

Student Employment

Office of Human Resources

Agenda

- Contacts
- Types of Student Employment
- Student Employment Rules
- Student Work Study Form Overview
- Federal Work Study Overview with Kira Aguilar
- Q&A

Contacts

- Student Work Study: Edyta Paluch
Paluch@rowan.edu | Ext. 53129
- Federal Work Study: Kira Aguilar
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- I-9 HQ & I-9s: HR I-9 Team
hri9@rowan.edu | Ext. 64134

TYPES OF STUDENT EMPLOYMENT

Federal Work Study (FWS)

- Available to students who have been awarded work-study as a part of their Financial Aid package.
- Student is awarded money and can look for employment on campus and use those funds to be paid.

Institutional Work Study (IWS)

- Available to all full-time students regardless of if they are eligible for financial aid.
- Students may work both FWS and IWS but are encouraged to use their FWS funds first.
- IWS funds are allocated to departments as a part of their annual budgets.
- Students can apply for employment in the departments and be paid as long as the department has funds available.

Other Student Employment Types

- Departments can hire students in a part-time temporary status using a budget or grant surplus.
- Graduate Assistantships/Fellowships



STUDENT EMPLOYMENT RULES

General Rules

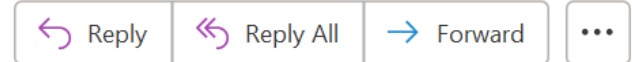
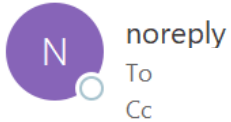
- Students may not work more than 20 hours per week while classes are in session and may work up to 25 hours per week during Summer & Winter breaks.
 - Note: Students with a full-time stipend contract working 20 hours a week (i.e. Fellows or Residence Directors) may not work any additional assignments.
- Students must be in good academic standing.
- Students may not work until the I-9 is completed in I-9 HQ and the Student Work Study form has been entered and processed.

Documentation

- Do not send any copies of student documentation to Human Resources.
- A paper copy of the State W-4 or Certificate of PA Residency must be filled out and sent to Payroll Services.
- The Federal W-4 and Direct Deposit will be filled out by the student via Self-Service Banner once the Student Work Study form has been processed and the job is in the system.
 - The student will receive an automated email instructing them to log into Banner to update these forms.

Sample Email

Paycheck - Set up W4 certificate and direct deposit account



Fri 6/10/2022 10:11 AM

Please log on to SSB to verify your forms to ensure you are paid properly.

Rowan University requires all employees to set up a W4 Withholding Allowance Certificate and direct deposit account for their paychecks.

By default, the status on your W4 is established as single. Follow the instructions below to review and update your information, if necessary.

1. Log in to [Self-Service Banner](#)
2. Click the **Employee** tab
3. Click **Employee Dashboard**
4. Click **Taxes**
5. Click **W-4 Employee's Withholding Allowance Certificate**
6. Click the **Update** link near the bottom of the W-4 Employee's Withholding Certificate page
7. Make any necessary changes and click Certify Changes. If your information is correct, click **Certify Changes**. (Certifying the changes will act as your electronic signature.)

Please complete the appropriate form below and submit to payrollservices@rowan.edu
NJ resident are required to complete a [NJ W4](#).

I-9s

- An I-9 must be completed in I-9 HQ prior to a student beginning employment. All student employees must have a valid I-9 on file.
- The I-9 must be completed prior to the Student Work Study form being submitted.
- To request that an I-9 be initiated for your student, please complete the New Hire I-9 Request Form.
- You must view ***original*** documents (not scans/copies/photos) when completing the I-9. It is against federal regulation to accept scans/photos or copies of documents.



Compensation

- Jobs are classified into four levels and seven steps per level. The more complex the job, the higher the level.
- Student workers typically earn step increases after they have worked one academic year and return to work to the same department the following year.
- Step increases are processed via the Student Work Study form.
- Departments that wish to pay students a different hourly wage than listed must submit a job description and pay rate justification in the comments of the Student Work Study form.

