

# **STUDENT EMPLOYMENT HANDBOOK**

Published by  
Western Illinois University  
Financial Aid Office

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Revised August 2009

# STUDENT EMPLOYMENT HANDBOOK

## 1. INTRODUCTION

This manual is published by the Western Illinois University Financial Aid Office to answer many of the questions student employees and their supervisors may have about student employment at Western.

While the information contained in this publication is in effect at the time of publication, there is always the potential for revision in policy and procedures.

Student employees at Western are an important part of the university work force. Many graduates use their student employment experiences as a work reference. Prospective employers contact supervisors for references, therefore, it is advantageous for the student to be a conscientious, dependable employee.

With approximately 2,300 Regular Student Employees and almost 250 Federal Work-Study Employees working on campus, student employees play a significant role in the day-to-day functioning of Western Illinois University. Student employees perform a wide range of duties from general office assistance to those duties requiring highly specialized training in such areas as computer programming and accounting. The wages paid to Regular Student Employees and Federal Work-Study Employees account for over 2.4 million dollars of the WIU payroll. Student employees cannot be used to displace regular, non-student employees.

If after consulting this manual you still have questions, please contact the Student Employment Division of the Financial Aid Office (Sherman 127) at 298-1996.

Western Illinois University is an Affirmative Action, Equal Opportunity Employer.

## 2. POLICY STATEMENT ON EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

<http://www.wiu.edu/policies/affirmact.php>

## 3. WORKING ON CAMPUS

### **Benefits to Students**

Attendance at Western Illinois University is designed to be an educational experience. This experience comes from many different University offerings: courses, organizations, and student employment. Holding an on-campus job while attending school not only can offer financial rewards, but also can enhance your career development.

There are two major benefits of maintaining on-campus employment. First, employment on campus provides the opportunity to earn money in order to meet educational expenses. The second benefit involves the experience derived from the position. Your job will give you the

opportunity to add many skills, develop your organizational ability, gain research and investigative experiences, and increase your ability to work with other people. These attributes are important in any professional endeavor. Because there is a great diversity of employment opportunities, your part-time employment can be related to your career goals.

On-campus employment offers an opportunity to demonstrate your strengths and willingness to work and learn which can result in an important letter of recommendation for that first career opportunity.

### **Student Employment Orientation & Training**

It is up to the hiring department to provide orientation and training to all student employees they hire. Students must be paid for training hours.

### **Student Employment Evaluations**

Supervisors may perform periodic job performance evaluations on their student employees. If evaluations are completed, they must be done consistently using the same form for all employees. Job performance evaluations must be retained for 3 years by the employing department in the student's personnel file.

### **Releasing Student Employment Records**

Departments may confirm that a student has worked and release work dates to the inquiring company. No further employment information may be given without written permission/ signed release form from the student which must be retained in the department's files.

### **Student Employment Session Dates**

Student employment is divided into two sessions. The *academic year session* runs from the first day of fall semester through spring semester. Students who work the entire academic year may be authorized for the employment session with one authorization. Authorizations for any period within the session are acceptable.

The *summer employment session* runs from the first day after spring semester through the last day before the fall semester begins. Students may be authorized with one authorization for any portion of the employment session in which they work.

The Student Employment Office will send an e-mail to all departments in July to submit job openings to be posted for positions that are not being filled by rehires. New employment authorizations are required each academic year and each summer session for all rehires and new hires. Federal Work-Study students must also file a FAFSA (financial aid application) each academic year and be awarded Federal-Work Study funds. Departments may submit a request to the Student Employment Office to rehire Federal Work-Study students for the academic year. The Student Employment Office will e-mail a reminder to all departments in November to send a list of students it wants to rehire under Federal Work-Study. Departments should also encourage each student employee to file the FAFSA early (after January 1) in order to receive Federal Work-Study before funds run out, which usually occurs in early February. As funds are available, the Student Employment Office will fill departmental requests for eligible Federal Work-Study students.

