

Welcome to the Wagner College Student Employment Program!

Wagner College's Student Employment Program, otherwise known as the *SEP*, is a significant and valuable part of the Wagner College community. As a student employee you are important to the department (on-campus) or agency (off-campus) for which you may work.

The Student Employment Program, which is administered by the Office of Financial Aid (FA), will provide you with part-time employment while pursuing your degree. Although a job will give you an opportunity to earn money to help support your education, a SEP position will also provide you with skills that you will carry through your chosen career. It will allow you to explore possible career options, a variety of subject matter, gain insight into your abilities and have some fun.

This manual was designed to assist you in navigating the Wagner College Student Employment Program policies and guide you in being the best student employee you can be! We, at the Office of Financial Aid, hope you will find it to be a useful resource.

Should you have any questions, please feel free to contact the Office of Financial Aid at x3183 or finaid@wagner.edu.

ELIGIBILITY

Eligibility for college employment is determined on an annual basis. This occurs when you file your FAFSA and eligibility for College Work Study is established. A student who is not CWS-eligible may be able to work under the College-funded Regular Payroll Program. Collectively, the two programs are known as the Student Employment Program (SEP). Continued eligibility is reviewed throughout the academic year to ensure you have not exceeded your allotted award.

Eligibility criteria includes but is not limited to the following:

- matriculating at Wagner College
- satisfying Immigration and Naturalization Services regulations for employment in the United States
- completion of documentation as required by the Office of Financial Aid (i.e.- verification documents, W-4, I-9)
- completion of the Wagner College Confidentiality agreement

FA will determine your work eligibility prior to issuing a Job Referral Form. If you go to a prospective supervisor without a Job Referral Form, you will be asked to obtain one from FA prior to being hired.

FEDERAL COLLEGE WORK-STUDY ELIGIBILITY

Federal College Work-Study (FCWS) is a federally funded program that provides students with the opportunity to work on campus or off-campus for a private, not-for-profit organization that has an agreement with the College.

To work under CWS, certain criteria must be met. You, the student, must:

1. File a FAFSA and receive a Federal College Work-Study award from the Office of Financial Aid. (This award will be indicated on your Award Letter.)
2. Be enrolled in a degree-granting program.
3. Maintain satisfactory academic progress.
4. Be eligible to work in the United States.

Your allotted CWS award will be included on the Referral Form. The supervisor must remember to take the CWS award into account when creating a schedule for the student. You, as the employee, should also be mindful of this allotment and track your earnings.

Should you exhaust your CWS funds there is a possibility you may be able to work under the College-funded Regular Payroll Program. This eligibility is contingent upon approval from FA and the hiring department's budget.

COLLEGE-FUNDED REGULAR PAYROLL PROGRAM ELIGIBILITY

Students who are ineligible for Federal College Work-Study may be able to work on-campus under the College-funded Regular Payroll Program. These students must follow the same policies and procedures as the CWS students.

EMPLOYMENT CONDITIONS AND LIMITATIONS

All student employees must have a signed Job Referral Form on file with the Office of Financial Aid prior to beginning work.

New Referral Forms must be on file for each academic year and summer terms. For most jobs, new Referrals need not be filed for the Spring semester if you are working in the same position as in the prior Fall.

All new employees must complete a Wagner College Confidentiality Agreement with their supervisor after signing the job Referral. The supervisor will keep the agreement on file. If the student changes positions during their time at Wagner and works for a new supervisor, a new Confidentiality Agreement will need to be completed.

If you leave a position during the course of the academic year you must provide FA with a Termination Form from your previous supervisor stating that you are no longer working in the department in order to receive a Referral for a new position.

All student employees must be paid for any work performed. If your eligibility is exhausted, you are **not permitted** to volunteer services as per the Fair Labor Standards Act of 1938.

Conditions specific to FCWS employment:

Federal College Work-Study employees may not fulfill job assignments that include:

- a profit-making activity
- solicitation or acceptance of fees, contributions or gifts
- construction, operation or maintenance of any part of a facility used for religious or sectarian worship
- promotion of a religion or religious belief
- lobbying on the federal level
- partisan or non-partisan political activities
- displacement (including replacement) of regular College employees

OBTAINING A JOB

The Office of Financial Aid, in accordance with federal, state and College regulations has established the following policies and procedures. Students and supervisors must adhere to all steps to ensure the success of the Program.

