

Student Employment



Policies and Procedures

Updated: Spring 2024

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INTRODUCTION

The Student Employment Program at Western Kentucky University provides employment opportunities for students who are in need of earnings from part-time employment in order to pursue a course of study at the university. The program is also designed to assist University departments in meeting their objectives through the use of qualified student employees.

FINDING A JOB

The student should periodically visit <https://wku.joinhandshake.com/login> for new job vacancies. Once a job is obtained, the department will submit a Student Employment Request which can be found on TopNet under Employee Services (must be set up as an approver or Proxy for Web Time Entry.)

All eligible students are encouraged to participate in student employment. Of course, it is important to remember, the students' first priority is to be a student. Employment should help create a well-rounded individual and should not be the primary focus of their educational experience at WKU.

STUDENT REQUIREMENTS

(For students that are not U.S. citizens, see "**International Student Requirement**".)

U.S. CITIZEN REQUIREMENTS:

- ◆ Once a student obtains a job, they have to complete the necessary paperwork to be placed on payroll.
- ◆ The student must have on file with the Student Financial Assistance Office a Free Application for Federal Student Aid (FAFSA). *A new FAFSA must be filed for each academic year online at www.fafsa.ed.gov.*
- ◆ Students must have a completed background check (if have not been employed within the last 24 months by WKU). Students are not to work for the university until the completed background check is reviewed and approved by the University.
- ◆ If the student has not worked for student employment within the last 12 months, the student may be required to complete the necessary tax forms (K-4, W-4, WSOT), I-9 Form, and provide proper documentation to establish identity (see "**Withholding Taxes & I-9 Form**").
- ◆ Must be enrolled at least half time during the fall and spring semesters (6 hours undergraduate, 4.5 hours graduate).

INTERNATIONAL STUDENT REQUIREMENT:

Once a student, who is not a U.S. citizen, obtains a job, they have to complete the necessary paperwork to be placed on payroll.

- ◆ International Students must first secure a job within a department. If they have not received a Social Security card, a letter will be created in the Student Employment Office requesting they be issued a card. This letter is generated once the Student Employment Request Form has been received by the Student Employment Office.
- ◆ When the student receives the Social Security card, he/she must notify the Student Employment Office (preferably by email to fa.employment@wku.edu) and a background check will be issued.
- ◆ The student must complete the background check which will be sent to the student's topper email account from noreply@sterling.app
- ◆ When the background check is received by WKU, the student will receive a second email from noreply@sterling.app for the electronic I-9. He/she will be notified by the Human Resource Office to make an appointment and will take legal documents to them and complete the remaining paperwork (tax withholding forms) at that time.

- ◆ Must be enrolled as a full-time student and making satisfactory academic progress toward a degree. International students must maintain Satisfactory Academic Progress (3.0 Grad GPA, 2.0 UG GPA) be enrolled full-time (9 hrs Grad, 12 hrs UG) in order to be eligible for student employment.

DEPARTMENTAL PROCEDURES

- ◆ When a department has a job opening, the job must be posted on Handshake. Information regarding Handshake can be obtained by emailing Careerhelp@wku.edu or by contacting Wayne Simpson at Wayne.Simpson@wku.edu . All new hires MUST apply through Handshake. A job reference number will be assigned to the specific job posting and will be required when completing the Student Employment Request form.
- ◆ **Before allowing a student to work any hours, the department should ensure that the student is eligible to work on-campus.** The department can contact Student Employment to verify eligibility. NOTE: If the student worked in the department the previous award period and is returning to the same department for the next award period, please confirm the student's eligibility for rehire and then adhere to the same procedures that follow.
- ◆ Once it has been decided to hire a particular student, the department should complete the Student Employment Request Form for the appropriate term located under the Employee Services tab in TopNet. If you do not have access to the Student Employment Request form please email payroll. The background check will be initiated by Student Employment once we receive the request form. *Note: The department does not have to complete a new Student Employment Request Form in the Spring semester for students who have been requested during the Fall semester for the academic year. However, the summer session is considered a different award period, and a new Request Form must be submitted for any student that will be working during this period (see "Returning Students").*
- ◆ If a Request Form is received on a student who has all required paperwork on file (financial aid package is complete and all the necessary tax forms and background check are on file), Student Employment will add the student's assignment on payroll. The student's name should then appear on the Web Time Entry (WTE) for the department.
- ◆ If a Request Form is received for a student whose paperwork is incomplete, the form will be held until the student is cleared. The student will then be notified by the Student Employment office indicating what is missing from the student's file (i.e., FAFSA, tax withholding forms, etc.). Once cleared, the Request Form will be processed as indicated above.

