ASHLAND UNIVERSITY STUDENT EMPLOYMENT

The primary objective of the AU Student Employment Program is the generation of income for students who need assistance in financing their education. In addition, as a student employee you can learn valuable interpersonal relationship skills, gain experience in the area of your academic major, identify career objectives, and obtain skills transferable to jobs off campus.

The Financial Aid Office authorizes students to work. The employer of student workers is Ashland University and their supervisors are designated full-time University employees.

TWO STUDENT EMPLOYMENT PROGRAMS

♦ There are two student employment programs at AU: the Federal Work-Study (FWS) and Regular Student Employment (RSE) programs.

♦ **Federal Work-Study** is funded partially by the federal government and partially by the University. The majority of jobs on campus are available through the FWS program. FWS is awarded to students who demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA). The amount one may earn is listed on the Financial Aid Award Letter of all students who are eligible for FWS. If eligibility is not listed on the Award Letter, the student has not been awarded FWS eligibility. Part-time students who are enrolled at least half-time and have filed a FAFSA may check their eligibility with the Financial Aid Office.

FWS recipients must maintain satisfactory academic progress, as defined by the Financial Aid Office, toward an Ashland University degree. The standards and measurement of satisfactory academic progress are listed in the Financial Aid Section of the AU Catalog and on the Financial Aid web page (www.ashland.edu/students/financial-aid) under *University Policies*.

♦ **Regular Student Employment**, funded solely by Ashland University, is available to all AU students enrolled at least half-time and is not dependent on financial need.

INTERNATIONAL STUDENTS

International Students may be eligible for Regular Student Employment and are required to contact the International Student Services Office (7th Floor Library) to determine eligibility and to obtain required paperwork.

FINDING A JOB

Students are not assigned to jobs by the Financial Aid Office; it is your responsibility to secure employment. Career Service Center maintains a database of available jobs located on its web page at [www.myinterfase.com/ashland/student/](http://www.myinterfase.com/ashland/student/). The database is updated throughout the year as positions are filled and new ones added.
JOB SEARCH TIPS

♦ Begin your job search early in the school year; jobs fill quickly.

♦ Review the database frequently.

♦ If you see a job description that interests you, contact the supervisor of the position.

♦ Contact supervisors of departments in which you would like to work even if a position in that department is not posted. Some positions are filled without a formal posting being made.

THE EMPLOYMENT PROCESS

♦ Students who are eligible for Federal Work-Study positions should receive Work Authorization, I-9, Ohio Tax and W-4 Forms in their campus mailbox the first week of school. FWS students who do not receive the forms or students who are interested in Regular Student Employment may pick up the appropriate forms in the Financial Aid Office, (310 Founders).

♦ Student contacts hiring department and applies for position.

♦ When a position is obtained, student has supervisor of position complete and submit the Work Authorization Form to the Human Resources Office.

♦ If student has not worked on campus before, he/she submits completed W-4, Ohio Tax and I-9 Forms, along with required identification to Human Resources Office (106 Founders) within three business days of securing job. Note that two pieces of identification must be shown when completing and submitting the I-9: one must be a U.S. passport, original social security card, or original birth certificate; the second can be a driver's license, state I.D. card, or an AU I.D. card.

STUDENT EMPLOYMENT WAGES

♦ Students are paid biweekly for hours worked the prior pay period. Checks are available for pick-up in the University Payroll Office, 101B Founders Hall or by completing a direct deposit form.

♦ Federal Work-Study employees who wish to earn the entire amount of their eligibility should plan to work on average the number of hours per week with a wage of $7.85 per hour as shown on the following chart:

<table>
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<tr>
<th>Award Amt</th>
<th>Hrs per wk-1 term (15 wks)</th>
<th>Hrs per wk-2 terms (30 wks)</th>
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When a student is close to earning the entire amount of his/her eligibility, the student and his/her supervisor is notified by the Financial Aid Office. It is the student’s responsibility, however, to monitor the amount he/she earns to ensure that eligibility is not exceeded.

Most student employment positions pay the federal minimum wage. The wage as of January 2013 is $7.85 per hour.

No student will be paid until completed Work Authorization, I-9, Ohio Tax and W-4 Forms have been submitted to the Personnel Office. Students need to supply the Human Resources Office with original documents (i.e. birth certificate and/or Social Security Card).

