



**On-Campus Student Employment
Handbook**

Office of Student Financial Services

Office of Human Resources

Center for Career and Professional Development

I. HOW TO APPLY FOR A JOB

Step 1 - Job Postings available at www.otterbein.edu/cardinalcareers

Contact the department information on the job posting. If no openings are posted which interest you, keep checking, as postings are updated on a regular basis.

Step 2 – The hiring supervisor will notify the Office of Student Financial Services with a Student Employment Request. Your supervisor will receive the paperwork you will need if approved.

Step 3 – You and your supervisor will fill out the required forms—Hiring Form and the Conditions of Employment. If this is the students’ first employment at Otterbein, go to the Office of Human Resources no later than the first day of employment to complete the Form I-9.

Step 4 – Return the completed forms to the Office of Human Resources at 25 W. Home Street. **You cannot begin working until all forms have been received and you, the student, have delivered to your supervisor the completed authorization form from the Office of Human Resources indicating you are all clear to begin working (half white sheet).**

WHERE TO CALL IF YOU HAVE A QUESTION:

Contact the Office of Student Financial Services at 823-1502 or email studentemployment@otterbein.edu if you have any questions relating to the student employment program.

II. EMPLOYMENT PROGRAMS AND ELIGIBILITY

Otterbein University has two student campus employment programs, Federal Work-Study and Department Paid Student Wages.

A. Federal Work-Study Program (FWS)

This program is funded by the Federal Government and the University.

Eligibility to participate in the Federal Work-Study (FWS) program is determined by the Office of Financial Services. The determination is made on the basis of (1) the amount of grants, loans, and scholarships the student is receiving and (2) the information contained in the Free Application for Federal Student Aid (FAFSA), which the student is required to file. The FAFSA measures financial need, or the ability of a family to provide financially for the student’s educational costs. Only students who demonstrate financial need may receive consideration.

The FAFSA is filed annually. Since the financial strength of a family may vary from year to year, it is possible that a student who participates in the program one year may not be eligible to participate the next, or vice versa.

An eligible student must be enrolled at least half-time in a degree or certificate program. In addition, students must be U.S. citizens or eligible non-citizens, have a valid social security number, make satisfactory academic progress, register with the selective service (if required), not be in default on a federal student loan, not owe money on a federal student grant, and must use federal student aid only for educational purposes.

B. Department Paid Student Wages (DPSW)

This program is funded entirely by the University, and eligibility is determined by the individual departments on campus.

III. INTERNATIONAL STUDENTS

International students may be eligible to participate in the Department Paid Student Wages Program. International Students must maintain F-1 student status, be enrolled in at least 6 credit hours per semester, have a valid passport and a valid social security number, and may not work off-campus without permission.

IV. MAXIMUM ALLOWABLE EARNINGS

Each student has been assigned a maximum amount which may be earned from the start of classes in August to the end of classes in May, including the winter and spring breaks. Keep in mind that this maximum applies to the total earned in all positions on campus.

It is your responsibility to ensure that maximum allowable earnings are not exceeded!

The Work-Study Tracker tool is available at:

<http://www.otterbein.edu/public/FutureStudents/FinancialAidAndScholarships/WorkStudy.aspx>

There is also a chart to track earnings in Section XIV of this document.

Should the maximum allowable earnings be exceeded, the University will contact the student and supervisor. If the department that the student is working for has Department Paid Student Wages available, the student can continue working under DPSW. Once the earnings limit has been reached, the student will not be eligible to participate in the student employment program at the University until after the close of the academic year. If the student does not reach the earnings limit, the balance may not be carried over into the next academic year.

Occasionally, it is possible to increase a student's maximum allowable earnings. A request for an increase may be made to the Office of Student Financial Services. Approval will depend upon the student's eligibility to receive additional work-study eligibility.

V. MAXIMUM HOURS OF WORK PER WEEK – ACADEMIC YEAR

Including all jobs, you may work up to a total of 20 hours per week on campus while classes are in session (not to be exceeded). Failure to comply with this requirement may result in termination of employment, as stated on the Conditions of Employment form that you have signed.

VI. MAXIMUM HOURS OF WORK PER WEEK – BREAK PERIODS

During breaks of enrollment between Fall Semester and Spring Semester and Summer or Cardinal-term if not enrolled 4 hours and during Spring Break, you may work up to 40 hours per week. This maximum may not be exceeded. Failure to comply with this requirement may result in termination of employment.

Should the 20/40-hour maximums be exceeded, notification will be given to both you and your employer(s), reminding you of this policy. **The University prohibits working overtime.**

VII. WAGE RATE

The employer will determine the wage rate based on the current Student Pay Schedule, which factors in the job responsibilities and the student's qualifications, including the number of years in the position. The wages follow posted guidelines. Any deviations must be submitted to the Office of Human Resources and approved by the Vice President for Business Affairs.

VIII. PAYROLL INFORMATION

Payment will be issued on the tenth (10th) of each month, for the previous month's work. If the 10th falls on a weekend or holiday, pay day will be on the preceding business day. It is required that you set up a direct deposit for an Electronic Funds Transfer to a bank account. The form to arrange for this is part of your hiring packet or may be picked up at any time in the Office of Human Resources. Your paystub will be sent to your Otterbein e-mail address.

