



## **SEATTLE UNIVERSITY'S**

# **SUPERVISOR'S GUIDE TO ON-CAMPUS STUDENT EMPLOYMENT**

The purpose of the Supervisor's Guide to On-Campus Student Employment is to provide a one-stop resource for faculty and staff on the policies of student employment at Seattle University. This guide is revised annually to remain current on federal, state and campus regulations.

### **STUDENT FINANCIAL SERVICES**

#### **Student Employment**

---

Phone: 206.220.8020

Fax: 206.296.5755

[StudentEmployment@seattleu.edu](mailto:StudentEmployment@seattleu.edu)

## TABLE OF CONTENTS

	Page	
<b>SECTION 1: INTRODUCTION and POLICIES</b>	3	Quick Reference: General Procedure
	4	Common Errors
	5	The University's Human Resources Philosophy
	5	Equal Employment Opportunity Policy
	6	Individuals with Disabilities
	6	Sexual Harassment Policy
	7	Complaint Procedure
	7	Drug and Substance Abuse Policy
	8	Work Place Attire
	8	Reporting On-the-Job Injuries
	8	Interviewing Potential Student Employees
	8	Meal and Rest Periods
<b>SECTION 2: PURPOSE and ROLES</b>	9	The Purpose of Student Employment
	9	The Role of the Office of Student Financial Services
	10	The Role of the Supervisor
	11	Lead Positions
<b>SECTION 3: STUDENT EMPLOYMENT ELIGIBILITY</b>	12	Types of On-Campus Student Employment
	12	Federal Work-Study Students
	12	Institutional Work-Study Students
	12	International Students
	13	On-Campus Student Employment Pay Rates
	13	Work-Study Eligibility
14	Class Standing Award Protocol	
<b>SECTION 4: HIRING A STUDENT</b>	15	Develop a Job Description
	16	Advertise the Position
	16	Accept Applications
	16	Conduct Interviews
	17	Complete the Hiring Documentation
	18	Provide Student Orientation/FERPA Training
<b>SECTION 5: PAYING A STUDENT</b>	19	Web Time Entry: Due Dates, Pay Dates and Paychecks
	20	Student Pay Rates
	20	Maximum Weekly Hours Policy
	20	Paid Sick Leave
	20	Students Working in More Than One Position on Campus
	20	The Federal Insurance Contribution Act (FICA)
	21	Volunteer Hours
	21	Student Employment vs. Temporary Employment
	22	Term-Paid Employment
	23	Honorarium-Paid Employment
	23	Grant-Paid Employment
<b>SECTION 6: EMPLOYMENT CHANGES and TERMINATION</b>	23	Employment Changes
	23	Separation & Termination
<b>SECTION 7: SUMMER EMPLOYMENT</b>	24	Summer Term and the Application Process
	24	Making Satisfactory Academic Progress
	25	Continuing Academic Year Employment Into Summer
	25	Maximum Weekly Hours
<b>SECTION 8: APPENDICES</b>	26	Appendix A: Washington Administrative Code
	27	Appendix B: Student Employee Evaluation Form
	28	Appendix C: Form I-9 Acceptable Documents

