



**GENERAL GUIDELINES FOR
STUDENT EMPLOYMENT
INFORMATION FOR SUPERVISORS**

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GENERAL GUIDELINES FOR STUDENT EMPLOYMENT FOR SUPERVISORS

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Important Legal Issues to Remember

- Student employees may not begin working prior to the Payroll Department approving their employment.
- Student employees must submit their employment paperwork in person to the Payroll Department.
- Student employees are paid by the hour. Hours worked must be accurately reported on time sheets.
- Time sheets must be submitted by the scheduled due date for the pay period in order to comply with Federal and New York State Department of Labor laws.

I. TO BE ELIGIBLE FOR CAMPUS EMPLOYMENT

Department/School Eligibility

A Department/School is eligible to hire student employees if they have a budget to support wages; for the Academic year budget lines '61201', '61202' or '61203', for the summer '61303'.

Student Eligibility

During the Academic Year (September-April) - An eligible student is described as a matriculated undergraduate or graduate student who has completed their educational registration with St. John Fisher University and is enrolled in at least 6 credit hours for the Academic semester in which they will be employed.

During the Summer (May - August) – An eligible student is described as a continuing matriculated undergraduate or graduate student.

International Student Eligibility

An eligible international student employee must meet the requirements above under '**Student Eligibility**' and have a valid F1 or J1 Visa. An international student employee must also have a social security card.

II. ADVERTISING AVAILABLE STUDENT POSITIONS

You are strongly encouraged to use the Center for Career & Academic Planning to advertise your available position(s). Contact CCAP by phone at x8050 or by email ccap@sjfc.edu for the appropriate procedure and form(s) to complete. The position posting will be advertised on **Handshake**, <https://www.sjfc.edu/student-life/career-readiness/handshake/>. You will need to contact the CCAP when the position has been filled to remove the posting.



Post a sign outside your Department! **Talk** to other Faculty or Staff members and students. They may know a student that is looking for work.

III. TYPES OF STUDENT WORK PROGRAMS

'Federal Work Study' Program

The Federal Work Study Program is a federally subsidized employment program which provides financial assistance to students by compensating them for the work they perform. To be eligible for work study, a student must be matriculated and enrolled in at least six (6) credit hours for the Academic semester they are employed, apply for and be awarded financial aid and receive and accept a Federal Work Study award in their financial aid package. A student's eligibility and earnings limit is based on his/her personal financial need. Currently, the Federal Work Study program is 75% subsidized by the Federal Government, which means the University contributes 25% of the cost.

'Federal Work Study Community Service' Program

The Federal Work Study Community Service Program is a federally subsidized employment program almost identical to the Federal Work Study Program. A student must be Work Study eligible under the same terms as the Federal Work Study Program. Only a small number of Departments/Schools have positions that qualify and are designated as 'Community Service'. The Federal Work Study Community Service Program is 75% subsidized by the Federal Government, which means the University contributes 25% of the cost.

St. John Fisher 'Non-Work Study' Program

The University Non-Work Study Program is a program funded by the University. To be eligible to work in the University Non-Work Study program, a student must be matriculated and enrolled in at least six (6) credit hours for the Academic semester they are employed. The University contributes 100% of the cost.

St. John Fisher Summer Employment Program, 'Temp Services – Seasonal'

The Summer Employment Program is a Non-Work study program funded by the University. To be eligible to work during the summer, a student must be a continuing matriculated student. The University contributes 100% of the cost.

Volunteer Worker

A volunteer worker is a student who willingly provides their assistance unpaid. It is against labor law for student employees to volunteer their time on any job for which they are already being paid. The name of all volunteer workers should be sent to the Director of Payroll and Accounts Payable, along with their address, date of birth, duties and the program they will be volunteering for.