*NOTE: Summer employment consists of Regular Student Employment only. There is no Federal Work-Study Employment for the summer session.*

#### **4. ELIGIBILITY**

To be eligible to work on campus during the regular academic year, a student must be enrolled for six (6) or more semester hours of credit per term. International students must be enrolled full-time (12 hrs. for undergraduate students or 9 hrs. for graduate students), unless otherwise cleared by the International Student Advisor/U.S. Immigration for less than full-time enrollment, to maintain their status in the United States. Audit classes do not count.

To be eligible to work during the summer, a student either:

1. Must have been enrolled for six (6) or more hours during the previous spring semester and be pre-registered for fall at WIU for six (6) hours, OR
2. Must be accepted for admission/re-entry to WIU for the following fall semester and be pre-registered for at least six (6) hours, OR
3. Must be enrolled at WIU for a minimum of three (3) hours during the summer session. Note: During summer sessions, student employees may work a maximum of 40 hours per week if enrolled for less than six (6) hours during the current summer session.
4. International students are required to be enrolled three (3) hours during summer or pre-registered for full-time for fall.

#### **Break Periods**

During break periods, students may work up to 40 hours per week. The break periods are:

1. Period of time at the end of the spring semester and before summer session (must have been enrolled for six or more hours for the spring semester or be eligible for summer employment).
2. Period of time after summer session and before fall semester begins (see summer eligibility above).
3. Thanksgiving break (must be enrolled six (6) hours for the fall semester).
4. Break between fall and spring semesters (must have been enrolled for six (6) or more hours for the fall semester or pre-registered for at least six (6) hours for spring semester).
5. Spring break (must be enrolled at least six (6) hours for the spring semester).

Students who graduate are only eligible for regular student employment during the break period following their graduation. (Federal Work-Study cannot be used.) They must have been registered for at least six (6) hours their last semester. They are not eligible for further employment unless they have been accepted into the WIU Graduate School and are pre-registered. International students are not permitted to work after graduation unless they are continuing study in another WIU program, can show acceptance for the new program, and are pre-registered for the next regular semester.

### **Teaching Assistants**

Full-time teaching assistants are ineligible for employment. A teaching assistant with a two-thirds contract which requires 13 hours per week may work seven (7) hours per week under student employment.

### **Graduate Assistants**

Full-time graduate assistants are ineligible for employment. A graduate assistant with a two-thirds contract which requires 13 hours per week may work seven (7) hours per week under student employment.

### **Resident Assistants**

Resident Assistants are eligible for employment; however, their employment hours are limited to 10 hours per week.

### **Two-Job Exceptions**

Students should be employed for one on-campus job at a time; however, a student can be authorized for a second on-campus job covering the same time period. For a two-job exception, both supervisors must contact the Student Employment Office in writing or by email and advise the maximum number of hours the student will work in the department and confirm the student will not exceed 20 hours per week between both jobs. The Student Employment office will notify the departments when the two job exception is approved.

### **Nepotism**

Students cannot be authorized for employment if their position is in an administrative line to a relative (either blood or in-law) without approval. If there are questions in this area, the employing department/agency should refer to the University Nepotism Policy for further details under 5.b <http://www.wiu.edu/personnel/bot/regulations/2a.php>

## **5. FEDERAL WORK-STUDY VS. REGULAR STUDENT EMPLOYMENT**

While both Federal Work-Study (FWS) and Regular Student Employment are administered through the Student Employment Office, there are some differences in the administration and source of their funding. FWS is need-based for the student. In order to qualify for FWS, the student must complete a Free Application for Federal Student Aid or a Renewal Application and *be determined eligible*. Regular Student Employment is *not* need-based and is available to all students who meet the eligibility requirements.

Both Federal Work-Study and Regular Student Employment jobs can be found by consulting the glass job listing display case outside the Financial Aid Office or on the web at <http://www.student.services.wiu.edu/fa/sourcesofaid/studentemployment.asp>

The Federal Work-Study Program was designed not only to provide additional funding for those students demonstrating financial need but also to support the educational program and individual student goals. Western has made a commitment to distributing FWS funds to meet these goals.