## QUICK REFERENCE: GENERAL PROCEDURE

### Seattle University On-Campus Student Employment

- 1.) Read the [Supervisor's Guide to On Campus Student Employment](#)
- 2.) Complete the [On-Campus Job Description and Posting Request](#) for each position that you would like to hire for. Make & maintain a copy for your records.
  - a. The position must identify position type and pay rate as explained [here](#).
  - b. Please indicate whether or not you would like us to advertise the position for you on Handshake in the corresponding section at the bottom of the form.
- 3.) **Submit the completed job description in PDF or Word format** to our office via email for review and approval at [studentemployment@seattleu.edu](mailto:studentemployment@seattleu.edu). We will contact you with any questions.
- 4.) Once we have approved your job description, then you may proceed with hiring activities.
- 5.) You may post any **currently approved** position(s) to [Handshake](#). Job postings must match the approved job description and are subject to yearly review & approval by our office.
- 6.) Once your position has been advertised, you will review the interested candidates & choose those that you wish to interview. *Note: Before interviewing a student, please confirm that they have a current [FWS Authorization form](#) for Federal Work Study positions.*
- 7.) **On, or before, the first date of employment** the supervisor will complete the [Student Employment Action Form \(SEAF\)](#) with the student – be sure to use the most current SEAF from our website to prevent a delay in processing hire paperwork.
- 8.) Give the completed SEAF to the student, and send them directly to SFS to complete the remainder of their hiring documents.
- 9.) The student will come to the SFS Redhawk Service desk [HILB 200] to complete the following:
  - a. [Form W-4](#): Employee's Withholding Allowance Certificate
  - b. [Form I-9](#): Employment Eligibility Verification, **with appropriate original documents**
  - c. Additional documentation required for international students
- 10.) The student will turn over a completed set including SEAF, W-4 & I-9 to SFS representative.
- 11.) The documents will be date stamped by SFS upon receipt.
- 12.) SFS will process and submit the documents to Payroll within 5 business days.
- 13.) Both the student & supervisor(s) will be able to access [Web Time Entry](#) shortly thereafter.  
**\*\* Please note that Payroll may take 3 business days to process these documents upon receipt from our office.\*\***

If the student does not appear for Web Time Entry within this timeframe please contact the student for confirmation that they've completed this process in SFS. If questions remain, please provide the **full name of the student, SU ID number, and the date of submission** to SFS for further research.

Please note that updated job descriptions may be requested periodically. Additional information can be found on our [website](#). Please feel free to contact us at [StudentEmployment@seattleu.edu](mailto:StudentEmployment@seattleu.edu).

## LOOK OUT FOR THESE COMMON ERRORS

- **Missing/Incomplete Forms**
  - The most common issue we face is missing or incomplete hire documentation. Please make sure that we have a currently approved job description on file for the position and thoroughly complete the Student Employment Action Form (SEAF) leaving no blanks. We ask that the SEAF be submitted by the student when they visit SFS to complete their I-9 & W-4 with an SFS representative so all documents are submitted together. This prevents partial documentation from sitting in our office too long and ultimately being sent back as incomplete.
- **Approved Job Description Not On File Prior to Hire**
  - Hire paperwork cannot be processed without a currently approved job description. Contact SFS if you are unsure of the status of a position you wish to hire for OR complete and submit the [Job Description & Posting Request Form](#). **We recently changed to a new system, Handshake, for online job posting so most job descriptions will need to be resubmitted, we apologize for this inconvenience.** Please also note that Graduate Assistants are a unique classification requiring a higher level of approval and may take extra time for a decision.
- **Expired Forms Submitted**
  - Both internal and external forms are updated on our [website](#) as needed. Please visit our website to access student employment forms rather than printing a stack in advance. This will ensure the SEAF is processed in a timely manner because **we return expired forms as incomplete, which will delay the approval of the student's hire documents.**
- **Hire Paperwork Submitted Late or Not At All**
  - We recommend that you make an offer **contingent upon** the student completing hire paperwork within 3 business days of hire. The best practice is to provide the student with the [list of acceptable original documents](#) for the I-9 in advance so they know what to bring with them on their 1<sup>st</sup> day of work. As part of your orientation process, please send the student to SFS with the completed SEAF to complete the required Form I-9 & Form W-4 with the corresponding 'acceptable documents' for the I-9.
- **Work Study Position, but Student Not Eligible**
  - For all On-Campus Federal Work Study positions supervisors **MUST collect a Work Study Authorization** from each student. A new authorization will be issued each academic year and a separate one is used for Summer. This is your assurance that the student has work study, the type of work study, the applicable dates and award amount for the year. The student prints this from SU Online, signs it & submits to the supervisor. It is good practice to request that this be presented at the interview or before.
- **Contact Us**
  - Please make sure to read the [Supervisor's Guide to On-Campus Student Employment](#) and keep it close by. When in doubt, please [contact us](#) for answers, clarification, and/or resources. We are more than happy to assist you with your Student Employment needs!

## SECTION 1: INTRODUCTION AND POLICIES

Seattle University is proud to sponsor a large on-campus student employment program that supports many students who are responsible to work and contribute to their cost of attendance at SU. On-campus employment allows students to work and earn while learning valuable work skills and employer expectations in the convenience of a university setting. Working on campus helps students to become connected to the campus community and has been shown to contribute to their academic success. This allows the student's educational experience to continue beyond the walls of the classroom and is part of Seattle University's commitment to the growth of the whole person.

