



ILLINOIS
WESLEYAN
UNIVERSITY

STUDENT EMPLOYMENT HANDBOOK

Guidelines for Students and Supervisors of Campus and Work-Study Employees

2023-2024

**FINANCIAL AID OFFICE
ILLINOIS WESLEYAN UNIVERSITY**

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Welcome!

We are happy to have you here at Illinois Wesleyan University! We want your experience to be both rewarding and challenging. This handbook is designed to give you an overview of the general expectations for student employees and for the employee supervisors. Some IWU students work in more than one position, in more than one office, and each role may have a unique approach to addressing specific policies. However, it is important for everyone to become familiar with the general policies within this book.

Overview

Introduction

Illinois Wesleyan University provides several part-time work programs for our students. The federal financial aid program, commonly known as Federal Work-Study (FWS). The institutionally supported programs we call, No Need Job Opportunity or International Student Job Opportunity. A student can also be hired as an hourly employee, on a part-time temporary status.

The Student Employment Program at Illinois Wesleyan University are designed to help both students and the departments who employ them. Students in need of financial assistance are given the opportunity to earn part of their educational expenses. The programs provide an opportunity for students to gain skills and knowledge that may aid them after graduation.

This handbook is for both students and supervisors. It will answer many of the questions that you may have regarding student employment, and if working on campus you will be held responsible for all of the information in this handbook.

General Rules for Student Employment

- 1. I-9 (Employment Eligibility Verification):** All IWU “first-time” student workers must meet the requirements of the Immigration and Nationality Act as amended by the Immigration Reform and Control Act of 1986. It requires that the I-9 form be completed within 3 days of starting work. The law also requires that the employer review and verify a document or documents that establish both identity and eligibility for employment. Several documents may serve these purposes. Please refer to page 3 of the I-9 form for a list of acceptable documents or this [link](#) has a complete list of acceptable documents you can present for verification. In short, you will need either **one** from **list A** (i.e. Passport) **OR one** from **list B** (Driver’s License or School ID) **along with one** from **list C** (Social Security Card or Birth Certificate). Please note that documents must be the *original*, with the exception of the birth certificate which may be a “certified copy” with a raised seal of authenticity. **Unfortunately, photos, copies, screen shots and faxes cannot be accepted.** If it’s been 3 years since completing an I-9 and the student took a leave of absence for more than one year, a new I-9 must be completed. Returning student workers are not required to complete employment forms again.

2. **Electronic Timesheets & Web Time Entry (WTE):** No student may work until their electronic timesheet is available in their Employee Dashboard. Students are expected to clock in/out at each shift. Students are required to submit their timesheets electronically by the due date listed on the timesheet.
3. **Note for International 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 F-1 (student) visas may work on campus. They must have a social security card with the notation “valid for employment only with INS authorization.” However, they do not require an EAD or other specific authorizing documents for on-campus employment. Please contact the International Office at abroad@iwu.edu or (309) 556-2770 for any questions regarding requirements and restrictions for working. *SUPERVISORS: Additional information on hiring International Student Workers is available in the Appendix.*
4. **The student must be in good academic standing:** Students who are enrolled in courses, on campus, and are making academic progress toward completion of a degree are eligible to be student employees. Their employment is part-time, and is contingent on their enrollment and on their continued academic progress. Student employment status terminates immediately when enrollment does not meet the above stated guidelines.

Student Employment Award Overview

Please note: Any employment opportunity awarded in one’s financial aid package, is not a guarantee of a job or funds.

Federal Work-Study (FWS) Opportunity – The Federal Work-Study program is available to students who have been awarded work-study as part of their financial aid package. It is given to students with financial need on a first come first served basis. This employment opportunity award is based on financial need and is subsidized by the Federal Government making it available only for the academic year. Students with this award can be employed at an on-campus position or at an off-campus community service site and earn wages up to the amount stipulated by the employment opportunity award in their financial aid package.

No Need Job Opportunity – This employment opportunity award is not based on financial need and is awarded to first-year students during the admissions process. It is financed directly from university departmental budgets and available only for the academic year. If the employment opportunity is awarded and not used during the first year of enrollment, the student will not receive the employment opportunity award in future years.

International Student Job Opportunity – This employment opportunity award is based on financial need as determined by the results of the CSS Profile and is awarded to first-year students during the admissions process. It is financed directly from university departmental budgets and available only for the academic year. If the employment opportunity is awarded and not used during the first year of enrollment, the student will not receive the employment award in future years.

