



**MESSIAH
COLLEGE®**

PAYROLL OFFICE

**STUDENT
EMPLOYMENT
HANDBOOK**

**2009-10 Academic Year
2010 Summer**

One College Avenue
Grantham, PA 17027
(717) 766-2511

Welcome

The Payroll and Financial Aid Offices would like to extend a warm welcome to you in your joining our working community or continuing your employment at Messiah. We hope that you find employment here very rewarding and wish you to have a job experience that meets or exceeds your goals and expectations.

As part of the Messiah community, the Payroll and Financial Aid Offices want to meet your needs and expectations as well. During your time as an employee, the Payroll Office will be available to answer questions that you may have. Feel free to contact the Payroll Office by e-mail at:

Contact: Belinda Conrad, Student Employment Coordinator
Email: Payroll@messiah.edu
WWW: <http://www.messiah.edu/offices/business/payroll/>
Phone: 717.766.2511 x.2900
Office: Old Main 111 (inside the Business Office on Grantham Campus)
Mail: Payroll Office, PO Box 3011, One College Avenue, Grantham, PA 17027

Additionally, the Student Financial Aid Office is available with questions pertaining to federal, institutional, and international work and the financial aid package. The Student Financial Aid Office can be contacted at:

Contact: Michael Strite, Assistant Director of Financial Aid
Email: FINAID@messiah.edu
WWW: http://www.messiah.edu/offices/financial_aid/
Phone: 717.691-6007
Office: Old Main Basement (on Grantham Campus)
Mail: Financial Aid Office, PO Box 3006, One College Avenue, Grantham, PA 17027

Overview

The Student Employment Handbook is compiled by the Payroll Office and Financial Aid Office and is made available to student employees and departmental supervisors annually. This handbook is an important source of many aspects of the student employment process and the student work programs—applying for a job, accepting appointments, performing work duties, receiving pay for work performed, and ending job assignments.

Starting in Fall 2009, student employment opportunities will be coordinated by the Student Employment Coordinator in Payroll Office, rather than the Student Financial Aid Office. These two offices will be working together closely this year to assure a smooth transition. Some changes will be occurring this year in the student employment process. The Financial Aid Office will be continuing their role of evaluating student employment as federal, institutional, or international work.

Both students and supervisors are asked to review and become familiar with all aspects of the student employment process, as there will be accountability to the content within this handbook. In the event that this handbook does not provide an answer to one or more questions, please feel free to contact the Student Employment Coordinator in the Payroll Office or the Financial Aid Office.

Belinda Conrad
Student Employment Coordinator

Michael Strite
Assistant Director of Financial Aid

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 postsecondary 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 applies additional institutional funds to the federal funds received. The institutional share varies from 50% to 70% in any given year.

Federal Work-Study earnings are subject to applicable taxes and must be reported on applicable income tax forms.

Institutional Work Program

Messiah College has also placed a significant amount of money into its own institutional work program. A student does not have to be considered as having financial need to participate in this program. This benefits students who do not demonstrate financial need via the standard need analysis formula, gives additional students the opportunity to obtain a work assignment on campus, and allows more student employees to be available to meet needs across campus. The Institutional Work program is identical to the Federal Work-Study program in terms of wage rates, scheduled hours, available jobs, etc.

Institutional Work assignment earnings must be reported on financial aid applications (i.e., FAFSA). These earnings are also subject to applicable income taxes and must be reported on applicable income tax forms.

Work Eligibility

General Work Requirements

1. The student must be eligible to work in the United States. This eligibility is confirmed via the I-9 Form (Employment Eligibility Verification Form) discussed later.
2. Any international student not having been issued a social security number should coordinate with the Office of Multicultural Programs to obtain a social security number. International students are allowed to work temporarily without issuance of a social security number, but must have received one by the deadline established by that office. When the social security number is received, the student should promptly notify the Office of Multicultural Programs and the Payroll Office.
3. The student must be enrolled at Messiah College on at least a half-time basis (i.e., one-half of the minimum credits required to be considered a full-time student). Students may work during the summer in a student employment role, if the student met the half-time requirement for the preceding spring semester AND is planning to meet the requirement for the following fall semester. Any work to be performed either BEFORE starting coursework at the College or AFTER graduation from the College cannot be considered student employment. This work must be processed through the Office of Human Resources as a temporary work assignment.
4. The student must be capable of maintaining satisfactory academic progress in a course of study, as defined by approved academic guidelines, and available within the Registrar's Office.

Federal Work-Study Requirements

The Financial Aid Office assumes the responsibility to make work awards consistent with federal regulations and coordinate them with other financial assistance programs. More information is available in the Financial Aid website at: http://www.messiah.edu/offices/financial_aid/.

1. If the student demonstrates financial need as determined by the Free Application for Student Financial Aid (FAFSA), the student can be offered a Federal Work-Study assignment. If the student does not demonstrate financial need, the student 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.

What Types of Work Opportunities Are Available?

During the academic year, numerous jobs are available on campus in various areas such as dining services, campus events, facility services, various administrative offices, etc. Some on-campus jobs are also available during the summer, although job opportunities during the summer are more limited.

Position descriptions for on-campus jobs are created by the hiring department and maintained in the Payroll Office. The Payroll Office will work with departments/supervisors to regularly review and update the position descriptions. Position descriptions are currently made available upon request (see Example A).