A department should not begin a student's employment until all paperwork is complete.

RETURNING STUDENTS

If a student worked in a particular department during an award period and will be returning to that same department and position the following award period, he/she is considered a returning student. The student must have a complete financial aid package as indicated under "**Student Procedures**". (These positions are not required to be posted on Handshake)

The department should complete the Student Employment Request Form for the appropriate term and the process will be the same as that indicated under "**Departmental Procedures**". A separate Request Form must be done for each academic year and for each summer session for those students that will be working in a particular department. This is necessary because a student's financial aid package is award period specific and a student's eligibility can change with each new award period. (NOTE: If a student is working for a department during the Fall and Spring semester of an academic year, it is only necessary to complete one Request Form for the academic year.)

ENROLLMENT REQUIREMENTS

During the academic year, a student must be enrolled at least part-time (Undergraduate = 6 credit hours; Graduate = 4.5 credit hours) to be eligible to work. If a student's enrollment drops below half-time status, the student's employment will have to be terminated. During the academic year, international students must be enrolled at least full-time (Undergraduate = 12 credit hours; Graduate = 9 credit hours) to be eligible to work on-campus. Please refer to "**Hours per week**" for enrollment requirements for terms other than fall and spring. **NOTE: NO student is allowed to work when they are enrolled less than half-time, no exceptions.**

ACADEMIC REQUIREMENTS

All students must be making satisfactory academic progress toward a degree to be eligible to work on-campus (See Financial Aid Terminology: Academic Requirements). If a student has been requested to work and has been denied academically, the department will be notified by the Student Employment office. Some students may be denied academically but qualify to do an appeal. If so, the student would need to submit an academic appeal to be reviewed by the Appeals Committee to the Department of Student Financial Assistance. If approved, the student will be allowed to work on-campus. It is the student's responsibility to notify Student Employment of this approval. However, if denied, the student would not be eligible for employment at that time.

If a student was cleared to work on-campus and then became denied at some point during the assignment (enrollment dropped after receiving aid, fall grades reviewed, etc.), the department would be notified by Student Employment to cease employment for that particular student. At that point, the department should complete a Student Employee Termination Form (found in TopNet under Employee Services—same location as the Student Employment Request form) and return it to Student Employment.

REASONS FOR INELIGIBILITY

A student may apply to work on-campus and be considered ineligible for many reasons as indicated below:

- ◆ The student's cumulative grade point average may be below that required to receive financial assistance (work on-campus is considered financial assistance).
- ◆ The student's academic progress (hours earned) may be below that required to receive financial assistance.
- ◆ The student may not be degree seeking and would therefore not be eligible to receive financial assistance.
- ◆ If the student was already employed in another department for 20 hours per week and was not leaving or reducing the number of hours worked in the first department, he/she would not be eligible for any additional hours per week in a second department.
- ◆ If the student is an athlete and is receiving aid up to the maximum amount allowable as determined by federal regulations and NCAA rules, he/she would not be eligible to work.
- ◆ The student's background check may cause a denial for employment.
- ◆ Student has an enrollment issue, see "**Enrollment Requirements**"

HOURS PER WEEK

The amount of hours per week that a student's *actual* work award reflects is based on the request per the employing department as well as the student's eligibility. If there is a need to change the amount of hours per week that a student will be working after the original Student Employment Request Form has been processed, the department should submit an e-mail to fa.employment@wku.edu regarding the change in hours per week and the effective date. If the student is not eligible for the change, the department will be notified by Student Employment.