Additional Types of Employment

- **Resident Assistant and Sodexo Student Manager Positions** – Returning students have the opportunity to work as a Resident Assistant or Sodexo student manager, but cannot do both. Choosing to work either of these positions replaces the student employment opportunity award (if eligible) in your financial aid package. If you choose to take one of these positions, you will receive either free housing or free food as payment, making it against university policy to participate in the student employment program. However, if you are an R.A. or a Sodexo Manager and are requested to work at a position based on your specialized skills, the department supervisor must go through the appeal process to seek approval. If approved, you will be allowed to work only **one** of these payroll positions up to a maximum of 8 hours per week.
- **Sodexo Food Services** – Students can use their job award to work for Sodexo (Commons, Dugout, Coffee Shop, Tommy’s) and be paid by IWU. Or, if the student does not have a job awarded, they may work directly for Sodexo and be paid by Sodexo. This is a great option for students without a job award since the sites are on campus.
- **Payroll – Supervisor Appeals and Open Positions**
 1. **Supervisor Appeals**
 - A limited number of students, not awarded an employment opportunity, who possess specialized skills needed for specific positions, may be approved to work on campus. These positions include, but are not limited to: foreign language tutors, department tutors, lab assistants and athletic trainers. These positions are not guaranteed and must be approved by the Student Employment Advisory Committee. Supervisors are required to complete the appeal process. Approval is for that school year only (it must go through the appeal process each year).
 - **Please note:** Priority of available employment positions is given to students with an employment opportunity in their financial aid package during the school year. Because of this, all payroll positions require the supervisor complete the appeal process and to be approved through the Student Employment Advisory Committee **before** students will be allowed to start working. **Supervisors please review the section on the Appeal Process.**
 2. **Open Positions**
 - Positions open to all IWU students regardless of financial need.
 - The positions include Titan Callers, game workers, track meet workers and lifeguards.

Job Placement

- Illinois Wesleyan University does not place students in student employment positions. A current inventory of available jobs, is maintained online on our website here: <https://www.iwu.edu/financial-aid/jobs/all/>. The contact information of the hiring supervisor and how to apply is available within each job posting. Students are expected to conduct a job search

until they find a position. We recommend that students identify a job that interests them and then contact the designated person to schedule an interview.

- **Community Service Positions (FWS)** - The regulations for the Federal Work-Study (FWS) Program require that a certain percentage of an institution's Federal Work-Study funds be spent employing students in employment positions that provide community service. These funds are subsidized by the Federal Government and are only eligible to students that are awarded a need based employment opportunity. Therefore, only students who are awarded *Federal Work-Study Opportunity* in their financial aid package are eligible to apply for these positions. Community service employment positions provide services that are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Federal Work-Study Community Service Programs allow students the opportunity to serve the community, learn new skills, and earn Federal Work-Study wages at the same time.

****Students who are awarded a *No Need Job Opportunity* or an *International Student Job Opportunity* in their financial aid package are not eligible for Community Service positions because their employment opportunity award is not based on financial need.**

Currently the following community service sites employ IWU students through the Student Employment Program:

- **Bloomington Public Library:** A variety of positions are available including the circulation desk, interlibrary loan, and the children's room. The library is approximately 1 mile from campus.
- **America Reads Program:** IWU students can participate in this program at several local schools that serve as our America Reads tutoring sites. At these sites, IWU students help young children develop language skills necessary for beginning reading development. Illinois Wesleyan University students will tutor elementary and/or middle school students in reading activities. This is a unique opportunity for students to combine community service with paid work, while assisting children in gaining the skills so important to education and success in their futures. A mandatory training session is provided on campus for this employment position. Illinois Wesleyan University student employees will also need to have a background check performed as well as a TB test done in order to work in the schools, at their own expense. IWU does not pay/reimburse for the background check or TB test.
- **Jule Foundation:** This program assists students in the community. IWU Students will tutor students in grades 6-12 in the areas of Math, Science, English and History. This will be a unique opportunity for students to inter-mingle community service with paid work.

Length of Employment

The Student Employment Program operates year round. The length of employment is determined by the award/allocation, the needs of the employer and the student's own schedule.

Under current laws, 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 Illinois Wesleyan University will have such claims rejected.

Section 2: Payroll Information

Electronic Timesheet Procedure (WTE)

Students may start working only after the request to hire has been approved by the Student Employment Coordinator and a timesheet is available on the Student's Employee Dashboard. Students must clock in and out each work shift. Effective dates of beginning of pay periods are available here: [Payroll Calendars and Deadlines](#). Students and supervisors are required to complete the electronic time sheet every pay cycle. Supervisors are responsible for checking the time sheet for accuracy. Students are required to submit their timesheet to their supervisor, no later than 12pm on the 2nd day following the end of a pay period. Supervisors are required to approve timesheets, no later than 5:00pm on the 3rd day following the end of a pay period. The Payroll Office will not issue a paycheck if the timesheet is not properly authorized and not received on time. Students receive their paycheck via direct deposit to their bank account (*preferred method*) or at the Business Office cashier window on the 10th of the following month. Paychecks not picked up within 5 business days, will be mailed to the student's home address on file.

Required Employment Forms

All students who would like to work on campus, are required by law to complete a [I-9 Form](#), [Federal W-4 Form](#) and [IL State W-4 Form](#) **before** they can be authorized to start working. Students are also required to present documents that verify both identity and eligibility to work in the United States. We also ask that students complete an [Acknowledgement of Mandated Reporter Status Form](#) (DCFS Form). These forms need to be completed only once during their academic career at Illinois Wesleyan University if they continue working every year.