HIRING CYCLE

1. All students interested in Wagner College employment under the College Work-Study Program or the College-Funded Regular Payroll Program (jointly called the Student Employment Program) are to report to the Financial Aid **prior** to beginning work.
2. CWS-eligible students are to report during the first two weeks of classes and Regular Payroll students during the third week of classes. **All students are to report to FA with acceptable original identification.** The acceptable types of I.D. can be found on the I-9 form. All identification must be in its original form. Photocopies or facsimiles will not be accepted.
3. Students will complete the W-4 and I-9 (with accompanying identification) in the Office of Financial Aid.
4. Referral to an open position will occur via issuance of a Job Referral Form to the student. An open position constitutes one that has been registered with the Financial Aid through an approved Job Order Form.
5. Upon referral to a department, the student will visit the appropriate department's supervisor for an interview, if applicable.
 - a. If the student is hired, the supervisor will sign the Referral, keep a copy and send the student back to FA with the signed referral (including the student's signature). In addition to the copy of the referral, the supervisor will keep the Confidentiality Agreement on file.
 - b. If the student is not hired, the supervisor is to direct the student back to FA for referral to another position. Supervisors must have legitimate reason for not hiring a student referred to them.
6. The Job Referral Form will be kept on file in FA. This is the only way the student will be put on the payroll system.
7. Timesheets must be completed at www.timesheets.wagner.edu.

Students are not to work without having secured a Referral from FA. Students are limited to one position (with limited exceptions).

VACANCIES

Should you voluntarily (graduation, withdrawal, resignation) or involuntarily leave a position, the department must notify Financial Aid via a Termination Form. This will be kept in your employment file for future reference.

SUMMER/VACATION PERIODS

Both CWS and College-Funded Regular Payroll students may be eligible for hire during the summer and other vacation periods. You must be registered for the following semester and CWS students must have filed the FAFSA. ***(Please remember that those individuals who withdraw or graduate are no longer students, therefore, are no longer eligible to work as a student employee.)*** Referrals are required for all summer and vacation period student employees. All timesheet and payroll policies remain in effect for these times. ***You may work no more than 28 hours per week during the summer or vacation periods.***

Students are not as widely available during the vacation periods as they are during the regular academic year. Historically, there has been a shortage of students to work over these periods. As a result, you are permitted to fill more than one position providing you have enough money remaining in your allotment. Referrals must be obtained for all positions and you may not work more than a combined total of 28 hours per week.

CWS ALLOTMENT

If you are CWS-eligible, you will find the amount of CWS you may earn on your Financial Aid Award Letter. In addition, this amount will be reflected on your Referral Form. You and your supervisor will be responsible for monitoring the amount of hours you are working in relation to the amount of money you earn.

The following guidelines will help you determine the total number of hours per week you may work.

To determine your allocation for an entire year in hours:

1. Take the amount of your allotment and divide it by your pay rate. This will give you the total number of hours you may work during the year including summer and vacation periods.
2. Divide the number of hours by the number of weeks you plan to work. This will give you the number of hours you may work over the course of the year.

Students who earn their allotment may be considered for an increase in their CWS. An increase may only occur if the student maintains eligibility and if funding is available. In addition, the student must have calculated need for additional CWS funds as determined by the federal methodology and the department must have enough funds in their budget to support the student's continued employment.

A student who is not eligible to receive a CWS increase, may be transferred to College-funded Regular payroll. Once again, the employing department must have funding available in its budget to support the student's employment.

HOW DO I GET PAID?

Federal law requires that all employees file a W-4 and I-9 with their employer. In this case, you will file the forms with FA and submit appropriate identification for review. Following this, you will be "cleared" for referral to an open position providing all other criteria are met.

PAYRATE

Wagner College's pay week runs from Sunday through Saturday. You will earn no less than the current New York State minimum wage. Specific positions have pay rates higher than the minimum wage due to special requirements or skills of the employee.

You will be paid on an hourly basis. In order to be paid for work rendered, you must submit a timesheet at timesheets.wagner.edu. Limited exceptions may occur.

HOURS

During the semester, you are limited to a maximum of 20 hours per week. This maximum is inclusive of all Wagner College positions (on and off-campus) that you work. ***Please note: Those students who are employed as Resident Assistants (RA) work 12 -14 hours per week for their RA position and, as a result, are limited to a maximum of 6 – 8 hours per week of employment in any other College position.***

You may not be scheduled to work during class time. Should your class be cancelled, you may work providing the class cancellation is documented with your supervisor and you have supervisor approval.

All employees who work more than six (6) hours are required, by New York State Labor Law, to take a half-hour unpaid meal break. ***All breaks are to be documented on the timesheet.*** If you work in excess of six hours without a documented break, your supervisor will be notified that this is a violation of NYS law and should not be repeated.

During periods of non-enrollment (i.e.-winter and summer recesses), you may work a maximum of 28 hours per week.