IV. DEPARTMENT/SCHOOL REQUIREMENTS FOR EMPLOYING STUDENTS

Departments/Schools must

- 1) Have a **budget** to support the payroll of the student employee.
- 2) Have a **St. John Fisher University Job Description** form approved and on file with the Payroll Department.
- 3) Complete **all** of the Supervisor's Section of the student employee's **Student Employment Form** with the appropriate Supervisor's signature.
- 4) Have the student employee bring the Student Employment Form to the Payroll Department for approval.
- 5) Receive an email from the Payroll Department approving the student's employment prior to the student beginning to work.

Department/School Budget Requirements

Not all Departments/Schools are allocated budgets for Federal Work Study, Federal Community Service and/or University Non-Work Study Programs. The Vice President of Financial Affairs, Controller of the University and Provost work with Departments/Schools to determine eligibility in these areas. If a Department/School has both Federal Work Study (and/or Federal Community Service) and University Non-Work Study budgets, the Department/School is encouraged to use Federal Work Study (and/or Federal Community Service) funds first when possible.

Budgets appear on the BANNER FINANCE form FGIBDST under the following account numbers:

- **'61303': Student - University Non-Work Study Summer (Temp Services - Seasonal)**

Budget reflects 100% of the Department/School's allotment: 100% University funds

- **'61201': Student - University Work Study**

Budget reflects 100% of the Department/School's allotment: 25% University funds and 75% Federal funds.

- **'61202': CWS - Community Service**

Budget reflects 100% of the Department/School's allotment: 25% University funds and 75% Federal funds

- **'61203': Student - University Non-Work Study Academic Year**

Budget reflects 100% of the Department/School's allotment: 100% University funds

St. John Fisher University Job Description Form

A Job Description form must be completed and approved for each position (not student) a Department/School would like to offer in their area. This form is used to record the job title, job duties and other significant information about the position. The information is used in determining if a position qualifies as a Federal Work Study or Community Service position under the Federal guidelines or as a University Non-Work Study position. Forms should be submitted to the Payroll Department. Approved Student Job Description forms are required to be on file under the regulations of the Federal Work Study program.



V. STUDENT REQUIREMENTS FOR EMPLOYMENT

All Student Employees must

- 1) Be **matriculated and enrolled** in at least 6 credit hours for the semester they are being employed during the Academic year. (See Section I: Eligibility for Campus Employment for more information)
- 2) Have an **I-9 Employment Eligibility Verification Form**, on file at the Payroll Department or complete this form at the time of hire, presenting the acceptable original documents required to a Payroll representative.
- 3) Submit a completed **Student Employment Form**, to the Payroll Department signed by the student employee and their Supervisor. And complete any additional employment paperwork requested.
- 4) Not begin working prior to the supervisor receiving an email from the Payroll Department approving employment.
- 5) Complete Sexual Harassment Training required by New York State.

All Federal Work Study & Community Service Employees must

- 1) Have received and accepted a **Federal Work Study award** in their financial aid package.
- 2) Meet the requirements of the above **steps 1-5** for 'All Student Employees'.

The I-9 Employment Eligibility Verification Form

The I-9 Employment Eligibility Verification Form is a document required by the Federal Government's Department of Homeland Security to certify a person's eligibility to work in the United States. All new student employees are required to complete this document at the Payroll Department **prior** to beginning to work. Along with completing the form a student must present acceptable documents as determined by the Department of Homeland Security. Examples of the most commonly presented documents are:

- a) U.S. Passport, unexpired
- b) State issued unexpired Driver's license and Social Security Account card
- c) State issued unexpired Driver's License and original State issued Birth Certificate
- d) School ID (with picture) and Social Security Account card
- e) School ID (with picture) and original State issued Birth Certificate

The I-9 Form along with the complete list of acceptable documents can be obtained at the Payroll Department & the Payroll Department intranet page (under Documents & Forms).

