

AUGSBURG COLLEGE

Student Employment Guide

Revised August 2008

Introduction

This Student Employment Guide is designed to complement the Student Handbook and to familiarize student employees, faculty and staff supervisors with Augsburg College's policies, practices and procedures relating to on-campus student employment. Augsburg College's employment process is designed to simulate jobs in the outside work world, and students are encouraged to pursue employment related to their academic or personal interests by independently seeking out employment within the College. It is the student employee's responsibility to become familiar with the information included in this handbook, which is meant to provide guidance and clarification to the process of student employment. Augsburg College hopes to help make the student employment experience a rewarding one.

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STUDENT INFORMATION

Types of Student Employment

There are several types of student employment at Augsburg College:

1. Work study covers the majority of on-campus positions during the traditional school year. Students are allowed to have multiple positions but cannot exceed a total of 20 hours of work in a week.
2. Summer student positions are available during the time between the end of one school year in the spring and the beginning of the next in the fall. Students are allowed to have multiple positions but cannot exceed a total of 40 hours of work in a week.
3. Grants are administered and paid through the funding from a specified source other than work study. These positions are subject to the rules and regulations outlined in the grant.
4. Stipends are payments for which an employee does not record hours worked on a timesheet. Some common examples are work for the Echo or Residence Life. They are paid on a set schedule in pre-determined increments. Work study may, by virtue of work study, preclude stipend payments.
5. Temporary positions are not work study eligible. Generally, students may be hired to work in temporary positions during an internship period or for special projects outside of the work study program limits.

On-campus employment is non-need based and is reported as income on financial aid applications in subsequent years, as would any off-campus earnings.

How to Obtain a Student Position

Procedures to Become a New Student Employee

Consult the list of available student jobs on the Student Employment website: www.augsburg.edu/hr/student. Please note that not all departments advertise on the Human Resources website. If you are interested in a position that is not advertised, contact the department to inquire about future openings.

Directly contact the identified supervisor of the job for which you are interested.

When hired by a department, complete the following forms from the Human Resources department before you start to work:

- ❖ Student Application and Terms of Employment
- ❖ W-4
- ❖ I-9 (with corresponding documents)
- ❖ I-20 or DS-2019 (for international students only)
- ❖ Background Checks (only for positions deemed critical – see page 6 for explanation)

Once the required forms are completed and a sex offender check is conducted and deemed satisfactory, Human Resources will generate a personalized placement notice and timesheet to send to the supervisor. The placement notice must be signed by the supervisor and returned to Human Resources within the first week of employment. The student employee must keep track of their hours on a daily basis on their timesheet. At the end of the pay period, the timesheet – with the student’s and supervisor’s signature – is due in the Human Resources office according to the pay schedule (see page 15).

(Note: Students who hold a critical position, which includes Security, Residence Life, Events Services, Information Technology, and Custodial Services may work but cannot have full access until their background check has been cleared. Once the background check has been cleared, Human Resources will email the confirmation to the supervisor).

How to Add a New Job / Update Employment Status

When should student employees stop by Human Resources department?

- ❖ Any time they are hired for additional employment on campus
- ❖ Beginning of Summer
- ❖ Beginning of Fall
- ❖ When returning to work after any substantial break

Students do not need to complete the entire application process but do need to come to Human Resources department in person to report the title of the position, corresponding budget number, and start date. Your supervisor will receive a placement notice and timesheet shortly thereafter.

Employment Forms and Procedures

Employment Forms

I-9 (see sample form on page 22)

The Immigration Reform and Control Act requires all new employees to provide proof of identity and employment verification. To prove eligibility for employment, employees are required to provide documentation described on page three of the I-9 form. Students must complete the I-9 form on or before their first day of employment and must provide appropriate documentation within the first three days of employment. Some commonly used forms of identification are:

A U.S. Passport

OR

A valid driver’s license and social security card

OR

A valid driver’s license and a certified copy of a birth certificate issued by a state, county, or municipal authority.

A list of acceptable proof of identification is described on page three the I-9 form.

W-4 (see form sample on page 20)

All wages paid to student employees, including work study, are subject to income taxes. Students must complete the Employee's Withholding Allowance Certificate (W-4) before being placed on payroll. Payroll processing will not begin until this form has been completed and submitted to the Human Resources department.

I-20 or DS-2019

For the purposes of the I-9 form, International students are required to show a valid I-20 or DS-2019 in order to work on campus. International student employees with F-1 status need to present a copy of their I-20, and J-1 status a copy of their DS-2019 visa to Human Resources. It is important that international students do not allow their I-20 or DS-2019 visas to expire. Once this visa has expired, the student will not be allowed to work on campus.

