WAKE FOREST UNIVERSITY

ON-CAMPUS

STUDENT EMPLOYMENT GUIDE

TABLE OF CONTENTS

I. Student Employment Coordinator Overview

Part A: GENERAL

This guide serves as a primary reference for Student Employment Coordinators. A copy is provided to each Student Employment Coordinator during the training session described below and is posted on the Student Employment web page.

The heads of departments and offices that employ students have been requested to designate an individual to serve as their Student Employment Coordinator (SEC). The Student Employment Coordinator serves as the point of contact and "subject matter expert" for all matters relating to student employment. Student Employment Coordinators inform the student employees to direct all questions and concerns to the SEC. The SEC can then in turn contact Human Resources or Payroll.

An alternate SEC should be designated if possible so the student employment process can continue in the event the SEC is out of the office.

The Coordinator is a staff or faculty member who does not necessarily supervise the student workers, but rather coordinates the advertising of available job opportunities for students, schedules job interviews with appropriate supervisors, processes Student Employment forms and often is the individual who approves the student's time and attendance and other payroll matters.

Note: These instructions do not apply to the Graduate Teaching Assistants, Research Assistants or Fellows. The Assistant to the Dean of the Graduate School (extension 5301) addresses the questions concerning these groups.

PART B: OVERVIEW OF RESPONSIBILITIES

1. Write and/or advertise jobs with the Student Employment Office (SEO).
2. Serve as contact for both Federal Work Study students and non-work study students.
3. Interview or coordinate interviews for non-work study student applicants.
4. Complete appropriate student forms, supplemental employment forms and provide required documents (forms and documentation are described under Section IV).
5. Ensure all necessary forms are submitted to Financial Aid Office (for Federal Work Study students) or to Human Resources Department (for non-work study students only) in one package and in a timely matter. If all the required forms are not attached or the information is incomplete, the information and forms must be returned to the Student Employment Coordinator. The student ***is not allowed to work*** until all required forms are completed and submitted to the appropriate department.
6. Train the designated SEC alternate.

PART C: TRAINING

Every fall semester, training will be provided for the Student Employment Coordinator.

II. Process for Hiring Students

GENERAL

Students are employed to perform duties that complement, not replace, regular employees. A student should be viewed as a temporary part time employee.

A student's first responsibility and priority is academic success. Since a student's class schedule and academic responsibility dictate his or her work schedule, it may be necessary for the work schedule to be rearranged from time to time. Student Employment Coordinators are reminded to inform the student employees to direct all questions and concerns to the Coordinators themselves. The SEC can then, in turn, contact Human Resources or Payroll.

For the academic year 2002/2003, on-campus jobs will be posted on the Web for only the non-work study students. The on-campus jobs for the Federal Work Study students will be handled directly through the Financial Aid Office.

1. **Process for Hiring Students**

   a. **Student Employment Job Posting Form**
   When the department needs to advertise a job, the Student Employment Job Posting form needs to be completed. Download, complete, and e-mail to the Student Employment Office at myersla@wfu.edu. Questions concerning job descriptions can be addressed by emailing myersla@wfu.edu .

   b. **Posting the Job**
   The Student Employment Office posts the job on the Student Employment web site.

   c. **Application Form**
   Students will be able to access the Job Application Form from this web site. The completed form is e-mailed to the Student Employment Office at myersla@wfu.edu. The Student Employment Office then forwards the form to the employing department.

   d. **Filling the Job**
   The employing department will review the student's application, interview the selected applicant(s) and make an offer of employment. Once the offer is made, the employing department needs to contact the Student Employment Office to inform them of their intent to hire a specific student employee.

2. **Employment Considerations**

   a. **Affirmative Action/Equal Opportunity Employer**
   The University is an Affirmative Action/Equal Opportunity Employer (AA/EEOE). Students are to be hired without regard to race, sex, religion, creed, disability, sexual preference, veteran status, or national origin. It is acceptable to hire students on the basis of sex **only** if that factor is a bona fide occupational qualification (BFOQ) for that particular job (i.e. locker room attendant).

   b. **Factors to Consider**
   Equal Opportunity, hourly rates of pay, and relevance of academic background or experience are factors to be considered by employing departments and offices during the hiring process.

   c. **Academic Relevance**
   Students can be employed in almost any department, division, office, or other unit of the University. A specific academic background may be required for a particular job if the knowledge required is necessary for adequate performance of the tasks involved in doing the job. Departments and offices should strive to relate jobs to student educational programs and career objectives where possible.