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 class schedule and the size of the approved work allocation. For example, if a student is awarded a work-study allocation of \$2,250 for the full 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 work with the supervisor 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.

Applying for a Student Work Assignment

Students may request, or be selected for a job assignment, in various ways:

1. Application on File → students complete an *optional* Student Employment Application (see Example B) to be maintained in the Payroll Office. Departments/Supervisors will be able to access and review applications on file to aid in the selection process.
2. Student-Initiated Search → students may contact departments on campus regarding any job openings.
3. Department-Initiated Search → departments will, at times, request student employees for a position within the department. In these cases, departments may choose to review available student employment applicants to select one or more applicants for review and/or hiring into the job assignment. Departments will contact students directly.
4. Web-Initiated Search (not yet available at time of publication) → supervisors and students will be able to access a common job posting site where supervisors will post job openings and students will be able to review and reply to jobs of interest.

Notification of a Work Assignment

If a student applicant is found to be eligible for a work assignment, both the student and the department will be notified in the form of an offer letter from the Student Employment Coordinator. Notifications for students beginning a work assignment at the start of the academic year are typically made during the summer that precedes the academic year—between June 1 and the start of fall semester classes. Notifications for students beginning a work assignment at the start of the summer are typically made by approximately May 1. Students receiving a job assignment at any other time will generally receive notification on a rolling basis after the assignment has been requested and approved. Generally students are notified of their eligibility for the academic year program during the summer preceding the academic year in question.

Beginning a Work Assignment

New Student Employees

All students who plan to begin student employment for the first time are required to complete and submit various forms to be authorized to begin a work assignment. Any student who is considering beginning student employment is encouraged to review these forms as well. Students beginning work at the start of a semester should plan to complete the required paperwork prior to arrival on campus and bring the required documentation to campus to avoid delays in beginning a work assignment.

A student may not begin a work assignment without the following:

- ✓ Valid Social Security Number (*exception: international students applying for card at time of arrival*)
- ✓ I-9 Employment Eligibility Verification (see Example C) (*ORIGINAL verifications documents for List A OR for List B and C are required; photocopies are not accepted*)
- ✓ HR Employment Forms Packet

In addition to the forms listed above, the following forms are required of all student employees by the timesheet deadline of the first scheduled payroll:

- ✓ W-4 Employee Withholding Allowance Certificate (*federal tax withholding*)
- ✓ Residency Information Form (*local tax withholding*)

Finally, direct deposit is available to all student employees. Students interested in direct deposit must complete the Direct Deposit Authorization Form. Currently, over 75% of Messiah student employees are paid via direct deposit. Even though it is not required to have your pay directly deposited into your bank account, there are a number of benefits to having funds deposited directly into a bank account:

- ✓ your check will not get lost in the mail
- ✓ you will have immediate access to your pay
- ✓ there will be no delay in receiving your pay when you go home for the summer or for breaks
- ✓ you avoid check replacement fees for lost checks

To avoid any payroll processing delays, the Payroll Office encourages that all required forms be completed by the first day of employment, whenever possible.

For students beginning work in the fall semester, the Payroll Office staff will be available during Fall Welcome Week to assist with completion of the required forms and answer any student employment questions. Students will be able to obtain and/or complete all the required student employment paperwork at this time. Students needing to complete the I-9 form should plan to visit the Payroll station during this time to complete your work authorization. For detailed information on date, time and location, please refer to the Fall Welcome Week information and schedule.

In limited cases, individual departments may be authorized by the Payroll Office to be able to aid in the completion of the required Payroll paperwork, including the I-9 verification. Departments who have been authorized will communicate this arrangement with their student employees.

For students completing the required paperwork prior to arrival, for students unable to visit the Fall Welcome Week station, for students hired at other times throughout the year, or for students who need to make changes to previously-submitted paperwork, please visit the Payroll Office and/or visit the Payroll Office website for student employment information and the necessary forms.

Continuing Student Employees

Students who have worked previously as a student employee need not complete the new hire paperwork identified for new student employees. However, continuing student employees must complete new paperwork for items such as a name change, address change, or to re-certify eligibility in the event of expired work authorization documents on a prior I-9 form.

Continuing student employees should maintain a copy of the *Student Employment Work Authorization Card* to present to the employment supervisor each subsequent academic year and/or summer. More detailed information on this card is provided later in this document.

Student Employees Returning to Work After a Break in Service

Student employees are considered to be continuing employees—from one academic year to the next—so long as the student has worked within the twelve (12) months prior to returning to a work assignment. Students who have not worked in more than twelve (12) months are considered to have a break in service. Whether or not the assignment to which the student is returning is the same as the prior assignment does not exempt an employee from this requirement. Work during the summer term is not required to be considered a continuing employee.

Employment law requires all employees who have a break in service to re-verify employment eligibility by completing/updating the I-9 information on file with the Payroll Office. Students **MUST** bring originals of the employment verification documents to the Payroll Office prior to beginning the work assignment.

Student Single (One-Time) Payments

There are occasions where departments need to utilize a student's assistance in a one-time work assignment that is outside of the standard work study assignments. To be in compliance with employment law, these

workers generally must follow the same requirements as new student employees. One exception is that the full I-9 form, not just Section 1, must be completed prior to performing the required work. Departments must not allow students to perform work without the required forms.

