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Lander University
Student Employment Manual

Statement of Philosophy

The office of Student Employment at Lander University encourages participation in the Student Employment Program for all eligible students who desire to meet educational expenses through part-time employment and minimize their reliance on student loans. In addition, student employment is designed to develop job skills and enhance students' 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.

Lander University is an AA/EEO/Title IX employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information and complies with Title IX requirements.

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

Who is a Student?

During the fall and spring semesters, a student must be enrolled at Lander at least part-time to be eligible for student employment. During the summer, a student must either be enrolled OR intend to enroll the following fall.

Types of Student Employment

Lander University offers three programs of student employment: the FEDERAL WORK-STUDY (FWS), the Community Work-Study (CWS) and the LANDER WORK-STUDY (LWS) 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. Student eligibility for the FWS program is determined each year by the results of the Free Application for Financial Student Aid (FAFSA) and other aid received by the student. Community Work-Study allows students with federal funding available to work within the community. "Services that are identified by an institution of higher education through formal or informal consultation with local nonprofit, government, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs."
The LWS program is 100% funded by departmental budgets.

Application Procedures

Departments are encouraged to advertise available positions at https://joinhandshake.com. Supervisors who need to create their account on Handshake should contact The Office of Student Employment. The Financial Aid Office determines eligibility for federal funding. Students apply for open positions on Handshake. Most job assignments are made at the beginning of the academic year and at the beginning of the summer.

Instructions for Hiring Student Employees
If a supervisor decides to hire a student, the supervisor must submit a Supervisor Request Form available on MyLander:Faculty/Staff Dynamic Forms.

Before the first day of work, a student who has never been employed by Lander University or has had a gap greater than 1 year, must complete the following forms:

1) Federal tax withholding certificates (SCW-4, Fed W-4)
2) Federal Employment Eligibility Verification form I9 (requires Social Security Card OR Birth Certificate OR Passport– these documents need to be original)
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 through Dynamic Forms. The supervisor should review for accuracy and note that this form has been received. The Supervisor will finish the process by signing this form last. At this point, payroll will set up the student's timesheet. At this point, the student can begin work.

International Students

International students must apply for and receive a Social Security card and bring it by the Payroll Office before beginning employment along with all other documentation (I94, Visa, Passport, I20). Students must bring their documentation of their F-1 status to the Payroll Office. A letter of referral will be given to the student to take to the Social Security Office at the time they apply 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. **Students can work a maximum of 20 hours per week during the academic year when classes are in session. During spring, Christmas, and summer breaks (if not enrolled in summer classes), students may work up to 37.5 hours per week.** Failure to observe these limits may result in disciplinary actions against the student and supervisor up to termination of the employee or elimination of the position.
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 Student Employment Manager a written request after getting approval from Joe Greenthal. A written description of additional duties is required for justification. Once a student hits their Federal Work-Study limit, he/she will be switched to Lander Work-Study funding.

Time Sheets

For payroll purposes, a timesheet for each student must be submitted electronically to the Business Office approved by the Supervisor, by the 5th and 20th of each month. Time sheets are posted in each student's MyLander portal prior to each pay period. The student must complete the timesheet and submit it to their approver (supervisor) for approval. No check will be issued to a student whose time sheet was not received by the approval deadline (5th and 20th of each month). Students who fail to submit their timesheet for approval by the approval deadline, will have to notify the Student Employment Manager to request a paper timesheet. The paper timesheet must be completed and signed by the student, the supervisor, and the Vice President of the Department. Paper timesheets and a manual check request form must be delivered by the Supervisor to the Payroll Office and included in the next payroll.

Payment

Student workers are paid on an hourly basis at $8.00. 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. If a direct deposit form was not completed, the check will be mailed to the student's home address. Students interested in automatic deposits must submit a Direct Deposit Authorization Form to the Payroll Department.

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 Student Employment Manager BEFORE the first day of work.

2) To perform their duties in accordance with the standards established by the department for which they work. 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 their working.

5) To maintain a clean, neat, and well-groomed appearance while at the work place.

6) To give their supervisor two weeks' notice before termination of employment.

7) To maintain class/practice and work schedules for all student workers and review these carefully to ensure that no conflicts between class/practice hours and work hours exist. Students cannot work during class meeting times unless the class has been cancelled.

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 they may be exposed during the course of employment.

Supervisor Responsibilities

The supervisor has the following responsibilities:

1) To post job postings on Handshake.

