



## Student Employment Program Overview

Rowan University provides several part-time work programs for our students. First, the Federal Work Study (FWS) program is a federal financial aid program that is offered through the Office of Financial Aid. The second program is an institutionally-supported program known as Institutional Work Study (IWS) that utilizes funds allocated to each department. Students can also be hired as an hourly employee on a part-time temporary status when a department has a surplus in grant or budget funds. Graduate Assistantships are also available for graduate students. More than 1,700 students participate in these programs each year.

These Work-Study programs are designed to help both students and the departments who employ them. Students in need of financial assistance are given the opportunity to earn money towards their educational expenses while gaining skills and knowledge that may aid them after graduation.

### General Rules

- 1.) Students may work no more than 20 hours per week while classes are in session.
  - a. Students with a full-time stipend contract working 20 hours a week (i.e. Teaching Fellows, Graduate Assistants and Resident Directors, etc.) are not permitted to work additional hours/assignments.
- 2.) During the summer and winter breaks, students are permitted to work a maximum of 25 hours per week.
  - a. Summer hours begin at the end of the academic year and end August 31<sup>st</sup>. Departments must adhere to the 25 hours per week cap to ensure that students remain below the threshold for state benefits eligibility. This keeps Rowan University in compliance with federal and state rules and regulations as well as union rules regarding memberships.
  - b. For information regarding FWS students working over summer/winter break, please visit the Financial Aid office website (<https://sites.rowan.edu/financial-aid/paying-for-college/work-study/supervisors.html>) or contact Kira Aguilar at [aguilar@rowan.edu](mailto:aguilar@rowan.edu).
    - i. DO NOT terminate the FWS assignment over winter break. While work for FWS students is not permitted over winter break, the timesheet can remain open.

- 3.) Institutional Work Study (IWS) is available to full-time students only.
- 4.) Part-Time students may only be hired as a Student Hourly using a surplus in budget/grant fund. Part-time students may not participate in FWS or IWS.
- 5.) Students must be in good academic standing to participate in work-study programs.
  - a. It is the responsibility of the supervisor to ensure that the student is in good academic standing.
- 6.) Students may not begin working until the Form I-9 is completed in Equifax I-9 HQ and the Student Work Study form has been entered and processed and the first timesheet has been issued.
- 7.) All student employees must have a brief orientation covering the topics in the New Student Employee Orientation book.
- 8.) Students must work on campus or at a campus worksite. Hours must be able to be verified by the supervisor.

## **Supervisor Responsibilities**

A successful employment experience requires the cooperation and effort of both the supervisor and the student.

Supervisors or employers are expected to:

- Ensure student employees complete all necessary hiring tasks (i.e. I-9 in I-9 HQ, acknowledging the Student Work Study Form, and submitting Payroll documentation such as the State and Federal W-4s and Direct Deposit Authorization).
- Submit all salary adjustments via the Student Work Study Form.
- Submit Student Work Study Forms to terminate student assignments when necessary.
- Provide complete and clear explanation of the following:
  - o The work structure of the department or agency.
  - o The specific duties assigned to the student employee(s).
  - o The work schedule (i.e. starting and closing times, lunch, and work breaks).
  - o The procedure for tracking and recording hours worked.
- Designate a specific person as the student employee supervisor.
- Discuss any questions, concerns, or misunderstandings that may arise.
- Provide proper job training and knowledge to student employees.
- Be aware that timesheets are legal documents that are subjected to frequent audits. The supervisor's and students' approvals acknowledge the acceptance of all legal responsibilities associated with timesheets.

## **Federal Work-Study Program Eligibility**

The Federal Work-Study program is available to students who have been awarded work-study as part of their financial aid package. Awards are given to students with financial need on a

first-come, first-served basis by the Office of Financial Aid. Eligible students have money awarded to them and can then begin looking for on campus employment and use those funds to be paid.

## **Institutional Work-Study Program Eligibility**

The Institutional Work-Study program is available to all full-time students, regardless of whether or not they are eligible for financial aid. It is possible for students to work both FWS and IWS positions during the school year; however, it is suggested that students utilize their FWS funds first. IWS funds are allocated to the departments as a part of their annual budget. Students can apply for employment in the departments and be paid as long as the department has funds available. Departments are responsible for monitoring their IWS budgets.