The Payroll Office maintains electronic copies of all forms on the Payroll website. Therefore, the supervisor may download and print out forms for the student's completion prior to the work assignment. Printed copies of these forms are also maintained in the Payroll Office. Departments should, at no time, have a student work without the required forms having been completed. To be prepared for situations where the work to be performed may be requested with limited advanced notice, departments should consider maintaining a "temp pool" of one-time workers so that the required documents can be completed in advance.

Any forms completed by the student and submitted to the supervisor must be forwarded to the Payroll Office for filing.

Students performing work in "one-time" assignments will also be issued the *Student Employment Work Authorization Card*.

Payment for students completing one-time assignments is requested via the *Request for Single Student Payment* form that is available on the Payroll website. Students completing these assignments should NOT complete a standard student timesheet.

Student Employment Work Authorization Card

To assist the College and the individual hiring departments in following required employment law, each student employee will be issued a *Student Employment Work Authorization Card* upon completion of the required paperwork (see Example D). Students must present this authorization card to the hiring supervisor prior to commencing work. It is the responsibility of both the student employee and the supervisor to confirm that the required paperwork has been completed by the required deadlines.

BOTH students returning to the same department in a subsequent academic year or summer AND students changing job assignments within an academic year or summer must show the Student Employment Work Authorization Card to the student's supervisor.

In the event that a authorization card has been lost, the Payroll Office can reissue a card to the student. Additionally, in the interim until a replacement card is issued, a department/supervisor may contact the Payroll Office to confirm work eligibility.

Student Employee's Rights

Your rights as a student employee:

- To be treated fairly and equitably by your supervisor and Messiah College
- To know what is expected of you concerning your work schedule, duties, and other requirements made by the supervisor
- To be informed about your work performance through verbal communication and performance evaluations

Student Employee's Responsibilities

As a student employee, you make a commitment to Messiah College and your hiring manager that you will perform your job duties assigned to you to the best of your abilities. Student employee positions are real jobs and should be treated as such. Consider your job an opportunity for professional development and an excellent occasion for you to build skills outside the classroom. In addition, your department supervisor can later serve as an employment reference.

Attendance and Work Schedules

Students are hired as part-time, temporary employees and should be scheduled as such. We rely on the management skills of supervisors and the good judgment of student employees to take all factors into consideration when establishing work schedules. Supervisors and students should insure that academic pursuits remain the top priority.

- The student employee must arrange a suitable working schedule with the supervisor.
- No student employee can work during time scheduled for class or more than 20 hours per week during the academic year.
- Student employees should not work more than 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.
- Report to work on time when you are scheduled to work and let your supervisor know when you arrive for work.
- If you need to miss work for any reason, request permission from your supervisor in advance.
- In case of an emergency, contact your supervisor as soon as you know you will miss work. Notification should be received 24 hours in advance, whenever possible.
- Making up time for excused absences is at the discretion of the supervisors.
- The student employee and supervisor may jointly revisit and revise a work schedule, as needed.
- 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, the student is expected to keep it throughout the semester. If a student must terminate a job for any reason, two (2) weeks notice should be given to the supervisor. A Student Employment Termination/Cancellation form is available from the assignment supervisor or the Payroll Office.

Attitude

- Supervisors count on student employees to work and need for the student to act in a professional manner concerning all aspects of your work.
- Always perform your assigned duties to the best of your ability.
- Listen carefully to what others are saying.
- Give clear and polite responses to:
 - Other students
 - Messiah College employees
 - Visitors
- Respond positively to constructive criticism.
- Make the effort to establish good working relationships with the supervisor and other co-workers, including other student employees.
- Always follow Messiah College and departmental policies and procedures.

Competency

- Follow instructions correctly and completely.
- If instructions are not clear, ask for clarification in order to complete each task accurately.
- If you are not able to complete an assignment because you don't have the skills or training necessary, tell your supervisor immediately.

Appearance and Dress

- You represent Messiah College and as such, it is important that you dress appropriately for your job. Your supervisor should provide you with specific guidelines regarding dressing for the job. If you are unsure about the appropriate attire for your job, please ask your supervisor for specific information.

Conditions of Employment

- Follow the policies of the College and the department in which you are working.
- Enroll in a minimum of one-half the minimum full-time load (at least six credits during the term).
- Maintain satisfactory academic progress as defined by the College. If necessary, you may need to adjust your work schedule to accommodate study time in order to continue working.
- Student employees are temporary, hourly employees who are hired on an as-needed basis. Messiah College makes every effort to employ as many students as possible, but there is no guarantee that a student will find a position.
- Students, as at-will employees, may be terminated at any time during the term, academic year or summer.

Confidentiality

Confidential information includes:

- Student Records (e.g. course grades, GPA, class schedules, cumulative academic records, transcripts)
- Financial information (e.g. student accounts, financial aid records, donor or parent financial data, bank and credit account numbers, credit histories, tax return data)
- Disciplinary information
- Social Security number or student number
- Address and phone numbers
- Other personal information

DO NOT release or share confidential information about other students, parents, employees, guests, donors or applicants with anyone, including family members, either by phone or in person. Unauthorized release of confidential information is a serious violation of federal laws, including the Family Rights and Privacy Act (FERPA) and the Gramm-Leach-Bliley Act. Respect the records as if they contained your own personal information.