Background Check Procedure

Sex Offender Check

All student users of Augsburg facilities or services are required to comply with the Campus Security Act and Sex Crimes Act of 2000, including registration with appropriate state agencies. All offers of employment are contingent upon the satisfactory outcome of a Sex Offender check and/or additional background check if the process requires one. The Human Resources department will conduct this check and produce a placement notice only when the student is not listed as a registered sex offender.

Criminal Background Check for Critical Positions

Student applicants for critical positions (a position which has a master key access) must undergo a criminal background check. The following departments staff critical positions: Security, Residence Life, Event Services, Information Technology, and Custodial Services. Employment is contingent upon the successful clearance of this check. Students in critical positions should not have full access until they have cleared the background check.

Kari Koskinen Manager Background Check Act

Under statute 299C.67 through 299C.71, also known as the Kari Koskinen Manager Background Check Act, employees who are in positions designated as "critical" will be subject to pass a state and/or federal background check. This legislation was passed in response to a high profile case in which an apartment manager with a prior felony conviction murdered a tenant of the apartment building he managed. Although the thrust of this legislation was intended for apartments, all institutions of higher education are also covered under the terms set forth by the statute. The Act requires the College to perform criminal background checks on any individual who have the means, within the scope of the individual's duties, to enter tenants' dwelling units (residential dorm units).

Salary, Hours and Wage Administration

Time Reports and Pay Frequency

It is the student employee's responsibility to accurately complete a timesheet for each position and submit it to the proper supervisor by the last working day of the month. Timesheets that are turned in without the supervisor's and student's signature will not be processed. It is the student's responsibility, not the supervisor's, to turn in timesheets on time.

All pay periods are one month in duration. There are 12 pay periods per year. Students are expected to have their timesheets submitted no later than the fifth day of each month. If the 5th falls on a Saturday, timesheets are due on Friday the 4th. If the 5th falls on a Sunday, timesheets are due on Monday the 6th. Timesheets turned in late will be processed in the following pay period. Payment will be made in the form of a check and will be available for pickup on the 15th of each month in the Enrollment Center. Student employees are required to show a picture I.D. in order to receive their checks. If the 15th falls on a Saturday, checks will be available Friday the 14th. If the 15th falls on a Sunday, checks will be available Monday the 16th. Students must pick up their own paycheck. If a student is unable, the student can provide a letter-sized self-addressed, stamped envelope to Human Resources for the check to be mailed.

Student Holiday Pay

A schedule of paid holidays is posted annually by the Human Resources department. When it is necessary for certain College offices to remain open on a scheduled holiday, student employees who are required to work will be paid time and one-half pay for hours worked on the holiday. These should be clearly indicated and totaled separately on the timesheet. Advance approval by the supervisor is required whenever a student employee works on a regularly scheduled holiday. In general, the College observes the following holidays for departments not staffed 24 hours per day:

New Year's Day	Good Friday
Memorial Day	Independence Day
Thanksgiving Day	Day after Thanksgiving
Christmas Eve Day	Christmas Day

Augsburg College observes the following holidays for student workers in departments that are staffed 24 hours, such as the Department of Public Safety:

12:00 p.m. New Year's Eve to 12:00 p.m. New Year's Day
Easter
Memorial Day
Independence Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day

Note:

Student employees are ineligible for any premium pay for hours worked on a holiday if the holiday is an extra holiday awarded by the President of the College, noted as a President's Holiday.

FICA

During Fall and Spring semesters, work study earnings are exempt from FICA taxes (Social Security and Medicare). During the Summer session student employees are required to pay FICA taxes for periods of non-enrollment or if their enrollment falls below half time.

International students are exempt from FICA taxes year round.

Falsification of Records

It is the student's responsibility to accurately complete the timesheet. Student employees or supervisors who knowingly falsify their timesheets are subject to discipline up to and including termination of employment.

Student Employment Policies

Attendance and Punctuality

In order to maintain a productive work environment, the College expects student employees to be present and on time in reporting to work as scheduled. Absenteeism, including arriving late and leaving early, places a burden on other staff members and on the College.

A student employee who cannot avoid being late to work, who is unable to report to work as scheduled, or who must leave before the end of the work day must speak to the supervisor (or designee) prior to the anticipated tardiness or absence. If advance notice is not possible, the student must report to the supervisor with an explanation within two hours of the absence. Any student employee who does not report to work and does not call for three days will be considered to have voluntarily resigned from the job.