III. Employment Forms and Documentation

PART A. GENERAL INFORMATION

At the time of initial employment by the University, all students must complete three forms (hereafter referred to as Supplemental Employment Forms) as part of their employment process. These forms are in addition to the basic **Student Employment form**, which is completed by the employing department or office. Included are the**, Immigration and Naturalization Service Form (I-9), Federal Tax Withholding Form (W-4),** and the **State Tax Withholding Form (NC-4).** No student should be allowed to work until these forms have been completed and submitted by the employing department to the appropriate office or department. Absent a completed W-4 or NC-4, taxes will be withheld at the highest tax rates of single marital status and no allowances.

Overview of Forms
Departments or offices that wish to initially employ a student must first complete the following employment forms and then submit them to the appropriate office.

1. **Student Employment Action Form**
   This form is used to describe approved payroll information for student new hires as well as changes (e.g. pay rate increases or project or grant budget code changes).

2. **Supplemental Employment Forms and Documentation**

   c. **Social Security Card**
   All new student employees are required to present their original social security card. A copy of this needs to be submitted along with the other completed forms to ensure proper use of the student's legal name and tax identification number for wage and tax reporting (e.g. Form W-2).

   b. **Federal (W-4) and State (NC-4) Tax Withholding Forms**
   All students are required to complete and sign federal and state tax withholding forms at the time of initial employment. Each year, the student should complete new tax forms if claiming exempt status. These completed forms are kept on file in the Payroll Office. When a W-4 or NC-4 is not received by the Payroll Office, the student will be taxed at the higher, single marital starus wnd no allowances. When claiming exemption from taxes, a new W-4 must be received by the Payroll Office each January in order to retain the exempt status.

   c. **Immigration and Naturalization Form (I-9)**
   Since November 1986, federal law (Immigration Reform and Control Act of 1986) requires all employers to verify that any person hired is eligible to work in the United States. Thus, everyone hired by the University must fill out an I-9 Form (Employment Eligibility Verification) and present original documentation to establish identity and employment eligibility at the time of initial employment. These forms are maintained on file in the Human Resources Department once a student begins work.

   (Note: Always ask if the student is currently working or has worked at WFU within the last two years. If the student says yes, the I-9 should already be on file in Human Resources.)

   d. **Tax Treatment Forms (for students who are non-US citizens)**
   Students who are non-US citizens need to contact the Payroll Office ***prior*** to beginning work to determine the tax treatment.

3. **Direct Deposit**
   Please encourage the students to have their pay directly deposited into their bank account. The Payroll Office can deposit the pay into any U.S. bank or financial institution. They can deposit into a maximum of three accounts. A copy of the direct deposit form and instructions can be obtained from the web site, http://finance.wfu.edu/files/WFU-Direct-Deposit-Form.pdf

4. **Federal Credit Union**
   Also, students employed by WFU are eligible for membership with Allegacy Federal Credit Union. If they don't currently have an account at a bank, they can become members of Allegacy by opening a savings account with only a $5 deposit. Information and details can be found on their web site, http://www.allegacyfcu.org/home/personal.
5. **Submission of Employment Forms**

All required forms for an individual, must be submitted to the appropriate department/office **at the same time.**

a. Undergraduate students who are Federal Work Study students are submitted to the Financial Aid Office, ATTN: Student Employment Supervisor
b. Non-Federal Work Study Students are submitted to the Human Resources Department, ATTN: HRIS Assistant.
c. Graduate students who are Teaching Assistants, Fellows or Research Assistants follow different instructions and are to contact the Assistant to the Dean in the Graduate School (ext. 5301).

No student is allowed to work until these forms have been completed and processed by the appropriate department/office.

PART B: ADDITIONAL DETAILS OF STUDENT EMPLOYMENT COORDINATOR RESPONSIBILITIES

1. Complete and authorize the Student Employment Action Form and submit it along with the supplemental employment forms to the appropriate office or department in a timely manner.

2. Review and certify the supplemental employment forms for newly employed Student Employees. I-9's are to be completed and certified for US citizens (the Student Employment Coordinator is required to receive I-9 training).

3. Beginning 2002, the I-9's for the incoming International Students and Graduate/Undergraduate Assistants are completed by the staff in the International Studies Office and are filed in the International Studies Office until a department hires the Student Employee or Graduate Assistants. The Student Employment Coordinator just needs to obtain this and include it with the other paperwork to be submitted.

