

WILLIAM PATERSON UNIVERSITY

WELCOME

Will. Power.

SUPERVISOR EMPLOYMENT WORKSHOP

By:

Financial Aid

Career Development

Funding/ Program Sources

Federal Work Study (FWS) Program

- Financial Aid Office (Federal Government)

Community Service Program

- Career Development (Federal Government)

Job Location and Development (JLD) Program

- Career Development/ Off Campus Companies

Student Assistant Program

- Funding comes from Departmental Budget/William Paterson University.

Federal Work-Study

- Managed by the Financial Aid Office
- Eligibility will be determined after completion of FAFSA, attendance at a student employment workshop, and all other required information.

FEDERAL WORK-STUDY FACTS

- The program is funded by the Federal Government. It provides students with the opportunity to work and earn a paycheck.
- At least 7% must be used to hire students for the off-campus Federal Community Service program.
- Funds for this Federal program are extremely limited, students are awarded on a first-come, first serve basis; Work study is not notated on an initial Estimated Award Letter at WPU.

FEDERAL WORK-STUDY ELIGIBILITY REQUIREMENTS

- File the Free Application for Federal Student Aid (FAFSA) annually and demonstrate financial need.
- Enroll in a degree or certificate program.
- Enroll at least half-time (6 credits for undergraduate students and 5 credits for graduate students).
- Be a U.S. citizen or permanent resident.
- Maintain satisfactory academic progress.
- Cannot be in default on a student loan or owe a grant repayment.
- Must have working papers initiated by High School, if under age 18.

Federal Work-Study Sample Forms Issued By Financial Aid Office

New Hires:

Hire through HireTouch. This will be covered in the presentation from the Payroll Department.

Federal Work-Study Sample Forms Issued By Financial Aid Office Rehires:

Employment Application



Student Employment Application

FINANCIAL AID OFFICE
300 CAMPUS DRIVE • WARREN, NEW JERSEY 07070-2103
973.731.2201 FAX 973.728.3132

Student Information (Please Print)

Name: (First) _____ (Last) _____
 Social Security #: _____ Banner ID #: _____ Phone #: _____
 Address (Street) _____
 City: _____ State: _____ Zip Code: _____
 Campus Address (Building) _____ Room #: _____ Dorm Place #: _____
 Email Address: _____

I certify that I understand the policies and procedures for student employment at William Paterson University.

Student's Signature Date

Department Information

Department: _____
 Supervisor/Teamlead Approver: _____ Extension: _____
 Student's Job Title: _____
 Date of Employment: _____ Hours per week: _____

----- Financial Aid Office Use Only -----

Eligibility and Monetary Information

Program: Federal Work Study Community Service
 Semester: Fall Spring Summer I Summer II End Date: _____
 Number of Credits: _____
 Graduation Date: _____

Hourly Pay Rate: \$ _____
 Maximum Hours Per Week: _____
 Maximum Total Hours: _____
 Total Dollar Amount: \$ _____

FA Officer's Signature: _____
 Processing Date: _____

Confidentiality Form

STUDENT CONTRACT AND CONFIDENTIALITY AGREEMENT


I, _____ hereby witness that I understand and agree to the following terms and conditions as mandatory to my continued employment with the _____ (Office name) _____.

- In accordance with Federal education records privacy requirements, I agree to keep confidential all data which is entered into the office records. I also agree to safeguard any data to which I have access, and ensure that the information does not become available to any person not specifically authorized by my supervisor(s).
- I understand that in continuing to safeguard confidential data that the use of cellular phones, cellular camera phones, cameras, and other such recording devices is strictly prohibited. I understand that the use of any such device in the workplace is grounds for immediate termination. I also understand that if I am expecting an important phone call on a cellular phone that I will obtain my supervisor's permission prior to my shift and will be out of sight from any sensitive records when a cellular phone is in use.
- I understand that students have a legal right to inspect the contents of their records. I also understand that I will not view my own records whether computer or paper unless a full time employee who works in the specified area of that record type is present.
- I agree not to access any data outside my work environment without prior approval of my supervisor(s).
- I understand and agree to follow the rules and conditions regarding conduct within the (office name) _____, as set forth in the student employment handbook, and the (office name) _____ manual for student employees.
- As my position in the (office name) _____ is a high visibility position, I understand and agree to dress in an appropriate manner.
- My work hours as scheduled are crucial to the proper functioning of this office. I agree to adhere to the work schedule I have established with my supervisor(s) and understand that this responsibility will include mandatory training sessions. (Further understood that any request for time off must be requested prior to my shift and must be made to my supervisor(s)).