Student employees are not paid for holidays unless he/she worked on that day. A student who works a holiday is paid the normal pay rate.

TIMESHEETS

Timesheets are available at www.timesheets.wagner.edu.

Each timesheet must be completed in full each month. In addition, all timesheets must have the employee's signature and supervisor's signature indicating testimonial to the hours completed. It is the responsibility of the supervisor to ensure all information is complete prior to submission.

Timesheets are to be submitted to Payroll by the supervisors no later than 4 p.m. on the first working weekday of the month following the end of the pay period. Any timesheets submitted late will be processed for the next pay period. Payroll advances will be permitted for emergency situations or situations deemed appropriate by FA and/or Payroll. Timesheet due dates are indicated under Projected Payroll Dates.

PAYCHECKS

Paychecks are issued by Payroll on the tenth day of the month following the pay period unless the tenth falls on a weekend. If the tenth day of the month falls on a weekend, paychecks are issued on the Friday before the tenth.

Checks may be picked up at the Student Accounts/Cashier's window on the day of release. You may also leave a self-addressed stamped envelope with the Cashier if you would like your check mailed to you.

MONITORING HOURS AND EARNINGS

It is the responsibility of the student employee and supervisor to monitor the student's earnings and assure you do not go over the allotted award specified on the Referral Form. If you exceed your allotment, a strong possibility exists that you may not continue working for that academic year. ***If your allotment has been exhausted, do not continue working without approval from the Office of Financial Aid.***

Students who have graduated or are not returning to Wagner the following semester are permitted to work only until the last day of the semester and not during the vacation weeks that follow. Since you cease being a student after that day you can no longer be paid under the student payroll whether it is CWS or Regular Payroll.

DISCIPLINARY PROCEDURES AND TERMINATION

A student's continued employment is contingent upon but not limited to satisfactory job performance which includes reporting to work promptly, completing all work assignments and exhibiting appropriate office behavior.

Unsatisfactory performance should be handled by the employing department and the student's immediate supervisor. Suggestions to cope with or correct the situation are to be given to the employee. If verbal warning of the situation does not alleviate the problem, written warning is suggested.

If written warning has little impact or the violation is severe and immediate action is necessary, the student should be dismissed from their position. A Termination Form must be submitted to FA.

Reasons for dismissal may include, but are not limited to:

- Repeated tardiness
- Absenteeism
- Failure to fulfill job requirements
- Falsifying timesheets
- Use of College property for personal gain
- Being at work under the influence of alcohol or illegal substances

If a student is experiencing problems that deem worthy of disciplinary action, larger issues may exist. The Dean of College's Office will be notified of severe infractions for further disciplinary action or help for the student.

A student who believes the termination was unfair should be referred immediately to FA for advisement.

STUDENT'S CHECKLIST

Hiring Stage

Did I...

- _____ Obtain a Job Order Form from FA?
- _____ Meet with my potential supervisor for an interview/screening?
- _____ Have my Referral signed upon hiring?
- _____ Return the Referral to FA?
- _____ Sign the Wagner College Confidentiality Agreement?

Post-Hiring Stage

Did I...

- _____ Provide my supervisor with a copy of my class schedule?
- _____ Provide my supervisor with my contact information?
- _____ Discuss dress codes?
- _____ Discuss office etiquette?
- _____ Discuss department policies & procedures?
- _____ Develop a manageable work schedule?
- _____ Sign my timesheet?
- _____ Have a semester-end performance evaluation?

TIPS AND SUGGESTIONS

Below are a list of helpful tips and suggestions that students have found useful. Use your fellow students, supervisors and the SEP Administrators as a tool for making your student employment experience more fulfilling.

DEPARTMENTAL POLICIES & PROCEDURES

Inquire about your hiring department's policies and procedures in relation to your job. Such topics would include timesheets, requesting days off, calling in sick, lateness, individual responsibilities, telephone and computer usage.

SCHEDULES & TIMESHEETS

Departments are advised to post all student work schedules in an accessible area for everyone's knowledge. This provides a way for students to find coverage for a day off or contact a fellow employee about a project.

GENERAL

- Be a leader! Don't be afraid to ask for higher-skilled tasks to complete. The more you learn, the better off both you and your department will be. Remember, this is a learning experience!
- Be responsible! Remember that you are full-time students and your education comes first. In the same respect, if you find that your work schedule is too much to handle in combination with your academic schedule, notify your supervisor immediately. Nobody wants to see you fail. Also, it will provide the supervisor with the opportunity to find a replacement. Your department is depending upon you so, treat the department with the same respect that you want to be treated with.
- Remember that everyone has to begin somewhere, which is often at the bottom. Even mundane tasks have importance.
- Behave appropriately. You are an adult and being charged with adult responsibilities.
- Communicate effectively.
- Maintain confidentiality. Some positions require that students have access to sensitive information. All "customers" are entitled to privacy. Adherence to the Family Education Rights and Privacy Act (FERPA) is mandated for all employees including students. Familiarize yourself with it. Your department will require you to sign a Confidentiality Agreement.