ACADEMIC YEAR:

Student can work up to 20 hours per week (see "**Reasons for Ineligibility.**") If a student is employed in more than one department, the total hours combined cannot exceed 20 hours per week.

WINTER TERM:

Students are eligible to work up to 40 hours per week during this period of non-enrollment. Due to the implementation of the Winter Term, students that will NOT be enrolled for the Winter Term and WILL be returning at least half-time for the spring semester, may work up to 40 hours per week. However, if a student will be enrolled for the three week Winter Term, they are limited to their normal scheduled hours (maximum of 20 per week). A student can work during this period without affecting their financial aid package. Prior to the Christmas Break, an Interim List will be sent to all departments. The departments should identify those students that will be working and the amount of hours per week it is anticipated they will work during the interim period. Student Employment will then adjust each student's work award accordingly to allow for additional earnings.

SUMMER SEMESTER:

If a student is returning at least half-time the following fall semester, his/her eligibility regarding hours per week is contingent upon the student's enrollment during the summer session. If the student is non enrolled during a summer session, he/she is eligible to work up to 40 hours per week during the period of non enrollment. If the student is enrolled during any summer session, he/she is eligible to work up to 30 hours per week during the session(s) of enrollment.

If a student has an August graduation date and is not returning at least half-time the following fall semester, he/she is only eligible through the period of enrollment (i.e., a student enrolled in Session A, he/she can only work through Session A). If a student is not registered for any summer classes, he/she is not allowed to work during the summer.

If a student is not enrolling for the summer sessions and is not enrolling at least part-time the following fall semester, he/she is not eligible to work through student employment for the summer session.

PAYRATE

The present hourly payrate for student employees is \$7.25. If a department requests that the payrate be greater than \$7.25 per hour, a payrate justification must be listed on the request form.

EMPLOYMENT DURING NON-ENROLLMENT PERIODS

Fall Break is considered a period of enrollment. During this time, the student should adhere to the amount of hours per week that they normally work.

Spring Break is not considered a period of enrollment and student can work up to 40 hours during this week. Since the student's work award does not include an amount for Spring Break, the award must be adjusted to reflect the amount that would be earned during this time period. An Interim List will be sent to all departments prior to Spring Break. It should be indicated on this list the students that will be working during this period and the amount of hours per week it is anticipated they will work. Student Employment will adjust the award accordingly.

SPECIAL SUMMER PROCEDURES

- ◆ The student must have a FAFSA on file for the current academic year. (For example, if a student is applying for the summer 2024 term, he/she must have a 2023-2024 FAFSA on file.) If the student is applying for the summer term prior to becoming a beginning freshman the following fall, then he/she must have the FAFSA on file for the upcoming academic year. (For example, if the beginning freshman is applying for the summer 2024 term, he/she must have a 2024-2025 FAFSA on file.)
- ◆ If a student has missed the FAFSA deadline to apply for current aid year, June 30th, the student may be employed for Summer term only up until the start of the Fall semester as long as they are enrolled for the Summer or Fall term and have a FAFSA filed for the upcoming aid year.

WITHHOLDING TAXES & I-9 FORM

During a pay period, appropriate taxes must be withheld from a student's pay check. To be placed on payroll and to determine what amount of taxes should be withheld, a student must complete the following forms:

K-4	Kentucky Withholding
W-4	Federal Withholding
WSOT	Warren County School Occupational Tax
I-9	Employment Eligibility Verification *

*The background check and the I9 are now completed electronically through Sterling. Proper documentation to establish identity and employment eligibility must also be furnished. Acceptable documents may be found online at <http://www.uscis.gov/i-9-central/acceptable-documents>. The most commonly used document from List A is a Passport (only one document is needed from this list). If a document is not available from List A, one document from List B **and** one document from List C must be used. The most commonly used documents from List B are the Driver's License or the WKU ID Card. The most commonly used documents from List C are the Social Security Card or the Birth Certificate.