## **Job Placement**

An online inventory of available jobs is maintained by the Office of Career Advancement via [ProfsJobs](#). Students are expected to conduct a job search until they find a position in a department, office, or approved off-campus community service site. It is recommended that students identify a job that interests them and contact the designated person to schedule an interview.

## **Required Paperwork**

### *Form I-9*

In order to be placed on University Payroll, student employees who have never worked for the university before or have had a significant gap in employment must complete an Employment Eligibility Verification (Form I-9) online via Equifax I-9 HQ. The student must complete Section 1 of the I-9 on or before their first day of work. The student must present physical documents to the employer and have Section 2 completed within three (3) business days of their start date. See below for a link to the list of acceptable documents that satisfy the I-9 requirements. Students must present either a document from List A OR a document from List B AND a document from List C.

### [USCIS List of Acceptable Documents for Form I-9](#)

If a student has previously worked for the university, they may need to complete Supplement B of the I-9 or complete a new I-9. Please see the criteria below:

- If the student's last assignment ended less than a year ago, the student's I-9 is still valid and nothing needs to be done.
- If the student's last assignment ended more than a year ago and it's been less than three years since they completed an I-9, Section 3 of the I-9 must be completed.

- If the student's last assignment ended more than a year ago and it has been more than 3 years since they last completed an I-9, they will need to initiate and complete a new I-9 in Equifax I-9 HQ.

If you have any questions regarding a student's I-9 status, please contact the Office of Human Resources at 856-256-4134 or [hr@rowan.edu](mailto:hr@rowan.edu).

#### *W-4s and Direct Deposit Authorization*

Once the student's assignment has been entered by the department and processed, the student will receive an email from NoReply instructing them to log into Self-Service Banner and complete their Federal W-4 and their Direct Deposit authorization. Students will continue to receive these emails daily until both forms are completed.

Students must complete a paper State W-4 form (or Certificate of PA Residency) and submit it to Payroll Services.

Please note that no documentation should be submitted to the Office of Human Resources.

### **Foreign Students**

Individuals in a variety of non-immigrant statuses may legally work in the United States. Some require an Employment Authorization card (EAD) while others do not. Individuals with an F-1 (student) visa may work on campus as long as they have a Social Security card with the notation "Valid for Employment Only with INS Authorization". However, they are not required to have an EAD or other specific authorizing documents for on-campus employment. They must present a valid Rowan University I-20 along with their Social Security card.

Please direct any inquiries regarding eligibility documents to the International Center, located in Hawthorn Hall, 3<sup>rd</sup> Floor. They can be reached at 856-256-4995.

### **Length of Employment**

The Work-Study program operates year-round. The length of a student's employment is determined by the award/allocation, the needs of the employer, and the student's own schedule.

### **Payment Procedure**

Student employees may begin working once their I-9 is completed in I-9 HQ and their Student Work Study Form has been approved and processed by Human Resources. Students must sign in and out of work each day. Total hours worked each day must be entered on the electronic timesheet via Web Time Entry. Hours worked should be able to be documented in some manner if audited. Students must complete work assignments on campus or at the work site. Work is not permitted to be completed remotely (either at home or in their dorms).

Payroll periods are bi-weekly. Each pay period begins on a Saturday and closes two weeks later on a Friday. A calendar of pay period dates can be found on the [Payroll Services](#) website. Students and supervisors are required to complete an electronic timesheet via Web Time Entry every pay cycle. Supervisors are responsible for checking timesheets for accuracy. Departments or office submit electronic timesheets directly to Payroll Services via Web Time Entry by 11:59pm on the Tuesday following the close of a pay period. Payroll Services will not issue a paycheck if timesheets are not properly authorized and received on time. Students will receive their paycheck via Direct Deposit.

Students are permitted to work a maximum of 20 hours per week during the school year across all assignments. Students with a full-time stipend contract working 20 hours a week (i.e. Graduate Assistants and Resident Directors) are not permitted to work additional hours/assignments.

## **Change of Address**

Students who need to update their address with the University after beginning a work-study position must update their address in Self-Service Banner. The student must also contact Payroll Services in Bole Hall to have their address updated in the payroll system. It is important to maintain an accurate address as the IRS Form W-2 is mailed to the address noted on the withholding statement.