- Dress appropriately. Inquire about the departmental dress guidelines and adhere to them. Remember, although you are a student, when you are working , you are a representative of that department and should dress accordingly.

STUDENT EMPLOYEE RIGHTS AND RESPONSIBILITIES

A student employee constitutes a student who has adhered to hiring policies and procedures set forth in this manual.

Some student employee responsibilities are, of course, department-specific. Overall, there are certain responsibilities all student employees must fulfill.

Student employee responsibilities include but are not limited to:

- returning the Referral to the Office of Financial Aid immediately after being hired
- establishing a work schedule with the supervisor and maintaining it
- reporting to their assigned position according to the established work schedule
- reporting to work on time and informing the supervisor of a need to miss, report late or leave early from a scheduled work period. (Notification of these needs and reasons must be made as soon as the employee is aware of them so appropriate coverage can be obtained.)
- providing the supervisor with a class schedule each semester
- obtaining the appropriate approval on timesheets and submitting them by the deadline
- monitoring hours worked in comparison to the allotted work award
- learning and performing duties satisfactorily
- establishing a good working relationship with the supervisor and others
- informing the supervisor of plans to end employment other than the scheduled end date at the end of the semester (Two weeks should provide ample time for the department to obtain a replacement)
- maintaining open communication with their supervisor in reference to their earnings and work awards
- dressing appropriately for work
- positively representing the department and Wagner College to all members of the campus and public

Student Employee Rights include but are not limited to:

- being respected like an employee of the department
- receiving a manageable work schedule
- receiving sufficient training for the position
- being assigned work that meets the job description registered for which the student was hired

SEP TIMELINE

July

- June payroll out
- Job Orders due from the hiring departments for the upcoming academic year
- July timesheets due at the end of month

August

- July payroll out
- CWS clearance and referral begins (first 2 weeks of semester)
- August timesheets due at the end of month

September

- CWS clearance and referral continues (first 2 weeks of semester)
- August payroll out
- Regular Payroll clearance and referral begins (3rd week of semester)
- September timesheets due at the end of month

October

- September payroll out
- October timesheets due at the end of month

November

- Job Orders for new Spring positions
- October payroll out
- Student Evaluations for the first semester
- November timesheets due at the end of month

December

- November payroll out
- December timesheets due at the end of month

January

- December payroll out
- Clearance and referral for new Spring positions or those switching positions
- January timesheets due at the end of month

February

- January payroll out
- February timesheets due at the end of month

March

- February payroll out
- Spring Break
- March timesheets due at the end of month

April

- March payroll out
- National Student Employment Week
- Summer Job Order Forms due
- Student Evaluations for the second semester
- April timesheets due at the end of month

May

- April payroll out
- Commencement
- May timesheets due at the end of month

June

- May payroll out
- CWS ends for the academic year
- June timesheets due

IMPORTANT CAMPUS CONTACTS

Financial Aid

The Office of Financial Aid, located on the first floor of Cunard, is responsible for clearing students to work under the Student Employment Program and referring students to approved jobs. The Office ensures the SEP community complies with policies and regulations as mandated by the federal government, New York State and Wagner College. Contact the FA at (718) 390-3183.

Finance & Business

Located on the second floor of Cunard Hall, the Finance & Business Office is responsible for approving all Job Orders for budget approval.

Student Accounts/Cashier

Located on the first floor of Cunard Hall, the Student Accounts/Cashier representatives are responsible for distributing student paychecks. Should you not be on campus when checks are released you can leave a self-addressed-stamped envelope with the Cashier and they will gladly mail your check to you. If you have any questions, you may call them at (718) 390-3112.

Payroll

Payroll is located on the second floor of Cunard Hall. The office is responsible for entering student job assignments into the administrative database, processing timesheets, generating all paychecks and year-end W-2 forms. Payroll may be reached at 718.390.4154.

Department Supervisors

There are many SEP Department Supervisors throughout all areas of the Wagner College Campus. Supervisors are responsible for hiring, employee reviews, terminations and submission of timesheets to Payroll.

Human Resources

Human Resources is located on the second floor House 18 above Public Safety. HR provides guidance to employment law, procedures and employment issues. HR may be reached at (718)390.3187.