Student employment is also critical for the numerous offices across the SU campus where students are hired to perform many different functions. Student employees are a vital part of the success of Seattle University. Supervisors have a unique opportunity to participate in the education of Seattle University's students. Hiring students not only provides a valuable resource to the university's staffing, but also helps students gain work experience and funding for their education.

Student Financial Services is committed to assisting both students and supervisors through the employment process. **In addition, we must ensure that Seattle University remains in compliance with various federal, state and institutional regulations.** This guide is intended to provide supervisors with information on how to locate, hire, and pay a student employee. It also provides information on institutional policies, required documentation, important deadlines and the role of a student supervisor.

**\* Reading and understanding this handbook will help supervisors avoid errors that can cause frustrating delays in hiring and paying students. \***

### The University's Human Resources Philosophy

---

The University's Strategic Plan for 2013-2019 emphasizes a commitment to excellence in all aspects of the University's operations. This focus on excellence includes a culture that encourages and supports service and professionalism in the interactions of employees with each other, with students and their families, and with members of the public. All employees are viewed as representatives of the University who have the opportunity to model service and professionalism in their many interactions both internally and externally.

The University desires to maintain a competent, stable, and diverse work force that is well informed in matters affecting employment. The University also seeks to promote employees' opportunity for growth, expression of ideas, and work satisfaction through an atmosphere of appreciation and recognition of their contributions. Excellence in the provision of all services is an essential component of a distinctive education at the University. Therefore, the University strives to develop and maintain the positive work environment needed to recruit and retain capable, committed, and caring employees.

Student employees are required to abide by the Seattle University [Code of Conduct](#) for students.

### Equal Employment Opportunity Policy

---

The University provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, political ideology, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, and leaves of absence, compensation, benefits, and training.

The University administers all policies, practices, and procedures in ways that are consistent with the University's Catholic and Jesuit character.

Supervisors **must** ensure that they adhere to the above policy when recruiting, interviewing and hiring a student employee. Students who feel they have experienced employment discrimination based on any of the above-mentioned circumstances should be referred to the Associate Vice President for Human Resources located within the Human Resources Office, Rianna Building (RINA), #200, 718 – 12<sup>th</sup> Avenue (between Cherry and Columbia) as well as the Student Employment Coordinator in the Office of Student Financial Services, Vi Hilbert Hall (HILB), Room 200. All employment grievances based on discrimination are processed through the Human Resources Office.

---

## **Individuals with Disabilities**

---

Seattle University complies with the Americans with Disabilities Act, Section 504, of the Rehabilitation Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The University also provides reasonable accommodation for such individuals with disabilities.

An employee or applicant seeking an accommodation in connection with employment should first contact the Office of Human Resources for assistance. It is the responsibility of the employee to provide the university with adequate notice of the disability, to request the particular accommodation, and to provide any necessary medical verification of a disability-related need for the accommodation. On receipt of an accommodation request, Human Resources will meet with the requesting individual and other relevant University personnel to determine the individual's needs and the availability of reasonable accommodations. Complete information about accommodations for individuals with disabilities, including appeal procedures, may be found in Appendix E, the Section 504/ADA Policy and Appeal Procedure.

Supervisors must not discriminate against a disabled student applicant or employee who is otherwise qualified to perform the job. Supervisors are encouraged to contact the AVP for HR/EOO for guidance in determining reasonable accommodations for disabled students.

---

## **Sexual Harassment Policy**

---

The University seeks to maintain a learning and working environment free from harassment consistent with its mission and sound business practice. Sexual harassment is a form of unlawful discriminatory conduct that compromises the work environment of employees. Sexual harassment is a form of unlawful discrimination and is prohibited by Title VII of the Civil Rights Act, Title IX of the Education Amendment of 1972, and the Washington State Law Against Discrimination (RCW Chapter 49.60).