Work Schedule

Student employees who work four or more consecutive hours are entitled to a paid 15 minute break. The 15 minute break is intended for students to step away from their desk or workload so that they can get a break from what they are doing and/or to use the restroom. Student employees who work an 8-hour day additionally are entitled to a 30 minute unpaid lunch break. Student employees and supervisors should arrange a work schedule that is compatible with the student's class schedule and study time while meeting the needs of the department. Student employees are allowed to work a maximum of 20 hours per week while school is in session and 40 hours per week during Winter, Spring, and summer break.

Term-Off Work Study

Students have the option to be an active student at Augsburg but not taking classes. Student employees are eligible to obtain regular, non-work study student employment at Augsburg during this 'term-off' as long as they become a full-time student the following semester. For example, a student who takes the Spring semester as a 'term-off' must return as a full time student the following Summer session. The same policies apply to students in a term-off as they do to regular work-study students.

Less Than Half-Time Students

A Student whose enrollment falls below half-time (2 credits) may be ineligible to work on-campus. Please contact Human Resources immediately if this situation applies to you.

Professional Conduct

Student employees provide an invaluable contribution to the work performed at Augsburg College. However, student employees are expected to work to their full potential while "on the clock." The following general guidelines apply:

- ❖ The student employee must take into account time for studying, student activities, personal time, lunch time and breaks between classes and schedule work hours accordingly. Student employees are expected to work all scheduled hours each week.

- ❖ Student employees must dress appropriately, be dependable and prompt, and conduct themselves in a businesslike manner. Students in high-visibility areas should consult their supervisors for the appropriate dress code.
- ❖ Student employees are not to do homework or engage in similar non-work related activities while on the job unless expressly permitted to do so by the supervisor.
- ❖ Student employees need to discourage friends and family from visiting or telephoning them at work, except in emergencies.
- ❖ If a student employee completes an assigned task and has nothing else to do, it is the student's responsibility to ask the supervisor what additional tasks he or she may have. If there is no additional work, the supervisor may make the student employee's services available to other college employees needing assistance.
- ❖ In the event of a supervisor's absence, the student may be given further assignments to work on during that time period. Someone else in the department may be designated to act in the supervisor's absence.

Student employees should discuss any work-related problems with the appropriate supervisor. If the problem cannot be resolved, the student should contact Human Resources at extension 1058.

Confidentiality

Student employees are required to adhere to the following rules regarding the privacy and confidentiality of student records information. Violation of these rules may subject a student employee to immediate termination of employment.

- ❖ Student records are not to be removed from any Augsburg office by student employees unless requested to do so by the appropriate supervisor.
- ❖ Student employees who are granted access to student record information are accountable for the protection of the information and its contents while it is in their possession.
- ❖ Student employees are prohibited from accessing or discussing personal record information of friends, peers, or other college employees.

Misconduct

Misconduct by a student employee will not be tolerated under any condition. Misconduct could result in a variety of disciplinary measures, including notation in a student's permanent file and/or revocation of a student's privilege to work on-campus for the rest of the academic year and/or permanently. If a student does not show up for work, reports late to work or does not complete work satisfactorily, it is the supervisor's right to terminate employment and may be done without just cause. Some examples of misconduct may include:

- ❖ Continued unsatisfactory job performance.
- ❖ Excessive absences/tardiness or any absence without notice.
- ❖ Job Abandonment (three consecutive work days where the employee has not called or reported to work).
- ❖ Falsification of time keeping records
- ❖ Theft
- ❖ Negligence or improper conduct leading to damage of Augsburg-owned property

- ❖ Insubordination or other disrespectful conduct
- ❖ Fighting or threatening violence in the workplace
- ❖ Unauthorized disclosure of confidential information
- ❖ Violation of department's rules and regulations

Resignation

Student employees who wish to resign from an employment position are expected to provide at least a two week notice to the appropriate supervisor.

SUPERVISOR INFORMATION

Supervisor Responsibilities

Supervisors general responsibilities include and are not limited to the following:

- ❖ Ensure student employees have approval to work from Human Resources by making sure all paperwork is turned in prior to or within the first three days of employment.
- ❖ Provide the student employee with the training and orientation necessary to successfully perform job duties.
- ❖ Supervise the development and implementation of good work habits.
- ❖ Be accessible to the student employee to answer questions, monitor performance, and address concerns.
- ❖ Establish a schedule of work hours acceptable to the student and department.
- ❖ Monitor the hours on timesheets for proper recording and so the hours do not exceed the weekly limit. By signing the timesheet, you are attesting to the accuracy of time reported.
- ❖ Prompt notification of the Student Employment Coordinator in Human Resources when the student employee has resigned from the position.