The Student Employment Form

Student Employment Forms are available at the Payroll Department or under the Documents & Forms section at <https://www.sjfc.edu/services/payroll/>. Once a Department/School has hired a student, a Student Employment Form must be completed and approved by the Payroll Department **prior to a student beginning work**. Steps to complete:

- 1) The student must complete Section 1 of the Student Employment Form, providing all information and acknowledgements requested.
- 2) The Supervisor must complete section 2 of the Student Employment Form, providing all information and acknowledgements requested. Verify the Department/School has an available budget to support student employees.
- 3) The student must bring the completed Student Employment Form to the Payroll Department and be prepared to complete an **I-9 Employment Eligibility Verification Form**.
- 4) The student should not begin working prior to the supervisor receiving an email from the Payroll Department approving employment.

The Wage Theft Prevention Act went into effect April 9, 2011. The Act is intended to protect employees. Employers who fail to comply with the Act are subject to severe financial penalties.

How this Act impacts the student hiring and time sheet submission process:

- 1) Student employees must submit their employment paperwork in person to the Payroll Department prior to beginning to work. At the time of hire the Payroll Department is required to provide a separate signed and dated employee acknowledgement notice to the student employee. The University is required to retain a copy of each completed acknowledgement form for six years.
- 2) Time sheets must be submitted by the scheduled due date for each pay period. In accordance with the Act, pay stubs must now include the dates of work covered by the payment. To accomplish this requirement and pay students on time, we ask that time sheets for the pay period be submitted by the scheduled due date.

Sexual Harassment Training required by New York State went into effect January 1, 2019.

All employees of the University, including student workers, are required to complete NYS Sexual Harassment training at the time of hire and annually. Human Resources will send a notification to the student workers' Fisher email with the subject "**Welcome – NYS Sexual Harassment Training Notification – Required Training Available**". A link to the training module is included in the email notification. The time to complete the training is time worked and should be submitted on a timesheet. Training should be completed as soon as possible. Student workers who have not completed the required training after several weeks will be subject to sanctions which include termination of their employment. (For University Policy refer to Employee Handbook, D1.2.1)

VI. STUDENT EMPLOYMENT ISSUES

Maximum Hours Students May Work

During the Academic year student employees may work up to a maximum of 20 hours per week, combined total of all positions held.

It is the Department/School's responsibility to monitor the available budget. It is advised that you plan your students' schedule to ensure that they will be able to work the desired period of time and the budget will not be exceeded. To calculate

the average hours per week that your budget can support divide the budget amount by the rate of pay then divide by the number of weeks to be worked. Example: \$2000 (budget amount)/ \$15.00 (rate per hour)/28 (approximate weeks in the Academic year) = approx. 4.75 average work hours per week.

Additionally, a student's gross earnings may not exceed their Federal Work Study award amount. To calculate the average hours per week with an award amount, divide the award amount by the rate of pay then divide by the number of weeks to be worked. Example: \$1,750 (Work Study Award)/ \$15.00(rate per hour)/28 (approximate weeks in the Academic year) = approx. 4.0 (average work hours per week). The Student Financial Services Department assists in monitoring dollars earned against Work Study dollars awarded. They will notify the Supervisor when the student is close to using up or has used up their Federal Work Study award.

During the summer students can work up to a maximum of 40 hours per week, combined total of all positions held. To calculate the average hours per week that your budget can support divide the budget amount by the rate of pay then divide by the number of weeks to be worked. Example: \$2000 (budget amount)/\$15.00 (rate per hour)/16 (approximate weeks in the summer) = approx. 8.25 (average work hours per week). It is the Department/School's responsibility to monitor the available budget.

Pay Period

A pay period consists of two consecutive work weeks, beginning on a Saturday and ending on a Friday. A Payroll Schedule is available at <https://www.sjfc.edu/services/payroll/>.

Work Week

A work week consists of a specified 7 day time frame, beginning on a Saturday and ending on the following Friday.

Calculating Hours Worked

Record hours worked on an electronic time sheet under the appropriate date to the minute using decimal conversion of minutes. Examples: 4.25 = 4 hours & 15 minutes, 2.7 = 2 hours & 42 minutes, 3.43 = 3 hours & 26 minutes.