**WEEKLY TIME REPORT ACCURACY**

A timesheet is a legal record that shows the hours a student employee worked in any given week. Student employees may not work during times they are scheduled for class unless the supervisor verifies that the class was cancelled and notes it on the timesheet. It is not appropriate to work extra hours one week and put them on the timesheet for the following week. The weekly timesheet must reflect actual hours worked.

**Falsification of timesheets is considered fraud.** Any student suspected of altering his/her timesheet or submitting a false timesheet will be subject to discipline and possible judicial board review. In addition, AU is required to report any cases of suspected fraud involving Federal Work-Study funds to local law enforcement authorities or the Office of the U.S. Inspector General.

**EVALUATIONS**

- Students and supervisors are encouraged to maintain open and honest communication with each other.
Supervisors are encouraged to provide student workers with an oral and written evaluation at the end of each semester or academic year of work.

Supervisors may, if they determine that a student is not working satisfactorily, discontinue scheduling the student for work.

Students may choose to resign from a position and may seek another position within the Student Employment Program.

Students and supervisors are encouraged to discuss employment concerns with the Student Employment Coordinator in the Financial Aid Office.

SUMMER EMPLOYMENT

Federal Work-Study Employment is not available during the summer.

Students working for the University from the close of the academic year in May until the beginning of the next academic year in late August may be hired under the Regular Student Employment Program only.

Summer Student workers must have been enrolled as AU students during the previous year or accepted for enrollment for the next academic year. Individuals who are attending AU for the summer only and will return to another college for the following academic year are not eligible for the Regular Student Employment Program.

All Federal Work-Study student employees who will work during the summer must obtain a Regular Student Employment Authorization Form from the Financial Aid Office, and have it completed and submitted by their department supervisor to the Human Resources Office before they will be paid.

WORKING OFF CAMPUS

The Financial Aid Office is frequently notified of off-campus employment opportunities. Descriptions of off-campus positions are posted on the Job Board outside the Financial Aid Office. Students do not need permission from the University and do not need to fill out University forms to work off campus.

Please note: Off-campus job listings are provided as a resource for students to learn of employment opportunities within the community. The University does not evaluate or endorse the off-campus employment opportunities posted on the Job Board as it is the responsibility of students to screen all potential employment relationships.

GUIDELINES FOR SUCCESSFUL STUDENT EMPLOYEES

Carefully read and utilize the information provided in this Handbook.

Maintain a balance between employment and your education. Do not schedule more hours of work than your grades allow.
♦ Work hard; student employment is work, not charity.

♦ If you will not be able to work as scheduled, contact your supervisor well in advance of your planned absence.

♦ If you plan to resign from your position, give your supervisor two weeks’ notice.
ASHLAND UNIVERSITY TIME REPORT

Employee Signature__________________________  06/08/13  06/10/13  06/14/13
  06/22/13  06/24/13  06/28/13
  07/06/13  07/08/13  07/12/13
Print Name (LEGIBLY)__________________________  07/20/13  07/22/13  07/26/13
  08/03/13  08/05/13  08/09/13
  08/17/13  08/19/13  08/23/13
AU I.D. or Soc. Sec. #__________________________  08/31/13  09/02/13  09/06/13
  09/14/13  09/16/13  09/20/13
Department/Office____________________________  09/28/13  09/30/13  10/04/13
  10/12/13  10/14/13  10/18/13
  10/26/13  10/28/13  11/01/13
  11/09/13  11/11/13  11/15/13
  12/07/13  12/09/13  12/13/13

I CERTIFY THAT THE STUDENT NAMED ON
THIS TIME SHEET HAS WORKED THE HOURS
AS LISTED AND HAS COMPLETED THE WORK
SATISFACTORILY.

______________________________
Supervisor Signature

ALL TIME SHEETS MUST BE RETURNED TO THE
PAYROLL OFFICE BY SUPERVISORS (NOT
STUDENT EMPLOYEES) NO LATER THAN MONDAY
FOLLOWING THE END OF THE PAY PERIOD.
( IF MONDAY IS A UNIVERSITY HOLIDAY,
TIME SHEETS ARE DUE BY NOON TUESDAY)
POLICY WILL BE STRICLY ENFORCED.

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02/01/14  02/03/14  02/07/14
02/15/14  02/17/14  02/21/14
03/01/14  03/03/14  03/07/14
03/15/14  03/17/14  03/21/14
03/29/14  03/31/14  04/04/14
04/12/14  04/14/14  04/18/14
04/26/14  04/28/14  05/02/14
05/10/14  05/12/14  05/16/14
05/24/14  05/26/14  05/30/14

Total=______________