

NORTHERN KENTUCKY UNIVERSITY
STUDENT EMPLOYMENT SUPERVISOR MANUAL

INTRODUCTION

The Northern Kentucky University Student Employment Supervisor Manual was developed to improve and maintain communication between Student Employment 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](#) (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

USING PEOPLE ADMIN APPLICANT TRACKING SYSTEM:

If you are not set up as a student hiring manager in People Admin, contact Ophelia Marks marks@nku.edu in Human Resources.

Go to <https://jobs.nku.edu/hr> to log into the People Admin portal. [Click here](#) for How to Create a Posting.

1. Create a new job posting or view a previous job posting.
2. HR Student Employment will review, approve and activate/post your posting.
3. Log in daily to view applications and begin the interview process.
4. Once you have chosen the candidate for the position, change their application status to “recommend for hire”.

5. **PAR:** Go ahead and complete a [PAR \(paper form\)](#) and obtain the required signatures.
6. **Student Hire Paperwork:** Provide the [Student New Hire Paperwork](#) to your student to complete. (Not required for students with prior NKU (paid) work assignments).
 - a. **I-9 Form:** Hiring Officials can complete the verification (section 2) of a student's I-9 Form or send the student w/IDs to Human Resources.
7. **Background Check:** The student will receive a separate notification from RiskAware to complete a background check.
8. **Completed Paperwork:** Submit the completed PAR and completed Student Packet to stuemployment@nku.edu.
9. **Posting Follow-up:** If a student is not being interviewed make sure you change their application status to "not interviewed" to end their application process.
10. **Posting Closure:** If your posting does not have an close date, contact marks@nku.edu.
11. **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.**

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.

HIRING NOT USING PEOPLE ADMIN APPLICANT TRACKING SYSTEM:

1. **PAR:** Go ahead and complete a [PAR \(paper form\)](#) and obtain the required signatures. Submit completed form to stuemployment@nku.edu.

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 contacting stuemployment@nku.edu.

- 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 [Khloe Geiger](#).

ADDITIONAL STUDENT EMPLOYMENT INFORMATION

SEPARATIONS:

Separations must be completed electronically in (SAP) for all students regardless, if the end date is on the PAR in order to correctly end the encumbrance for the department.

- **No Pay Status:** PAR must be submitted to place students in a no pay status.