PAY SCHEDULE

Once a student has been placed on payroll, he/she will be paid on a bi-weekly schedule. The student's name must first appear on Web Time Entry. Once the student's name appears on WTE for a particular pay period, the hours that the student has worked during this pay period should be submitted on TopNet by the student and approved by the department. The student will then receive pay for that particular pay period two weeks from the last Friday of the pay period.

Students are paid according to the payroll preference they selected with BankMobile. Instructions for BankMobile are sent via email to students to their topper email account from refund@wku.edu Students will need to set up an account with BankMobile and can change their deposit information to a bank of their choice at any time. However, it must first be routed through BankMobile.

WEB TIME ENTRY

Before a student will appear on a department's WTE the student's Request Form must have been approved and all withholding forms, background check and an I-9 form must be on file. The I-9 MUST be completed and all supporting documents must be turned in to the Student Employment Office for verification on or before the first day of employment.

Student timesheets are available under the "Employee Services" tab in TopNet. Student employees are paid for each hour of work actually performed and reported on the timesheet. *Student employees are not eligible to receive vacation or sick pay. (Pay for time off due to inclement weather is determined by University Officials on a case by case basis and not by Student Employment). Students are to be paid for all hours worked. Any issues/conflicts regarding hours should be addressed by the supervisor with the student immediately. Students are to be paid for all hours in a timely manner. Once a student is on your WTE, payments should not be unfairly held without the student's knowledge. Any held hours would require the student's signature be on file with the department explaining payment procedures.*

DRESS CODE

Dress Code is at the discretion of each individual department. If the department is in an area where services are offered to students, the public, etc., the dress code may be stricter than that of a department who has limited contact with the public.

TERMINATION/RESIGNATION

If a problem arises concerning a student employee that could jeopardize the continuation of employment, the student should be given a verbal reprimand specifying the nature of the problem and action necessary for correcting the employee's behavior or performance. The supervisor should document the incident (including date and details of the discussion) and should advise the student that a written record is being maintained. The supervisor should also inform the student that future similar behavior could result in termination of the student's employment.

If it is decided that a student's employment is to be discontinued, the supervisor should notify the student that his/her employment is to cease. A Student Employee Evaluation and Termination Form should be completed in TopNet. The student will be terminated from the department effective with the date indicated on the form.

If the student's employment is to cease by choice of the student, the student is expected to give appropriate notice to his/her supervisor (usually 2 weeks). The department should still complete a Student Employee Evaluation and Termination Form in TopNet. The

student will be terminated from the department effective with the date indicated on the form.

If a student is leaving employment from one department and transferring to another department, a Student Employee Evaluation and Termination Form should be completed by the department that the student's employment has ceased in. The new department should submit a Student Employment Request Form to place the student on payroll for their department.

RESEARCH GRANTS

Any student being paid from grant funds must be classified as Institutional Work regardless of their eligibility for the Federal College Work-Study Program. However, the student and department should follow the same procedures as indicated under "**Student Requirement**" and "**Departmental Procedures**". Upon receipt of the Student Employment Request Form, Student Employment will review the account number. If it is determined that the account number reflects that of a grant, the student will automatically be classified under the Institutional Work program.

EVALUATIONS

Evaluations are available under the Employee Services tab in TopNet. Supervisors should complete a Student Evaluation Form on each student employee annually and review the completed evaluation with the student.

The purpose of this evaluation is to provide an opportunity for reinforcement of significant strengths and for constructive discussion of areas in which improvement is needed. One copy is to remain on file in the employing department and one copy becomes a part of the student's file in the Department of Student Financial Assistance. (5 year retention). Since this may be the student's first job experience, supervisors are encouraged to provide as much time as possible in helping the student learn the basic principles of good work practices.