DO NOT discuss department issues with others.

DO NOT remove files or other materials from the work place.

A breach of such confidentiality or any act of dishonesty may be just cause for your immediate dismissal.

Personal Business and Cell Phones

While at work you are expected to concentrate on your work. The following behaviors are not acceptable in the work place and do not reflect a strong and committed work ethic:

- Extended personal phone calls, accepting excessive personal calls (via a desk phone or your own cell phone), and/or use of instant messaging while working
- Having friends drop by for visits to the workplace
- Conducting personal business such as paying bills during work
- Reading/writing personal emails, blogging, texting, twittering, or joining chat rooms while working

In addition, you need to check with your supervisor as to whether or not it is acceptable for you to have a cell phone in the work place. Due to matters of confidentiality, your supervisor has the right to determine that cell phones are not appropriate in the work place.

Job Changes

A student cannot change jobs during the semester without first securing permission from the current supervisor and in coordination with the Payroll Office. Initial acceptance of the work assignment indicates that the student is willing to keep that particular job for the entire semester. Students who begin and subsequently quit a Student Employment job without the approval of the supervisor and/or the Payroll Office may be ineligible to obtain another work assignment until the following semester.

Students who are interested in changing work assignments in a subsequent year, should contact the Student Employment Coordinator in the Payroll Office. Students may also communicate with individual supervisors within the desired department to obtain details of the job assignment. These contacts should be made and completed by March/April to facilitate the job assignment process for the upcoming academic year.

Note that supervisors in the various departments can also request the students that they want to have work for them the next year. The Payroll Office works very closely with the department supervisors in the placement of students so it is very important that student-supervisor communications occur in a timely fashion—typically by late March for upcoming academic year assignments.

Job Terminations

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

1. The student has earned the authorized amount. 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.

Below are examples of behaviors that will result in disciplinary action, including the possibility of immediate dismissal by the supervisor/department and/or the Payroll Office:

1. Excessive tardiness or absences without a legitimate excuse
2. Sloppy or unclean appearance
3. Carelessness or lack of attention that results in injury to property, person, or public relations
4. Inappropriate conduct including profanity, physical violence, sexual misconduct and harassment

5. Discourtesy or failure to work harmoniously with fellow employees
6. Breach of confidentiality
7. Theft
8. Being under the influence of drugs or alcohol
9. Falsification of time reports
10. Incompetence or poor attitude on the job
11. Willful misconduct

Disciplinary Process

In the event of a behavioral, disciplinary, or similar issues, the supervisor/department, student employee, and Payroll Office, will follow the steps outlined below:

1. **FIRST OCCURRENCE** → 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. The Student Employee Disciplinary Notification Form (see Example E) should be completed by the supervisor and a copy sent to the Payroll Office.
2. **SECOND OCCURRENCE** → If the problem still exists after the specified time period elapses, the supervisor conducts a disciplinary interview with the student worker. The Student Employee Disciplinary Notification Form should be completed by the supervisor and a copy sent to the Payroll Office.
3. **FINAL OCCURRENCE** → 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. A copy of this termination notice should be submitted to the Payroll Office to be placed in the student employee's file.

Termination of Employment for Willful Misconduct

All student employees of the College are expected to refrain from willful misconduct. Examples of willful misconduct (referenced from the Human Resources Employee Policy & Procedure Manual) which may lead to termination of employment include:

- a. Insubordination
- b. Neglect of duty
- c. Dishonesty
- d. Fighting or threats of violence
- e. Theft, attempted theft or willful destruction of College property
- f. Sabotage
- g. Falsification of payroll, employment, or other College records or information
- h. Unapproved absence of three consecutive days
- i. Harassment
- j. Using College IT equipment/infrastructure in a manner that is not in compliance with the ethical and moral standards of the College
- k. Intentional violation of the principles embodied in the "Community Covenant"
- l. Serious violation of Messiah College policies
- m. 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, depending on the circumstances of the conduct, may result in a range of actions 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 Student Employment Coordinator 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.

Job Levels

Messiah College operates within a system of job levels and wage incentives. A student will be considered to be a level one employee 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. A non-exhaustive list of departments that have one or more hard-to-fill positions include: Dining Services, Campus Events, Safety, Aquatics, and the Philadelphia Campus.

A student that decides to switch departments will revert back to a level one.

Pay Rates

Pay rates are reviewed annually and are approved by the Student Employment Review Board (SERB), following government requirements, benchmark data, and internal guidelines.

The following pay rates for students are in effect for the 2009–2010 academic year. Most College positions are included within the Level 1 through Level 4 categories, with some limited exceptions. In addition to these rates, summer assignments typically receive either a taxable or non-taxable room and board benefit (if living on campus) or an additional \$1.00/hr. (if living off campus).

Job Level	Hourly Wage	
	Regular	Hard to Fill
Level 1	7.25	7.55
Level 2	7.35	7.70
Level 3	7.50	7.85
Level 4	7.65	8.00
Level 5	7.80	8.15
Level 6	---	8.30
Level 7	---	8.45
Level 8	---	8.60
Level 9	---	8.75

Timesheets

Students must complete timesheets 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 following the supervisory hierarchy of the immediate supervisor. Timesheets that are not received in the Payroll Office by the established deadlines will not be processed until the next scheduled student payroll, in accordance with the Payroll Deadline Policy. 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 items such as lunch breaks, holidays, snow/emergency days, etc. Overtime will be paid where the student works more than 40 hours in a Sunday–Saturday workweek. It is important that students maintain their work schedule. *Deliberate falsification of timesheets 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 timesheets.*

Official payroll-issued timesheets must be used and these timesheets may not be altered. If a timesheet is lost—or hasn't been received—the student or supervisor should contact the Payroll Office for a replacement.

