

STUDENT EMPLOYMENT HANDBOOK

2008-2009



**MESSIAH
COLLEGE®**

One College Avenue
Grantham, PA 17027
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Introduction

The objective of this handbook is to provide information to students and supervisors regarding the on-campus student work programs, which are administered by the Student Financial Aid Office of Messiah College.

Students and supervisors should become familiar with all aspects of the student work programs, especially student and supervisor responsibilities. It is hoped that this handbook will provide many of the answers to questions asked by both students and supervisors. Should you need further information concerning the student work programs, please feel free to contact the Student Financial Aid Office which is located in Old Main on the Grantham Campus.

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Student Employment Review Board

Messiah College has a Student Employment Review Board. Some of the responsibilities of the board are to set student pay rates, act on recommendations from students and supervisors for changes in the Student Employment Program and mediate concerns between students and supervisors.

If a student or supervisor wants to bring a recommendation, proposal or concern to the Review Board, please contact Mike Strite in the Financial Aid Office for more information.

Messiah College does not discriminate on the basis of gender, race, color, age, disability, or national or ethnic origin.

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The Federal Work-Study Program

The Federal Work-Study (FWS) program was authorized by the Higher Education Act of 1965 and has been amended in subsequent federal legislation. The purpose of the program is to provide employment for students who have demonstrated financial need and must work to earn money to pursue their education. Messiah College applies annually for federal funds which provide up to 75% of the total wages paid to the student. The remaining 25% of the student's earnings are paid by either the post-secondary institution receiving the federal Work-Study allocation, or by cooperating off-campus agencies with which the College may have a working agreement for this purpose.

In order to assist more students with Work-Study opportunities, Messiah College is choosing to apply additional institutional funds to the federal funds received. The institutional share varies from 50% to 70% in any given year.

Federal work-study earnings must be reported on income tax forms.

Institutional Work

Messiah College has also chosen to put a significant amount of money into its own institutional work program. A student does not have to be considered "needy" to participate in this program. This benefits students who do not demonstrate financial need via the standard need analysis formula, and it gives the institution a larger body of potential workers to draw from. In terms of wage rates, hours, types of jobs, etc. this program is no different from the Federal Work-Study Program. **Earnings from an Institutional Work assignment must be reported on financial aid applications (i.e. FAFSA), as well as the income tax forms.**

How to Apply for a Student Work Assignment

1. If the student demonstrates financial need as determined by the Free Application for Student Financial Aid, the student can be offered a Federal Work-Study assignment. If the student does not demonstrate financial need, he or she could be offered an Institutional Work assignment.
2. The student must be a U.S. citizen or eligible non-citizen to be eligible for the Federal Work-Study Program.
3. The student must be enrolled or accepted for enrollment on at least a half-time basis at Messiah College.
4. The student must be capable of maintaining satisfactory academic progress in a course of study.

The Financial Aid Office assumes the responsibility to make work awards consistent with federal regulations and coordinate them with other financial assistance programs.

Notification of Work Allocation

If a student applicant is found to be eligible for a work assignment, (s)he will be notified in the form of an award letter from the Financial Aid Office. Generally students are notified of their eligibility for the academic year program during the summer preceding the academic year in question. Work assignments are made between June 1 and the beginning of classes.

What Types of Work Opportunities Are Available?

During the academic year, jobs are available on campus in various areas such as dining services, administrative offices, etc. Some on-campus jobs are also available during the summer. Job descriptions for many on-campus jobs are on file in the Financial Aid Office (see example C).

Generally, students do not work more than 10 hours per week during the academic year while classes are in session. However, weekly schedules may range from 5 to 20 hours depending on the student's schedule and the size of his or her work allocation. For example, if a student is awarded a work-study allocation of \$2,250 for the 2008-2009 academic year and is placed in a job which pays \$7.50 per hour, the student would work an average of 10 hours per week over a period of 30 weeks (15 weeks fall semester, 15 weeks spring semester).

Students are strongly encouraged to set up a regular work schedule, working the same number of hours per week. This type of schedule allows students to pace work, and therefore earnings, over the entire year.

Student's Responsibilities

A student's college work experience should be viewed as a learning experience along with the student's educational program. Nearly every position will give the student insight and understanding as to how an institution and/or industry operates.

As the student becomes familiar with the working environment, (s)he should learn to develop such characteristics as good judgment, dependability, initiative, development of good working relationships, and pride in work. Messiah College considers student workers a vital part of the work force and expects students to fulfill their job requirements.