The University is committed to taking all reasonable steps to prevent sexual harassment and does not tolerate sexual harassment in any form between or among members of the University community. Persons of either sex may be victims or perpetrators of harassment. Sexual harassment may occur between persons of the same sex. The University takes appropriate corrective action with those at all levels within the University community who engage in sexually harassing behavior.

All employees are responsible for ensuring that their conduct does not sexually harass any other member of the University community. This includes all academic and employment conditions at the University, wherever students and/or employees are engaged in University business.

The University does not tolerate sexual harassment of an employee by a third party doing business with the University or on the University premises. Independent contractors, vendors, visitors, and others are expected to comply with this policy, and the University will take appropriate corrective action if they fail to do so. Students should become familiar with Seattle University's [Sexual Misconduct Information and Resources](#).

---

## **Complaint Procedure**

---

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. If a situation exists that an employee believes is detrimental to the employee or to the University, the employee should follow the procedure described here for bringing the complaint to the University's attention.

The student employee should first discuss the matter with his direct supervisor. If the problem is not resolved after discussion with his supervisor, or if for any reason the employee does not want to discuss the matter with his direct supervisor, the employee may discuss the matter with the office head. In an effort to resolve the problem, the office head will consider the facts, conduct any necessary investigation, and may also review the matter with a member of HR. The employee will normally receive a response regarding the problem within five (5) working days of meeting with the office head.

The University does not tolerate any form of retaliation against employees availing themselves of this complaint procedure. The procedure should not be construed, however, as preventing, limiting, or delaying the University from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the University deems disciplinary action appropriate.

---

## **Drug and Substance Abuse Policy**

---

University employees have the responsibility to perform their jobs in a safe, conscientious, and effective manner. University employees must be able to work in a drug-free environment and themselves be free from the effects of drugs. The following conduct is strictly prohibited and may result in immediate termination of employment:

- An employee's manufacture, sale, or possession of a controlled substance or drugs not medically authorized.
- An employee's use of a controlled substance or drug not medically authorized in the work place that affects job performance, or poses a hazard to the safety and welfare of the employee or other employees.

If an employee is convicted of a criminal drug statute, she is required to report his or her conviction for a violation occurring in the work place to her immediate supervisor within five (5) days after such conviction. An employee who observes, or has knowledge of, other employees in a condition that affects their ability to perform job duties or poses a hazard to the safety and welfare of others shall promptly report the condition to her own supervisor.

The University takes seriously its commitment to provide a drug-free working environment. Anyone with a drug or substance abuse problem is encouraged to seek assistance before the problem affects his/her employment status. To comply with the Federal Drug-Free Work-Place Act of 1988, HR provides a list of agencies that provide rehabilitative and counseling services.

On receiving a report of a violation of the Drug/Substance Abuse Policy, the Associate Vice President for HR, the Public Safety Manager, and the Director of Public Safety follow the procedures outlined below.

1. Gather information and document facts about the incident.
2. Conduct an investigation into the allegations surrounding the report.
3. Prepare an investigative summary with all relevant facts and information.
4. Make recommendations for corrective action.
5. Determine whether or not the facts warrant the involvement of outside law enforcement agencies.

The Seattle University Substance Abuse Policies and Prevention Program apply to all students taking one or more classes for any type of academic credit and all employees, including faculty, staff and administration.

Student employees must also adhere to Seattle University's [Substance Abuse Policies and Prevention Handbook](#).

---

## Work Place Attire

---

From the HR Policy Manual: Discretion and good judgment on the part of employees in their style of dress and personal appearance are essential to the professional image and the safe operation of the University. Employees are expected to dress in a manner appropriate to their working environment and tasks. The University reserves the right to establish and identify guidelines for dress and appearance. Individual offices or units also reserve the right to have their own guidelines on clothing in the workplace appropriate to the nature of their tasks. Employees should consult with their supervisor about attire specific to their office.

---

## Reporting On-the-Job Injuries

---

If a student is injured while on the job, the student must report the injury to his/her supervisor and complete an incident report with the Office of Public Safety in Room 102 of the University Services Building. If medical treatment is necessary, a Workers Compensation Form must be completed at the point of medical treatment.

Additional information may be found in [Appendix A](#) of the Seattle University Human Resources Policy Manual.

