NORTHERN KENTUCKY UNIVERSITY

STUDENT EMPLOYMENT SUPERVISOR MANUAL

INTRODUCTION

The Northern Kentucky University Student Employment Supervisor Manual was developed to improve and maintain communication between the Office of Student Financial Assistance and all university departments that hire student employees. This manual will guide you through the policies and procedures governing the NKU Student Employment Program. It is a guide only; the links within the manual are not live. Those links can be found on our student employment page under Student Supervisor Payroll Process and Forms.

STUDENT EMPLOYMENT POLICY

Northern Kentucky University administers the Federal Work Study Program and an Institutional Work Study Program.

Northern Kentucky University administers these programs in accordance with the laws, federal and state regulations, and instructions issued by or on behalf of the U.S. Department of Education and the U.S. Department of Labor, as well as its own institutional policies.

The Federal Work Study (FWS) program provides many departments on campus with funds to hire student workers with financial need. In order for the department to use this money for student worker salaries the students they hire must qualify for and be awarded need based FWS financial aid. It is important to complete your Free Application for Federal Student Aid (FAFSA) early and indicate that you are interested in receiving Federal Work Study. Once processed, students can check their financial aid to see if they were awarded FWS funds.

The Institutional Work Study (IWS) is used when departments on campus hire students and use institutional funds to pay their salaries. These positions are based simply on the availability of funds in each department and do not depend on any financial need. Students qualifying for FWS can also be hired and paid out of institutional funds at the department's discretion.

NKU policy dictates that student workers must be enrolled for at least six (6) credit hours during the fall and spring semester. US citizens are allowed to work a maximum of 25 hours a week during the Academic year and a maximum of 35 hours a week during the summer session. For summer employment the student must have been enrolled in the previous spring or intending to enroll for the upcoming fall semester. International students are allowed to work a maximum of 20 hours a week during the Academic year and must be enrolled for twelve (12) hours per semester.

Students and supervisors must sign their responsibilities form acknowledging the job responsibilities. These forms can be found on the Northern Kentucky University Office of Student Financial Assistance website. If the student does not accept or follow through with the responsibilities listed on these forms the student will be jeopardizing further employment at Northern Kentucky University.

SUPERVISORS HIRING PROCEDURES

If you are not set up as a student hiring manager and need to be contact Human Resources at 859-572-5200.

Go to https://jobs.nku.edu/hr to log on to People Admin to begin the hiring process.

1. Create a new job posting or view a previous job posting.
2. Student Employment will review the posting and approve if all information is accurate.
3. Final approval will be sent to Human Resources and then posted to student job site.
4. Log in daily to view applications and begin the interview process.
5. Once you have chosen the candidate for the position choose "student hiring decision pending". This triggers an email to the chosen student to complete a background check. You will receive an email when the background check is complete and unless there is a problem you can proceed in completing new hire paperwork. If a student is not being interviewed make sure you change their status to not interviewed to end their process.
6. **PER COMPLIANCE WITH THE AUDITORS, STUDENTS CANNOT START WORKING UNTIL BACKGROUND CHECK HAS BEEN COMPLETED AND IS CLEAR AND NEW HIRE PAPERWORK HAS BEEN SENT TO STUDENT FINANCIAL ASSISTANCE AND PROCESSED.**
7. The following forms must be given to the Student:

    1. Student Responsibilities
    2. Spring 2011 Payroll Calendar
    3. 8233 Tax Treaty (International Students)
    4. 8233 Tax Treaty Instructions

8. The following forms must be turned in to put students on payroll:

    1. New Hire Form (Student PAR – End dates are for information purposes only. All students must be separated through the electronic separation process.)
    2. Lunch Waiver
    3. Job Description (or a copy of the job posting)
    4. Supervisor Responsibilities
    5. New Employee Information
    6. State Tax Form
    7. W-4 Tax Form
    8. I-9 Form
    9. Student Responsibilities
    10. 8233 Tax Treaty (International Students)

These forms **MUST** be returned **COMPLETED** to the Office of Student Financial Assistance ASAP. When the completed packet is received it will be processed and the student will receive a **PAN (Personal Assignment Number)** which will be sent to the supervisor to be used on future time sheets and the student can start working. <u>If paperwork is not completed properly, the paperwork **WILL** be returned to the supervisor with a checklist of missing documents. This could delay the student being put on payroll and therefore delay the paycheck.</u>

PAR DETAILS

- POSITION NUMBER
  - Ties the student to a department, cost center, IWS/FWS etc.
  - Can be found on Labor Distribution or PBC reports or by calling Human Resources or Student Financial Assistance Office
- The number of hours per week (along with hourly rate) gives the encumbrance for a student
  - PBC calculation = Hourly rate x FTE x # of pay periods left in the fiscal year
  - The liquidation is based on the estimates NOT actual payroll
  - Retroactive hires will get picked up for PBC from their entry into the system forward
- For questions regarding the encumbrance calculations, including how the PAR data is incorporated into the calculation, please contact Angela Fulkerson at x6451 or Tonya Smiley at x5264.
- GRANTS/COST OVERRIDES – When filling out the PAR and a grant or cost override is involved it is important to provide the grant number and cost center. In addition it is mandatory to provide a begin and end date on the PAR. For questions regarding grants or cost overrides please contact Tonya Smiley at x5264.

ADDITIONAL STUDENT EMPLOYMENT INFORMATION

- Performance Evaluation
  Performance evaluations should be filled out with the student worker once a year. Please take the time to meet with your student and discuss their work performance. When a student's assignment is ending attach a final evaluation to the Separation PAR.
- <u>Separations</u>
- Separations must be done electronically for all students regardless if the end date is on the PAR in order to correctly end the encumbrance for the department.
- Background Check Information
  All new student employees and student employees that have not worked on campus within the last twelve months are required to complete a background check; employment is contingent upon the results of the check. The background check can take 2-4 days before results will be available. If the student is currently working on campus another background check is not needed.

STUDENT HIRING INFORMATION

FOR STUDENTS

In order to apply for posted Student Employment positions you must be a **degree seeking student** enrolled or intend to enroll for at least **six** credit hours each semester (excluding summer term) at Northern Kentucky University. Visit the Student Financial Assistance Office for determination of eligibility for Federal or Institutional employment

All Student Employment positions are now posted online at https://jobs.nku.edu. You must apply online by filling out the online Student Employment Application. Please go to the web site listed above and then click on the "Student Employment" Link to review only the listed Student Employment positions.

All new student employees and student employees that have not worked on campus within the last twelve months are required to complete a background check. You will receive an email to complete a background check and your employment is contingent upon the results of the check.

These forms **MUST** be returned **COMPLETED** to the Office of Student Financial Assistance ASAP. (If paperwork is not completed properly, it will be returned to the supervisor which will delay the processing of your paycheck.)

1. State Tax Form
2. W-4 Tax Form
3. I-9 Form
4. Direct Deposit
5. Student Responsibilities
6. Tax Treaty (International Students)

Once you are in the system you can view your paychecks through Employee Self Service on MyNKU.

FORMS

- All of the forms listed in this manual can be found on the Student Financial Assistance Website. http://financialaid.nku.edu
- The entire packet of student employment paperwork should always be kept together to send to OSFA. Do not send it until all paperwork is completely filled out and has the proper signatures. If OSFA receives a partial or incomplete packet it will be sent back and will cause the student employee not to be processed in a timely manner.
- If you have any questions while filling out the New Hire Packet please feel free to call Student Employment at 859-572-5145 and we will be happy to assist you.