Student Employee Handbook

The University of Memphis
Student Employment Office
103 John S. Wilder Tower
Memphis, TN 38152

Hours: 8:00 am - 4:30 pm
Days: Monday - Friday
Tel: (901) 678-4825
Fax: (901) 678-5902

Web: http://www.memphis.edu/financialaid/

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Definition and Purpose of Student Employment

The Student Employment Office acts as the central agent for students seeking on-campus employment and for departments seeking student employees.

The purposes of the Student Employment program are:

1. to provide the university with part-time assistance in a variety of instructional and administrative program tasks;
2. to provide a means and opportunity for students to supplement their income and assist with educational expenses; and
3. to provide students with viable work experience, preferably related to their course of study.

Student Employment Programs

Federal Work-Study (FWS) Student Employment: FWS is a need-based Financial Aid award. It is a federally funded, university-administered program designed to help students defray the costs of post-secondary education. Under this program, you can work for only one department at a time, up to 25 hours per week. The federal government pays 75% of your earnings and the department pays 25% of your earnings – the reason why departments benefit from hiring FWS students.

To apply for FWS for the Fall and Spring semesters, you must complete the current year’s Free Application for Federal Student Aid (FAFSA) online at [http://www.fafsa.gov](http://www.fafsa.gov) and submit it electronically. The University of Memphis’ federal school code is 003509.

A FWS award cannot be used to meet registration fees. You are paid for hours worked, based on time submitted by your department through the university’s payroll system. **You are eligible to work up to the point that your cumulative earnings equal the amount of your FWS award. It is the responsibility of BOTH the student and the hiring department to monitor earnings to prevent overpayment.**

Regular Student Employment (RSE): RSE refers to on-campus jobs for students who do not qualify for FWS. Under this program, you can work for more than one department as long as you do not work over 25 hours a week from all pay sources. The department pays 100% of your earnings. You do not have to complete a FAFSA to work under this program.

Applying for On-Campus Jobs

Students interested in applying for an on-campus job may go to the following websites to get a list of the current job postings available.


Some departments have Student Employment listings on their respective websites. Below is a list of some of the departments and is not inclusive of all that may be available. For example:
For additional employment options, our on-campus food services and bookstore are run by third parties (outside companies). Students must apply directly with them. The on-campus food services employer is Chartwells and the bookstore employer is Folett.

All hiring decisions are made by the prospective employer. New listings are added to the job postings on an as-needed basis. Students not hired after the first interview are encouraged to continue checking the job postings for new employment opportunities. You must contact the prospective employer for an interview to determine if your skills and interests are a “good fit” with the department. If you and the hiring department agree on employment, then you both must complete and submit the appropriate forms to the Student Employment Office. Once approved by the Student Employment Office, you may begin to work. Go to the following website for the online employment forms.

http://www.memphis.edu/financialaid/student_employment/seforms.php

Listed below are the required employment forms:

1. Payroll Action Form (Regular Student Employment or Federal Work-Study)
2. Direct Deposit Authorization
3. W-4 Employee’s Withholding Allowance Form (year specific)
4. Form I-9 Employment Eligibility Verification
   o Section 1 should be completed by the student in the presence of the hiring department or Student Employment staff.
   o Section 2 must be completed by the person reviewing the acceptable documents.
   o Photocopy of an unexpired state or federally issued identification, i.e., U.S. Passport, driver’s license, state identification card, or certificate of live birth must be attached to the Form I-9.

The Interview Process

Remember, interviewing is a “two way street”. When interviewing or being hired for a job, get specific information about job requirements. You should find out precisely what is expected, what is acceptable, and if any special skills are required. Always be calm and positive in an interview. Employers simply want to find out about your personality, work experience, and interests.

Questions you can ask:

1. Who will be my supervisor? Who will I be working with and where?
2. What is my work schedule? How is it established?
3. What is the hourly wage?
What are you looking for in a student employee? What specific tasks or skills are required for this job?

What could I learn through this job? How could I help you most?

Is there a possibility of returning to this job in future semesters with an increase in pay?

Will I receive on-going feedback regarding my work performance?

If I get sick, who do I notify besides my supervisor?

How do I request time off from work, if I need it?