Hiring Procedures

How to Recruit Student Employees

Supervisors are not required to advertise for positions if they can find student workers independently. However, many students check the online job posting, www.augsburg.edu/hr/student, to help them find a job on campus throughout the year; it is a great resource for both of you. Supervisors who would like to post student positions on the Human Resources website should complete a Student Needs form and return it electronically to Human Resources. This form can be obtained from the Human Resources public drive or by contacting Human Resources at extension 1058. When the position has been filled, supervisors must notify Human Resources to remove the posting from the website.

How to Hire a Student Employee

Student's First On-Campus Job

If this is the student's first on-campus position, he/she will need to know the department, corresponding budget number, and start date in order to complete the following required forms:

- ❖ Student Application and Terms of Employment
- ❖ W-4
- ❖ I-9 (with corresponding documents)

- ❖ I-20 or DS-2019 (for international students only)
- ❖ Background Checks (only for positions deemed critical – see page 6 for details)

Returning Student Employee

If the student has been employed on campus before, he/she will need to come to Human Resources with the following information in order to sign up for the new or additional job:

- ❖ Department
- ❖ Corresponding Budget Number
- ❖ Start Date

Student employees should also report to Human Resources department with the same information at the beginning of Summer and Fall semesters if they are planning on continuing employment in the same department.

Once the student has reported their employment to Human Resources and filled out any necessary paperwork, Human Resources will generate a placement notice to the supervisor, who must verify the employment and a timesheet specific to that student and department. Supervisors must sign placement notices and return them to Human Resources, within one week, and distribute the timesheets to student employees accordingly.

Note: Once you have hired a student, please have the student come to Human Resources before they start work.

Standard, Technical, and Supervisor Positions

Standard positions cover the majority of the positions on campus. Student employees who have never worked on campus are paid at the lower rate of standard pay. Returning Student employees get paid at the higher standard pay. (see page 15)

*A Returning Augsburg student employee is defined as a student employee previously employed for:

1. Two semesters with an overall average of 7.5 hours per week,
2. Four semesters with an average of 5 hours per week, or
3. One summer with an overall average of 40 hours per week.

Technical positions, paid at a slightly higher rate, are those which require special skills or are hard to fill; they must be approved by Human Resources. Supervisors who would like a position to be identified as Technical can fill out a Technical Wage Survey, available on the Human Resources public drive, pending Human Resources analysis and approval. Supervisors will be notified via campus mail within two weeks regarding the result of the Technical Wage Survey. (see page 15)

Supervisor positions, paid at the highest rate of pay, are accountable for direct supervision of two or more other students on a regular basis. (see page 15)

Graduating Students and Incoming Freshmen

Students who have graduated from Augsburg College are no longer allowed to hold a work-study position. It is Human Resources' philosophy that work-study positions should be reserved for current students to allow them to gain experience within the College community during their time here.

Similarly, incoming freshman are allowed to work the summer preceding their first fall semester at Augsburg. If a student who has graduated must be hired, he/she needs to be hired as a “temporary” employee and paid with non work-study funds.

How to Close a Student Position

When a student signs up for an on-campus position during the regular academic year, the position will be assigned to him/her on his/her first day of work to the end of Spring semester. Summer employment will be treated similarly. If a student no longer works for your department, indicate his or her “last day worked” and date on the top right space of the student’s timesheet, sign the bottom, and return it to Human Resources.

Training, Performance, and Feedback

Orientation

Supervisors should discuss details, such as the work schedule, job requirements, and terms of employment with the students at the beginning of their employment. Supervisors should introduce student employees to the regular staff in the department and explain the role the department plays on campus. This orientation provides student workers with an opportunity to understand their role within the department so they may better meet the department’s goals. Student employees should be given, at a minimum, a verbal list of the expectations the supervisor and department has for them. Student employees should be informed to whom they directly report and who signs their timesheet.

Performance

Communication between the supervisor and student employee increases departmental productivity and the educational value of work for the student. Student employees should be made aware of the general work performance standards of the department. This encourages responsible behavior and ensures accountability. Reinforcing good behavior serves to increase student productivity and contributes to higher levels of morale. Departments are likely to retain more student employees and reduce costs associated with training new hires.

When accepting a campus position, a student employee assumes work responsibility for which he/she will be held accountable. The list below describes general work performance expectations. Departments may have more specific expectations for their employees. In no event do these expectations create a contract of employment. All student employees are at-will employees, and the employer or employee may terminate the employment relationship at any time without cause or prior notice.

- ❖ The student employee should report to work on time and let the supervisor know when he or she reports for work. The student employee must contact the supervisor if it is not possible to show up for work on time.
- ❖ The student employee should bring the supervisor’s attention to any problems or concerns he or she may have pertaining to the job in a timely manner.
- ❖ The student employee should request permission in advance to be absent from work if special circumstances arise.

- ❖ The student employee should perform the duties assigned to the best of his or her ability.
- ❖ The student employee should dress appropriately for the job as directed by his or her supervisor.
- ❖ The student employee should give the supervisor a two-week notice if resigning from a job.
- ❖ It is important each student employee understands the significance of his or her position. Students should arrive on time, complete assigned tasks and stay until they are scheduled to leave. If they are ill or unable to come in as scheduled, students should inform supervisors prior to their scheduled time. Supervisors may vary on how they handle their regular employees but should be consistent with students on the same task. Supervisors should address expectations such as confidentiality, dependability, dress code, office etiquette, work ethic, job requirements and explain the relative weight of each.

Reviews

Although evaluations of student workers are not required, supervisors may wish to give written evaluations to student employees. These evaluations not only serve to give positive reinforcement to students but are also valuable when preparing letters of recommendation for student employees. In the event a student does not perform satisfactorily, supervisors should maintain documentation for future reference in case they decide to discontinue student employment. Supervisors must notify Human Resources if a student's employment terminates, whether it is due to unsatisfactory work or normal release.

Student Monthly Payroll Schedule

Academic year student employment runs from the first day of Fall semester to the last day of Spring semester, including Finals week. Any hours worked before the first day of Fall and after last day of Spring semester are considered summer employment and should be recorded on the appropriate timesheet.

All student pay periods are one month in duration. There are 12 pay periods per year. Students are expected to have their timesheets submitted to Human Resources no later than the 5th day of each month. If the 5th falls on a Saturday, timesheets are due on Friday the 4th. If the 5th falls on a Sunday, timesheets are due Monday the 6th. Timesheets turned in late will be processed the following month. Payment will be made in the form of a check and will be available for pickup on the 15th of each month in the Enrollment Center. Students are required to show a picture I.D. If the 15th falls on a Saturday, checks will be available Friday the 14th. If the 15th falls on a Sunday, checks will be available Monday the 16th. Students must pick up their own paycheck. If the student is unable, the student can provide a letter-sized self-addressed, stamped envelope to Human Resources for the check to be mailed.

Pay period begins	Pay period ends	Timesheets due in Human Resources by 4:00 p.m.	Paychecks available in the Enrollment Center by 10:00 a.m.:
First day of the month	Last day of the month	By the fifth of each month	On the 15th of each month

WORK STUDY STUDENT EMPLOYMENT WAGE STRUCTURE

Effective: September 5, 2007

WAGE STRUCTURE GRID	STANDARD POSITIONS	TECHNICAL/SPECIAL SKILLED/ HARD-TO-FILL POSITIONS*	SUPERVISORY POSITIONS**
First year as a student employee at Augsburg College and/or first year working on campus	\$7.10	\$9.60	\$9.85
Returning Augsburg student employee (see page 10)	\$8.15	\$9.60	\$9.85

SUMMER STUDENT EMPLOYMENT WAGE STRUCTURE

Effective: May 4, 2007

WAGE STRUCTURE GRID	STANDARD POSITIONS	TECHNICAL/SPECIAL SKILLED/ HARD-TO-FILL POSITIONS*	SUPERVISORY POSITIONS**
All Summer Student Employees	\$8.70	\$9.65	\$9.90

*To qualify for technical/special skilled/hard-to-fill positions, staff/faculty student supervisors must complete a Technical Wage Survey for each non-standard position and submit it to Human Resources for consideration. All technical/special skilled/hard-to-fill positions must be approved by Human Resources. Technical pay rates will go into effect on the date that Human Resources approves the position.

**To qualify for a student supervisor position, the student job must involve the on-going supervision of the work of two or more other student employees.

Sample Forms

Student Employment Application

Name		Student ID Number
Permanent Address	Campus Box	Social Security Number
City	State Zip Code	Email Address:
Permanent Telephone Number	Local Number/On-Campus Phone	Are You An International Student? <input type="checkbox"/> yes <input type="checkbox"/> no
I UNDERSTAND THAT MY EMPLOYMENT IS VALID ONLY IF ALL REQUIRED DOCUMENTS HAVE BEEN COMPLETED AND TURNED INTO HUMAN		

Please call the Human Resources department at (612) 330-1058 if you have questions about this application.

I HAVE BEEN HIRED TO WORK IN THE FOLLOWING DEPARTMENT(S):				
DEPARTMENT NAME:	SUPERVISOR NAME:	BUDGET NUMBER:	HIRE DATE	POSITION CODE

Sample

By Signing this application, I agree that I may be terminated if my application and documents are not complete.			
Signature of Student:	I have read the Terms of Employment		Date Signed:

Human Resources Office Use Only:

Registered Sex Offender
 Websites Checked:
<http://info.doc.state.mn.us/publicviewer/main.asp>
<http://www.doc.state.mn.us/level3/Search.asp>
<http://www.stpaul.gov/depts/police/ssexoff.html>

Check Results

☐ Listed ☐ Not Listed
☐ Listed ☐ Not Listed
☐ Listed ☐ Not Listed

Information verified by: _____ Date: _____

HR Use Only:

W-4 on File: _____
 I-9 on File: _____
 Date Entered: _____

Augsburg College Student Employment Terms of Employment

Augsburg College considers your on-campus job a part of your overall education. Therefore, we structure on-campus jobs as you would find in other positions outside of Augsburg. We expect you to treat your on-campus job with the same respect and dedication you would any job you would accept off-campus.

1. **Performance:** I agree to attend work as scheduled by my supervisor. I will be regular, punctual, efficient, accurate, and cooperative in any job I accept. I will treat all individuals, College records, and other information that I come in contact with in a confidential and professional manner.
2. **Responsibilities:** I agree to perform work duties, abide by established work hours, work standards, and agree to perform responsibilities as assigned by my supervisor(s).
3. **Performance Evaluation:** My work performance is evaluated by my supervisor. My supervisor(s) have the right to terminate my employment for any reason, at any time.
4. **Employment Forms:** I understand that in order to begin employment on campus, I must first complete the Student Employment application, W-4, and I-9 forms. Additionally, I understand that I must get a Placement Notice from Human Resources for each department in which I work on campus. My supervisor's signature on the Placement Notice authorizes my employment in his or her department. I understand that I need a new Placement Notice each academic year and summer, even if I am returning or continuing in the same job.
5. **Timesheets:** I agree to accurately complete my timesheet each month and give it to my supervisor for approval by the last working day of the month. I understand that timesheets turned in without my supervisor's signature will not be processed. I agree to turn in my timesheet according to the published pay schedule. I agree that it is my responsibility to turn in my timesheet to Human Resources, not my supervisor's responsibility. If I do not turn in my timesheet in time for payroll processing, I understand that my check will be delayed until the following pay period. I agree to monitor the number of hours that I work each week, and agree to work no more than 20 hours per week when classes are in session and no more than 40 hours per week when not in session.
6. **Paychecks:** I will go to the Enrollment Center and show picture identification in order to receive my paycheck. I understand that I may not have access to my paycheck if I have not completed all of the required student employment forms. I understand that I am the only person who can pick-up my paycheck and that if I'm not able to pick-up my check, I will provide a letter-sized self-addressed stamped envelope to the Human Resources department for my check to be mailed home on the schedule pay date.
7. **Absence/Tardiness:** If I am ill, or if unforeseen circumstances prevent me from being at work during my normal scheduled work hours, I agree to notify my supervisor in advance of my usual reporting time. I understand that excessive absences or tardiness may result in termination of my employment.
8. **Resignation:** If I wish to voluntarily terminate my employment relationship with a department, I will provide the department with at least 2 weeks notice. I will also notify Human Resources of my last day.

(page 1 of 2)

9. **Misconduct:** I understand that misconduct will not be tolerated under any condition. I understand that misconduct of a serious nature could result in a variety of disciplinary measures, including notation in my permanent student file and/or revocation of my privilege to work on-campus for the rest of the academic year and/or permanently. I agree that my work study job deserves the same respect and dedication as any job I would accept off-campus.

a. Is there any reason that you would not be able to perform the basic functions of this position? __Yes __No
If so, describe:

b. Have you ever been subject to student disciplinary action? __Yes __No
If so, describe:

My signature below indicates that I agree to abide by the terms listed in this agreement.

Student Signature

Date

Print Name

Revised 7/2007

Form W-4 (2007)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2007 expires February 15, 2008. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds \$650 and includes more than \$500 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Read instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 adjust your withholding allowances based on

married deductions, certain credits, adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Persons/Allowances Worksheet below. See Pub. 916, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nominee income. If you have a large amount of nominee income, such as interest or dividends, consider making estimated tax payments using Form 1043-ES, Estimated Tax

for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P. **Two earners/multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.

Nonresident alien. If you are a nonresident alien, see the instructions for Form 9233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2007. See Pub. 916, especially if your earnings exceed \$150,000 (Single) or \$160,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent.	A	_____
B	Enter "1" if <input type="checkbox"/> You are single and have only one job; or <input type="checkbox"/> You are married, have only one job, and your spouse does not work; or <input type="checkbox"/> Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less.	B	_____
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may hurt your spouse's withholding.)	C	_____
D	Enter number of dependents (other than yourself) you claim on your tax return.	D	_____
E	Enter "1" if you will file as head of household (see instructions under Head of household above).	E	_____
F	Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit. (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	_____
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$57,000 (\$55,000 if married), enter "2" for each eligible child. • If your total income will be between \$57,000 and \$84,000 (\$55,000 and \$115,000 if married), enter "1" for each eligible child plus "1" additional if you have 4 or more eligible children.	G	_____
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.)	H	_____

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
- If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$15,000 if married) see the Two-Earner/Multiple Job Worksheet on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

----- Cut here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate (Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.)		OMB No. 1545-0047 2007
1 Type or print your first name and middle initial.		Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher (Single) rate. Note: Married, illegally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check box. You must call 1-800-732-1210 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		6 Additional amount, if any, you want withheld from each paycheck		7 I claim exemption from withholding for 2007, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here.
Under penalty of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.		Employee's signature (Form is not valid unless you sign it.)		
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)

Deductions and Adjustments Worksheet

Notes. Use this worksheet only if you plan to itemize deductions, claim certain credits, or claim adjustments to income on your 2007 tax return.

1	Enter an estimate of your 2007 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions. (For 2007, you may have to reduce your itemized deductions if your income is over \$158,400 (\$79,200 if married filing separately). See Worksheet 2 in Pub. 919 for details.)	1	\$
2	Enter: $\left\{ \begin{array}{l} \$10,700 \text{ if married filing jointly or qualifying widow(er)} \\ \$ 7,050 \text{ if head of household} \\ \$ 5,350 \text{ if single or married filing separately} \end{array} \right\}$	2	\$
3	Subtract line 2 from line 1. If zero or less, enter "-0-"	3	\$
4	Enter an estimate of your 2007 adjustments to income, including a living deductible IRA contribution, and student loan interest	4	\$
5	Add lines 3 and 4 and enter the total. (Include any amount for credits from Worksheet 3 in Pub. 919)	5	\$
6	Enter an estimate of your 2007 nonwage income (such as dividends or interest)	6	\$
7	Subtract line 6 from line 5. If zero or less, enter "-0-"	7	\$
8	Divide the amount on line 7 by \$3,400 and enter the result here. Drop any fraction	8	
9	Enter the number from the Personal Allowances Worksheet, line H, page 1	9	
10	Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet, also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1	10	

Two-Earners/Multiple Jobs Worksheet (See Two earners/multiple jobs on page 1.)

Notes. Use this worksheet only if the instructions under line H on page 1 direct you here.

1	Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet)	1	
2	Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However, if you are married filing jointly and wages from the other job are more than \$3, do not enter more than "3."	2	
3	If line 1 is more than or equal to line 2, subtract line 2 from line 1 and enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. Do not use this worksheet	3	

Notes. If line 1 is less than line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4-9 below to calculate the additional withholding amount necessary to avoid a year-end tax bill.

4	Enter the number from line 2 of this worksheet	4	
5	Enter the number from line 1 of this worksheet	5	
6	Subtract line 5 from line 4	6	
7	Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here	7	\$
8	Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed	8	\$
9	Divide line 8 by the number of pay periods remaining in 2007. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2006. Enter the result here and on Form W-4, line 5, page 1. This is the additional amount to be withheld from each paycheck	9	\$

Table 1

Married Filing Jointly		All Others	
Wages from LOWEST paying job are—	Enter on line 2 above	Wages from LOWEST paying job are—	Enter on line 2 above
\$0 - \$4,000	0	\$0 - \$5,000	0
4,001 - 9,000	1	5,001 - 12,000	1
9,001 - 14,000	2	12,001 - 18,000	2
14,001 - 22,000	3	18,001 - 25,000	3
22,001 - 35,000	4	25,001 - 35,000	4
35,001 - 52,000	5	35,001 - 50,000	5
52,001 - 68,000	6	50,001 - 65,000	6
68,001 - 85,000	7	65,001 - 80,000	7
85,001 - 100,000	8	80,001 - 90,000	8
100,001 - 125,000	9	90,001 - 120,000	9
125,001 - 150,000	10	120,001 and over	10
150,001 - 200,000	11		
200,001 - 250,000	12		
250,001 - 300,000	13		
300,001 - 350,000	14		
350,001 and over	15		

Table 2

Married Filing Jointly		All Others	
Wages from HIGHEST paying job are—	Enter on line 7 above	Wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$40,000	0.010	\$0 - \$25,000	0.010
40,001 - 120,000	.020	25,001 - 60,000	.020
120,001 - 175,000	.030	60,001 - 100,000	.030
175,001 - 300,000	1.120	100,001 - 240,000	1.120
300,001 and over	1.160	240,001 and over	1.160

Privacy Act and Paperwork Reduction Act Notices. We ask for the information on this form to carry out the Internal Revenue laws of the United States. The Internal Revenue Code requires this information under sections 5003(b)(2)(A) and 6109 and their regulations. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowance; providing fraudulent information may also subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, to cities, states, and the District of Columbia for use in administering their tax laws, and using it in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6109.

The average time and expense required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following):	
		<input type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A Lawful Permanent Resident (Alien #) A _____ <input type="checkbox"/> An alien authorized to work until ____/____/____ (Alien # or Admission #) _____	
Employee's Signature			Date (month/day/year)

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true.

Preparer's/Translator's Signature _____
Address (Street Name and Number, City, State, Zip Code) _____
Date (month/day/year) _____

Sample

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): ____/____/____		____/____/____		____/____/____
Document #: _____		_____		_____
Expiration Date (if any): ____/____/____		_____		_____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) ____/____/____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name		Date (month/day/year)
Address (Street Name and Number, City, State, Zip Code)		

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.	
Document Title: _____	Document #: _____ Expiration Date (if any): ____/____/____
I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.	
Signature of Employer or Authorized Representative	Date (month/day/year)

INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1 - Employee. All employees, citizens and noncitizens, hired after November 6, 1986, must complete Section 1 of this form at the time of hire, which is the actual beginning of employment. The employer is responsible for ensuring that Section 1 is timely and properly completed.

Preparer/Translator Certification. The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

Section 2 - Employer. For the purpose of completing this form, the term "employer" includes those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors.

Employers must complete Section 2 by examining the employee's identity and employment eligibility within three business days of the date employment begins. If employees are unable to present the required documents, but are unable to present the required documents within three business days, they must present a receipt for the documents and the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. Employers must record: 1) document title; 2) issuing authority; 3) document number; 4) expiration date, if any; and 5) the date employment begins. Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the I-9. However, employers are still responsible for completing the I-9.

Section 3 - Updating and Reverification. Employers must complete Section 3 when updating and/or reverifying the I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in Section 1. Employers CANNOT specify which document(s) they will accept from an employee.

- If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorization is about to expire (reverification), complete Block B and:

- examine any document that reflects that the employee is authorized to work in the U.S. (see List A or C),
- record the document title, document number and expiration date (if any) in Block C, and
- complete the signature block.

Photocopying and Retaining Form I-9. A blank I-9 may be reproduced, provided both sides are copied. The instructions must be available to all employees completing this form. Employers must retain completed I-9s for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

For more detailed information, you may refer to the Department of Homeland Security (DHS) Handbook for Employers, (Form I-9-100) or obtain the handbook at your local U.S. Citizenship and Immigration Services (USCIS) office.

Sample

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of the U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Reporting Burden. We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: 1) learning about this form, 5 minutes; 2) completing the form, 5 minutes; and 3) assembling and filing (recordkeeping) the form, 5 minutes, for an average of 15 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., Washington, DC 20529. OMB No. 1615-0047.

NOTE: This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

EMPLOYERS MUST RETAIN COMPLETED FORM I-9
PLEASE DO NOT MAIL COMPLETED FORM I-9 TO ICE OR USCIS

Form I-9 (Rev. 05/31/05)Y

LISTS OF ACCEPTABLE DOCUMENTS

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certificate of U.S. Citizenship (Form N-560 or N-561)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Certificate of Naturalization (Form N-550 or N-570)				3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization		4. Voter's registration card		
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)		5. U.S. Military card or draft record		
6. Unexpired Temporary Resident Card (Form I-688)		6. Military dependent's ID card		4. Native American tribal document
7. Unexpired Employment Authorization Card (Form I-688A)		7. U.S. Coast Guard Merchant Mariner Card		5. U.S. Citizen ID Card (Form I-197)
8. Unexpired Reentry Permit (Form I-327)		8. Native American tribal document		6. ID Card for use of Resident Citizen in the United States (Form I-179)
9. Unexpired Refugee Travel Document (Form I-571)		9. Driver's license issued by a Canadian government authority		7. Unexpired employment authorization document issued by DHS (other than those listed under List A)
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (Form I-688B)		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Sample

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Obtaining Updated Forms

All forms are located on the Human Resources public drive:

[O:/Human Resources/Student/Student Employment](#)

Additionally, the following forms can be found online:

W-4: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

I-9: <http://www.uscis.gov/files/form/i-9.pdf>

If you have any comments or questions, please feel free to contact the Human Resources department at:

2211 Riverside Avenue, CB 79
Minneapolis, MN 55454
Phone: 612-330-1058
Fax: 612-330-1443