Student Signature Date

Institution

Hiring Addendum



**Student Employment
HIRING ADDENDUM**

Student ID: _____ Student Name: _____
 Student Phone: _____ Fall ___ Spring ___ Summer I ___ Summer II ___
 Department: _____ Dept. Supervisor: _____
 Student's Job Title: _____

Section A: STUDENT CLASS SCHEDULE (Fill in class schedule and attach schedule from WEB)

Time	Class	Time	Class
Mon			
Tue			
Wed			
Thu			
Fri			

Section B: STUDENT WORK SCHEDULE (To be completed by Supervisor)

Time	Time
Monday	Saturday
Tuesday	Sunday
Wednesday	
Thursday	
Friday	

I have read the Student Employment Handbook and understand that students are not permitted to work during their scheduled classes along with all guidelines set forth in the Handbook.

Student Signature: _____ Date: _____
 Supervisor Signature: _____ Date: _____

HIRING PROCESS FOR FWS ON CAMPUS & COMMUNITY SERVICE STUDENTS

- Attend one scheduled 45 minutes employment workshop/ information session (**once in a lifetime attendance**).
- Seek Job on HIRETOUCH via <https://wpunj.hiretouch.com/internal-jobs> .
- Wait for email containing the student eligibility form within 48 hours of attending employment workshop.
- Contact department(s) of interest to apply and schedule interviews
- Go on interview(s) with a copy of student eligibility form to be completed and signed by hiring supervisor.
- Student and supervisor must complete a Hiring Addendum Form.
- Student and supervisor **must read Student Employment Handbook located on Financial Aid website at <http://www.wpunj.edu/financial-aid/assets/Student+Employment+Hanbook+reviseddocx.pdf>** and sign Agreement before work assignment begins.
- All required forms and documents must be completed and submitted to HR.

SUPERVISORS RESPONSIBILITIES

- Deans, Administrators and Faculty employing students must complete the Needs Survey that is issued annually to retain and request student employees.
- Students should not be permitted to begin employment until all approvals are completed in Hire Touch.
- Students must always be under the supervision of a Full-time or Part-Time employee. Supervision includes providing meaningful work situations, informing students of their actual tasks.

SUPERVISORS RESPONSIBILITIES

- Teach students how to perform tasks satisfactorily and keep accurate records of the quality of work being performed by student employees.
- Ensure students are not working during their assigned class time.

Community Service

- Managed by Career Development.
- Eligibility will be determined after completion of FAFSA.
- Attendance at a student employment workshop.
- Other required documents.
- Interview with the JLD Personnel.

Student Assistant

- Managed by on-campus Departments.
- Eligibility will be determined by Departments
- Funding will be determined by Budget Office

New Hires:

Hire through HireTouch. This will be covered in the presentation from the Payroll Department.

Rehires:

Send email to Budget office with Name, Banner ID, Start/End Dates, Hourly Rate, Supervisor(s) completing TimeSheet

Job Titles and Descriptions

- Name of the position
- Please follow the below model when creating job titles:
Department / Position Duties / Funding Source
 - Example: Business Services Office Assistant Federal Work Study
- Name of the student's supervisor
- Duties and responsibilities associated with the position and how they relate to the purpose/role;

Documents Required for International Students

- I-94 Form
- I-20 Form
- Foreign Passport & Visa
- A written employment offer is required before students are issued official letter from Office of International Students and Scholars to apply for social security card
- International students may work a maximum of 20 hours weekly during the school year and 35 hours during breaks

Timesheet & Payroll

- Create a sign in/out sheet for student employees to promote accuracy of hours.
- Supervisor or designee must initial sign in/out sheet confirming attendance for student employees.
- Students must transfer hours from the sign in/out sheet to their electronic timesheets.
- Departments must have on file a copy of student employees class schedule/Hiring Addendum form to ensure there is no conflict. (Documentation of class cancellation must be forwarded to Financial Aid Office).