Pay Scale

- The pay scale for the current year can be found on the Human Resources website on the [Student Employment](#) page.



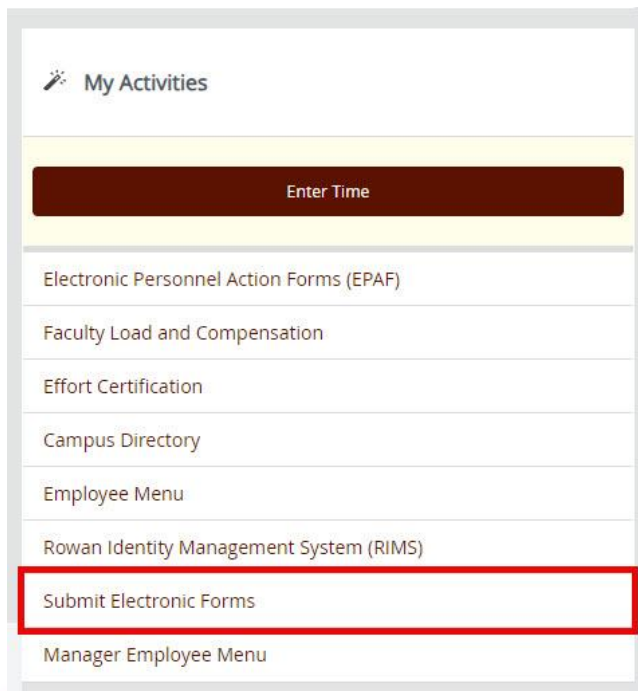
STUDENT WORK STUDY FORM

Student Work Study Form Uses

- **Assignment Entry:** Enter an assignment for a student. To be used when a student begins working in your department, changes position numbers (i.e., switching from FWS to IWS), or to renew their assignment for the new fiscal year.
- **Rate Update:** Process a step increase or other rate change for a student assignment.
- **Termination:** End a student assignment.

Completing the Student Work Study Form

- The form can be accessed via Self-Service Banner under Submit Electronic Forms.



The screenshot shows a web interface titled "My Activities" with a list of menu items. A red rectangular box highlights the "Submit Electronic Forms" option at the bottom of the list. Above the list is a dark red button labeled "Enter Time".

My Activities
Enter Time
Electronic Personnel Action Forms (EPAF)
Faculty Load and Compensation
Effort Certification
Campus Directory
Employee Menu
Rowan Identity Management System (RIMS)
Submit Electronic Forms
Manager Employee Menu

Human Resources - General Forms

[Position Grading Request](#)

[Reclassification Request - Main Campus/CMSRU](#)

[Resignation/Retirement Notification Form](#)

[Retirement/Investment Info](#)

[Student Work Study](#)

[Supervisor/Organization Change Notification](#)

[Tuition Waiver for Employees](#)

Completing the Student Work Study Form

- To begin, enter the student's Banner ID. Select the campus they'll be working on and the reason you're completing the form.

Student Job Information

Student Banner ID: *

Campus: *

☐ Glassboro/Camden
☐ SOM

Employee Status: *

☐ Assignment Entry
(If the student has never worked for the university before, a Form I-9, W-4, and Direct Deposit is required)
☐ Rate Update
☐ Termination

Completing the Student Work Study Form

- At the bottom of the screen, you will be able to see a list of any assignments the student may have had (both active and inactive), including any full-time GA/Fellow positions that may render them ineligible for an additional position on campus.

Student Employee Job Assignments								
Type	Position	Suffix	Title	Time Sheet Org	Start Date	End Date	Last Paid Date	Status
Primary	716546	00	STUDENT WORKER	33000 - Human Resources	09/09/2023	04/19/2024	04/19/2024	Terminated



Completing the Student Work Study Form: Assignment Entry

- Enter the position number/suffix and the assignment start date then press Start.
 - Note: the assignment start date does NOT need to be the start of the pay period. If the student has never worked for the University before and an I-9 is needed, the assignment start date must match the hire date listed on the I-9.