The Internal Revenue Service requires that W-4 forms be completed by all employees to determine the correct amount of income tax to be withheld from your pay. If your name or address changes, or if at any time you would like to change the number of allowances you are claiming, a new W-4 form must be completed to update this information. If you claim exempt from withholding on the W-4 form, you will be required by law to complete a new W-4 form each calendar year as long as you continue to claim to be exempt from withholdings.

Wage Information

For the **2023-2024** school year, all student employees will earn **\$11.00** per hour for the fall semester and

\$11.50 per hour for the spring semester for positions on campus. Community service sites will be \$12.00 per hour for the fall semester and \$12.50 per hour for the spring semester. Students will be paid once per month starting in September. Federal guidelines limit the amount you may work over your employment award amount. If you have a job awarded and you are ahead or behind the amount you should be earning, you may want to talk to your supervisor about making adjustment in the number of hours you are scheduled to work. Your earnings will be evaluated after your final pay date in April and if you have significantly exceeded your employment award amount, your financial aid could be reduced in accordance with these guidelines. If your financial aid is reduced, your account in the Business Office *could* be affected.

Paychecks and Direct Deposit

Before the first month that you are scheduled to be paid, you will want to determine the manner in which you will be paid:

- Paychecks directly deposited to your bank account (*preferred method*)
- Paychecks released directly to you

If you would like to have your check directly deposited to your bank account, you will need to complete a [Direct Deposit form](#), which is available in the Business Office or on the Business Office page on the Illinois Wesleyan University website under [Payroll Forms](#). If you choose to have your paychecks released directly to you, checks will be available for pick up at the Business Office cashier window in Holmes Hall. You may be required to show ID to verify your identity before the check will be released. September-May, paydays will be on the 10th of each month or the Friday before, if the 10th falls on the weekend. In the summer, paydays are bi-weekly. A copy of the payroll calendar is in the Appendix and on the Business Office website under [Payroll Calendars and Deadlines](#). Paychecks not picked up within 5 business days, will be mailed to the student's home address on file.

W-2 Wage and Tax Statement

W-2 forms, which report the employer's yearly summary of withholdings for tax filing, are sent from the Business Office on or before January 31 of the following calendar year. You will be given the option to receive the form by e-mail or through the mail. You are responsible for reporting this information on your federal and state tax returns. The W-2 statements are also available in the employee's Banner Self-Service > Employee Dashboard > Taxes > W-2 Wage and Tax Statement. International students may be required to complete a non-resident tax return. Please visit the International Office for more information.

FICA Exemption

FICA taxes are not deducted from a student's earnings (for a student who meets the definition of student employee) during the academic year. Students are also exempt from FICA taxes if they work over a break that is less than 5 weeks. FICA taxes will be deducted from students' paychecks during the summer (June – mid August).

Earning Limits

Based on your financial need, you will be assigned either full- or partial- year employment eligibility. **Full-work study, \$2400 (or \$1200 per semester or 109 total hours in the fall and 104 total hours in the spring). Partial-work study, \$1200 (or \$600 per semester or 54.5 total hours in the fall and 52 hours in the spring).** You have the opportunity to earn up to this amount during the academic year. The amount of your employment award listed in your financial aid package is based on gross earnings.

Work in some departments may be cyclical, meaning that certain times of the year are busier than other times. Students may be required to work more than the current standard of 7.5 hours per week during busy times and then asked to work fewer hours during the not busy time. Please work with your supervisor to balance your hours as to not work more than your job opportunity award amount.

Students who qualify for the Student Employment Program may only earn the amount awarded in their financial aid package. Working more or less will affect the rate at which you earn your award. If you secure an employment position that offers the maximum amount of hours for your employment award, only that one employment position will be allowed. Some employment positions cannot offer a full 7.5 hours so working in two or more employment positions is permitted as long as it does not require you to work more than the maximum amount of your award in total. If two different departments are interested in employing you for the hours allowable by the amount of your award, you must choose which employment position you prefer to work or split the hours between the two departments.

Occasionally, a student will be requested to work a specialized employment position beyond the maximum amount of hours they are allowed to work based on their award. The hiring **supervisor** must go through an appeal process to seek approval for a student to work that employment position. The appeal is only good for the current academic year. Each year the appeal process needs to be re-completed to hire students with out a job award.

If there is room in the student's financial aid budget to increase their student employment award amount to allow for these hours, this will automatically be done. If that is not a possibility however, the employment position will be classified and paid as a payroll position.

It is important to be aware of the hours you are working to ensure you earn the full amount of your award and do not exceed your awarded amount. It is the student's responsibility to monitor their earnings. To assist you, there is a schedule in the Appendix.

Section 3: Employment Policies and Practices

Hiring Process for Student Employment Positions (Supervisors)

Posting Student Employment Positions: There are some variations in the application and selection

process between departments and organizations. The search for prospective student employees starts with contacting the Student Employment Coordinator to post the job on the Student Employment Website. Student employees are typically selected on the basis of their availability and qualifications. Additional criteria may include course work completed, prior experience, specific skills, the ability to lift or carry certain weights, and a willingness to work in particular environments.