Conversion Table available at <https://www.sjfc.edu/services/payroll/web-time-entry/>.

Pay Rate

All student employees will be paid New York State's current minimum wage \$15.00 per hour, as of 12/31/2023. Requests for hourly rates greater than \$15.00 must be made in writing (e-mail is acceptable). The request should be approved by the Division VP and/or Dean (if applicable) and the approval submitted to the Payroll Department.

Overtime Pay

Overtime for student employees is rare. Overtime is calculated on hours worked during a 7 day week (Saturday to Friday) that total greater than 40. On the rare occasion there is overtime, a student employee will be paid the rate of one-and-one-half times his/her regular hourly rate.

Minimum Reporting Time (DOL Regulation)

An employee who reports to work and is sent home before the end of their scheduled work hours by their supervisor will be paid based on minimum report time. This means they will be paid their full schedule, or a minimum of four hours, whichever is less. Please keep this minimum report time in mind. If a schedule needs to be changed, such that an employee does not need to report to work, as much notice as possible should be provided to the employee to cancel the scheduled shift. No pay is required for a cancelled schedule if done in advance of the individual reporting to work.

Jury Duty

Student employees who are serving jury duty are paid for the first 3 days served, provided they are serving on their regular scheduled work days. They are paid their regular wage for the day or \$40 per day, whichever is less. The court will provide the student employee with a 'statement of service' form as proof of service dates. This form must be turned into the Payroll Department.

Meal Periods and Breaks

1. Student employees who work a shift of more than six hours starting before 11 a.m. and continuing until 2 p.m. must have a meal period of at least 30 minutes between 11 a.m. and 2 p.m.
2. Student employees who work a shift starting before 11 a.m. and continue later than 7 p.m. are entitled to a meal period of at least 20 minutes between the hours of 5 p.m. and 7 p.m.
3. Student employees who work a shift of more than six hours starting between 1 p.m. and 6 a.m. are entitled to a meal period of at least 30 minutes at some point midway between the beginning and end of the shift.

Meal Periods are not counted as work time, thus student employees need not be paid for that time. Other ‘Breaks’, such as for “rest periods” or “coffee breaks”, are not required. If a break (of up to 20 minutes) is permitted, then it should be paid as working time.

NYS Paid Sick Leave ([New York Paid Sick Leave \(ny.gov\)](https://www.ny.gov))

On April 3, 2020, legislation was signed establishing New York State’s paid sick leave law requiring employers with five or more employees or net income of more than \$1 million to provide paid sick leave to employees. Student employees are covered under this law. Student employees may use accrued leave following a verbal or written request to their supervisor for the following reasons impacting the student employee or a member of their family for whom they are providing care or assistance with care:

Sick Leave:

- For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave*; or
- For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.

Safe Leave:

- For an absence from work when the employee or employee’s family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking: Please refer to the SJFC Employee Handbook for additional explanation & information, <https://www.sjfc.edu/media/services/human-resources/documents/EmployeeHandbook.pdf>.

On September 30, 2020, covered employees in New York State began to accrue leave at a rate of one hour for every 30 hours worked. On January 1, 2021, employees could start using accrued paid sick leave. Student employees can view their available leave balance through FishRNet, Employee Services, select Current Leave Time Balances and History.

VII. TIME SHEETS, PAYROLL, PAYDAY & PAYMENT OPTIONS

TIME SHEETS

Time sheets are accessible through FishRNet, Employee Services. Using the web-based time entry software system, Web Time Entry, the student employee enters their time worked on an electronic time sheet. At the end of the bi-weekly pay period, the student employee electronically submits their completed time sheet to their Supervisor (Approver). The Supervisor (Approver) reviews and approves the submitted time sheet electronically through Web Time Entry. Approver and User Guides are available on the Payroll intranet page, <https://www.sjfc.edu/services/payroll/web-time-entry/>

All time sheets are due bi-weekly by a scheduled date and time. Once the deadline has passed, the electronic time sheet for the pay period is no longer accessible to the student employee or Supervisor (Approver). When a deadline is missed, please contact a Payroll representative on what steps are required to submit a late time sheet.

