

Supervisor's Guide to Student Employment

**Rider University
Disbursements Department
June 2017**

Contents

- Budget
- Job Description
- Pay Rates
- Hiring a Student
- Getting the Student Paid
- Calculating Student Hours
- Contact Information

Budget

- Do you have Budget funding to hire a student?
- All student budget funds appear on your 621001 account-code line.
- Expenses for student wages appear on your 621001, 621002, 621003, 622001, 622002, 622003 lines.

Job Description

- Do you have a job description for a student position? If not you will need to write a description. If you need a copy of a position on file, contact the Career Development and Success Office.
- New positions should be submitted to Sherri Skuse, sskuse@rider.edu for evaluation. Please include the following information in the description:
 - Department Name
 - Job Title
 - Supervisor Information
 - Job Statement
 - Specific Requirements
 - Job Duties
 - Job Hours

Pay Rates

- Disbursements assigns Pay Rates to a position based on the position requirements and duties.
- **Current Rates** (effective 1-1-2017)
 - Level I - \$8.45 - \$8.60
 - Level II - \$8.70 - \$8.85
 - Level III - \$9.45 - \$9.60
 - Level IV - \$9.95

Pay Rates

- Student Pay Raises
 - All students new to a position will work at the base level amount for at least 6 months.
 - Any raise within the level is at the supervisor's discretion. The raise can be given any time after 6 months of employment. The amount of the raise can be based on a performance evaluation.

Hiring a Student

- Attend the Job Fair in September
- Interview your candidates
- Complete employment paperwork with the student
 - Student Work Contract
 - Employment Eligibility Verification (I-9)
 - Employee Withholding Allowance Certificate (W-4)
 - Direct Deposit

Hiring A Student

- Student Work Contract
 - Student completes Section I
 - Supervisor completes Section II
 - Student Position
 - Department
 - Date to be Employed (What date will the student start working)
 - Department Index Code or FOAPAL
 - Hourly Rate
 - Period of Employment
 - Supervisor & Budgetary Head Names and Signature
 - Return contract to Disbursements for completion and processing

Hiring A Student

- Employment Eligibility Verification (I-9)
 - All students must complete this form only once as a Student Employee at Rider University.
 - Must be completed before the student can start working.
 - The student needs original ID.
 - Most commonly used forms of ID
 - US Passport
 - Photo Driver's License
 - Photo School ID
 - Social Security Card
 - Birth Certificate
 - For a complete list see -
<http://http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

Hiring A Student

- W-4 Employee Withholding Allowance Certificate
- Direct Deposit Form
 - Offered to student employees
 - Bank does not need to be local
 - Pay will follow the student during break periods

Getting the Student Paid

- Time sheets must be completed by the student employee, signed by the supervisor and the budgetary head, then returned to Disbursements on the due date.
- Time must be recorded on the appropriate time sheet for the pay period.
- Students may not work more than 20 hours per week during the academic year. (See Calculating Student Hours)
- Students may not work more than 40 hours per week during break periods and summer sessions. (See Calculating Student Hours)
 - See the attached example of a completed time sheet.

Calculating Student Hours

- Multiple Jobs-students can hold more than one position on campus
 - Students may not work more than 20 (or 40) hours per week. All jobs count toward the 20 (or 40) hour work limit.
- Students that work more than 6 continuous hours must be given a ½ hour break period.
- All breaks must be recorded on the time sheet.
- Work time can not overlap class schedule.
- All hours a student is engaged in work should be counted as work time and recorded on the time sheet.
 - Meetings
 - Training sessions
 - Planning sessions
 - On Call – if you have students on call please consult Disbursements for a complete definition.

Common Questions

- Who is a student employee?
 - Any student that is enrolled in classes, on either campus of Rider University can be a student employee.
- Can a graduate level student hold an undergraduate position?
 - Yes, but they are paid the appropriate rate for the position they hold.

Questions Continued

- My student graduates in May, can they work this summer?
 - NO. Once a student graduates they can not work as a student employee unless they are returning for a summer class.
- How many hours can my student work?
 - A max. of 20 hours when classes are in session during the Fall and Spring semesters.
 - Up to 40 hours during the summer and winter break period.

Contact Information

Sherri Skuse, Assistant Director of Disbursements, ext. 5270
Budget, Job Descriptions, Pay Rates, Student Work Contracts, I-9
Information, Initial Time Sheet

Amy Loux, Accounting Specialist, ext. 7360
I-9 Information, Time Sheets

Debbie Farris, Director of Disbursements, ext. 5004
Budget

Amanda Young, Assistant Director Office of Financial Aid, ext. 5360
Graduate Assistantships

Jolly` Varghese, Assistant Director Office of Financial Aid, ext. 5309
Job Fair Information

Career Development and Success, 609-896-5058, careers@rider.edu
Job Descriptions and Handshake Listings