### What U of M Expects of You as a Student Worker

Along with the advantages and opportunities offered by employment with the university, there are certain responsibilities and obligations you will be expected to meet. **While departments across campus value student’s services, it is the responsibility of BOTH you and your hiring department to ensure that you are not working during your scheduled classes.**

**Enrollment:** Undergraduate/Law student workers must be enrolled in a minimum of 6 credit hours in the Fall and Spring semester. Graduate students must be enrolled in a minimum of 5 graduate credit hours in the Fall and Spring semesters, except International students on F-1 or J-1 visas. **(Note:** See ‘Employment of International Students’ for additional enrollment information.)

If you are working under the RSE program for the Summer semester, you do not have to be enrolled during the Summer. However, you must have enrolled in the required number of hours for the Spring semester and need to be enrolled again for the required number of hours for the upcoming Fall semester at this university.

**Office Procedures:** If an office employs you, it is especially important for you to learn the general office procedures and to become an expert in your specific assignment.

**Schedule/Duties:** Once you are hired, it is your responsibility to do a good job on a given assignment according to the schedule arranged with your supervisor. Your supervisor is responsible for what you do, so you should respect their experience, listen to their instructions, and carry them out promptly and to the best of your ability. In addition to following instructions, doing a good job requires you to think for yourself, to ask questions and make constructive suggestions. Doing a good job also implies certain other obligations on your part, such as maintaining good health and mental alertness, and using good judgment. Do not expect to study during your scheduled work hours, unless allowed to do so by your supervisor.

**Timeliness & Attendance:** Every task assigned to a student is important to the successful operation of the university. Therefore, you are expected to start work at the time assigned by your supervisor. Remember, only your scheduled classes should take priority over work. If, for any reason, you are unable to be at work at your assigned starting time, you must call your supervisor prior to work time. Attendance is very important. Remember, the only valid reasons for missing work are: illness, emergencies, and attendance for scheduled classes. Social activities, trips, and review and/or study for exams do not take priority over your work assignments, unless previously cleared with your supervisor. Your supervisor will be required to report the time you work during each work period. Should it become necessary for you to leave...
your department during scheduled working hours, advance permission from your supervisor is required.

**Reporting Time:** You must report your time through your myMemphis account under the Employee tab by the due date established by the Payroll Office. Time Sheet Due Dates can be found online at the following website.

http://bf.memphis.edu/finance/payroll/schedules.php

**Work Hours & Breaks:**
If a student works:
- Less than 3 hours = no break
- 3 to 5 hours = one 15-minute paid break
- 5.1 to 8.4 hours = either one **30 minute unpaid** lunch break **OR** two **15 minute paid** work breaks
- 8.5 or more hours = same paid work breaks as allowed for regular full-time employees (see UM 1262)

Supervisors may determine when breaks are to be taken. Unused breaks are not cumulative or eligible for extra pay. Therefore, all attendance records, time sheets, leave records, payroll documents, and other record keeping instruments will be kept only in hours and tenths of an hour when reflecting the hours worked each day. The following schedule will be followed in the documentation of time worked.

- .10 hour = 1 - 6 minutes
- .20 hour = 7 - 12 minutes
- .30 hour = 13 - 18 minutes
- .40 hour = 19 - 24 minutes
- .50 hour = 25 - 30 minutes
- .60 hour = 31 - 42 minutes
- .70 hour = 43 - 48 minutes
- .80 hour = 49 - 54 minutes
- 1.00 hour = 55 - 60 minutes

**Student Wage:** The U of M student employee’s hourly wage is determined by their experience and knowledge. There is a federally mandated minimum wage of $7.25 per hour. The hiring department may feel a higher rate of pay is justified. There are five categories with four levels of pay ranges that departments utilize when determining fair and equitable hourly wages. These can be found online at the following website.

http://www.memphis.edu/financialaid/student_employment/sepay.php

**Overtime:** Overtime is not authorized for student employees under any circumstances. Students are not allowed to work more than 25 hours per week.
**Wage Increase:** Decisions to grant wage increases are a matter of employer discretion and must be approved by the appropriate person. Wage increases are not automatically given, but are based on assigned duties, job performance, service hours, and availability of departmental funds.

**Student Employee Taxation:** The Internal Revenue Service (IRS) excludes from Social Security and Medicare coverage services performed by students employed by a college or university provided the student is enrolled at least half-time and regularly attending classes. If you have additional questions, please contact the Payroll Office located in the Administration Building, Room 272 or call (901) 678-3841. International students are exempt from FICA and Medicare if they have an F-1 or J-1 visa, and are not allowed to claim exempt from Federal taxes.