## **Student Responsibilities**

### *Confidentiality*

Confidentiality and privacy are highly valued at Rowan University. We maintain academic, financial, and other important information about our students and employees. This information is guarded by a system of internal controls that allows access only to those with legitimate business reasons and disclosure only in accordance with the law. Students in certain work-study positions may be privy to this type of information, whether from databases, paperwork, or information that is freely provided to them as a student worker.

As a condition of employment, student workers must maintain strict confidentiality with all such information. Divulging information about a student or employee and/or their family is a violation of the conditions of one's employment at Rowan University and will be treated in a serious way. Breaching confidentiality is grounds for immediate dismissal and may disqualify the student from ever holding another job as a student worker.

Students, employees, and their families have certain rights that are protected by law to access information. In order to insure that pertinent law and University policy is strictly adhered to, any requests for information – including requests from law enforcement officials

— are to be handled by supervisory staff who have been trained in the law and practices of the University.

### *Additional Responsibilities*

Additional responsibilities of students participating in the work-study program include, but are not limited to the following:

- Report to work on time
- Notify the supervisor when an absence or lateness will occur.
- Wear appropriate attire for the job.
- Observe and follow all University policies
- Perform all duties in a timely and competent manner

### **Holidays and Lunch Periods**

Student workers are only paid for the hours worked. Therefore, students are not entitled to paid holidays. Similar to employees, students are also not paid for any lunch breaks. Students should take an unpaid lunch or dinner break if they have worked six (6) or more consecutive hours.

### **Absences**

Students must notify their supervisor in advance if they plan to be absent from work. In an emergency situation, they should notify their supervisor by telephone no later than the normal reporting time. Excessive and/or unreported absences are sufficient reason to terminate employment.

### **Unemployment Compensation**

Under current law, student workers are not eligible to receive unemployment compensation after their employment ends. Students filing for unemployment compensation on the basis of having worked at Rowan University under the Student Work-Study Program will have their claims rejected by the University's Office of Human Resources.

### **Student Work-Related Injury on Campus**

If a student incurs a work-related injury on the job, it must be reported immediately to their supervisor and to the Wellness Center located in Winan's Hall. If medical treatment is required:

- The student is to report to the Wellness Center for evaluation, treatment, or referral. All referrals should be made by the Wellness Center.
- A Worker's Compensation Claims Report must be completed in the Wellness Center.

- If Emergency Room treatment is necessary, the student employee must obtain an Emergency Room note from the examining physician giving a diagnosis and the date that the student may return to work. Return to work is not permitted before the documented date.
- The Emergency Room note must be presented to the Wellness Center who will then provide copies to the Office of Human Resources and the department in which the student is employed.
- Upon receipt of the Emergency Room note, the Wellness Center will provide the student with an appointment for a physician's visit for institutional approval to return to work.
- The student must submit any bills or receipts of medical expenses that have been paid to the Office of Human Resources. The student's claim reports will be submitted to the State of New Jersey so that their medical expenses can be paid.

## **Grievance Procedure**

Most disagreements can and should be resolved through informal discussions. If a matter cannot be resolved, the student and immediate supervisor must hold a special conference to discuss and resolve the matter. If the matter cannot be resolved through an informal process, the student may bring the issue before a grievance committee. The committee consists of a student designated by the Work-Study Program and a member of the staff. Prior to the grievance hearing, the student must file a written complaint detailing the issue at hand.

## **Termination Policy**

A student may be terminated from their position for the following reasons:

- Three or more repeated, unreported absences from work
- Failure to assume the assigned responsibilities of the job description
- Insubordination
- Breach of confidentiality
- Failure to meet the standards of Satisfactory Academic Progress
- Other reasons as determined by the student's supervisor

A student may be immediately terminated from the IWS and FWS programs for the duration of the academic year for any of the following reasons:

- Use of alcohol/drugs on the jobs
- Theft or fraud
- Disclosing confidential information
- Threatening a supervisor
- Withdrawal from Rowan University

- Failure to meet eligibility criteria (such as failure to maintain satisfactory academic progress)

Terminations must be submitted via the Student Terminate Assignment (STUTRM) EPAF on Self-Service Banner.

## **Summer Employment**

Please be aware that all student assignments are mass terminated as of June 30<sup>th</sup> each year. If a department wishes to employ a student after July 1<sup>st</sup>, they must submit a Student Work Study form.