Payroll and Tax-Related Documents

Information presented in this section is current at the time of publication. Forms, additional information, and all updates will be communicated via the Payroll Office via e-mail, memo, and/or the Payroll Office website.

I-9 Employment Eligibility Verification Form

Student employees may complete the I-9 form prior to the actual first day of work, as long as the student has been offered and accepted a job assignment. Section 1 of the I-9 form must be completed prior to beginning the first day of employment. Student employees are not authorized—and therefore are NOT allowed to begin work—until the completion of Section 1 of the I-9 form, including the returning of the form to the Payroll Office. Students have until the end of the third work day to provide documents to verify employment eligibility for Section 2 of the I-9 form. For employees working less than three (3) days in the assignment, both Section 1 and Section 2 must be completed on the first day of employment.

Students who suspect that they will be unable to provide documentation to complete the form within the required time period should contact the supervisor to discuss a possible adjustment in the start of the work assignment. Failure to have a completed I-9 form within three (3) work days of beginning a work assignment will result in the employee being unable continue work until the I-9 form has been completed. Specific details regarding the presentation of an application for required documents are outlined on the I-9 form.

Based on the documents provided to verify initial employment eligibility, the need may arise for the student to re-verify employment eligibility. The re-verification date will typically be listed on the *Student Employment Work Authorization Card*. Re-verification would be needed upon the expiration of a List A and/or List C document that confirms work eligibility.

More information on the I-9 form can be found at: <http://www.uscis.gov/>.

W-4 Employee Allowance Withholding Certificate

The federal W-4 form is a required form for calculating federal tax withholding. The form also includes worksheets (which are optional) and instructions—both for the employee's use only. Only the section of the W-4 below the dotted line on page 1 is required to be completed and submitted to the Payroll Office.

More information on the W-4 form can be found at <http://www.irs.gov>.

Residency Information Form

The Residency Information Form is a required form for calculating local tax withholding. Local tax withholding is based on an employee's permanent residence. In the case of most students, this would be the student's "home" residence and not their Messiah College address. For local tax withholding purposes, international students may specify the United States address to which mail will be delivered while in the United States, rather than an international address.

More information on the Residency Information form can be found at: <http://www.westab.org>.

Pay Schedule

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. Additionally, students completing timesheets will be able to review the work periods for a given payroll on the timesheet.

Student Employment Chapel Policy

Messiah College has an established chapel schedule and attendance requirement (see <http://www.messiah.edu/ministries/Chapel/>). Departments/Supervisors are encouraged not to schedule student work hours during the chapel periods, where possible. However, the job responsibilities in some departments may require work to be performed during part or all of a given chapel period. Questions or concerns about the need to work during the chapel period should be directed to the department/supervisor and/or the College Ministries 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.

Supervisors are expected to:

1. Review the Student Employment Handbook and the Human Resources Employee Policy and Procedure Manual on at least an annual basis.
2. Complete a Student Employment Master Form (see Example F) to notify the Payroll Office of new hires, transfers, and/or terminations. Approval must be received from the Payroll Office before a student starts to work.
3. Assist the Payroll Office in abiding by the hiring requirements outlined under Student's Responsibilities and in the collection of required employment and tax-related forms. Do not allow a student to begin work without a completed Form I-9 and a Student Employment Work Authorization Card.
4. Work with each student to determine an acceptable work schedule. The schedule should be flexible enough to accommodate student's needs.
5. Define the student's duties and explain the job as thoroughly as possible, providing the student with a copy of the job description. Providing the necessary training, guidance, and understanding to students is an important part of the supervisor's responsibility.
6. Notify the Human Resources Office if there is a need to accommodate a student with a disability, as all student employees are covered under the Americans with Disabilities Act.
7. Distribute, collect, and sign the timesheet at the end of each pay period and deliver the timesheet to the Payroll Office before the established deadline. Late timesheets will not be processed until the next scheduled payroll. **NOTE: Departments submitting late timesheets may be assessed a fee for the additional processing.**
8. Manage the student employment disciplinary process, consulting with Payroll where needed.
9. Notify the Payroll Office immediately when a student has given notice of leaving an assigned position using the Student Employment Master Form (see Example F) and by collecting a forwarding the Student Employment Resignation/Cancellation form (see Example G).
10. Monitor 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 Federal Work Study allocation.***
11. Monitor the student wage budget for their department.
12. Review the computerized summary sheet for each student (comparing student hours-to-date with Financial Aid work award for the academic year) that is sent by the Financial Aid Office to each supervisor on a monthly basis. Supervisors should check this to be sure that no student has worked over their allotment.
13. Follow the guidelines established by the Fair Labor Standards Act (FLSA) of 1938, as amended. FLSA establishes guidelines including, but not limited to: (1) the prohibition of employers from accepting voluntary services from any hourly-paid employee; and (2) the requirement to record and pay for all time worked for hourly employees, including any overtime due.