2) To complete a Supervisor Request Form 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 approve accurate time sheets in a timely manner.

6) To maintain adequate time records so that a student will not exceed their 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 have to terminate their employment. Similarly, students who receive grants, loans, or scholarships in excess of their financial need may also be required to reduce/terminate their employment or be switched to Lander Work-Study funding.

7) To notify the Student Employment Manager in writing (email is acceptable) of changes in a student's total number of working hours and/or when a student's employment has ended.

8) To maintain class/practice and work schedules for all student workers and review these carefully to ensure that no conflicts between class/practice hours and work hours exist. Students cannot work during class meeting times unless the class has been cancelled.

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 Student Employment Manager.

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 Student Employment Manager

The Student Employment Manager facilitates the Lander University Student Employment Program with students, supervisors, the Human Resources Office and the Business /Payroll Office. However, the ultimate success of the Student Employment program lies within the relationship of the college supervisor and the student employee. The Student Employment Manager 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 Work-Study Program.

Injury or Illness: Job Related

All employees (including Work-Study students) who incur a job related injury or illness must report the injury or illness to their immediate supervisor and the supervisor promptly to Human Resources. Lander University is required by law to report job related injuries or illnesses to the South Carolina Worker's Compensation Fund.

HOW TO SUBMIT YOUR TIMESHEET:

1. Log into MyLander portal using your username and password



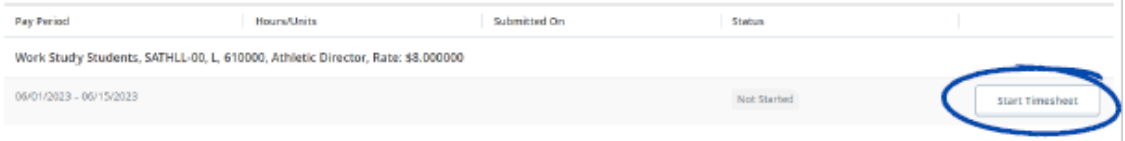
2. Navigate to the "My HR" tab
   - If this tab is not available on your main screen, you can find it by selecting the "Discover More" button at the bottom of the screen and searching for it there



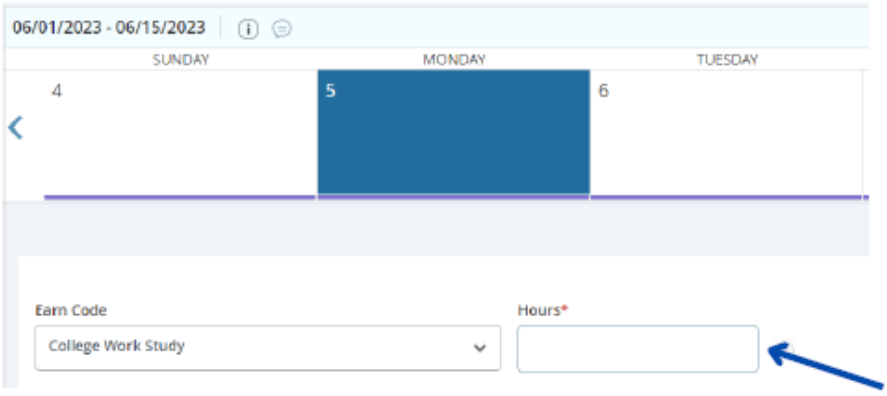
3. From the "My HR" tab, select "Employee Dashboard"

4. Navigate to the right side of the screen and select "Enter Time"

5. Select "Start Timesheet" (once the timesheet is in progress, you will need to click on the pay period date range you wish to work in)
   - If you have more than one on-campus job, make sure you are submitting hours under the correct department



6. Click on the calendar day you wish to input hours for in the pay period



7. Type the number of hours worked that day in the blank box labeled "Hours" (see Time Cheat Sheet at the end of this page)

8. Click the "Save" button in the bottom right corner of the screen
9. Repeat for all days that you worked and then click the "Preview" button in the bottom right corner
10. Look over the Time Entry Detail to make sure that you entered your hours correctly, then click "Submit" in the bottom right corner

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Time is measured in hours instead of minutes. Working part of an hour is measured in quarters. Be sure to use the cheat sheet in order to fill in the time sheet correctly.

For Example: If you worked one day for 1 hour and 45 minutes, you would log it as 1.75 for that day worked

Time Cheat Sheet

0-15 Minutes = 0.25

16-30 Minutes = 0.50

31-45 Minutes = 0.75

46-60 Minutes = 1