Listed below are specific responsibilities for student employees:

1. New students to Messiah should plan to visit the Payroll station that is made available during Fall Welcome Week. Information on the date, time, and location can be found with the Fall Welcome Week information. At this station, students will be able to pick up and complete all the required student employment paperwork from the Payroll Office. Students who are unable to attend at this time, or students who have already submitted paperwork previously but who need to make changes, should contact or visit the Payroll Office.
2. The student must complete the Employment Eligibility Verification Form (Form I-9, see Example A) before starting employment. This can be done in the Payroll Office or at select, approved offices. Students will be notified by the supervisor if the supervisor's office is authorized to approve I-9 forms. The student must bring either one item from List A or one item each from lists B and C in Example A. **Photocopied documents are not acceptable and the student cannot begin work until this form has been completed.** The I-9 form must be completed upon initial hire and only needs completed again if the student has not worked at the College for more than 12 consecutive months. The I-9 may also need updated in the event of the expiration of certain verification documents.
3. The student must also complete a W-4 (*Employee Withholding Allowance Certificate*), a Residency Information Form, and a FERPA form at the time of employment. Completed forms should be received by the timesheet deadline of the first payroll period to assure payment can

be made on time for that pay period. Each of these forms can be accessed on the Payroll Office website. Subsequent changes, such as changes of address or federal filing status, to these forms can be made by accessing the forms online or visiting the Payroll Office. Forms accessed and completed online (excluding the I-9 form) can be delivered or mailed to the Payroll Office. The I-9 form must be verified by the Payroll Office.

4. The student must arrange a suitable working schedule with the supervisor. Students should not work over their awarded hours. Students who are hired under the Federal Work-Study Program risk having some of their other aid reduced if they work over this allocation.
5. Once a work schedule has been established, the student is expected to maintain that schedule. If unable to maintain the established work schedule, the student is responsible for notifying the supervisor and possibly arranging a new schedule.
6. Students must be dependable. Supervisors rely on students to be at their jobs as scheduled. If, for any reason, a student is unable to work at a scheduled time, (s)he must notify the supervisor as soon as possible – preferably 24 hours in advance.
7. Students are paid only for actual hours worked. Therefore, it is important that students maintain their work schedule. *Deliberate falsification of time sheets or other work-study records can be considered embezzlement of federal funds and is punishable under law. A supervisor has the right to terminate an employee guilty of falsification of time sheets.*
8. Time sheets must be completed on time. A late time sheet will result in a late payroll payment. Payment will not be made until the next regular pay date.
9. Although the on-campus job is supervised by the College, it is still a job and carries all the responsibilities of an employment situation. Once a student accepts a job, (s)he is expected to keep it throughout the semester. If a student must terminate his or her job for any reason, (s)he should give the supervisor 2 weeks notice. A “Cancel/Termination” form is available from the supervisor.
10. Students are expected to maintain the same standards of conduct as are expected of other employees of the College and abide by Messiah College policies.
11. Confidentiality of any College or student records or information is expected to be maintained by student employees.
12. Students will be paid through the Payroll Office on a fixed payment schedule during the academic year. *The work allotment is not deducted from the tuition bill.*
13. The award for work is subject to the condition of the student being able to perform the job requirements.

Job Changes and Job Termination

A student cannot change jobs during the semester without first securing permission from his or her current supervisor and the Financial Aid Office. Initial acceptance of the work assignment indicates that the student is willing to keep that particular job for the entire semester. Consequently, job changes are not granted lightly. If a student quits a Student Employment job without the approval of the supervisor and/or the Financial Aid Office, the student will not be permitted to work until the next semester.

If a student wants to change departments for the next year, the student should contact, in April, the supervisor in the department he/she wants to transfer to. The supervisors in the various departments on campus request the students that they want to have work for them the next year. The Financial Aid Office works very closely with the department supervisors in placing students so it is very important that students contact the supervisor directly if they hope for a transfer for the next school year.

The Financial Aid Office may terminate a student's job for any of the following reasons:

1. The student has earned the amount he or she has been authorized to earn. For example, if the student has been granted \$2,250 in Federal Work-Study funds, the student's employment will be terminated once the \$2,250 has been earned.
2. Financial aid received subsequent to obtaining a work-study job (state or local scholarships, etc.) has changed the student's eligibility to receive work-study funding.
3. Unreliability on the part of the student who does not report for scheduled work hours. If a student is unable to work for any reason, (s)he should notify the supervisor as soon as possible, preferably 24 hours in advance.
4. Incompetence or poor attitude on the job.
5. Willful misconduct.