A Student Employment Annual Roster Request Form (Example H) 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 Payroll 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 Payroll Office has job descriptions on file for many student positions. Prior to, or concurrent with, the creation of a new position, a job description should be submitted to the Payroll Office. A position description template will be provided by the Payroll Office.

Students who show an interest in a particular job or have a defined skill are encouraged to contact the Payroll Office and/or an individual supervisor/department in the particular area of interest. The supervisor can include the student 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. The Student Employment Master Form should be completed by both departments to indicate the resignation/termination and new hire of the student employee. The Payroll Office will then consider the advisability of the transfer. Transfers may be granted in the event that a 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.

Additional requests for Student Employment students may be made to the Payroll Office, adhering to budgetary limits, throughout the 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.

Responsibilities of the Financial Aid Office

1. Interpret the federal regulations pertaining to the Federal Work-Study program. The Financial Aid Office is the final authority in interpreting these regulations.
2. Work with the Payroll Office in determining federal vs. institutional aid awards.
3. 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.

Student Employment Review Board (SERB)

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 the Student Employment Coordinator in the Payroll Office for more information.

Schedule of Hours

Hours per wk.	Total Hours per yr.	Fall Semester				Spring Semester			
		Pay Period Ending				Pay Period Ending			
		Sept. 19 (3 wks)	Oct. 17 (4 wks)	Nov. 14 (4 wks)	Dec. 19 (4 wks)	Feb. 6 (4 wks)	Mar. 6 (4 wks)	Apr. 3 (3 wks)	May 15 (4 wks)
5	150	15	35	55	75	95	115	130	150
6	180	18	42	66	90	114	138	156	180
7	210	21	49	77	105	133	161	182	210
8	240	24	56	88	120	152	184	208	240
9	270	27	63	99	135	171	207	234	270
10	300	30	70	110	150	190	230	260	300
11	330	33	77	121	165	209	253	286	330
12	360	36	84	132	180	228	276	312	360
13	390	39	91	143	195	247	299	338	390
14	420	42	98	154	210	266	322	364	420
15	450	45	105	165	225	285	345	390	450



PAYROLL OFFICE

Student Employment Position Description

Created: _____ Last Mod: _____

Position Title:

Position Code: []

Department:

Reports To:

Supervises:

Position Summary:

Hours Required:

Dress Requirements:

Skills, Characteristics, and Experience Required:

-

Special Working Conditions:

Primary Duties	
1.	
2.	
3.	
4.	
5.	
6.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	
2.	Other duties as assigned.



PAYROLL OFFICE

Student Employment Application *(optional)*

All students who are interested in obtaining College employment as a student employee under the Federal Work Study or Institutional Work programs may complete this application form in search of employment. This application is *optional* and will be housed in the Payroll Office to aid departments actively looking for students for a specific job assignment. Note that any work to be performed either BEFORE starting coursework at the College or AFTER graduation from the College cannot be considered student employment. This work must be processed through the Office of Human Resources as a temporary work assignment.

Completion of this application is not a guarantee of employment nor will it prevent students from being considered for other forms of financial aid, including grants, scholarships, and/or loans.

**Please complete and mail to:
Payroll Office, Box 3011, One College Avenue, Grantham, PA 17027**

Date: _____

Name: _____
Last, First Middle

Student ID #: _____

Campus Phone Ext. #: _____ Cell Phone #: _____

Campus E-mail Address: _____

Date available for work: _____

Are you currently a student at Messiah College? Yes No

If not, when will you begin? Fall Spring Summer Year: _____

What is your major? _____

Were you previously employed by Messiah College? Yes No

Are you legally eligible for employment in the United States? Yes No

(Proof of U.S. citizenship or immigration status will be required upon employment.)

Indicate your first, second, and third choice of job assignments from the following non-exhaustive list:

<input type="checkbox"/> Dining Services	<input type="checkbox"/> Phonathon	<input type="checkbox"/> Library
<input type="checkbox"/> Campus Events (Custodial)	<input type="checkbox"/> Information Technology Svcs	<input type="checkbox"/> Campus Store (Bookstore)
<input type="checkbox"/> Office Assistant/Receptionist	<input type="checkbox"/> Media Services	<input type="checkbox"/> Athletics/Aquatics
<input type="checkbox"/> Safety, Dept of	<input type="checkbox"/> Post Office	<input type="checkbox"/> Early Learning Center
<input type="checkbox"/> Other <i>(please specify)</i> :		

Messiah College does not discriminate on the basis of age, color, ethnic/national origin, disability, race or gender in its education programs, admissions or employment policies.

Employment is on an "at will" basis and for no definite period and may, regardless of the time and manner of payment of wages, be terminated at any time with or without cause by the College or the employee.

Student Employment Application *(optional)*

Briefly describe your skills and abilities:

Employment History

List up to four present or former employers, starting with most recent employer.

Dates (MM/YY)	Name of Employer	Position Held
From _____ To _____	_____	_____
Description of Duties _____		

From _____ To _____	_____	_____
Description of Duties _____		

From _____ To _____	_____	_____
Description of Duties _____		

From _____ To _____	_____	_____
Description of Duties _____		

**Form I-9, Employment
Eligibility Verification**Department of Homeland Security
U.S. Citizenship and Immigration Services**Instructions****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 United States) 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-authorized 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. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.