The Student Employment Community Service and America Reads Programs are part of the Federal Work-Study program and are based on financial need. The purpose of these programs

is to place students in employment positions that not only enhance the students' learning but benefit the community as well. Students are placed in positions in social service settings that serve low-income individuals. A limited number of positions are available and require special skills and/or training. Positions are offered to qualified students.

Funding for Federal Work-Study wages comes from two sources. Government funding is distributed to schools for use in a matching system. The wage from a job is made up of government funding with the remaining percentage contributed by the University.

There is a limited amount of funds designated for Federal Work-Study, so early application by the student is strongly advised. *There are no Federal Work-Study funds available during the summer employment session.*

**Burger King** is an independent employer. Interested students should contact the manager of Burger King in the University Union Tract (telephone: 309/298-1999).

## 6. PLACEMENT

### Vacancies

When a vacancy occurs, the department should notify the Student Employment Office of the opening by completing the Employer Job Vacancy Form online at <http://www.student.services.wiu.edu/fa/stuemp/empform/index.asp>. The job listing will be added to our database for inclusion on the web and will also be posted outside the Financial Aid Office at 127 Sherman Hall. Students interested in posted vacancies should contact the hiring department or listed contact person in order to apply for the position.

The Student Employment Office reviews all student job listings. If it is believed that a job requirement could be discriminatory, the Affirmative Action Officer will review the request. The Student Employment Office will not list job openings which contain clear indications of discriminatory intent.

To assist you in offering equal access to campus employment opportunities for students, refer to the following checklist of steps for filling openings:

1. List all job openings with the Student Employment Office to allow for campus-wide distribution. You may also post openings in your area.
2. Provide a written job description to each applicant. This description should outline requirements for the position and should list the primary duties. In listing requirements, keep in mind that the Americans with Disabilities Act (ADA) insures that all qualified applicants will be considered for employment with or without the need for accommodation.
3. Discuss the job requirements with each applicant including hours to be worked. Questions not related to the applicant's ability to perform the job should be avoided. This includes personal questions about a student's background, associations, etc.

4. Maintain a written record of each applicant's interview. Include notes on the reason(s) why each applicant was or was not selected for the position. Keep these records in a locked secure location. These records should be shredded after three years from time of hire according to the Secretary of State Records Act.

A copy of the Discrimination Complaint Procedure must be posted in a place where it is visible to all students. Contact the Office of Equal Opportunity & Access, 298-1977 for further information.

NOTE: Off-campus employers periodically list job openings with the Student Employment Office. Since off-campus non-work study employment opportunities are not under the jurisdiction of Western, the University assumes no obligation for verification of job standards, worker's compensation, or affirmative action procedures.

After all of the candidates have been interviewed, *it is the responsibility of the interviewer to notify the student(s) of the outcome of the hiring decision.* The department should also notify Student Employment by telephone or email to remove the listing.

## **7. GUIDELINES FOR CONDUCTING INTERVIEWS**

The employment process generally includes interviewing applicants for a position to determine their ability to perform the essential functions of the job for which they have applied. The key to a successful and effective interview is advance planning and preparation. Whether interviews for student employment positions are conducted by telephone or face-to-face, several important factors must be considered to ensure that useful, relevant information is obtained in the process.

In interviewing an applicant, the interviewer must adhere to state, federal, and university anti-discrimination regulations. These regulations prohibit discrimination against applicants on the basis of race, color, religion, national origin, sex, marital status, disability, age, sexual orientation, and status as a veteran. During the interview, comments and inquiries which might give the impression that any of these factors could be taken into consideration in the selection process must be avoided. For example, it is not permissible to ask questions of one sex which might not be asked of another. An interviewer cannot ask a female applicant if she has small children at home and what arrangements have been made to take care of them.

Pre-employment inquiries about the necessity for religious accommodation or accommodation of a disability are to be avoided. In addition, questions about the nature and severity of disability are prohibited, and employers are required to make reasonable accommodations for qualified individuals.