---

## Interviewing Potential Student Employees

---

Supervisors must avoid any prohibited pre-employment inquiries as outlined in the Washington Administrative Code (Chapter 162-12 WAC Pre-employment Inquiry Guide and Chapter 162-16 WAC Employment). Appendix A of this guide contains the link to the Administrative Code which includes a sample of prohibited inquiries.

---

## Meals and Rest Periods

---

No student employee will be required to work more than five consecutive hours without a meal period. The student's supervisor will schedule one unpaid hour for the student's lunch any time the student is scheduled to work more than five consecutive hours. This cannot be waived and the employee must be completely off duty during this meal period.

The University affords a fifteen (15) minute break for every four (4) continuous hours of work. These policies are in compliance with [Washington State Department of Labor & Industries Workplace Rights](#).

Time not taken as a meal or rest period cannot be used to shorten the workday, accrue compensatory time, or be added to the meal period.



## SECTION 2: PURPOSE AND ROLES

### The Purpose of Student Employment

---

The student employment program represents an important financial resource to assist students in earning funds to offset the cost of a university education while at the same time providing a valuable work force. Seattle University is committed to assisting as many students as possible by providing on-campus employment opportunities based on the following principles:

- The student work experience enhances the educational development and growth of students by providing work-related learning experiences.
- The student work experience provides professional and/or practical training in major areas of student academic pursuits.
- The student work experience is a vital part of the total financial assistance that is essential to aid students who for financial reasons might not otherwise be able to attend college.
- Students eligible for work study are not guaranteed a position of employment with Seattle University. **It is the student's responsibility to seek and obtain employment based on his or her qualifications.**

### The Role of the Office of Student Financial Services

---

- Partner in a centralized advertising system (Handshake) for all Seattle University positions available to students.
- Assure that the student hiring and work experience adheres to equal employment opportunity guidelines as well as to state laws, which prohibit discrimination on the basis of physical disability. This ensures that meaningful and equal opportunity exists for all regardless of race, color, religion, marital status, sex, age, sexual orientation, disability, national origin, gender identity, genetic information, political ideology, or a status as a Vietnam era or special disabled veteran in accordance with applicable federal, state and local laws.
- Process all required documentation for the hiring of student employees. This includes:
  1. The Student Employment Action Form (SEAF) **and**
  2. The Department of Homeland Security's U.S. Citizenship and Immigration Service's Form I-9 (Employment Eligibility Verification) **and**
  3. The Internal Revenue Service's Form W-4
  4. Direct Deposit Form

Without this documentation, the student & supervisor will not have access to web time entry and the Payroll Office is unable to process a paycheck for the student employee.

- Provide guidance and assistance for supervisors and students when questions arise.
- Report on student eligibility and earnings for the Federal Work-Study program.
- Inform the Seattle University community of applicable policies and/or regulations.
- Ensure that Seattle University remains in compliance with various federal, state, and institutional regulations.

## The Role of the Supervisor

---

- **On or before a student employee's date of hire/first day worked**, a student's supervisor must:

1. Complete a Student Employment Action Form (SEAF) with the student, and
2. Direct the student to Student Financial Services to complete the Form I-9 and the Form W-4.

It will save time for students if they download and print the I-9 and W-4 forms before going to Student Financial Services because dependent students may have questions for their parents about completing these forms. The current forms must be used and the IRS updates the W-4 on January 1<sup>st</sup>.

All three forms are available on the [Student Financial Services web site](#). Once there, click on "Forms and Documents" in the left column menu. The forms will be in alphabetical order on the resulting screen. The W-4 and I-9 must be presented with specific **original** documents which are listed on the form.

- Give priority in hiring to students who are new, incoming students to Seattle University, if the job allows.
- Hire student employees only to supplement and not to replace regular employees.**
- Provide training, supervision, and evaluation of the student employee's performance. Appendix B of this guide is a sample evaluation form supervisors might consider using for student evaluations.
- Establish clear working goals and expectations.
- Delegate responsibilities.
- Set a positive example of professional, polite, and ethical behavior.
- Show appreciation for exceptional work.
- Allow for student's input and ideas.
- Be an accessible supervisor.
- Be a teacher as well as a student.
- Encourage risk-taking and decision-making.
- Communicate openly and honestly.
- Review & approve web time entry according to Student [Payroll](#) calendar for on time payment
- Monitor the student employee's Federal Work-Study earnings, if applicable. In the situation that a student's earnings reach the maximum eligibility during the current award term, the supervisor must:
  1. Have the student contact Student Financial Services regarding an increase in eligibility, or
  2. Change the student position to Institutional-Work Study status, **or**
  3. Terminate the student immediately.