Interviewing Student Employment Positions: Illinois Wesleyan University does not place students in positions. Students are responsible to seek student employment positions and interview on their own. A student may conduct multiple interviews and be offered jobs from more than one department; in this instance, the student would have the opportunity to choose the job, which the student considers to be the best fit.

Selecting/Hiring Student Workers: Priority should be given to those students with a job opportunity in their financial aid package. Please expect that all positions will require some training on the supervisor's part. As choices are being made, please check with the Student Employment Office to make sure all paperwork has been received and if the student is eligible to work. Once your positions are full, please contact the Coordinator to remove your job posting from the website.

Notes:

- It may be possible that students who qualified for work-study one year may not be eligible the following year, so please don't assume employment is guaranteed from one year to the next. Students can verify if they have a job awarded in their Banner Self-Service > Financial Aid > Award Information. Supervisors, you may be notified that some of your hired students are no longer eligible and you will need to hire another student or advertise your available position on the job website.
- In some cases a student will be requested by more than one employer. Since the policy is only one full-time position, the student will be contacted to make a choice between jobs or be notified they will need to split their hours between the two positions. In other cases, a student may be requested to work in a position that may be considered specialized, meaning the student has skills and qualifications necessary to fill the position that not everyone else may have. In the event this happens, the supervisor will be notified that an appeal is necessary. Please refer to the *Appeal Process* section below for more information.

Appeal Process (Supervisors)

There are a few situations that may warrant an appeal from the supervisor to get a student approved for hire in your area.

1) **The student requested does not have work-study eligibility.**

As previously stated, students with financial aid job eligibility always take priority over students who do not have a job need. Students with work-study in their financial aid package use those funds as a means of payment toward university charges on their account. Since jobs are limited on campus, we try our best to make sure that students with work-study eligibility are provided with the opportunity to work.

2) **The student requested is a Resident Assistant or Food Service Student Manager.**

Students who choose to accept either of these positions are paid differently than if they were on the work-study program. Due to this, students in these positions aren't typically allowed to work anywhere else which frees up jobs for students with work-study eligibility.

3) **The student requested is already holding an 7.5 hour per week work-study position.**

Students are limited to one full-time position, or two positions that make full-time between the both of them, as that is all they need to earn the full amount of the work-study award included as part of their financial aid package.

Departments requesting students in one of the above situations typically will need to submit a letter of appeal that the Student Employment Advisory Committee will review for approval of hire. A copy of the appeal form is located in the Appendix or you may request an appeal form from the Student Employment Coordinator.

All positions must be advertised to work-study students the following school year. If students in situation #3 are approved, they will only be allowed to work 4 hours per week maximum in addition to their full-time work-study position. If you will need them for more than 4 hours per week, that will need to be addressed in the appeal for the Committee to approve.

Scheduling

Most offices operate within the official business hours of the university, which are 8:00 a.m.- 4:30 p.m. However, some departments require student employees to work during the weekend, vacation breaks and evening hours. Work hours must be scheduled so that they will not conflict with a student's academic classes or responsibilities.

May Term Employment

If a student works during May term, the employment is classified as a payroll position at the same pay rate as during the academic year.

- Students who have graduated are allowed to work up to thirty days after graduation which makes them eligible to work during May term.
- International students who graduate in the spring and want to work during May term must have permission from the International Office, as their visa may not allow them to do work past the last day of the academic calendar.
- Returning students must be enrolled in a May term class or be returning for classes in the following fall semester, to be eligible to work during May term.
- A student not enrolled in a May term class that wants to live in the residence halls while working, must notify the Office of Residential Life that they will be working on campus. *Please contact ORL for additional information and requirements.*
- May term students cannot work more than 40 hours per week (Sun-Sat) on campus, as overtime is not permitted.

Summer Employment

Summer hours start June 1st and end in August the day before school starts. Available positions will be posted on the student employment website <https://www.iwu.edu/financial-aid/jobs/all/> starting in April. The summer pay rate for 2024 is still to be determined at this time. Students will be paid bi-weekly during the summer. A copy of the payroll calendar is in the Appendix and on the Business Office website under [Payroll Calendars and Deadlines](#).

Summer workers are handled by Student Employment as long as the student meets the criteria listed below. Students do not have to be work-study eligible to work during the summer. The following guidelines must be met to use a student worker for the summer:

1. Your area must be budgeted for summer workers.
2. The student must be returning to IWU for the fall semester. *Students who have graduated or will be incoming in the fall must go through Human Resources to work during the summer.*
3. Students must have the W4/I9 employment forms on file in the Financial Aid Office before they can start working.
4. Students cannot work more than 40 hours per week (Sun-Sat) on campus. *Since Summer Office Hours are 8am-4pm, most students will work 35 hours per week if working in an office.*
5. Students must have proper supervision of the hours worked so working from home or away from campus is prohibited.