As of July 1, 2015 Otterbein Student Employees will use Web Time Entry to record hours worked. Exceptions are: GA's RA's Stipend payment, Equine and Service department students. All related forms and information are located on the HR Intranet under Payroll Forms and Information. It is the student's responsibility to complete their on line time sheet via Web Time Entry and submit to their supervisor by the deadline. Late time sheets are not permitted.

There is no pay for lunch, breaks or holidays under the Student Employment policy. There is no overtime allowed.

IX. FORM W-4

Students will complete Federal and State tax forms located in their hiring packet.

X. FORM I-9

The Department of Homeland Security (DHS) requires student workers to complete an Employee Eligibility Verification, **Form I-9, no later than the first day of employment but not before the student has accepted the offer of a position.** The forms are available in the Office of Human Resources and should be completed in the Office of Human Resources.

In order to complete the certification, you must provide proper identification as stated on the instructions for the I-9.

XI. WORKERS COMPENSATION

In accordance with State Workman’s Compensation law, a student is covered under the state workers’ compensation insurance. If injured while working, injuries must be reported to Otterbein Police at x1692 or x1222 and an incident form must be filed with the Office of Human Resources within 24 hours.

XII. PERFORMANCE EVALUATIONS

Supervisors should evaluate each student's job performance at least once each year, preferably before the end of the Spring semester and/or **before** the student graduates or is no longer able to work for the specific department. However, the student can request an evaluation of performance at any time.

XIII. JOB TERMINATION

If you wish to terminate your employment sooner than expected, you are obligated to give your employer a two-week notice, which the employer may waive.

If you and/or the employer became dissatisfied with your employment and wish to terminate it, both parties are strongly encouraged to discuss the situation thoroughly before taking any action. The Office of Human Resources may be contacted for assistance should an agreement not be reached. A statement of the complaint and the date on which the discussion took place should be recorded.

XIV. WITHDRAWAL OR GRADUATION FROM OTTERBEIN

If you withdraw or graduate from the University, you must stop working no later than the end of the day assigned by the Registrar as your official date of withdrawal or graduation. The Office of Human Resources must be notified immediately when a student is no longer employed.

XV. CHART FOR THE RECORDING REMAINING ALLOWABLE EARNINGS

Instructions: Upon receipt of your paycheck each month, deduct the gross pay, which is your “before taxes” pay, from the previous month’s remaining allowable earnings. Of course, you will need to deduct the gross pay of your very first paycheck from your maximum allowable earnings for the academic year.

Allowable Earnings for the academic year: \$ _____

<u>Month Worked</u>	<u>Gross Pay</u>	<u>Remaining Allowable Earnings</u>
<u>August</u>	_____	_____
<u>September</u>	_____	_____
<u>October</u>	_____	_____
<u>November</u>	_____	_____
<u>December</u>	_____	_____
<u>January</u>	_____	_____
<u>February</u>	_____	_____
<u>March</u>	_____	_____

April
May

NOTES

INFORMATION PROVIDED IN THIS HANDBOOK IS BASED ON FEDERAL FINANCIAL AID REGULATIONS AND SCHOOL POLICY AND MAY BE SUBJECT TO CHANGE.

Otterbein University is an equal employment opportunity employer and educator and does not discriminate on the basis of race, color, creed, religion, age, sex, sexual orientation, disability, marital status, political affiliation, or veteran status.

OTTERBEIN DEPARTMENTS THAT HIRE STUDENTS INCLUDE:

- Academic Affairs, Roush Hall
- Academic Support Center, Library
- Admission, Clippinger Hall
- Alumni Relations, Hancock House
- Annual Giving, Howard House
- Art, 33 Collegeview Rd.
- Athletics, Clements Recreation Center
- Business/Actg/Econ, Roush Hall
- Business Office, 25 W. Home St.
- Center for Career and Professional Development, 88 Cochran Alley
- Center for Community Engagement, 82 W. Main St.
- Center for Student Involvement, Campus Center
- Center for Teaching & Learning, Library
- Chemistry, Science Building
- Communication, 33 Collegeview Rd.
- Copy Center, Towers Hall
- Education, Roush Hall
- English, Towers Hall
- Equine Science, Science Building
- Financial Services, 88 Cochran Alley
- Modern Languages, Towers Hall
- Office of Sponsored Programs, Towers Hall
- Health & Sports Sciences, Rike Center
- History/Political Science, Towers Hall
- Human Resources, 25 W. Home St.
- Information and Technology Services, Roush Hall
- Institutional Advancement, Howard House
- Instructional Support Services, Roush Hall
- Intramurals, Rike/Clements Center
- Library

Biology & Earth Sciences, Science Building
Mailroom, Towers Hall
Marketing & Communication, Cellar House
Mathematics, Towers Hall
Music, Battelle Fine Arts Building
Nursing, Science Building
Office of Diversity, Hanby Hall
Physics, Science Building
President's Office, Roush Hall
Psychology, Psychology House
Registrar, Towers Hall
Religion/Philosophy, Towers Hall
Religious Activities, 82 W. Main St.
Sociology, Towers Hall
Student Activities, Campus Center
Student Affairs, Hanby Hall
Tan and Cardinal, 33 Collegeview Rd.
Theater/Dance, Cowan Hall
WOBN Radio, 33 Collegeview Rd.
WOCC-TV, 33 Collegeview Rd.