What Is the Purpose of This Form?

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

When Should Form I-9 Be Used?

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

Filling Out Form I-9**Section 1, Employee**

This part of the form must be completed no later than 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.**

Noncitizen Nationals of the United States

Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

Employers should note the work authorization expiration date (if any) shown in **Section 1**. For employees who indicate an employment authorization expiration date in **Section 1**, employers are required to reverify employment authorization for employment on or before the date shown. Note that some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia or the Republic of the Marshall Islands). For such employees, reverification does not apply unless they choose to present

in **Section 2** evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

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 or 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 authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, **Section 2** must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document **OR** a combination of a List B and a List C document.

If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.

Employers must record in Section 2:

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 in **Section 2**. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the verification process and must be retained with Form I-9. **Employers are still responsible for completing and retaining Form I-9.**

For more detailed information, you may refer to the *USCIS Handbook for Employers (Form M-274)*. You may obtain the handbook using the contact information found under the header "USCIS Forms and Information."

Section 3, Updating and Reverification

Employers must complete **Section 3** when updating and/or reverifying Form I-9. Employers must reverify employment authorization of their employees on or before the work authorization expiration date recorded in **Section 1** (if any). 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 years of the date this form was originally completed and the employee is still authorized 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 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 the employee is authorized to work in the United States (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.

Note that for reverification purposes, employers have the option of completing a new Form I-9 instead of completing **Section 3**.

What Is the Filing Fee?

There is no associated filing fee for completing Form I-9. This form is not filed with USCIS or any government agency. 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, you can download them from our website at www.uscis.gov/forms or call our toll-free number at 1-800-870-3676. You can obtain information about Form I-9 from our website at www.uscis.gov or by calling 1-888-464-4218.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from our website at www.uscis.gov/e-verify or by calling 1-888-464-4218.

General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our Internet website at www.uscis.gov.

Photocopying and Retaining 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 Form I-9s for three years after the date of hire or one year after the date employment ends, whichever is later.

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 authorized officials of the Department of Homeland Security, 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

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 12 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**

Form I-9, Employment Eligibility Verification

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

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-authorized 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):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)

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 authorized 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)		Date (month/day/year)
MESSIAH COLLEGE, ONE COLLEGE AVENUE, GRANTHAM, PA 17027		

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 authorization.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
-----------------------	-------------------	---------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized 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

All documents must be unexpired

LIST A

**Documents that Establish Both
Identity and Employment
Authorization**

LIST B

**Documents that Establish
Identity**

LIST C

**Documents that Establish
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	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. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	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	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	4. Voter's registration card	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	9. Driver's license issued by a Canadian government authority	6. U.S. Citizen ID Card (Form I-197)
	For persons under age 18 who are unable to present a document listed above:	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	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)

Student Employment Work Authorization Card

Messiah College Student Employment / Payroll Office

Student Name: _____ ID#: _____

This document serves to notify that the following student employee has:

REQUIRED ITEMS <i>(Prior to Beginning Work)</i>	DATE
<input type="checkbox"/> Been issued a valid Social Security Number <i>(exception for international students in application process)</i>	
<input type="checkbox"/> Completed I-9 Section 1 (required on day 1) –OR–	
<input type="checkbox"/> Completed I-9 Sections 1 & 2 (required within 3 days)	
<input type="checkbox"/> Completed the HR Employment Forms Packet	
REQUIRED ITEMS <i>(Prior to First Payroll)</i>	DATE
<input type="checkbox"/> W-4 Employee Withholding Allowance	
<input type="checkbox"/> Residency Information Form	

The student may begin work on: _____

Work authorization is valid until *(only if authorization expires)*: _____

Authorized Payroll Signature _____

IMPORTANT NOTES

- All student employees will be presented with this eligibility verification card upon receipt and validation of required paperwork in the Payroll Office or an authorized representative from a hiring department. Work may not begin until this card is presented to the hiring supervisor.
- Departments must not continue to employ student workers after the third (work) day of employment if a verification card has not been presented by the student.

Student Employment Work Authorization Card

Messiah College Student Employment / Payroll Office

Student Name: _____ ID#: _____

This document serves to notify that the following student employee has:

REQUIRED ITEMS <i>(Prior to Beginning Work)</i>	DATE
<input type="checkbox"/> Been issued a valid Social Security Number <i>(exception for international students in application process)</i>	
<input type="checkbox"/> Completed I-9 Section 1 (required on day 1) –OR–	
<input type="checkbox"/> Completed I-9 Sections 1 & 2 (required within 3 days)	
<input type="checkbox"/> Completed the HR Employment Forms Packet	
REQUIRED ITEMS <i>(Prior to First Payroll)</i>	DATE
<input type="checkbox"/> W-4 Employee Withholding Allowance	
<input type="checkbox"/> Residency Information Form	

The student may begin work on: _____

Work authorization is valid until *(only if authorization expires)*: _____

Authorized Payroll Signature _____

IMPORTANT NOTES

- All student employees will be presented with this eligibility verification card upon receipt and validation of required paperwork in the Payroll Office or an authorized representative from a hiring department. Work may not begin until this card is presented to the hiring supervisor.
- Departments must not continue to employ student workers after the third (work) day of employment if a verification card has not been presented by the student.