Summer Research Students are handled through the Grants Office, but still must have employment forms on file before they can work or be compensated.

Since graduated seniors can only work up to 30 days after graduation, they are not eligible to work over the summer as a “student employee”. A supervisor must contact the Human Resources Office to employ a student who has graduated. They will be hired as a regular employee and will have to pass a background check before they can be hired or work.

Holiday and Break Employment

Due to security and housing issues, there are minimal opportunities to work on campus during designated holidays and breaks. A student must be authorized by their supervisor and the Office of Residential Life to work during any of these times and the pay rate is the same as during the academic year.

Students are paid only for hours worked. Therefore, students do not receive additional pay for working holidays or weekends. And, like all employees student workers are not paid for their lunch break

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Because of the nature of the work performed by offices on

campus, files may contain educational and confidential personal information. Under no circumstances are codes, the contents of office files or overheard discussions to be shared or used outside the departments. Neither should duplicates be made for non-office purposes. Extreme caution is taken when discarding documents that contain confidential information. The nature of some documents will require that they be shredded before being discarded. Violating the confidentiality policy could result in immediate termination.

Breaks

Workers will be permitted to take a 20 minute unpaid break no later than 5 hours after the start of your shift if you are required to work for 7.5 continuous hours or longer.

Illness/ Injury Policy

Students who are unable to work for an extended period due to illness or injury must inform their supervisor and the Student Employment Program Coordinator immediately. There are no paid benefits for these situations.

Warning and Termination Process

Violations of the expectations and standards for employment policies and practices will be documented and may result in giving a student a warning. The purpose of the warning (verbal or written) is to share with student employees the importance of the violated policies and to allow student employees time to adjust their behavior and hopefully reverse a potential termination. A sample warning form is located in the Appendix.

Student employment is considered “at will”. Termination may occur for the following reasons: not meeting the academic requirements (enrollment is less than the minimum credit hours or academic withdrawal from courses), resignation by the student, staff/budget reduction, policy violations, or incompetence.

The termination policy of the Student Employment Program involves two areas: resignation and termination. In either case, you should discuss your situation with your supervisor and the Student Employment Program Coordinator, if necessary.

Resignation

Most supervisors hope that student workers will remain in their employment position throughout the academic year, and return for the following year, if eligible. However, changes in class schedule, academic pressures, or other factors may make such a commitment impossible. Academic concerns seem to be the most frequent reason students quit their employment positions. You must maintain satisfactory academic progress (SAP) to receive financial aid, including student employment. If you begin to fall behind in your studies, consult your supervisor and/or your academic advisor to determine how you can reverse this trend. If you decide that both working and performing well in your classes is

not possible and you want to resign from your employment position, you may end your employment using the following procedure:

- 1) Inform your supervisor and give at least one week notice of your final workday.
- 2) Notify the Student Employment Coordinator.

Termination

If your supervisor is not satisfied with your performance, he or she is encouraged to discuss the concerns with you and to specify a period of time in which you are expected to improve. If you are unable to meet the supervisor's expectations, you may anticipate being terminated. Supervisors are encouraged to provide both a verbal and written warning to the student before terminating them.

Acts of serious misconduct will not be tolerated and may result in an immediate release from employment. Reasons for immediate termination a student may include but are not limited to the following:

- Breach of confidentiality
- Repeated absences without notification to the supervisor
- Willful, deliberate, or negligent acts that cause serious disruption in the continuity, efficiency, or safety of the department
- Fraudulent reporting of hours worked (Deliberate falsification of hours or other employment records may be considered a federal offense and is punishable by law)
- The unauthorized possession, distribution, use of, or being under the influence of alcohol, marijuana, or other non-prescription drugs or controlled substances during working hours
- Theft of university property or the personal property of a student, staff, or faculty member
- Harassment
- Serious disregard of university rules
- Gross incompetence
- Insubordination or refusal to perform assigned tasks

Terminations will be reported to the Student Employment Program Coordinator and may be reviewed by the Student Employment Advisory Committee. Depending on the severity of the circumstances surrounding the termination, you may lose your privilege to participate in the Student Employment Program for the rest of the academic year or permanently. Notice of termination will be kept in your permanent student employment file in the Financial Aid Office.

You have a great deal of control over your performance at your employment position. Communication is the key to employment success as well as a good relationship with your supervisor. Your performance may rest on your understanding of tasks, rules, and expectations. When in doubt, ask your supervisor for clarification, information, expectations, and procedures. Appropriate behavior, attitude, time management, and communication with your supervisor will assist you in maintaining your campus employment position and a good employment history.

Academic Progress Policy

To insure that federal, state, and university funds are used as efficiently as possible, policies have been

established that require a financial aid recipient to progress toward a degree within a reasonable period of time. A student's progress is monitored for all periods of enrollment regardless of whether or not he or she is receiving financial aid for that same period. All students are required to meet Satisfactory Academic Progress (SAP) standards. The SAP policy can be found online under the [Consumer Disclosure section](#) or in the IWU Course Catalog.