**Student Address:** To ensure that your W-2s are received annually, you should maintain a current mailing address on your myMemphis account or by completing a new W-4 Form with the Payroll Office.

**Fringe Benefits:** Student workers are paid on an hourly basis, not on commission or paid on a fee basis. In addition, fringe benefits such as sick leave, vacation pay, and holiday pay are not part of the compensation under Student Employment.

**Parking:** Students working during the Summer must pay for parking if they are not enrolled in classes. For more information, contact Parking Services at (901) 678-2212.

**Evaluations:** Written evaluations are optional and may be completed by the employer. The evaluation is kept by the department and a copy may be provided to the Student Employment Office, at the department’s discretion. This information could be used as a future job reference. The evaluation form is available online on the Student Employment website.

**Separation/Termination:** Excessive tardiness, absenteeism, or failure to perform assigned duties may be grounds for termination/separation. If, at any time, you decide to discontinue working, the department must complete the online Employee Separation and Clearance Form.

**Garnishments:** Student wages are subject to garnishments for nonpayment of debts, if applicable. For more information, contact the Payroll Office located in the Administration Building, Room 272 or call (901) 678-3841.

**Sexual Harassment:** The U of M is fully committed to creating and maintaining an environment in which faculty, staff, and students work together in an atmosphere of mutual respect and unconstrained academic interchange. All faculty, staff, and administrators are held accountable to maintain a working and learning environment free from sexual harassment for students and employees. Sexual harassment can include, but is not limited to the following:

1. Explicit use of derogatory terms of a sexual nature
2. Use of images that demean one’s sex; obscene gestures
3. Unwelcome personal attention or touching of a sexual nature
4. Direct physical advances which are inappropriate and unwanted
5. Sexist jokes about one’s clothing, body, or sexual activities
6. Request for sex in exchange for grades, letters of recommendation, salary increase, promotions, or employment opportunities

**Drug-Free Environment:** The U of M is dedicated to providing the best academic and professional experience that can be offered to its students, faculty, and staff. The use of illegal drugs and the abuse of alcohol are known to be at cross-purposes to this mission and are not tolerated on campus. Violation of campus regulations concerning the possession, sale, use, or distribution of dangerous drugs or alcohol is subject to student expulsion, probation, suspension, and withdrawal of financial aid. The U of M is fully committed to achieving a drug-free and alcohol-free environment for its students and employees. It is campus policy to vigorously pursue, via the campus judicial process, all violations of drug and alcohol abuse. In addition, unlawful possession or distribution of illicit drugs and alcohol may be subject to federal, state, or local laws.

**Tobacco Use Policy:** Tobacco use is not permitted in any U of M owned or leased property, including grounds, vehicles, and buildings. This policy applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, and snuff as well as smokeless electronic cigarettes and other similar devices.

**Personal Appearance & Cleanliness:** You are expected to present a neat and clean appearance at all times while on duty. Each supervisor has the authority to require their workers to present a reasonable personal appearance to dress, hair, beards, and personal cleanliness. These rules may vary somewhat from one department to another. Once a supervisor establishes reasonable rules, they must be applied to all employees in an equitable manner.

**Personal Conduct:** As a student worker, you are a part of the university’s image. You should always treat fellow students, faculty, staff, and visitors in a friendly and respectful manner.

**Work Ethics & Confidentiality Information:** You may learn a great deal about other students, parents of students, and university personnel from your work. **Such information must be held in strict confidence and not discussed with others unless it is necessary in the official performance of your duties.** You may be required to sign a Statement of Confidentiality in which you agree to keep all information confidential.

**Network Access, Email, and Security:** Do not keep your personal business, correspondence, etc., on the U of M network. Because U of M is a place of business, any files stored on the U of M server, or email sent or delivered through the U of M system, are considered non-confidential and non-secure. Depending on your job responsibilities, your supervisor may request for you to have specific access to various computer programs.