Position: *	Position	Position Search Result
Suffix:	00	
Assignment Start Date: *	MM/DD/YYYY	

Note on Position Numbers

- Human Resources does not provide position numbers. Please contact either the Budget Office or the Office of Sponsored Programs (depending on the funding source for the position) to obtain a position number if you do not already have one.

Completing the Student Work Study Form: Assignment Entry

- Enter the Timesheet Org, the Hourly Rate, and the Banner ID of the student's WTE approver.

Time Sheet Org: *

Assignment Start Date:

Hourly Rate: *

Effective 01/01/2024, University minimum wage is \$15.13/hour.

Banner ID of Time Entry Approver: *

Completing the Student Work Study Form: Assignment Entry

- Enter any comments needed, such as a justification for the pay rate if does not align with the pay scale.

Comments (i.e. Pay Rate justification, etc..).

Comment

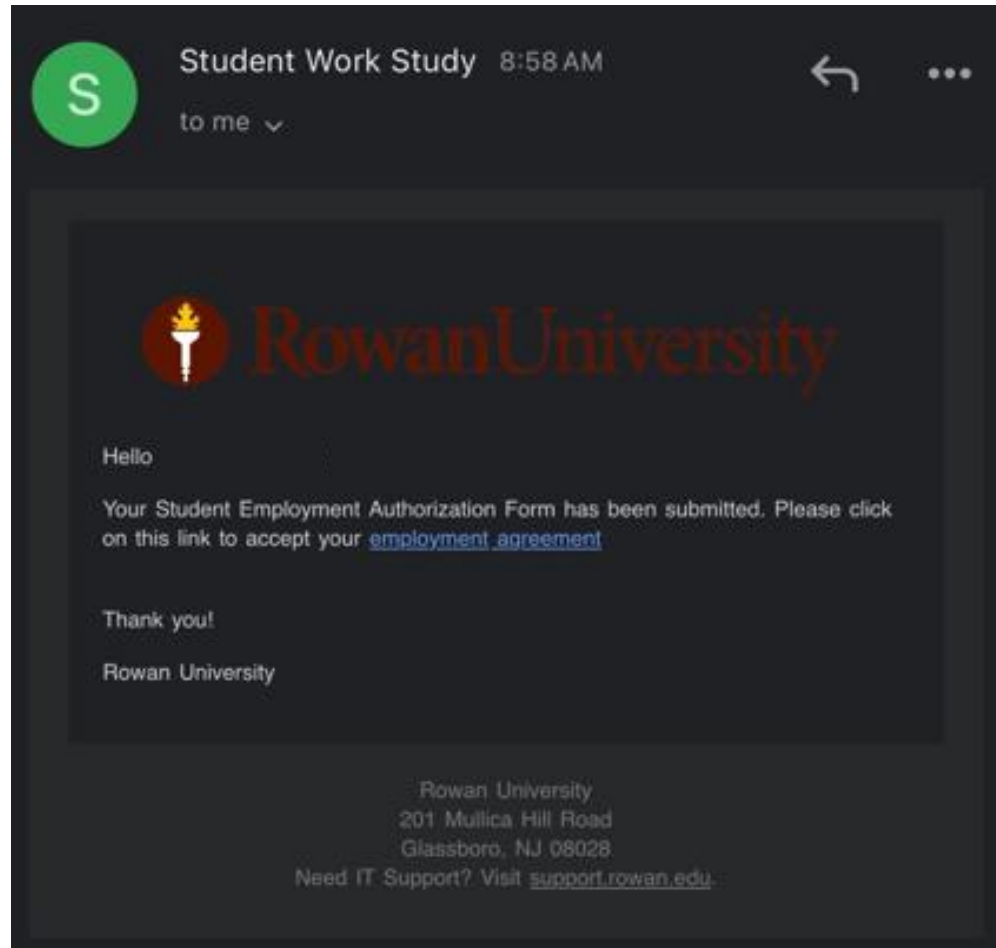
- Submit the form.

Submit Form

Completing the Student Work Study Form: Assignment Entry

- Once submitted, the form will be routed to a series of approvers:
 - Student (Note: If the student does not approve the form within 14 days, the form will be voided).
 - HR I-9 (confirms that there is a valid I-9 on file for the student and it was completed correctly)
 - FWS/OSP (if applicable)
 - HR Student Work Study Admin
- Once the form is fully approved, an EPAF will be created and processed by Human Resources.

Student Email Example



Completing the Student Work Study Form: Rate Update

- Enter the position number/suffix and the effective date then press Start.
- Note: Effective date **must** be the start of the pay period.

Position: *	Position	Position Search Result
Suffix:	Suffix	
Effective Date: *	MM/DD/YYYY	

Completing the Student Work Study Form: Rate Update

- Enter the Timesheet Org, the Hourly Rate, and the Banner ID of the student's WTE approver.

Time Sheet Org: *

TS Org

Time Sheet Org Id Search Result

Effective Date

2024-03-09

Hourly Rate: *

Rate

Effective 01/01/2024, University minimum wage is \$15.13/hour.

Banner ID of Time Entry Approver: *

Approver Banner

Banner Id Search Result

Completing the Student Work Study Form: Rate Update

- Enter any comments needed, such as a justification for the pay rate change.

Comments (i.e. Pay Rate justification, etc..).

Comment

- Submit the form.

Submit Form

Completing the Student Work Study Form: Rate Update

- Once submitted, the form will be routed to a series of approvers:
 - Student (Note: If the student does not approve the form within 14 days, the form will be voided).
 - HR I-9 (confirms that there is a valid I-9 on file for the student and it was completed correctly)
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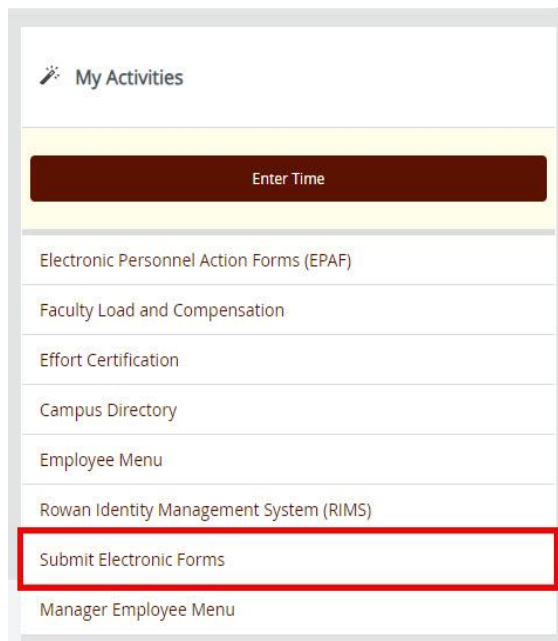
Completing the Student Work Study Form: Termination

- Enter the position number/suffix and the termination date then press Start.
 - Note: Termination date must be the end of the current (or a future) pay period.
- The form will be routed to HR for approval and processing.

Position: *	Position	Position Search Result
Suffix:	Suffix	
Termination Effective Date: (End of Pay Period) *	MM/DD/YYYY	

Checking the Status of a Form

- To see where a form is at in the approval process, go to the Submit Electronic Forms menu, scroll to the bottom of the screen then select Originator Summary.



Originator Summary

Approval Summary

Department Summary

Checking the Status of a Form

- You will then see a list of your pending forms and who it's currently waiting for approval from.