Wage Requirements

- 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
- Regardless of who employs the student the school is responsible for making sure the student is paid for work performed.
- 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.

Wage Requirements

- In determining an appropriate rate, the school must consider: the skills needed to perform the job;
- How many people 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.

Pay Rate and Hours for Federal Work-Study

- Hours

- Min. 5 hrs. per week
- Max. 12 hrs. per week

- Pay Rate

- Min. \$10.00 per hr.
- Max. \$13.00 per hr.

- Payroll

- Checks (ID Required)
- Direct Deposit

Unpaid break of at least one-half (1/2) hour if a daily shift exceeds 6 hrs.

Request For Wage Increase

- Request must be made at the beginning of the academic year.
- A new job description must be submitted with request.
- Approved request will be subject to available funding.

Job Location and Development

- Managed by Career Development Center
- Off- Campus Opportunities
- No FASFA Required

Vacancies can be found on student job board



Will be launching August 2019 for Students
ALL Full-Time, Part-Time, & Internship Opportunities

Introducing Employees to the Workplace

Your FWS may have little or no work experience

- Agree on a set work schedule – Make copies for both parties
- Provide job training
- Describe goals & activities
- Discuss students duties/ responsibilities
- Outline and be clear of expectations
- Rep to work on time, Staying on task, how to call off
- Interacting appropriately, how to dress
- Provide a work space and place to store belongings



Training

Office Department Tour

How to use Office Equipment

- Discuss how to answer calls, transfer messages, etc

Responsibilities

- Expectations & Duties
- Review Timesheet Process
- Handling Confidential Information

Office Etiquette

- Dress Code
- Handling Absences
- Policies on cell phone, computer, email etc.



Best Practices

- They are Students First
- Encourage them to ask questions
- Don't accept job performance that would not be tolerated in the "Real World"
- Students should always be under the supervision of a full-time or part-time staff member.



Resignation and Termination

- If a student employee resigns or is terminated the supervisor must complete and submit the evaluation form to the financial aid office.
- Evaluation forms can be obtained under the student employment link on the financial aid homepage <http://www.wpunj.edu/financial-aid/student-employment/>
- Please notify the financial aid office when a student ceases employment due to graduation.

Student Employment Agreement

Student Employment Agreement

I have read and agree to the conditions in the Student Employment Handbook.

Student Name (Please Print)

Student Signature

Date

ID#

Supervisor Name (Please Print)

Supervisor Signature

Date

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Information for Students

One way of assisting with the cost of higher education is through student employment. Jobs are available through two programs: The on-campus Federal Work-Study Program and the off-campus Community Service Federal Work-Study Program.

Federal Work Study (FWS) Work Schedule

To ensure that work schedules do not interfere with academic performance, it is strongly recommended that students who work in On-Campus Federal Work-Study Jobs work no more than 12 hours per week during the academic year. Students are permitted to work during hours that do not conflict with their class schedules.

• students must take an unpaid break of at least one-half (1/2) hour if a daily shift exceeds 6 hours •

Community Service Program Work Schedule

The Community Service Program is an option for eligible students in the FWS program. Students may be employed in services off-campus which can enhance their educational program. They are designed to improve the quality of life for community residents, particularly low income individuals, or to solve particular problems related to community needs. Students may work 20 hours per week during the academic year and 25 hours per week during breaks and holidays if funds are available. The Office of Student Employment is housed in the Financial Aid Office in Morrison Hall; the telephone number is x2186 and email is Stu-Employment@wpunj.edu.

Handbook

Download the [Student Employment Handbook](#) for policies and procedures. Students must read the Handbook before completing hiring paperwork. You are required to print and sign the Student Employment Agreement Form found at the end of the handbook acknowledging that you have read the handbook.

Contacts

- Financial Aid
 - Zoya Barry-Chastanet x2185
 - Jacqueline Heredia x2186
- Career Development Center
 - Mary Alice Barrows x3020