As a general rule, Federal Work Study is not permitted during the summer months. All FWS positions should end at the end of the Spring semester.

For students being paid via Institutional Work Study, departments must have remaining Institutional Work Study funds in order for students to continue working throughout the summer.

To be eligible to work from July 1<sup>st</sup>-August 31<sup>st</sup>, students must be returning for the upcoming academic year or be registered full-time or finishing up their degree/certification during the summer. Students must also be in good academic standing according to University policy and must not be under denial of services.

Any graduating students in May may continue to work in their student assignment until June 30<sup>th</sup>. If a department wishes to retain the student for employment after June 30<sup>th</sup>, they will need to be converted to a Temporary Part-Time Hourly employee. Students graduating in December must be converted to a Temporary Part-Time Hourly employee upon graduation.

## **Pay Schedule & Policy**

Jobs are classified into levels. The more complex the job, the higher the level assigned to it. The level of a job is determined by the work-study supervisor based on the demands of the position. The criteria and example for each level are as follows:

### *Level I*

Duties include routine work which requires little to no prior knowledge or experience. Duties are also characterized by little to no independent judgement or decision making. Job titles may include:

- Admissions Ambassador
- Athletic Assistant
- Bookstore Clerk
- Child Care Aide



- Clerical Assistant
- Copier Operator
- Host/Hostess/Receptionist
- Library Aid
- Mailroom Assistant
- Office Helper

#### *Level II*

Duties are moderately more difficult and may require some work experience, training, and/or completion of certain coursework. Job titles may include:

- Box Office Assistant
- Crisis Line Telephone Worker
- Grounds Keeper
- Laboratory Assistant
- Library Assistant
- Parking Lot Ticket Writer
- Parking Lot Attendant
- Projectionist
- Secretary Assistant

#### *Level III*

Duties include more complex tasks. Individuals perform certain paraprofessional and/or technical tasks with little supervision or training. Job titles may include:

- Computer Lab Monitor
- PROS
- Research Assistant
- Repairer
- Trade Assistant

#### *Level IV*

Duties include considerable proficiency in an area that requires specialized knowledge or experience. The qualifications are usually acquired from a significant period of work or educational experience. This level requires very little supervision. Job titles may include:

- Computer Lab Supervisor
- Computer Tech
- Laboratory Supervisor
- Lifeguard
- Peer Counselor

- Peer Tutor
- Photographer
- Staff Artist/Designer
- Stage Technician/Craft
- Program Assistant
- Writer

Starting rates are based on levels and are reflected by the table below.

Current Pay Scale Effective January 1, 2024

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
<b>Step 1</b>	\$15.13	\$15.88	\$16.63	\$17.38
<b>Step 2</b>	\$15.38	\$16.13	\$16.88	\$17.63
<b>Step 3</b>	\$15.63	\$16.38	\$17.13	\$17.88
<b>Step 4</b>	\$15.88	\$16.63	\$17.38	\$18.13
<b>Step 5</b>	\$16.13	\$16.88	\$17.63	\$18.38
<b>Step 6</b>	\$16.38	\$17.13	\$17.88	\$18.63
<b>Step 7</b>	\$16.63	\$17.38	\$18.13	\$18.88

Departments requesting a different hourly rate than listed on the table above must submit a job description and pay rate justification in the Comments section of the Student Work Study Form. The request will be reviewed by Human Resources and the department will be notified of the decision as quickly as possible.

### *Steps*

When a student worker moves from a lower-level job to a higher-level job, the rate of pay will be at the next level at the salary closest to the rate the student made at the previous job, but not less than their pay at their previous job. For example, if a student is currently at Level 1, Step 3 (\$15.63) in their current position and moves to a Level 2 position, their new rate with be Level 2, Step 1 (\$15.88) in their new position.

If a student moves from a higher-level job to a lower-level job, the rate of pay at the new job will be equal to or less than the rate at the higher-level job. For example, if a student moves from a Level 3, Step 3 (\$17.13) position to a Level 2 position, their new rate would be Level 2, step 6 (\$17.13) or lower.

### *Pay Adjustments and Step Increases*

A department may request a pay adjustment (including step increases) for any student via the Student Work Study Form. Typically, student workers earn a step increase after they have worked for one academic year and return to work in the same department the following

academic year. Individual departments may also establish their own procedures for earning step increases as students demonstrate added skills.