PAYCHECK ADVANCEMENT

Paycheck Advancements do not exist for student employees. Please do not tell students they will be able to receive a Paycheck advancement/emergency loan, because this is not always the case. In a few rare cases, students can apply for an emergency loan and its approval is at the discretion of the Student Employment Office. Since the student is responsible for repaying the loan (it is not automatically deducted from their paycheck), it has the potential to put the university at risk. It is the student's responsibility to submit their hours for payment, failure to do so will result in the student having to wait for their pay until back pay hours can be paid out.

COMMUNITY SERVICE JOBS

Since it is a federal requirement that 7% of our Federal College Work Study funds be allocated to positions that meet the "Community Service" definition, positions are available through the Federal College Work Study program with agencies off-campus.

To be eligible to work through the community service program, a student must follow the same procedures as indicated previously. However, the student must qualify to be paid from funding under the federal college work study program. If a student does not qualify for federal funding and only qualifies to be paid from institutional funds, he/she would not be eligible for the community service positions.

A sample list of agencies that have participated in this program are listed below:

- | | |
|---|-------------------------|
| BG/WC Community Ed | BG Public Library |
| Boys and Girls Club | BG/WC Housing Authority |
| (Scottsville, Bowling Green, Franklin, Butler Co) | |

Any vacancies with these agencies are posted Handshake.

AMERICA READS JOBS

Through the use of Federal College Work Study funds, Western Kentucky University currently employs student employees in America Reads positions. To be eligible to work through the America Reads program, a student must follow the same procedures as indicated previously. However, the student must qualify to be paid from funding under the Federal College Work Study program. If a student does not qualify to be paid from federal funding and only qualifies to be paid from Institutional funds, he/she would not be eligible for the America Reads program.

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER

Western Kentucky University does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability, and provides, on request, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities.

FINANCIAL AID TERMINOLOGY

It is helpful to be familiar with some of the financial aid terminology that is frequently used regarding a student's financial aid package. The following list can be a helpful resource when checking on a student's eligibility to work on campus:

Academic Appeal - If a student has been denied for academic reasons, it may be necessary to complete an academic appeal with the Department of Student Financial Assistance. The student would indicate on the academic appeal any significant factor that may have contributed to the student's academic progress being insufficient.

Academic Probation - If a student had been denied academically and completed an academic appeal that was approved, the student would be placed on academic probation for the semester. The student must achieve satisfactory academic progress during the semester he/she is on probation to receive additional aid the following semester.

Academic Requirements - Federal regulations require that students receiving financial assistance be monitored for satisfactory academic progress. This encompasses three major areas:

1. *ICAP / Degree Program* - Students must be degree seeking and taking courses applicable toward their icap or degree program.
2. *Qualitative Progress (GPA)* - Beginning first year and transfer/readmit undergraduate students must be admitted to the university in good standing and maintain a 2.0 semester and cumulative GPA.
Graduate students must be admitted or readmitted in good standing and maintain a 3.0 semester and cumulative GPA.

3. *Quantitative Progress* - Students must earn the minimum number of credit hours per academic year for which they received financial aid.

Academically Denied - If a student has not met the academic requirements, he/she would be denied academically. This means that the student would not be eligible for financial assistance (this includes work on-campus).

Budget - The student's budget is the anticipated cost of education for each student. Many factors are included when determining a student's budget: tuition, books, room/board, travel, child care and personal expenses. Additional factors considered when computing a student's budget are the determination of dependent or independent status, in-state or out-of-state residency, undergraduate or graduate status, and if the student is living on-campus or off-campus. Normally, a student's total financial aid package cannot exceed their budget.

Dependent Student - A student is classified as a dependent student if they do not meet the criteria required to be classified as an independent student. When classified as a dependent student, the student must also provide financial aid information of the parent(s) on the financial aid form. The parent and student information is considered when computing the student's eligibility for financial assistance.

