depends on his or her academic advancement, the school may pay a student on that basis. For example, a junior or third-year lab student may be paid a higher rate than a sophomore or second-year lab student. However, in most cases, students performing jobs comparable to those of other employees should be paid comparable wages, whether the other employees are students at different class levels or are regular employees.

You must maintain adequate timesheets or records of hours worked for FWS students. These timesheets must show, separately for each day worked, the hours a student worked, and the total hours worked during the job's payment cycle (i.e., twice a month, every week, every two weeks, etc., but not less than once a month). These amounts and hours recorded must match the hours for which the student is paid. FWS timesheets must be certified by the student's supervisor. Students working for your school must have their timesheet certified by either their supervisor or an official at the school.

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* Federal regulations prohibit requiring Federal Work Study recipients to receive Title IV funds via Direct Deposit. For questions please contact Melet Leafgreen in Financial Aid.