**Use of Computer Equipment:** The U of M computers are for U of M business. Do not load unauthorized software onto a U of M computer. U of M computers use the normal virus-protection software; however, the possibility of introducing a virus is always a concern. Take every precaution to avoid computer viruses; once a virus is introduced, it can severely damage the entire U of M network. When U of M staff is out of the office, you may, with their permission, use their workstations. Do not change configuration settings, desktop layouts, or add software without permission.
Use of the Telephone: Good telephone manners can give people the feeling that you are interested in serving them, and that you are friendly, helpful, and considerate. Perhaps these principles can serve as your guide in using the telephone.

1. Answer promptly and courteously.
2. Identify yourself by name and department.
3. Give an accurate and careful answer.
4. Where appropriate, offer to take a message or have the supervisor return the call.

Traffic on the university telephones can get especially heavy at times and the lines must be kept open for university business. Therefore, you are not to use the office telephone for personal business, except in case of an emergency.

Use of University Vehicle: Student employees required to operate a university vehicle must possess a valid driver’s license, have a good driving record, and must be authorized by the immediate supervisor.

Safety & Others: Student workers are asked to cooperate in helping prevent injury to themselves, fellow students, faculty, staff, and visitors by reporting the following hazards to your supervisor.

1. Slippery floors caused by oil, water, or other substances
2. Defective equipment
3. Poor housekeeping
4. Unlighted stairways

Should you receive an injury, it should be reported to your supervisor immediately. Your supervisor will take appropriate action and will report the injury to Human Resources.

International Students

Employment of International Students: You must obtain a valid Federal Social Security Number in order to work. The ID number commonly referred to as a U-ID number issued at this school is not a genuine Social Security Number. To obtain a Federal Social Security Number, you must go to the nearest Social Security Administration Office and have your I-20 and passport with you.

If you are an undergraduate international student under F-1 or J-1 visa, you must be enrolled in 12 credit hours for the Fall and Spring semesters. If you are a graduate international student under F-1 or J-1 visa, you must be enrolled in 9 credit hours for the Fall and Spring semesters.

On-campus employment is open to you for no more than 20 hours per week while school is in session as long as you are taking a full course of study and are not displacing a U.S. student. You can work full-time when school is not in session or during vacation periods provided you resume full-time study at the end of the period.
If you were admitted to the U.S. on an F-1 or J-1 visa, you are not eligible to work on campus under the Federal Work-Study program. Also, you are not eligible for off-campus employment. As soon as your F-1 or J-1 status ceases (i.e., upon graduation or completion of an exchange program), you can no longer work.

International students are exempt from FICA and Medicare if they have an F-1 or J-1 visa, and are not allowed to claim exempt from Federal taxes.

If you have any questions regarding employment visa restrictions, you should contact your employer or International Student Advisor located in Wilder Tower, Room 204, at (901) 678-2055.

**Frequently Asked Questions**

**What is Federal Work-Study (FWS)?**

FWS is a need based Financial Aid award. It is a federally funded, university-administered program, designed to help students defray the cost of post-secondary education.

A FWS AWARD CANNOT BE USED TO MEET REGISTRATION FEES. You are paid for hours worked, based on time submitted by your department through the University payroll system.

ALL FWS RECIPIENTS MUST BE ENROLLED, AND REMAIN ENROLLED AT LEAST HALF-TIME (6 CREDIT HOURS-UNDERGRADUATE/LAW OR 5 CREDIT HOURS-GRADUATE) PER SEMESTER.

**How do I apply for Federal Work-Study?**

You must demonstrate financial eligibility, or “need” by completing a Free Application for Federal Student Aid (FAFSA). FWS funds are limited and students are awarded on a first-come, first-serve basis until funds are depleted. You must be a US citizen or permanent resident to be eligible. Students on F-1 or J-1 visas are not eligible.

**Where will I be working?**

Various departments hire FWS recipients. Actual placement depends on your skills and interests, and the needs of the department. Job responsibilities can range from general office duties to highly specialized laboratory and computer work. If you have not been awarded FWS, but are interested in the program, contact the Financial Aid Office to be reviewed for eligibility.

**How can I obtain an FWS position?**

If you have been awarded FWS, you may go to the Student Employment website to see what current FWS positions are available. All hiring decisions are made by the prospective employer. New listings are added to the job postings on an as-needed basis. Students not hired after the
first interview are encouraged to continue checking the job postings for new employment opportunities. You must contact the prospective employer for an interview to determine if your skills and interests are a “good fit” with the department.

If you and the prospective employer agree on employment, you and the hiring department must complete the required forms and submit them to the Student Employment Office for approval. Once approved, you may begin to work.