My Open Requests

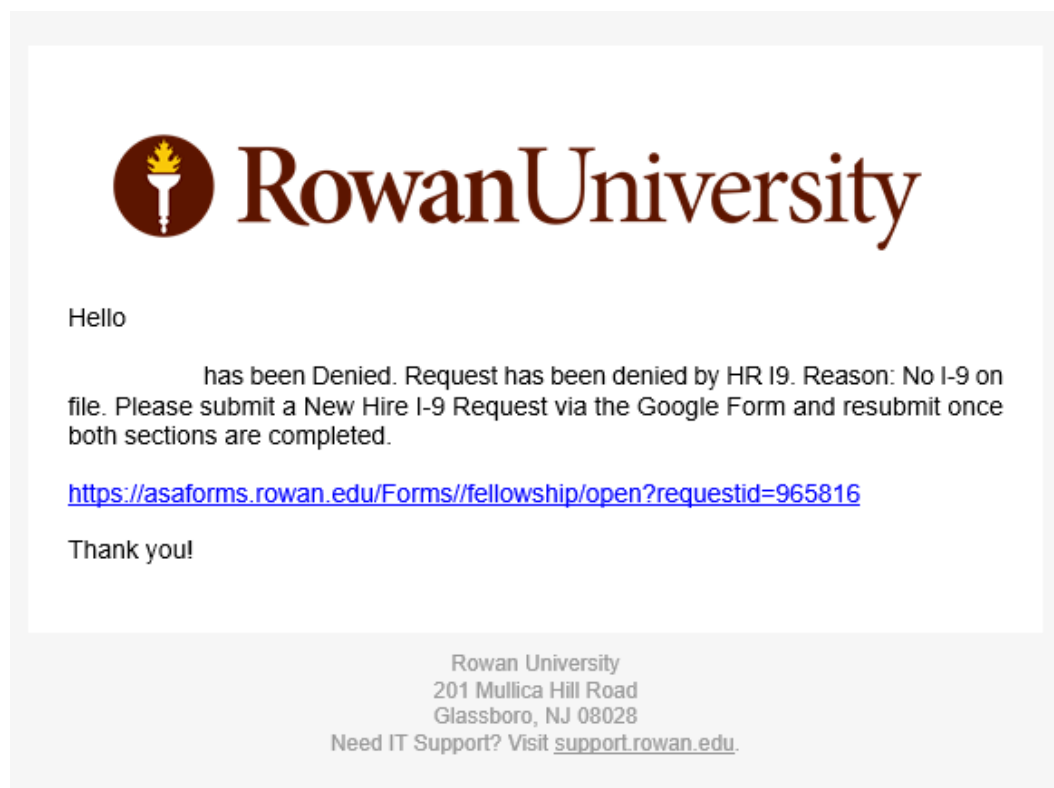
Open Requests

Closed Requests

ID	Form	Date	Status	Comment
829663	Student Work Study	04/24/2024	Pending [REDACTED]	[REDACTED] New  

Form Denial

- If your form is denied by any of the approvers, you will receive an email stating who denied the form and the reason they listed for the denial.



FEDERAL WORK STUDY OVERVIEW

What is FWS?

FWS is a federally-funded program that allows eligible students to earn funds and gain real-life work experience through working on-campus or for an approved off-campus community service program.

Federal Work Study

- 100% of wages are paid to eligible students by the Financial Aid Office
 - Department is only required to pay for their NJ Paid Leave (NJPL) earnings
 - One hour of sick time accrued for every 30 hours worked.
- Student must complete a FAFSA and have financial need
- Money is paid to students as a bi-weekly paycheck.
- Students receive the money as they work and earn it.



Student Onboarding

- Must complete the I-9 form before starting work.
- Must not start working before having an active timesheet in Self-Service Banner.
- Student workers may work in only ***ONE*** FWS position at a time.
- Student workers must be paid for ALL hours worked. Volunteering is not permitted.



How to Participate in FWS

- [FWS Supervisor Information](#)

Hiring Process

Step 1: Submit Departmental Participation Request	+
Step 2: Advertise Position (if applicable)	+
Step 3: Request Student Funding via Google Hiring Form	+
Step 4: Equifax I-9 HQ Forms (for students who have not previously worked on campus)	+
Step 5: Submit Student Work Study Electronic Form	+
Step 6: Monitor Student Earnings	+
Step 7: Keep in touch!	+