Student Employee Evaluations

Continuous feedback is an important part of the IWU's Student Employment Program. It provides supervisors and students with opportunities to improve their work experiences and influence their work environments. Supervisors should see that student employees receive and review a thorough job description upon hire to understand what is expected of them.

Evaluations should be reviewed with student workers as a way of giving feedback and constructive criticism. This can help them understand their strengths and weaknesses and develop appropriate work habits and attitudes. Together with ongoing feedback, the evaluation is one of the most important elements in a meaningful work experience for students. Performance evaluations will take place upon the end of employment for each student employment position and turned in to the Student Employment Coordinator. Students should ask their supervisors for a copy of their evaluation for their personal files.

A copy of the evaluation form is located in the Appendix.

Student Worker Rights and Responsibilities

- A student employee at Illinois Wesleyan University with an employment award in his/her financial aid package must be a full-time student enrolled in a degree-granting program at the university, in good academic standing, and making satisfactory academic progress toward the completion of a degree. You are responsible to uphold these requirements.
- You have the responsibility of completing all required paperwork and must have possession of a valid social security number. You will not be authorized to begin work until you have completed the federal and state W-4 forms and I-9 form.
- You have the right to know what is expected of you at your position, including but not limited to: who to report to, what tasks to perform and how to perform them, if you are performing your assigned tasks adequately, how to improve your performance, and what procedures you must follow. Your supervisor will give you the details of your specific work duties. The quality of your work will determine your chances of maintaining your employment position. Always give your best effort.
- You are responsible to carry out the work duties assigned to you at your student employment position. Homework, studying or any other non-work or personal activity should be done on your own time. Computers, copiers, and other office equipment and supplies, are for work assignments only and not for personal use. Personal phone calls, including calls on your personal

cell phone as well as texting, are discouraged. When assigned tasks are completed, consult your supervisor for your next assignment.

- You have the responsibility to inform your supervisor as soon as possible if you are unable to work your scheduled hours for any reason.
- You are responsible for working and tracking the appropriate number of hours if you intend to earn your full employment award amount. If you are ahead or behind on the amount you should be earning, you may want to talk to your supervisor about adjusting the number of hours you are scheduled to work. While supervisors are not required to assign make-up hours, they may allow you to work extra hours to catch up if there is work available to do so.
- You have the right to be paid for hours actually worked. You are not eligible for sick, vacation or holiday pay, snow days, meal times, unemployment benefits or other fringe benefits. In order to protect the employee, the Federal Fair Labor Standards Act prohibits employers from accepting volunteer hours from any employee they have hired for pay.
- You are responsible for clocking in and clocking out using Web Time Entry (WTE). Instructions on using WTE can be found [here](#) or on the [Student Employment website](#). You are responsible for submitting your timesheet electronically in a timely manner to allow your supervisor to approve your hours worked prior to the deadline.
- Acceptance of your student employment award carries all the responsibilities and commitments as in any other employment situation. It is your responsibility to follow rules set by the department supervisor that has hired you. This may include dress code, confidentiality, behavior, and public image. You are expected to be dependable, dress appropriately, be considerate and respectful of your employer and co-workers, and take your employment position seriously and perform at the highest level of your ability.
- It is your responsibility to report all accidents to your immediate supervisor or the supervisory person in charge at the time, as well as the Human Resources Office.
- You are considered an “at-will” employee. This means that you and/or your employer have the right to terminate or not continue your employment at any time. It is courteous to give proper notice of termination to the employer, usually defined as a two weeks’ notice. The Student Employment Program Coordinator is available to listen and intercede if you feel it is necessary, however, the supervisor and student must first attempt to work out any problems that may arise.

APPENDIX BEGINS ON NEXT PAGE

Appeal for Payroll Student Worker

Date: _____

Name of requested student: _____

Name of person completing appeal: _____

Department: _____

Date the position was posted on the student job openings website: _____

1. Which category does the student fall into:

- The student requested does not have work-study eligibility
- The student requested is a Resident Assistant or Sodexo Student Manager
- The student requested is already holding a full-time work-study position
- Other _____

2. How many hours per week are you requesting the student to work? _____

3. State the description of the job duties:

4. Address the skills and qualifications the requested student has over other students:

5. State what steps were taken to find a work-study student that led you to believe the requested student is the best qualified:

6. List the names of the students who were interviewed for this position:

Please provide specific and detailed information to aid the Committee in determining a decision. The process can take a few days to a few weeks depending upon schedules. **If the student is approved to work for you, the approval is for that school year only. It is not guaranteed every year. All positions must be advertised to work-study students the following school year.** If a student in the third situation under item #1 is approved, the student will only be allowed to work 4 hours per week maximum in addition to full-time work-study position. If you will need them for more than 4 hours per week, that will need to be addressed in the appeal for the Committee to approve.

