**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.

**STUDENT EMPLOYMENT POLICY**

Types of Work Study: Institutional and Federal

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 for a student to complete their [Free Application for Federal Student Aid](http://www.fafsa.ed.gov/) (FAFSA) early and indicate that they 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.

The type of Work Study that a student is eligible for is able to be verified by the Office of Financial Assistance. You may have your student

**Student Requirements:**

Determining a Student’s Work Study Status:

Any student that is not aware of their Work Study Status will want to visit Financial Aid on the 3rd floor of the Lucas Administrative Building and get a Student Employment Approval form completed. This form will then be given to you for your own records and verification.

Enrollment:

NKU policy dictates that student workers must be enrolled for at least six (6) credit hours during the fall and spring semester. The student does not have to be enrolled in classes during the summer to maintain summer employment for a department, but must have been enrolled in the previous spring or intend to enroll for the upcoming fall.

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 and break sessions from school- Spring and Winter breaks.

International Students:

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. An International student is able to work up to 25 hours a week during the summer, if they are not taking 6 or more credit hours.

Satisfactory Academic Progress Policy:

All FWS students must be meeting SAP- 2.0 GPA in 67% of their classes (determined by year) to remain in their FWS status. Please contact the Financial Aid office for additional questions on SAP.

Exams and Graduating Students:

A student employee is not able to work during a scheduled class or exam time period. A graduating student is able to work until the last Friday of exam week.

**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. Complete a New Hire Packet. The following forms must be given to the Student:
8. [Student Responsibilities](C:\\Documents and Settings\\jonesr\\Desktop\\web\\studentresponsibilities.pdf" \t "_self)
9. [Current Year Payroll Calendar](file:///C:\Documents%20and%20Settings\jonesr\Desktop\web\Spring2012payschedule.docx)
10. [8233 Tax Treaty (International Students)](file:///\\fileserv3.nku.edu\Departments$\Student%20Financial%20Assistance\Robin\jonesr$%20(fileserv3.nku.edu)\WEB\f8233.pdf)
11. [8233 Tax Treaty Instructions](file:///\\fileserv3.nku.edu\Departments$\Student%20Financial%20Assistance\Robin\jonesr$%20(fileserv3.nku.edu)\WEB\i8233.pdf)

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

1. [New Hire F](file:///\\fileserv3.nku.edu\Departments$\Student%20Financial%20Assistance\Robin\jonesr$%20(fileserv3.nku.edu)\WEB\New_Hire_PAR.docx)orm (PAR)
2. [Lunch Waiver](http://financialaid.nku.edu/docs/LUNCH%2520WAIVER.pdf)
3. [Job Description](http://financialaid.nku.edu/docs/JOB%2520DESCRIPTION.pdf) (or a copy of the job posting)
4. [Supervisor Responsibilities](C:\\Documents and Settings\\jonesr\\Desktop\\web\\supervisorresponsibilities.pdf" \t "_self)
5. [New Employee I](http://hr.nku.edu/docs/New_Employee_Information_Form.pdf)nformation
6. [State Tax Form](http://hr.nku.edu/payroll/timesheets/taxforms.php)
7. [W-4 Tax Form](file:///\\fileserv3.nku.edu\Departments$\Student%20Financial%20Assistance\Robin\jonesr$%20(fileserv3.nku.edu)\WEB\2012-form-w4.pdf)
8. [I-9 Form (please provide a copy of the supporting documents or supervisors sign the form with the information from the supporting documents)](\\\\fileserv3.nku.edu\\Departments$\\Student Financial Assistance\\Robin\\jonesr$ (fileserv3.nku.edu)\\WEB\\i-9 all instructions + form exp 8-31-12.pdf" \t "_self)
9. [Student Responsibilities](C:\\Documents and Settings\\jonesr\\Desktop\\web\\studentresponsibilities.pdf" \t "_self)
10. [8233 Tax Treaty (International Students)](file:///\\fileserv3.nku.edu\Departments$\Student%20Financial%20Assistance\Robin\jonesr$%20(fileserv3.nku.edu)\WEB\f8233.pdf)

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

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. 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.

**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](http://financialaid.nku.edu/docs/performance_evaluati.pdf)

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.

* Separation Form

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.