Questions about citizenship status are to be avoided during the interview. All student employees are required to complete citizenship documentation (I-9 form) after an offer of employment is made.

To comply with these guidelines, a set of questions to be asked of each applicant should be developed before the interviews begin. These questions should be related to the qualifications and responsibilities of the job and should be asked consistently of each individual interviewed.

It is the responsibility of all persons who hire, supervise, and evaluate student employees to insure that positions are filled and work assignments are made in compliance with these guidelines.

Any student who believes that she/he has been discriminated against may file a complaint in accordance with the University's Discrimination Complaint Procedures. Should any individual or department be found in non-compliance with AA/EO principles, appropriate remedies will be imposed.

Please contact the Affirmative Action Officer in the Office of Equal Opportunity & Access at 298-1977 with any questions about the interview process.

## **8. PAPERWORK REQUIRED FOR HIRING STUDENTS**

### **Employment Eligibility Verification Form (I-9)**

I-9 form must be completed online at: <http://mvs.wiu.edu/access>. Select WIUP Production and use your MVS userid and password to logon. Type EI9F in Display to start the electronic I-9 process.

All students employed are required to complete an Employment Eligibility Verification (I-9) to establish eligibility for employment. Employers and students **MUST** complete the electronic I-9 form **BEFORE** a student may begin working for the first time at Western. The employer signing the I-9 form must be a civil service, administrative, or faculty employee of WIU.

It is the responsibility of the employer to verify eligibility by checking either one document in List A or one of each in B and C. The lists are accessible in drop down menus or by clicking the List of Acceptable Documents on the electronic I-9. *The I-9 form must be completed and dated NO LATER THAN the first date of employment.*

### **Ethics Test**

All students hired at the beginning of the academic year must complete the online Ethics Test. Students hired after the online testing deadline must complete the paper Ethics Test form.

### **Authorization Form**

The department is responsible for completing the online Student Employment Authorization Form following the procedures and training provided by the Student Employment Office. To enable completion of processing during the pay period, *deadlines are the 10th and 20th of the month.*

If the student is only to be paid once, a Student Extra Help Payment can be processed online. Student Extra Help Payments can only be used for Regular Student Employment, not Federal Work-Study. Student Extra Help Payments follow the same deadlines and pay periods as Student Employment Authorizations. An electronic time card will not be issued.

Students may view their authorization and pay information on STARS under Employee Inquiry.

### **Tax Forms**

It is recommended the student be sent to the Payroll Office (Sherman 221) on the first working day to fill out tax forms. *If a student does not fill out tax forms, the maximum amount of taxes will be taken out of the paychecks.* IRS regulations require that FICA (Social Security) tax be withheld for students who are enrolled less than half-time. Students enrolled half-time or more during spring and fall semesters are now exempt from FICA withholdings. During the summer term, students are exempt from FICA withholdings if enrolled half-time (3 hours).

## **9. INFORMATION FOR WIU EMPLOYERS HIRING NON-U.S. STUDENT WORKERS**

The great majority of non immigrant students who seek work on campus are here on F-1 student visas. They are permitted by the U.S. Citizenship and Immigration Services (USCIS) to work on campus as long as they are full-time students and work 20 hours per week or less during the academic year. Full-time enrollment is 12 credits/semester for undergraduate students and 9 credits/semester for graduate students. English as Second Language (ESL) students are full-time if taking WESL full-time.

However, USCIS permits exceptions to the full-time rule for students in their first and last terms of academic work. Any student falling below the normal full-time load should consult with the Immigration/Visa Specialist at WIU before beginning employment. During the academic year, all students must be enrolled for a minimum of 6 credit hours to be employed under student employment.

To clear the I-9 process, you need to see:

1. Proof of identity (WIU student photo ID or an unexpired passport).
2. The I-94 to determine current visa status (found in passport).
3. The student's unexpired I-20 form (see ending date for degree program in Item 5 on front of I-20).

There are other non immigrant students on campus who may want to seek employment. The following visa types (noted on the front of the I-94 white card in the passport) are **ineligible** for employment in the U.S.:

F-2, B-1, B-2, J-2, and H-4

Instructions for non immigrants filling out I-9 (employment eligibility) statement:

Before the student employee electronically signs and dates Section I of the I-9 form, the following information must be completed:

I attest, under penalty of perjury, that I am (check one of the following):

A citizen or national of the United States

A Lawful Permanent Resident (Alien # A\_\_\_\_\_)

\_\_\_ An alien authorized to work until \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Alien # or Admission # \_\_\_\_\_)

If you are not a U.S. Citizen or U.S. Permanent Resident (green card holder), you will check the third box, put the expiration date of your I-20 ID (in item #5 on the front of your I-20 ID), and your I-94 (Admission #) in the spaces allowed for them.

EXAMPLE for F-1 nonimmigrant students:

...  An alien authorized to work until 8/01/07  
Admission # 394-57824609

Your eligibility to work on-campus **ends** when:

- you drop out of school
- you finish your studies
- you are enrolled less than the number of hours allowed by USCIS and/or WIU Student Employment Office
- you change your F-1 student visa status to another status which does not permit work, for example, F-2, J-2 (without USCIS issued work permission card), H-4, etc.

WIU is required to withhold money for payment of both state and federal income taxes (money which may be claimed as a refund at the end of the calendar year by completing an income tax refund request).

F-1 visa students in legal status (attending classes full-time) are exempt from FICA/Medicare tax withholding. **Be sure that your on-campus employer understands this. If you need a copy of the information about this from the IRS Publication 519, see the Immigration and Visa Specialist in the Center for International Studies, phone 298-2501.**

## 10. STUDENT EMPLOYEE JOB LEVELS

The pay rates that follow establish four levels depending upon difficulty of work and experience required. There are descriptions of the type of work found in each category. The descriptions and examples are not inclusive, but rather a general description of the type of jobs included in these job levels. Level V is for monthly salary, and Level VI is for Student Extra Help payments.

**Level I- Basic Level** (Wage Range = \$8.00 to \$8.40)

General Description: entry level, work done under close supervision, procedures are well established, employees are not usually required to make decisions, no experience or special training required.

Example of Work: routine food service work, general labor and custodial work, routine clerical work such as filing, typing, desk clerk, receptionist, cashier.

**Level II - Intermediate Level** (Wage Range = \$8.45 to \$8.85)

General Description: requires some experience, skill or training; work that requires for major portion of time, some independent judgment and initiative; and/or requires special knowledge, skill or abilities; and/or requires a major amount of heavy physical exertion, and/or involves supervisory responsibilities for an activity of limited size.

Examples of Work: typing that requires research or some decision making beyond basic grammar and format, tour guides, night building attendant, laboratory assistant, equipment operators.

**Level III - Advanced Level** (Wage Range = \$8.90 to \$9.25)

General Description: work that requires for a major portion of the time, advanced specialized knowledge, skills or abilities, or involves supervisory responsibilities for large or complex activities, usually involving a number of concurrent activities.

Examples of Work: lifeguards, referees, performers, computer programmers, and those jobs involving special or unusual skills.

**Level IV - Special Wage Level** (Wage Range over \$9.25)

Work that requires highly specialized skills or training.

Requires Dean or Vice Presidential approval.

Examples of Work: tutors, web programmer, Technical Assistant-Specialist, graphic designer II, GIS Technician, Resnet Senior Technician.

**Level V - Monthly Salary**

Work that requires a monthly stipend. No Federal Work-Study funds may be utilized to pay undergraduates monthly stipends.

**Level VI – Student Extra Help Payments**

Work that requires a month or less to complete. Student Extra Help Payments are to be utilized to pay a student on a per assignment, per event, or per project basis. No Federal Work-Study funds may be utilized to pay students under the Student Extra Help Payment provision of this policy.

**Pay Increases/Promotions**

Supervisors may increase a student's hourly pay at their discretion. However, the hourly pay may not exceed the wage range for the student's job level. It is recommended pay increases be given for longevity and/or performance goals. Promotions may be given if additional job duties are added that require an updated job description indicating a higher job level.

**Maximum Hours**

Student employees should be limited to 20 hours per week (Sunday through Saturday) during fall and spring semesters. Student employees should be limited to 40 hours per week (Sunday

through Saturday) during breaks. During summer sessions, student employees may work 40 hours per week if enrolled for less than six hours during the current summer session. No supervisor shall require students to work when they are scheduled for classes or examinations. It is the responsibility of the student employees and supervisors to monitor the student's work hours to stay within these guidelines. Exceptions should only occur in rare circumstances such as when someone calls in sick and a student needs to stay and cover the next shift. Student employees working over 40 hours in a seven day work week (Sunday through Saturday) must be paid time-and-a-half. All hours worked over 40 per week must be approved and confirmed by the fiscal agent.

### **Breaks**

A student employee is entitled to a 15 minute break (with pay) if working all morning (8-12) or afternoon (1-4:30). Paid breaks are also permitted if the student works 4 straight hours (for example 10 – 2). Breaks cannot be taken at the end of a work period.

Any student employee who works 7 ½ hours per day is required to take at least a 20 minute unpaid break after five (5) hours.

Part-time student employees who work over 20 hours must receive at least 24 consecutive hours of rest in every calendar week (Sunday through Saturday) in addition to the regular period of rest allowed at the close of each working day.

### **University Closures**

Student employees who are scheduled to work but not required to report during a University closure will not be paid for that time; however, supervisors should rearrange work schedules when possible so that the affected student employee(s) will be able to make up the work time lost. Student employees who are scheduled and required to work when the university is closed will be paid at their regular rate for the actual number of hours worked.

### **Limited Earnings**

Student employees paid through Federal Work-Study (FWS) have a limit on their earnings. It is the responsibility of the supervisor and the student to monitor the student's earnings to assure the limit is not exceeded. This limit will be indicated on the student's employment authorization and the earnings should be monitored on the STEM screen. The student, supervisor, and fiscal agent will be notified by email when the student has earned 80 percent or more of the FWS award.

## **11. ONLINE TIME CARD INFORMATION**

The University has an online time card reporting system for student employees. Student employees with current work authorizations may access the electronic time card by selecting STUDENT EMPLOYEE TIME REPORTING under MENU SELECTIONS on STARS. To assist students in completing the time, an instructions link is located on the electronic time card or may be accessed at: <http://www.wiu.edu/BusinessServices/forms/StuTIME.doc>

Hours must be reported to the nearest tenth of an hour (EX: .1=6 minutes; .2=12 minutes, etc.). Student employees should only work a maximum of 20 hours per week (Sunday through

Saturday) during fall and spring semesters and should not exceed 8 hours in any one day. Student employees should only work a maximum of 40 hours per week (Sunday through Saturday) during breaks. During summer sessions, student employees should only work a maximum of 40 hours per week (Sunday through Saturday) if enrolled for less than six hours during the current summer session. Students must report all hours worked each day on their electronic time card on the day the hours are worked. Hours must NEVER be rolled over to another day or time period. On rare occasions when it is necessary for a student to work over 40 hours per week (Sunday through Saturday) due to an emergency, i.e., work the next shift to cover for someone who is unable to work, the student must be paid time and a half and the hours must be approved and confirmed by the fiscal agent.

Immediate supervisors listed on work authorizations are responsible for confirming students' hours worked and must arrange for the alternate supervisor to confirm student hours if they will be absent when time cards are due. It is recommended that students confirm hours worked on their time card each day by selecting "Y" for STUDENT CONFIRM. Time cards must be confirmed by the student and the supervisor by the due date to insure the student gets paid on time. If hours worked are not confirmed by the student and the supervisor during the current pay period, an Extra Help authorization must be completed. **NOTE: Any Federal Work-Study time cards not confirmed on time by the student and supervisor must be paid with an Extra Help authorization from the departmental budget funds.**

For more information about Online Time Reporting, click on the following link:  
<http://www.wiu.edu/BusinessServices/forms/SupvStuTIME.doc>.

### **Fiscal Year Rule**

All authorizations for students working prior to July 1, must be processed by June 30, the end of the fiscal year. No late time cards for June (or earlier) will be processed after the first July time card deadline.

### **Student Paychecks**

Student employees are paid on the 1st and 16th of each month for the work performed the previous pay period unless the date falls on a Saturday, Sunday, or holiday. Students may check the pay date on STARS under Employee Inquiry and Paycheck Information.

## **12. TERMINATING STUDENT EMPLOYMENT**

If the student wishes to resign from his/her student employment position, the individual should notify the supervisor at least one week in advance of the last date of employment. This allows the supervisor time to begin the search for a replacement.

If a student's work is unsatisfactory or if other conditions make continued employment inadvisable, the supervisor may request that the job assignment be canceled/terminated after the student is notified. Student Employment Office recommends the supervisor should notify the student with a verbal warning first. If the verbal warning is not successful, the student should be given a written warning with a deadline date. If the student does not meet the conditions in the written warning by the deadline, the student may be terminated. All verbal and written

disciplinary actions should be documented in the student's personnel record maintained by the department. If the student feels the termination was unjust, the student may contact the Affirmative Action Officer in the Office of Equal Opportunity & Access at 298-1977.

### **Notification**

After the final date of employment has been determined, the employing department must terminate the online authorization by changing the end date to the last date worked and changing the authorized amount to the final earnings following the procedures and training provided by the Student Employment Office.

### **University Withdrawal**

A student withdrawing from the University is no longer eligible for student employment. The Student Employment Office will automatically process a termination effective the date of withdrawal.

### **Automatic Termination**

No action needs to be taken by the supervisor/employing department if the student works until the ending date of employment shown on the student employment authorization. Employment will automatically terminate on the date shown on the authorization. If the student does not earn all of the authorized total expected earnings, a revision would need to be completed online by the department in order to change the total expected earnings to equal the actual amount earned.

## **13. REVISIONS**

A revision is a change to the original authorization. Revisions requiring a change of the budget number or pay rate must be completed within the current pay period. Revisions cannot be processed late if they affect the current pay period! When possible, it is best to make revisions effective on the first day of a new pay period (1st or 16th of the month).

Revisions should list the begin date as the first day the revision starts. The new authorization amount should reflect the student's earnings from the beginning date until the ending date of the authorization.

Common revisions that can be completed online by the department at any time include supervisor changes, authorization amount changes, and comment changes. All other revisions can be done online by the department only when payroll is not running. A message will appear on the computer to warn when payroll is running and revisions cannot be done.

## **14. PAYROLL REPORTS**

Student Award Utilization reports are viewed online on the STEM screen. It is the department's responsibility to monitor the Utilization report and maintain current student employment records in order to keep an accurate account balance. The Student Award Utilization report indicates students who are near or who have exceeded their authorized amount. This is indicated by "remaining amount" and "percent used" columns.

If no remaining budget funds are available to pay the student, revisions to the student's authorization should be completed online.

**15. WESTERN ILLINOIS UNIVERSITY'S DISCRIMINATION COMPLAINT PROCEDURES**

<http://www.wiu.edu/policies/discrim.php>

**16. WESTERN ILLINOIS UNIVERSITY ANTI-HARASSMENT POLICY**

<http://www.wiu.edu/policies/harassment.php>

**17. WESTERN ILLINOIS UNIVERSITY'S DRUG-FREE WORK PLACE POLICY STATEMENT**

<http://www.wiu.edu/policies/drugfree.php>

**18. DRUG AND ALCOHOL ABUSE POLICY**

<http://www.wiu.edu/policies/drugalcohol.php>

**19. Western Illinois University Employment of Individuals with Disabilities Policy**

<http://www.wiu.edu/policies/adafacstaff.php>

**20. Western Illinois University Safety Policy**

<http://www.wiu.edu/hr/handbook/s.php#safety>