PAYROLL OFFICE

Student Employee Disciplinary Notification

Date: _____

To: _____

From: _____

Subject: _____

Occurrence: First (verbal) Second (written)

This memorandum serves as a written record of the discussion that you and I are having today regarding your performance as it relates to Messiah College policies and procedures. Your job performance has deteriorated as follows:

- a. We have discussed this with you previously on (dates) _____.
- b. The Messiah College policy is stated below:

Failure to comply with our policies is not acceptable, and you must demonstrate immediate and sustained improvement. Beginning today, your performance improvement will be monitored closely. Expectations are as follows:

Please sign below. Your signature on this document is an acknowledgment that this matter has been discussed with you and you have reviewed this document prior to inclusion in your personnel file. Your signature is not an indication of agreement or disagreement of the deficiencies that are outlined in this document.

Employee: _____

Supervisor: _____
Print Name *Signature* *Date*

Employee Comments:



Student Employment Master Form

PAYROLL OFFICE

Please be sure to complete all applicable information

Document Status: Original or Amended On _____ By _____

Reason for Change	<input type="checkbox"/> New Hire (Never Employed)
	<input type="checkbox"/> New Hire (Is/Was Employed)
	<input type="checkbox"/> Job Correction/Update
	<input type="checkbox"/> Resignation by Employee
	<input type="checkbox"/> Termination by Supervisor
	<input type="checkbox"/> Other <u>see COMMENTS</u>

_____ From (first day change is/was effective)
_____ Through (last day change is/was effective)
_____ Last Day Worked (<i>Resign./Term. only</i>)

:PAYROLL USE ONLY :

- Hrs _____
- PPAIDEN
 - PEAEMPL
 - NBAJOBS
 - PDABDSU/DEDN
 - GXADIRD
-
- Spreadsheet
 - Address book
 - Attendance
 - Timesheet sent
 - LST waived

Student Name: _____ ID# _____

Student Title: _____

School/Department: _____

Campus: Grantham Philadelphia Harrisburg

Change Request(s)	New / Correction	Resignation / Termination
<input type="checkbox"/> Department		
<input type="checkbox"/> Supervisor		
<input type="checkbox"/> Job Code (<i>if known</i>)		
<input type="checkbox"/> Job Title		
<input type="checkbox"/> Job Band (<i>Regular/Hard-to-Fill</i>)		
<input type="checkbox"/> Job Level (<i>e.g., 1...9</i>)		
<input type="checkbox"/> Wage Rate	\$ _____	\$ _____
<input type="checkbox"/> Job Hours (<i>total</i>)		
<input type="checkbox"/> Account Number(s) (<i>use all 8 digits {xxxx-yyy}</i>)		
<input type="checkbox"/> Other (<i>explain</i>)		
<input type="checkbox"/> New or Terminated Position?	<input type="checkbox"/> If new, please attach documentation as to how it will be funded	
Mid-Year Job Changes Only:	Approval received from former supervisor to change jobs? <input type="checkbox"/> Yes <input type="checkbox"/> No Former Supervisor: _____	
COMMENTS		

Student Housing (Summer Only)

Will the student be living on campus during the summer? Yes No

Is the student required to live on campus for this job assignment? Yes No

NOTE: Only certain jobs are approved to require on-campus housing. Contact Residence Life or the Payroll Office with questions.

On what dates will the student be living on campus? From: _____ To: _____

Supervisor _____

Print Name

Signature

Date:



PAYROLL OFFICE

Student Employment Resignation/Cancellation

TO: _____ DATE: _____

I, _____, with full knowledge that continuing work is available to me, hereby give notice of voluntary cancellation/termination of employment.

I have been offered the following assignment and I am declining for the following reason(s):

I worked in the following assignment and I am resigning for the following reason(s):

My last day of work will be: _____.

Title: _____

Department: _____

ID# _____

Employee Signature _____

FOR SUPERVISOR USE

1. The student gave the required two-week notice: Yes No

If no, did you waive the two-week notice requirement?: Yes No

2. Would you rehire the student employee?: Yes No

3. Comments:

Supervisor

Date

(When completed please return to the Student Employment Coordinator, Box 3011)



PAYROLL OFFICE

Student Employment Annual Roster Request Form

Please be sure to complete all applicable information

Request Year: _____ Requested by: _____

Job Title: _____

Department: _____

Wage Org/Acct: _____

Supervisor: _____

Hours/Week Requested: _____

No. of Students Requested: _____

Student Name	ID#	Re-assign next year	Job Level next year	Hours per week	Comments	Payroll/Financial Aid Use Only		
						Action	Total Award	Hours Assigned
		<input type="checkbox"/> Yes <input type="checkbox"/> No						
		<input type="checkbox"/> Yes <input type="checkbox"/> No						
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		<input type="checkbox"/> Yes <input type="checkbox"/> No						
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		<input type="checkbox"/> Yes <input type="checkbox"/> No						
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		<input type="checkbox"/> Yes <input type="checkbox"/> No						
		<input type="checkbox"/> Yes <input type="checkbox"/> No						
		<input type="checkbox"/> Yes <input type="checkbox"/> No						
		<input type="checkbox"/> Yes <input type="checkbox"/> No						

Supervisor _____

Budget Director _____

Print Name

Signature

Date: