



## Lander University Office of Financial Aid

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# Lander University Student Employment Manual

## Statement of Philosophy

The Financial Aid Office at Lander University encourages participation in the Student Employment Program for all eligible students who desire to meet educational expenses through part-time employment without incurring a burden of indebtedness through loans. In addition, student employment is designed to develop job skills and enhance a student's career opportunities by providing valuable work experience. Lander University makes every effort to place eligible students in employment that corresponds to their areas of career study or interests. The secondary purpose of the program is to provide a student work force to the university at substantial cost savings. The Financial Aid Office seeks to provide employment for all applicants to the extent that their eligibility and the level of available funds permit.

The policy of Lander University is to provide equal opportunity to all applicants and employees regardless of race, color, religion, sex, national origin, age, physical disability, or political affiliation.

This manual is designed to familiarize students and supervisors with general information about the Student Employment Program. This information should allow both employees and the University to derive maximum benefit from the program.

## Types of Student Employment

Lander University offers two programs of student employment: the FEDERAL WORK-STUDY (FWS) AND THE LANDER WORK (LW) programs. The single factor that differentiates these programs is their funding basis. The FWS program is 75% federally funded (25% funded by the departmental budgets), with financial need as the basic criterion for student eligibility. The LW program is 100% funded by departmental budgets. Student eligibility for the FWS program is determined by the submission of a [Free Application for Financial Student Aid](#).

## Application Procedures

As vacancies occur, job notices are posted on our website at <http://express.lander.edu/JobPostings/JobOpeningsEntry.aspx>. The Financial Aid Office determines eligibility for employment. Students contact supervisors for interviews. Most job assignments are made at the beginning of the academic year and at the beginning of the summer.

### Referral:

Students looking for a job who need to know their funding eligibility can complete a Workstudy Referral form available in the Office of Financial Aid. He/she will then set up interviews with the supervisor and submits the Referral to the interviewer. The Workstudy Referral contains the following information:

- 1) A student must be enrolled at Lander University to be eligible for employment.
- 2) Whether the student is to be funded by the LW program or the FWS program.
- 3) The average number of hours per week that the student can work.
- 4) The maximum amount of money the student may earn from Lander University.

## Hiring Procedures

If after receiving the above information, a supervisor decides to hire a student, the supervisor must submit a written request (using the Supervisor Request Form available at <http://www.lander.edu/finaid/forms/> under Procedures for

Hiring, or by using the individual Referral Form presented by the student) to the Financial Aid Office in order that a Work Authorization form may be generated. **On or before the first day of work, a student who has never been employed through the Financial Aid Office before must come by the office and complete the following forms:**

- 1) Federal tax withholding certificate (W-4)
- 2) Federal Employment Eligibility Verification form (requires passport OR driver's license and social security card/birth certificate),
- 3) Lander University Student Employment Work Authorization.

After the paperwork is completed, the supervisor will receive a copy of the student's Work Authorization form. Once the supervisor has the signed copy of the Work Authorization, the student may begin work. A timesheet will be e-mailed to the supervisor for the student.

### **International Students**

International students must apply for and receive a Social Security card and bring it by the Financial Aid Office before beginning employment. Therefore, it is recommended that supervisors who will be hiring an international student submit their written request form well in advance of the student's begin date. Students must bring their passport and documentation of their F-1 status to the Financial Aid Office. A letter of referral will be given to the student to take to the Social Security Office at the time he/she applies for an SSA card. International students may not work more than 20 hours per week during periods of enrollment as a federal restriction of their F-1 Visa status.

### **Work Procedures**

#### **Hours**

A student's financial need and the job requirements determine the number of hours to be worked. The Work Authorization form provides the average number of hours per week that the student may work. (See Attachment A). Various circumstances (i.e., holidays, illness) may reduce the actual number of hours worked in a particular week. Other circumstances may require a student to work more than the usual number of hours. Full-time student should not work more than twenty hours in a week when classes are in session without prior approval of the Financial Aid Office, or more than forty hours in a week when classes are not in session and during the summer. The following Workstudy load is recommended for students enrolled less than full-time.

<b>If the student is taking:</b>	<b>The work hours should be limited to no more than:</b>
3 courses (9-11 credit hours)	25 hours per week
2 courses (6-8 credit hours)	30 hours per week
1 course (3-5 credit hours)	40 hours per week
Not enrolled	Not eligible for employment

**\*\*NOTE\*\*** The Work Authorization form also provides the TOTAL EARNING LIMIT. Supervisors are responsible for monitoring their budgets and student employee earnings. If the supervisor wishes to increase the student's allocation, the supervisor must forward to the Financial Aid Office a written request for an adjustment. Once a student hits his/her Federal Workstudy limit, he/she will be switched to Lander Workstudy funding.

#### **Time Sheets**

For payroll purposes, a time sheet for each student must be submitted to the Financial Aid Office by the supervisor, by the time and date printed on the time sheet. Time sheets are delivered to departments prior to each pay period. The supervisor and the student must sign the time sheet. No check will be issued to a student whose time sheet has not been received. Time sheets that are illegible, incorrect, unsigned, incomplete, or late will not be processed and will be returned to the supervisor for correction and included in the next payroll. Attachment B is an example of a time sheet that has been correctly completed.

## **Payment**

Student workers are paid on an hourly basis at a rate no less than the minimum wage (\$6.55 as of July 24, 2008). Wages are determined by the supervisor based on job duties and performance. The Lander Wage Policy provides guidelines for determining wages and is available at <http://www.lander.edu/finaid/forms/> under the Supervisor section. Pay dates are the 15th and 31st of each month. When these dates occur on a Saturday or Sunday, the pay date is the preceding Thursday after 2 PM. Checks may be picked up in the Business Office with appropriate identification (i.e., Lander ID card). It is the student's responsibility to pick up his check promptly. Students who wish to have their final paychecks of the semester mailed to them may make such requests in person in the Business Office.

Students interested in automatic deposit must complete an [authorization form](#) and submit it to the Business Office.

## **Student Responsibilities**

Students are expected to perform their job assignments in a serious and responsible manner. A student who accepts employment has the following responsibilities:

- 1) To complete all appropriate forms with the Financial Aid Office ON OR BEFORE the first day of work.
- 2) To perform his/her duties in accordance with the standards established by the department for which he works. Many positions require the student employee to have access to confidential information. It is the student's responsibility to maintain confidentiality. Any questions should be brought to the immediate attention of the supervisor.
- 3) To follow a predetermined work schedule acceptable to both the student and the supervisor.
- 4) To notify the supervisor when illness or some other unforeseen circumstance prevents his working.
- 5) To maintain a clean, neat, and well-groomed appearance while at the work place.
- 6) To give his supervisor two weeks' notice before termination of employment.

As an employee of Lander University, the student is expected to be courteous to all members of the college community and to any visitors to the campus. In no instance should a student employee discuss any confidential information to which he may be exposed during the course of employment.

## **Supervisor Responsibilities**

The supervisor has the following responsibilities:

- 1) To complete a job description form for each approved position (not student).
- 2) To complete [Supervisor Request Form](#) or Referral forms for the academic year and the summer sessions.
- 3) To explain clearly the performance expected of each student employee and to provide opportunity for questions and clarification as needed.
- 4) To establish a clearly defined work schedule convenient for the student and the supervisor.
- 5) To complete and submit accurate time sheets to the Financial Aid Office. (It is recommended that each office establish a policy for recording time worked each day and for getting properly completed and signed time sheets to the Financial Aid Office in a timely manner.)
- 6) To maintain adequate time records so that a student will not exceed his/her award or continue working after the termination of the award period. Students who exceed the assigned average number of hours per week and who earn their entire earning limit before the end of the term may be required by the Financial Aid Office to terminate their employment. Similarly, students who receive grants, loans, or scholarships in excess of their financial need may also be required to terminate or reduce their employment or be switched to Lander Workstudy funding.

- 7) To notify the Financial Aid office IN WRITING of changes in a student's total number or working hours and/or to request additional student workers.
- 8) To maintain class/practice and work schedules for all student workers for a period of two years and review these carefully to insure that no conflicts between class/practice hours and work hours exist.
- 9) To complete a performance evaluation for each student employee.