4. Each employing Department or Office is responsible for assuring that all necessary legal and administrative preconditions specified by the University in response to law or regulations are met by student employees before their actual employment begins.

PART C: INSTRUCTIONS FOR COMPLETING THE STUDENT EMPLOYMENT FORM

This form is used to describe approved payroll information for Student New Hires as well as used to document changes for Student Employees already on payroll. Usually the changes consist of notifications such as termination of employment, budget code changes, or pay changes. Forms must be complete and accurate with appropriate supplemental employment forms attached. Otherwise the forms are to be returned which will cause a delay in the student being allowed to work.

PART D: INSTRUCTIONS CONCERNING THE SOCIAL SECURITY CARD

Any student working on-campus must provide a copy of his or her social security card. This is a law regulated by the IRS and is also a University policy. No student should be allowed to work until the copy of the social security card is presented to the SEC at the time they are first hired by the University. If the student is already working, he or she is considered a "rehire" and not a "new hire". Copy of the card is not necessary for a rehire unless it has been two years or more since he or she worked.

The Student Employment Coordinator submits the copy of the social security card in one package along with the other student employment forms. If the student fails to provide the social security card, the student will be returned to the employing department and will not be allowed to work until the student brings it to the employing department. Should this problem not be resolved, the student should be referred to the Student Employment Office for assistance.

PART E: INSTRUCTIONS FOR COMPLETING AND VERIFYING THE I-9 FORM

When a U.S. Citizen or Resident Alien student who has not been previously employed by the University is hired, the following departments/offices are responsible for certifying an I-9 before the employing department allows the student to work. The I-9 certification is accomplished by: (1) The Student Employment Coordinator in the employing department or office for US citizens and by (2) the International Studies Office staff for non-US citizens.

Section 1 - Employee Information and Verification

The student is to complete Section 1 using their permanent mailing address, only. All parts of section one must be completed. The student must sign and date the form.

Section 2 - Employer Review and Verification

1. The student must present an **original** document or documents that establish identity and employment eligibility. Some documents establish both identity and employment eligibility (List A on the back of the I-9 Form). Other documents establish identity only (List B on the back of the I-9 Form) or employment eligibility only (List C on the back of the I-9 Form). Students choose which document(s) they want to present from the lists of acceptable documents.

2. The Student Employment Coordinator examines the original document or documents presented by the student and then completes Section 2 of the I-9 Form (see EXAMPLE at the end of this section). One document from List A or one from List B and one from List C must be examined. The Student Employment Coordinator then records the title, issuing authority, number, and expiration date (if any) of the documents; fills in the date of hire and correct information in the certification block; and signs and dates the I-9 Form. Any document(s) (from List A) or combination of documents (one from List B and one from List C) presented by the student must be accepted if they reasonable appear to be genuine and relate to the student presenting them. You must also verify the original social security card due to IRS regulations. Verification should be written in List C. There are no exceptions.

****If the student is unable to provide the required document(s) to establish identity and employment eligibility, the University may not employ him or her. Such students should be referred back to the Student Employment Office for assistance.**

PART F: INSTRUCTIONS FOR COMPLETING FEDERAL AND STATE TAX WITHHOLDING FORMS
In completing the withholding forms, students must provide their permanent home address, not an on-campus address or local address.

Basic instructions for completion of the Withholding Certificates are printed on the forms themselves. You are not allowed to tell the student the number of exemptions to claim when filing their taxes. There is a worksheet in the middle of each form to help with determining the number of withholdings.

Students who claim "EXEMPT" must fill out Item #7 on the federal form (W-4) or Item #6 on the NC (NC-4) form. Students not claiming "EXEMPT" must complete Item #5 on the federal form and Item #4 on the state form. Both forms must be signed and dated. Students who claim "exempt" must complete new tax forms each January to maintain their exemption from income tax withholding. Absent completed forms, the exemption is lost and replaced with withholding at the higher tax rate of single marital status and no withholding allowances.

IV. Hiring Federal Work Study Student Employees and Graduate Assistants

Part A. Federal Work Study Undergraduate Students

Should a department or office be interested in hiring a Federal Work Study Undergraduate Student, contact the Student Employment Supervisor in the Financial Aid Office (ext. 4925 or myersla@wfu.edu).

Part B. Teaching Assistants, Research Assistants, or Fellows

Should a department or office be interested in hiring Teaching Assistants, Research Assistants, or Fellows, please contact the Assistant to the Dean in the Graduate School (ext. 5301).

Part C. Babcock, Divinity and Law