STUDENT WORKER RECORD OF VERBAL/WRITTEN WARNING

The employee described below was given a verbal/written warning as a disciplinary action on the date issued for the reason(s) I have checked below in the appropriate section(s) of this form and explanation thereof:

NAME OF STUDENT WORKER: _____

DATE AND TIME OF VIOLATION: _____

DATE AND TIME OF DISCUSSION WITH EMPLOYEE: _____

REASONS FOR VERBAL/WRITTEN WARNING

A. UNSATISFACTORY ATTENDANCE

- late in reporting to work – no notice
- missed shift (at least 30 minutes late) – no notice
- left office without permission for non-work related reason during shift
- left office before end of shift without sufficient reason
- other _____

B. UNSATISFACTORY PERFORMANCE

- failure to keep confidentiality of office business
- failure to clean up and close all areas before leaving the office
- failure to sign off computer(s)
- failure to attend to office duties promptly/properly
- failure to be courteous and helpful to the public
- other _____

C. ABUSE OF PRIVILEGES

- guests behind the desk area
- inappropriate behavior in the office
- other _____

D. BREAKING UNIVERSITY POLICY

- _____

REMARKS:

ACTION PLAN:

(supervisor)

(date)

(student)

(date)

Student Evaluation Form

Student's Name: _____ Student ID _____

Job Title/Department: _____ Supervisor _____

Would you recommend this student: Yes No

Duties of Student:

Please evaluate the student employee on each trait below according to the following scale:

- Superior: Nearly always exceeds job requirements and is continually of the highest caliber
- Very Good: Consistently fulfills job requirements and often goes beyond what is expected
- Acceptable: Satisfactorily and competently meets expectations
- Needs Improvement: Fails to meet expectations
- Poor: Consistently unacceptable and seldom meets job requirements
- NA: Not applicable

Knowledge of Job Responsibilities: *Performs work by following specified procedures & directions* _____
Comments: _____

Dependability: *Work is reliable and prompt; efficiently completes tasks accurately & thoroughly* _____
Comments: _____

Confidentiality: *Maintains strict confidentiality of departmental information* _____
Comments: _____

Initiative: *Ability to act on own; responsible to accomplish needed work; resourceful; works with little direction* _____
Comments: _____

Aptitude: *Quickly learns new work; retains training* _____
Comments: _____

Attendance: *Adheres to schedule; dependable* _____
Comments: _____

Punctuality: *Prompt attendance; appropriate notice of absence* _____
Comments: _____

Cooperation: *Ability to work with others* _____
Comments:

Leadership: *Effectively problem-solves; communicates clearly* _____
Comments:

Professionalism: *Respects departmental policies (i.e. appropriate dress, cell phone use, etc.)* _____
Comments:

Attitude: *Enthusiastic; willing to take on an appropriate range of tasks* _____
Comments:

Courtesy/Friendliness: *Expresses consideration; kind; respectful to others* _____
Comments:

Discussion Comments: Please use this area for comments on any additional topics related to this employee's performance covered in the discussion with the student employee.

- Please email this form to Stephanie Iskra (siskra@iwu.edu) or return this form to the Financial Aid Office, Holmes Hall, Lower Level.

Student's Signature (optional)

Date

Supervisor's Signature

Date

For Financial Aid Office Use:

Recvd Date:

2023-2024 Student Employment Hours Monthly Schedule - On Campus

Remember that these totals are based on *gross* earnings.

The *estimated* monthly hours schedule is listed below for the 2023-2024 academic year. This schedule is provided to give students an **estimate** of the number of hours they should work each month to meet the awarded amount by the end of the academic year. (Amounts are based on a \$2400 award. Please divide amounts in half, for a \$1200 award.). Also, if a student is working more than one position, the “hours available to work” is the combined hours of all jobs. Although students may be working, the schedule below does not include: weekends, holidays, or breaks. Holiday pay is not eligible if a student chooses to work during these times, they will be paid their regular hourly rate.

If a student starts his or her employment position a few days before or after the semester begins, they may have to adjust their hours at some point in the year to reach the gross employment award that has been offered and not exceed it. It is important for each student to remember that it is the **student’s responsibility** to keep track of their hours worked and earnings.

MONTH (# of days)	Estimated Hours Available to Work	Estimated Gross Earnings for Month	Estimated Total Earnings at End of Month
FALL SEMESTER	110 * \$11/hr		\$1,210
August	6	\$66	\$66
September	30	\$330	\$396
October	31.5	\$346.50	\$742.50
November	28.5	\$313.5	\$1056
December	14	\$154	\$1210
SPRING SEMESTER	103.5 * \$11.50/hr		\$1,190.25
January	22.5	\$258.75	\$258.75 / \$1468.75
February	29.5	\$339.25	\$598 / \$1808
March	22.5	\$258.75	\$856.75 / \$2066.75
April	29	\$333.50	\$1190.25 / \$2400.25
Total	213.5		\$2,400.25

The above chart is based on students earning \$11.00 per hour for the fall semester and \$11.50 per hour for the spring semester. Students are not required to work when the campus is closed.

2023-2024 Student Employment Hours Monthly Schedule - Community Service Sites

Remember that these totals are based on *gross* earnings.