### **Termination of Employment**

Violations of confidentiality, dishonesty (including falsifying time sheet information), poor work performance, habitual tardiness or absence, unsatisfactory academic standing, and other justifiable causes are all acceptable reasons for termination of employment. In most cases it is expected that the student will receive from the supervisor an oral or written warning of pending termination of employment. Should actual termination occur, the student will receive from the supervisor written notice of termination which will include effective date and reason. A copy of the termination notice will be forwarded to the Office of Financial Aid.

By definition, student employees are not permanent employees of the University and will sometimes terminate their employment for various reasons. For example, personal considerations may prompt a student to withdraw from school; or some students may find they need to devote more time to study and may therefore terminate their employment or perhaps reduce the number of work hours. Whatever the reason, all students who leave their job are expected to provide their supervisors with two weeks' notice.

### **Role of the Financial Aid Office**

The Financial Aid Office provides the means whereby student employment needs may be recognized and met. However, the ultimate success of the Student Employment program lies within the relationship of the college supervisor and the student employee. The Financial Aid Office will make every effort to assist students in obtaining part-time employment and will provide information to those students and supervisors who have questions and concerns regarding the Workstudy Program.

### **Injury or Illness: Job Related**

All employees (including workstudy students) who incur a job related injury or illness must report the injury or illness to his/her immediate supervisor and the supervisor promptly to Personnel Services. Lander University is required by law to report job related injuries or illnesses to the South Carolina Worker's Compensation Fund.



## Attachment B

### LANDER UNIVERSITY STUDENT EMPLOYMENT TIME SHEET

Name: «LAST\_NAME», «FIRST\_NAME»

SID: «ID\_NUMBER»  
«ROBUSDF\_VALUE\_40»

Supervisor	«RJBPLBD_SUPERVISOR»		Placement:	«RJRSEAR_PLACE_CDE»
	«RJBPLBD_PHONE_EXT»			«RJBPLBD_PLACE_DESC»
	«RJBPLBD_STREET_LINE2»		Fund Source	«RJRSEAR_FUND_CODE»LWS
Wage	«RJRSEAR_PAY_RATE»		Position:	«RJRSEAR_POSN»
Authorized Earnings for Fund	\$«RJRSEAR_AUTH_EARNINGS»		ORGN Code:	«RJRPLRL_ORGN_CODE»
Authorized Hours for Fund	«RJRSEAR_AUTH_HRS»		Suffix:	«RJRSEAR_SUFF»

**\*\*Late/Incomplete timesheets will be held until the next pay date. Make sure all signatures are provided.\*\***

**This timesheet is due in the Financial Aid Office by 5:00, Thursday, April 2nd.**

This timesheet will generate a **April 15th pay check.**

Saturday – Friday = work week

SPECIAL NOTES/LIMITS:

«ROBUSDF\_VALUE\_31»  
 «ROBUSDF\_VALUE\_32»  
 «ROBUSDF\_VALUE\_33»  
 «ROBUSDF\_VALUE\_34»  
 «ROBUSDF\_VALUE\_35»

«VISA\_TYPE»  
 «VISA\_TYPE\_DESC»

Day	Date	Hrs
Mon	3/16	2
Tues	3/17	3.5
Wed	3/18	4
Thur	3/19	2
Fri	3/20	4
Sat	3/21	
Sun	3/22	
Mon	3/23	2
Tues	3/24	3.5
Wed	3/25	4
Thur	3/26	2
Fri	3/27	4
Sat	3/28	
Sun	3/29	
Mon	3/30	2
Tues	3/31	3.5
	<b>Total=</b>	<b>36.5</b>

**IMPORTANT REMINDER!!**

Supervisors must turn in timesheets to the Financial Aid Office for their student workers. **The Financial Aid Office cannot accept timesheets directly from students.** Sorry for the inconvenience.

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

I CERTIFY THAT THIS TIME SHEET IS A TRUE STATEMENT OF THE HOURS WORKED BY THIS STUDENT, AND THAT THE WORK HAS BEEN PERFORMED IN A SATISFACTORY MANNER.

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Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**«ROBUSDF\_VALUE\_40»**