If a student's employment is terminated for reason 3 or 4, the following procedure is followed:

1. The student is given a verbal warning by his or her supervisor. The supervisor discusses the problem with the student and suggests ways of improvement during a specified time period.
2. If the problem still exists after the specified time period elapses, the supervisor conducts a disciplinary interview with the student worker. The Disciplinary Interview Student Worker Form included in this manual should be completed by the supervisor and should be sent to the Financial Aid Office (see Example D). Forms are available from the Financial Aid Office.
3. If the student remains uncooperative after the second warning, the student's work assignment will be terminated. This termination notice should be put in writing. It should include the nature of the offense and the dates of the first two warnings.

Termination of Employment for Willful Misconduct

All student employees of the College are expected to refrain from willful misconduct. Examples of willful misconduct which may lead to termination of employment include:

- a. Insubordination
- b. Neglect of duty
- c. Fighting or threats of violence
- d. Theft, attempted theft or willful destruction of College property.
- e. Falsification of payroll, employment, or other College records or information
- f. Unapproved absence of three consecutive days
- g. Harassment
- h. Intentional violation of the principles embodied in the "Community Covenant"
- i. Other serious wrongdoing, including that which may harm persons or property

This list is not intended to be exhaustive, but rather to be illustrative of the sorts of serious misconduct which may subject a student employee to disciplinary action. Depending upon the circumstances of the conduct, such action may range from the progressive disciplinary process to suspension or immediate termination of employment.

In the event that a Department Director determines that immediate termination of employment is warranted, the termination shall not occur until the Department Director has obtained the approval of the Coordinator for Student Employment and the appropriate Vice President or Provost. A Department Director should assure that a witness is present when an employee is notified of immediate termination.

Time Sheets

Students must complete time sheets accurately, neatly, and in adherence to the established deadlines for a given payroll period. Unsigned timesheets—either by the employee or the supervisor—will NOT be paid until the appropriate signatures are obtained. In the event of a supervisor’s absence, a proxy signature may be obtained by the supervisor of the immediate supervisor. Timesheets that are not received in the Payroll Office by the established deadlines may not be processed until the next scheduled student payroll. Payroll deadlines are available on the Payroll Office website and are posted in the Business Office.

Students are paid only for hours worked. This excludes such items as lunch hours, holidays, snow days, and other similar items. Overtime will be paid in the event that the student works more than 40 hours in a Sunday-Saturday workweek.

Official payroll-issued time sheets must be used and these time sheets may not be altered.

If a time sheet is lost—or if one hasn’t been received—students or supervisors should contact the Payroll Office for a replacement.

Job Levels

Beginning with the 1990-1991 academic year, Messiah College implemented a system of job levels and wage incentives. A student will be considered a level one in their first year of employment and, if they work at least twelve weeks during that year, will advance to the next level for the next year if the student stays in the same department. Each level has a higher rate of pay. Additionally, some areas are considered “hard to fill” and have a higher rate of pay than a job at the same level in a regular department. The hard to fill departments are Dining Services, Campus Events, Safety, and the Philadelphia Campus.

If a student decides to switch departments, (s)he will revert to a level one.

Pay Rates for 2008–2009

Pay rates are set by the Student Employment Review Board within government guidelines.

The following pay rates for students are in effect for the 2008–2009 year:

Level	Hourly Wage
L1 Reg	7.15
L1 HTF	7.50
L2 Reg	7.30
L2 HTF	7.65
L3 Reg	7.45
L3 HTF	7.80
L4 Reg	7.60
L4 HTF	7.95

Pay Information for 2008–2009

Students are paid on a fixed payment schedule—most often on a bi-weekly basis—for both the academic year and the summer. The payment processing schedule is available online at http://www.messiah.edu/offices/business/payroll/student_payroll/student.html.

Direct deposit is available for students and is highly recommended. With direct deposit, (1) your check will not get lost in the mail; (2) you will have immediate access to your pay; (3) there will be no delay in receiving your pay when you go home for the summer or for breaks; and (4) you avoid any check replacement fees for lost checks. Direct deposit forms are available on the Payroll website and in the Payroll Office.

Supervisor's Responsibilities

Supervisors play a key role in making a student's work experience a valuable asset for future employment.

A good supervisor must be firm, patient, and understanding. It is desirable that all supervisors encourage student employees to develop characteristics of good judgment, dependability, initiative, good working relationships, responsibility, and pride in work.