The *estimated* monthly hours schedule is listed below for the 2023-2024 academic year. This schedule is provided to give students an **estimate** of the number of hours they should work each month to meet the awarded amount by the end of the academic year. (Amounts are based on a \$2400 award. Please divide amounts in half, for a \$1200 award.) Also, if a student is working more than one position, the “hours available to work” is the combined hours of all jobs. Although students may be working, the schedule below does not include: weekends, holidays, or breaks. Holiday pay is not eligible if a student chooses to work during these times, they will be paid their regular hourly rate.

If a student starts his or her employment position a few days before or after the semester begins, they may have to adjust their hours at some point in the year to reach the gross employment award that has been offered and not exceed it. It is important for each student to remember that it is the **student’s responsibility** to keep track of their hours worked and earnings.

MONTH (# of days)	Estimated Hours Available to Work	Estimated Gross Earnings for Month	Estimated Total Earnings at End of Month
FALL SEMESTER	100 * \$12/hr		\$1,200
August	5.5	\$66	\$66
September	27	\$324	\$390
October	28.5	\$342	\$732
November	26	\$312	\$1044
December	13	\$156	\$1200
SPRING SEMESTER	96 * \$12.5/hr		\$1,200
January	21	\$262.50	\$262.50 / \$1462.50
February	27	\$337.50	\$600 / \$1800
March	21	\$262.50	\$862.50 / \$2062.50
April	27	\$337.50	\$1200 / \$2400
Total	196		\$2,400

The above chart is based on students earning **\$12.00** per hour for the fall semester and **\$12.50** per hour for the spring semester.

**STUDENT EMPLOYMENT
DAYS AVAILABLE TO WORK**

For 2023-2024, the weeks for student employment should be divided as follows:

<u>1st Semester</u>	<u>2nd Semester</u>
August 1	January 4
September 4	February 4
October 4	March 3
November 4	<u>April 4</u>
<u>December 2</u>	Subtotal: 15
Subtotal: 15	
Total weeks to work: 30	

There are 150 weekdays available to work 213 hours. The days have been calculated as follows, days that are not included are in parentheses:

<u>1st Semester – 109 hours</u>		
August	4	
September	20	(Labor Day – 1)
October	21	(Fall Break – 1)
November	19	(Thanksgiving Break – 3)
<u>December</u>	<u>11</u>	(Winter Break & Campus Closure – 10)
Subtotal:	75 days	
 <u>2nd Semester – 104 hours</u>		
January	16	(Winter Break & Campus Closure cont'd – 7)
February	21	
March	16	(Spring Break – 5)
<u>April</u>	<u>22</u>	
Subtotal:	75 days	

Additional Notes:

1st Semester: Classes begin August 28, 2023 and Finals End December 15, 2023

2nd Semester: Classes begin January 10, 2024 and Finals End April 30, 2024

- Student can, but are not required to, work during Reading Day or finals week for both first and second semester. However, these dates are included in the calculations. Reading Day and Finals Days only count 1 hour per day in the calculations.
- The days listed above do NOT take into consideration the availability of weekend hours in some departments.
- You can determine the total number of hours you can work per week by taking your award \$ amount divided by wage rate. 1st semester, the rate is \$11.00 per hour. 2nd semester, the rate is \$11.50 per

hour. This is *about* 1.5 hours per day or 7.5 hours per week, 1st semester, and 1.4 hours per day or 7 hours per week, 2nd semester.

- Because Community Services positions are paid a dollar more per hour, their hours per day and per week will be slightly less--*about* 1.35 hours per day or 6.75 hours per week, 1st semester, and 1.3 hours per day or 6.5 hours per week, 2nd semester.
- Keep in mind, this is only an *estimate* to help in planning. Once the maximum award amount has been met, the student is no longer eligible for work-study for the year.

Illinois Wesleyan University 2023 Student Pay Periods

	Pay Period Start	Pay Period End	Pay Date
1	12/01/22	12/31/22	01/10/23
2	01/01/23	01/31/23	02/10/23
3	02/01/23	02/28/23	03/10/23
4	03/01/23	03/31/23	04/08/23
5	04/01/23	04/30/23	05/10/23
6	05/01/23	05/31/23	06/09/23
7	06/01/23	06/03/23	06/09/23
8	06/04/23	06/17/23	06/23/23
9	06/18/23	07/01/23	07/07/23
10	07/02/23	07/15/23	07/21/23
11	07/16/23	07/29/23	08/04/23
12	07/30/23	08/12/23	08/18/23
13	08/13/23	08/26/23	09/01/23
14	08/27/23	08/31/23	09/09/23
15	09/01/23	09/30/23	10/10/23
16	10/01/23	10/31/23	11/10/23
17	11/01/23	11/30/23	12/08/23
18	12/01/23	12/31/23	01/10/24
1	01/01/24	01/31/24	02/09/24

BOLD # = Summer Payrolls

8/27/23 – 12/31/23 = \$11.00/hr

1/1/24 – 5/31/24 = \$11.50/hr

https://www.iwu.edu/business-office/payroll/time_card_dates.html