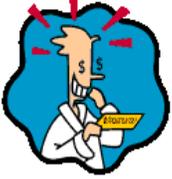
Payroll Schedule: <https://www.sjfc.edu/services/payroll/web-time-entry/>.

When a student employee is no longer working for your Department/School, please notify the Payroll Department so the student employee’s position can be ended.

Position Numbers and Earnings Codes

Position numbers and the corresponding earning codes:

- **Federal Work Study position** numbers begin with “11”, Earnings “**University Work Study**”.
- **University Non-Work Study position** numbers begin with “22”, Earnings “**University Non-Work Study**”.
- **Summer Employment position** numbers begin with “22”, Earnings “**Student Summer Pay**”.



PAYROLL

Payroll is processed bi-weekly according to the published payroll schedule. It is imperative that time sheets for the pay period be turned in by the deadline. Late time sheets will not be processed until approximately 7-10 days after submission. Payroll Schedule: <https://www.sjfc.edu/services/payroll/web-time-entry/>

PAYDAY

The last day of the pay period is a Friday. Payday is 7 days later on the following Friday.

PAYMENT OPTIONS

Direct Deposit: Student employees are strongly urged to elect direct deposit. To begin Direct Deposit a student employee should complete a Direct Deposit Authorization Form. Forms can be found on the Payroll web page, <https://www.sjfc.edu/services/payroll/> or stop by the Payroll Department with your checking or savings account banking information. When direct deposit is elected, a student employee will view his/her pay stub on the Employee Services module of the FishRNet, <http://fishrnet.sjfc.edu>.

Paycheck: Student employees will receive a “live” paycheck if they do not elect payroll direct deposit. Paychecks are mailed to the legal mailing address listed with the University.

If a paycheck is lost, destroyed, stolen or stale dated contact the Payroll Department concerning a replacement.

VIII. MAKING CHANGES

Federal Work Study and University Non-Work Study Changes:

Student has exceeded their Federal Work Study award:

The Student Financial Services Department monitors student earnings against their Federal Work Study award. When a student is nearing or has exceeded his/her Federal Work Study award, the Student Financial Services Department will notify the Supervisor. The Payroll Department is also notified. Any Federal Work Study earnings in excess will be charged to the Department/School's University Non-Work Study budget. If a student is to continue working through the Department/School's University Non-Work Study budget, the Supervisor must contact the Payroll Department in writing (e-mail is accepted) to make this request. Such requests are subject to approval and must be supported by the Department/School's budget. If no budget exists, the student's position will be terminated.

Department/School Federal Work Study budget is exceeded:

The Assistant Controller and the Payroll Department monitor budgets. Federal Work Study budgets are not transferable since they are federally funded. When a Department/School is nearing or has exceeded the Federal Work Study budget, the Payroll Department will notify the Department. If Federal Work Study funds are available, the Department/School budget will be increased. If Federal Work Study funds are not available, Federal Work Study earnings in excess will be charged to the Department's University Non-Work Study budget. If a student is to continue working through the Department's University Non-Work Study budget, the Supervisor must contact the Payroll Department in writing (e-mail is accepted) to make this request. Such requests are subject to approval and must be supported by the Department's budget. If no budget exists, the student's position will be terminated.

Department/School University Non-Work Study budget is exceeded:

The Assistant Controller and the Payroll Department monitor budgets. University Non-Work Study budgets may not be adjustable. A Department will be notified when nearing or has exceeded their University Non-Work Study budget. The Payroll Department will also be notified and all University Non-Work Study positions will be terminated.

Other Changes:

To Change a Pay Rate

Reasonable changes to a student's pay rate must be submitted in writing (e-mail is acceptable) to the Payroll Department by the hiring Supervisor along with Division VP or Dean approval. Changes are subject to approval and must be able to be supported by the Department/School's budget.