Work supervisors are expected to:

1. Notify and get approval from the Financial Aid Office before a student starts to work. Assist the Payroll Office in collection of I-9 forms and make sure students do not start work without an I-9 on file. Also assist the Payroll Office in the collection of other required employment and tax-related forms.
2. Set up desired work schedule with the student. Schedule should be flexible enough to accommodate student's needs.
3. Define student's duties and explain the job as thoroughly as possible. Providing the necessary training, guidance, and understanding to students is an important part of the supervisor's responsibility.
4. Keep track of pay periods and the number of hours worked by each student within the pay period. ***Supervisors are responsible to see that students do not exceed their FWS allocation.***
5. Sign the time sheet at the end of each pay period and deliver the time sheet to the Payroll Office before the deadline.
6. Deal with problems related to student employment (i.e. tardiness, absenteeism, etc.)
7. Notify the Financial Aid Office immediately when a student has given notice of leaving his or her assigned position.
8. Once a month, a computerized summary sheet for each student (comparing student hours-to-date with Financial Aid work award for the academic year) will be sent by the Financial Aid Office to each supervisor. Supervisors should check this to be sure that no student has worked over their allotment.
9. All student employees are covered under the Americans with Disabilities Act. If you have any questions concerning how to accommodate a student with a disability, contact the Financial Aid Office.
10. The Fair Labor Standards Act of 1938, as amended, prohibits employers, including educational institutions, from accepting voluntary services from any hourly-paid employee. Therefore, any student employed under our Student Employment Program must be paid for all hours worked in your department.

A Student Employment Request Form (Example B) will be sent to all supervisors in March prior to the start of each academic year. The supervisors are requested to complete and return this form to the Financial Aid Office by April 25. Student position title, number of students required, and the number of hours to be worked should be outlined on this form.

The Financial Aid Office has on file job descriptions for most student positions. When a new position is created in a department, the Financial Aid Office should be provided with a job description (forms are available from the Financial Aid Office).

Students who show an interest in a particular job or have a defined skill are encouraged to contact the supervisor in the particular area of interest. The supervisor can then determine if, in the future, (s)he would desire to employ the student. The student can be included on the request roster for the next academic year if so desired. **Students who have already been assigned a job should not go to**

different supervisors at the beginning of the semester and ask to change jobs for that semester.

On occasion, inter-departmental transfers can be made at the change of semesters. A written memo from both supervisors must be submitted to the Financial Aid Office stating the case for transfer. The Financial Aid Office will then consider the advisability of the transfer. Transfers are usually made only because the student has a specific skill needed in the new department. Remember, the supervisor has trained students in their current job and does not want to lose them.

Supervisors are reminded that the earnings of student employees are charged against the student wage account for their department(s).

Additional requests for Student Employment students may be made to the Financial Aid Office within budgetary limits during the school year. Eligible students will be referred as long as they are available and Student Employment funds permit. It should be noted, however, that the Student Employment program is not one which accommodates sporadic or emergency needs, but rather is intended to provide regular work opportunities for students.

If a Student Employment student fails to report for work without the consent of the supervisor, the supervisor should attempt to contact the student in order to resolve the problem. If a solution cannot be found, the supervisor should terminate the student's employment.

Since student jobs are considered employment through the College, the same upward and downward line of authority exists in student employment as in regular College employment. If a difficulty arises on the job, it should be discussed by the student employee and his or her immediate supervisor. If the difficulty is not settled at this level, it should be brought to the attention of the Financial Aid Office.

Student Employment Chapel Policy

Messiah College has approved the following policy concerning working on campus during chapel. If you have any questions regarding this policy, please contact the College Ministries Office.

“Student employees are typically not required to work during the chapel time slot. Supervisors are encouraged to schedule work hours outside the chapel period. Scheduling student work hours during chapel is permitted only if an office can demonstrate a legitimate need for student help during this time. Such special need should be made clear in the information given to the student during the hiring process.

Supervisors who believe they have a legitimate need to schedule work hours during chapel must file a chapel attendance petition to the College Ministries Office each semester for each student expected to work during chapel hours.”

Responsibilities of the Financial Aid Office

1. Determine student eligibility for employment.
2. Notify students of their job assignment.
3. Coordinate the placement of student workers.
4. Interpret the federal regulations pertaining to the Federal Work-Study program. The Financial Aid Office is the final authority in interpreting these regulations.
5. Notify supervisors if any of their students are working over their allotment and work with supervisors if the student's position must be terminated or their allotment increased.

In Conclusion

Everyone involved in the Federal Work-Study program at Messiah College should remember that the program is a federally-funded financial aid program for students who have a documented need for financial assistance in order to continue their education. The main goal of the program is to help students fund their educations. The Financial Aid Office is responsible for enforcing the program regulations as established by the Federal government.