When can I start working?

If you are a new student and have just been admitted to the university, you can begin work on the first day of classes for the semester you are admitted. If you are a continuing student, you may start working upon verification by the Student Employment Office that you are enrolled at least half time and meet any other requirements, as necessary.

How many hours a week can I work under FWS?

You may work up to 25 hours a week. You may not exceed the number of hours of employment for which you are approved. All scheduling arrangements should be made with your employer. You are expected to attend your classes; therefore, you cannot work during your class times.

You are terminated when earnings total the FWS amount you’ve been awarded, or if you drop below half-time enrollment. Employment is automatically terminated at the end of each semester.

Where do I get my check?

Students are paid on a bi-weekly basis for hours worked. If you are a new student employee, the first paycheck will be picked up at the Bursar’s Office, 115 Wilder Tower. Proper photo identification is required. Subsequent payments will be via direct deposit to your bank account.

Once I have a FWS job, must I reapply each year?

Yes. A FWS award is made for one academic year only, and students must complete the Free Application for Federal Student Aid (FAFSA) and other required documents each year to be awarded.

Can I have more than one job under FWS?

No. Under the FWS program, you can only work one job at a time.

What is Regular Student Employment (RSE)?

The RSE program offers on-campus, part-time jobs to students who do not qualify for Federal Work-Study. It is designed to help students defray the costs of post-secondary education.
YOU MUST BE ENROLLED AND REMAIN ENROLLED AT LEAST HALF-TIME (6 CREDIT HOURS-UNDERGRADUATE/LAW OR 5 CREDIT HOURS-GRADUATE) FOR THE FALL AND SPRING SEMESTERS. You are eligible for Summer employment if you were enrolled and maintained at least half time status (at this university) during the preceding Spring semester and are enrolled again at least half time for the upcoming Fall semester.

If you attended another university in the Spring semester and are enrolled at least half-time in the Fall semester at this university, then you must enroll at least half-time in the Summer semester in order to be eligible to work on-campus. (Law students only have to enroll at least 3 LAW credit hours to be considered half-time in the Summer.)

**How can I obtain an RSE position?**

All hiring decisions are made by the prospective employer. New listings are added to the job postings on an as-needed basis. Students not hired after the first interview are encouraged to continue checking the job postings for new employment opportunities. You must contact the prospective employer for an interview to determine if your skills and interests are a “good fit” with the department.

If you and the prospective employer agree on employment, you and hiring department must complete the required forms listed on page 3 of this document and submit them to the Student Employment Office for approval. Once approved, then you may begin to work.

**When can I start working?**

If you are a new student and have just been admitted to the university, you can begin work on the first day of classes for the semester you are admitted. If you are a continuing student, you may start working upon verification by the Student Employment Office that you are enrolled at least half time and meet any other requirements, as necessary.

**How many hours may I work under RSE?**

You may work up to 25 hours a week, unless a limit has been placed on your hours due to visa restrictions. (Note: International students cannot work more than 20 hours per week, except when school is not in session.) All scheduling arrangements should be made with your employer. You are expected to attend your classes; therefore, you cannot work during your class times.

You are automatically terminated at the end of each semester or if you drop below half-time enrollment, withdraw, or graduate.

**Note:** If you are an international student on F-1 or J-1 visa and enrolled at least full-time, you may engage in on-campus employment, but not to exceed 20 hours per week, which includes all pay sources. However, you may be employed on-campus full-time, not to exceed 25 hours a week, which includes all pay sources, during school breaks (winter break, Spring term, and Summer term), your last semester before graduating, or during
your thesis or dissertation phase of study. The Student Employment Office will need a copy of this special permission for your employment file. If you have questions regarding employment visa restrictions, you should contact your employer or International Student Advisor, Wilder Tower, Room 204, at (901) 678-2055.

**Can I have more than one RSE job?**

Yes. You may have more than one job under RSE; however you must submit a Payroll Action Form for each job, and you may not exceed a total of 25 hours per week. If you are already employed as a graduate assistant this semester, you cannot get a job under RSE at the same time.

**Where do I get my check?**

Students are paid on a bi-weekly basis for hours worked. If you are a new student employee, the first paycheck will be picked up at the Bursar’s Office, 115 Wilder Tower. Proper photo identification is required. Subsequent payments will be via direct deposit to your bank account.