To Change Hours on a Submitted, Approved or Processed Time sheet

There are times when submitted hours may need to be adjusted due to an error, absence or additional hours worked. If the deadline to submit or approve an electronic timesheet has not passed, refer to the electronic timesheet guides located on the Payroll Department intranet page, <https://www.sjfc.edu/services/payroll/web-time-entry/>. If the deadline has passed, contact the Payroll Department as soon as you are aware of this type of situation. You will be instructed on what steps to take.

Errors are sometimes made on time sheets. If a student employee or Supervisor (Approver) makes an error in reporting hours worked and pay has been processed, an adjustment can still be made. Please contact the Payroll Department as soon as you are aware of this type of situation. You will be instructed on what steps to take.

If the Payroll Department makes a processing error, the Supervisor (Approver) should contact the Payroll Department to go over the hours in question.

IX. Reporting Accidents and Injuries

Any accident that occurs while conducting University business must be reported immediately to the employee's Supervisor/Manager. Should an injury result from the accident, the employee or his/her Supervisor/Manager also must immediately contact the Safety and Security Department. A member of the Safety and Security Department will complete and sign an incident report. A copy of the incident report will be sent to the Human Resources Department. Additionally, an Accident Report Form (<https://www.sjfc.edu/media/services/human-resources/documents/AccidentReport.pdf>) must be completed as soon as possible and signed by the injured person's Supervisor/Manager and the injured person, if possible. The Supervisor/Manager forwards the completed report to the Human Resources Department. These steps are important, among other reasons, to protect an employee's rights under the provisions of New York's Workers' Compensation law.

X. Employment of Relatives

St. John Fisher University's published policy on the employment of relatives can be found in the University's Employee Handbook, section A3. (<https://www.sjfc.edu/services/human-resources/documents-and-forms/>). This policy applies to student employees as well as the tradition University employee.

The policy states:

- a. Relatives and personal associates may not work for the same supervisor or department head.
- b. Employees may not employ or supervise their own relatives and personal associates.
- c. Relatives and personal associates may not work in a position in which they have regular access to confidential information regarding the other individual.

XI. Student Conduct and Confidentiality

Student Conduct

Student employees are representatives of St. John Fisher University. SJF student employees are expected to act in an appropriate manner, be punctual, reliable, dress appropriately and perform work in a satisfactory manner. Working under the influence of alcohol or controlled substances is not permitted and is grounds for immediate dismissal. Any incident should be immediately reported to the Payroll Department and Human Resources Department. Theft of tangible items or computer time, or misuse of telephones, equipment or facilities available to students during their work hours is grounds for immediate dismissal and possible prosecution. As student employees are paid for actual hours worked, any student found adding unauthorized work hours will be immediately terminated from employment and may face criminal charges.

Confidentiality

The University is committed to the privacy of individuals (students, professors, employees, volunteers) and the confidentiality of records, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA) and St. John Fisher University. Student Employees have the responsibility for making sure that this commitment is upheld. A student employee being given information in confidence or having the authorization to secure or view sensitive information is entrusted with maintaining the confidentiality of that material. Breaches of confidentiality may be subject to corrective action.

XII. TERMINATION

It is important to note that St John Fisher University Student Employment is an “at-will” employment relationship. This means that either party can end the employment relationship at any time and for any or no reason. While St. John Fisher University expressly reserves the right to terminate the employment relationship at will, conduct such as, but not limited to, the examples below are causes for disciplinary action up to and including discharge:

- Repeated absences or late arrival to work
- Inability to perform job requirements
- Unsatisfactory completion of work assignments.
- Dishonest alteration of time sheet(s)
- Breach of confidentiality.
- Completion or elimination of job and/or loss of funding.

It is generally expected that students will give the Supervisor a two-week notice prior to leaving his/her position whenever possible. If the student quits or is terminated, please report this information to the Payroll Department so that the student’s position with the Department/School can be ended.