Expected Family Contribution (EFC) - This is the dollar amount that is expected that the family can contribute toward the student's cost of education as computed from information reported on the financial aid form. If the student is a dependent student, the EFC is the total expected contribution of the parent and the student. If the student is an independent student, the EFC is the total expected contribution of the student.

Federal College Work Study - If a student qualifies to be paid from federal funding according to federal regulations, the student would be classified as a college work study student. This means that 75% of the student's wages are being paid from federal funds and 25% of the student's wages are being paid from university funds. To qualify for federal funding, the student must demonstrate a financial need as determined from the information provided on the FAFSA.

Free Application for Federal Student Aid (FAFSA) - This is the financial aid form that must be completed by any student applying for federal aid (this includes grants, loans, and work on-campus). The student's eligibility is determined by the information contained on the FAFSA.

Independent Student - If a student meets any of the criteria listed below, he/she would be classified as an independent student. When classified as an independent student, the student must only provide his/her financial information (*does not have to include parent information; but if married, must include spouse information*) and the financial aid eligibility will be determined from this information provided.

Institutional Work - If a student does not qualify for federal funding as determined by the financial aid form, the student is classified as an Institutional student. This means

that 100% of the student's pay would be paid from university funds. If a student is being paid from grant funds, he/she must automatically be classified as an Institutional student.

Invalid FAFSA - This means that the financial aid form has been received by the central processing center; however, the information was invalid and cannot be processed at this time. Corrections must be made to the application before further processing can be done.

Need - Financial need is computed by taking the student's budget (cost of education) minus the Expected Family Contribution (EFC) as computed from the FAFSA. If a student demonstrates a need, he/she can be awarded need based aid up to his/her amount of eligibility (Federal College Work Study is need based aid).

Overaward - This means that a student has been awarded aid above his financial aid need. The Department of Student Financial Assistance must review such overawards and determine if any adjustment to the student's financial aid package is necessary.

Overearned - If a student earns more than his/her approved level of earnings for an award period, he/she has overearned. If the student overearned above the tolerance level, this could be written up in an audit and could impose a liability to the university.

Pell Eligible - This means that a student not only demonstrates a financial need, but he/she is also eligible to receive a federal Pell grant. A Pell grant is money that is awarded to a student for an award period that does not have to be repaid.

Perkins Loan - The perkins loan is a need based loan that is awarded to students with a low expected family contribution. Students that have majors that meet the criteria defined for the perkins loan may qualify to be exempt from repayment contingent upon certain conditions being met.

Residual Refund - This is a refund that a student receives when receiving grants, scholarships, or loans. The aid received is subtracted from any amount owed to the university for tuition and housing and any remaining amount left over is issued to the student in a residual refund.

Student Aid Report (SAR) - This is a report that the student receives from the processing center once the student's FAFSA has been processed. If there are any corrections that need to be done at that point, it is indicated on the student aid report. Also, if the student has been chosen for verification, it is also indicated on the student aid report.

Subsidized Loan - This is a need-based federal direct student loan. Interest on this loan is subsidized by the federal government until six months after the student graduates or ceases enrollment. This means interest will not begin accumulating on the loan until that time.

Unmet Need - This is the amount of need that is remaining after the student's financial aid has been packaged.

Unsubsidized Loan - This is a non-need based federal direct student loan. Interest begins to accumulate on this type of loan at the time the loan is originated. Payment on these types of loans is usually six months after the student graduates or after enrollment has ceased.

Verification - This is a process where additional documentation is needed to verify that the information submitted on the FAFSA is correct. If the student is a dependent student, he/she must complete a Verification Worksheet and provide a copy of his/her federal tax return transcript as well as the parents' federal tax return transcript. If the student is an independent student, he/she must complete a Verification Worksheet and provide a copy of his/her federal tax return transcript. Verification is completed through KHEAA. Students may login to www.kheaa.com to create an account and complete the verification paperwork. A student cannot be awarded financial aid until the verification process is complete.



Student Financial Assistance
Student Employment
Phone: (270) 745-2755
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