Example A

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9, Employment Eligibility Verification

Instructions

Please read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination.

What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States.

When Should the Form I-9 Be Used?

All employees, citizens and noncitizens, hired after November 6, 1986 and working in the United States must complete a Form I-9.

Filling Out the Form I-9

Section 1, Employee: This part of the form must be completed at the time of hire, which is the actual beginning of employment. Providing the Social Security number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Preparer/Translator Certification. The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his/her own. However, the employee must still sign **Section 1** personally.

Section 2, Employer: For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required

document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, **Section 2** must be completed at the time employment begins. **Employers must record:**

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the Form I-9. **However, employers are still responsible for completing and retaining the Form I-9.**

Section 3, Updating and Reverification: Employers must complete **Section 3** when updating and/or reverifying the Form I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in **Section 1**. Employers **CANNOT** specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B and:

1. Examine any document that reflects that the employee is authorized to work in the U.S. (see List A **or** C);
2. Record the document title, document number and expiration date (if any) in Block C, and
3. Complete the signature block.

What Is the Filing Fee?

There is no associated filing fee for completing the Form I-9. This form is not filed with USCIS or any government agency. The Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, call our toll-free number at **1-800-870-3676**. Individuals can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at **www.uscis.gov**.

Photocopying and Retaining the Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Forms I-9 for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

The Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR § 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Paperwork Reduction Act

We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: **1)** learning about this form, and completing the form, 9 minutes; **2)** assembling and filing (recordkeeping) the form, 3 minutes, for an average of 12 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0047.

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9, Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following): <input type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A lawful permanent resident (Alien #) A _____ <input type="checkbox"/> An alien authorized to work until _____ (Alien # or Admission #) _____	
		Employee's Signature _____ Date (month/day/year) _____	

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature _____	Print Name _____
Address (Street Name and Number, City, State, Zip Code) _____	
Date (month/day/year) _____	

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative _____	Print Name _____	Title _____
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) MESSIAH COLLEGE, 1 COLLEGE AVENUE, GRANTHAM, PA 17027		Date (month/day/year) _____

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable) _____	B. Date of Rehire (month/day/year) (if applicable) _____	
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.		
Document Title: _____	Document #: _____	Expiration Date (if any): _____
I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.		
Signature of Employer or Authorized Representative _____		Date (month/day/year) _____

LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. Social Security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)
3. An unexpired foreign passport with a temporary I-551 stamp		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)		4. Voter's registration card		4. Native American tribal document
		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (<i>Form I-197</i>)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)
		7. U.S. Coast Guard Merchant Mariner Card		
		8. Native American tribal document		7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)
		9. Driver's license issued by a Canadian government authority		
	For persons under age 18 who are unable to present a document listed above:			
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Example C

College Student Employment Position

Position: Computer Lab Proctor

Hours: 7 - 10 hours per week

Dress: school clothes

Immediate Supervisor: Berte Thompson

Special Qualifications: Looking for students with some computer background who have good communication skills and do not mind working one-on-one with other students.

Primary Duties: Monitor computer labs - answering students' questions.
Help supervisor with various small computer projects including equipment and program installation, programming projects, and other computing tasks related to the lab.

S A M P L E

Example D

**Disciplinary Interview
Student Worker**

Name of student _____

Date and time of this interview _____

Date the student was given verbal warning of unsatisfactory performance _____

Who gave verbal warning _____

Supervisor conducting this interview _____

Nature of student-fault discussed _____

Was the student advised that if the fault continued that he could be terminated, and could lose his entire remaining work-study allotment? _____

Supervisor comments (re-attitude, etc.) _____

Student comments _____

Student's signature _____ Date _____

Supervisor's signature _____ Date _____

Schedule of Hours

Fall Pay Period Ending

Hours per wk.	Total Hours per yr.	Sept. 20	Oct. 18	Nov. 15	Dec. 20
5	150	15	35	55	75
6	180	18	42	66	90
7	210	21	49	77	105
8	240	24	56	88	120
9	270	27	63	99	135
10	300	30	70	110	150
11	330	33	77	121	165
12	360	36	84	132	180
13	390	39	91	143	195
14	420	42	98	154	210
15	450	45	105	165	225

Spring Pay Period Ending

Hours remaining for spring	Feb. 7	Mar. 7	Apr. 4	May 16
75	20	40	55	75
90	24	48	66	90
105	28	56	77	105
120	32	64	88	120
135	36	72	99	135
150	40	80	110	150
165	44	88	121	165
180	48	96	132	180
195	52	104	143	195
210	56	112	154	210
225	60	120	165	225