**IMPORTANT NOTE:** The primary supervisor **MUST** be a faculty or staff member and cannot be another student employee. Student employees may hold a higher level lead position to support the supervisor in assisting fellow student employees, but will not be the primary supervisor.

## Lead Positions

---

Student employees in higher level lead positions must have held the position for at least 6 months prior to advancing to the lead role AND assigned tasks must adhere to the currently approved job description. The primary supervisor must be very mindful of the potential for conflict of interest. Students in lead positions may be a resource to assist in the following:

- May aid in drafting of schedules, however conflicts and concerns must be directed to the primary supervisor.
- May sit in on interviews, but may not be the sole interviewer. The primary staff supervisor must make all hiring decisions.
- May assist in training, but performance and disciplinary concerns must be directed to the primary staff supervisor. This includes, but is not limited to attendance, behavior, work performance, etc.

## SECTION 3: STUDENT EMPLOYMENT ELIGIBILITY

### Types of On-Campus Student Employment

---

There are two types of student employment on campus: regular student employment (institutional-work study) and federal work study (federally subsidized, need-based financial aid). Both types require that the student be both matriculated and enrolled at least half-time (six or more credits as an undergraduate student; three or more credits as a graduate student) during the academic year to be classified as a student employee at Seattle University. Failure to meet this requirement will cause the student's student employee status to be terminated for the quarter in question and, to continue, he or she will need to be hired as a temporary employee through the Office of Human Resources. **It is the responsibility of the student and supervisor to ensure that enrollment status is monitored for adherence to this policy.**

#### Federal Work Study Students

---

The Federal Work Study (FWS) program, authorized by Congress in 1965, is designed to promote the part-time employment of students. Student eligibility is based on "financial need" as determined by the information provided by the student on the Free Application for Federal Student Aid (FAFSA). Students must complete the FAFSA each year in order to be considered for Federal (On Campus) Work Study eligibility, as well as for the other types of financial aid. Eligibility and award amounts may change from one year to the next. Wages paid to work study students are subsidized by the Federal Work Study Program. Student earnings for the work study program come directly from Reporting Unit Budgets.

#### Institutional-Work Study Students

---

Regular (institutional-work study) employment is available to all eligible students, regardless of financial need based on the FAFSA. Student earnings for the institutional-work study program come directly from Reporting Unit Budgets. Some offices may be allocated funds within their operating budgets for hiring institutional-work study eligible students. All hiring and reporting procedures follow the guidelines established for the Federal (On Campus) Work Study program.

#### International Students

---

***A social security card with Tax ID Number will be required for the student to get paid.***

International students enrolled full time with an F-1 Visa status, are allowed to work as regular institutional-work study student employees on campus. It is important that the I-20 is valid and current to seek and maintain on-campus student employment at Seattle U.

Upon hire, eligible international students must be prepared to present their valid I-20, unexpired foreign passport along with Form I-94 and social security card.

New hire paperwork cannot be completed until the student brings their social security card to Student Financial Services. Similarly, time sheets cannot be processed until the card is reviewed and documented on the SEAF, I-9 and W-4. The Payroll Office requires a social security number to process student paychecks.

International students that apply for a social security number will be required to show proof that they have been offered an on-campus job when going to the International Student Center in Room 160 of the James C. Pigott Pavilion to receive an application letter. A copy of the Student Employment Action Form or letter from the office supervisor meets this requirement. After the student applies for a social security card, he or she will need to bring a copy of the receipt to the Student Financial Services Office.

All hiring and reporting procedures for international students follow the guidelines established for on-campus student employment.

---

## **On-Campus Student Employment Pay Rates**

---

**On July 1, 2016, previous pay levels 1-4 were dissolved and replaced by two position categories: Student Employees and Graduate Assistants.**

**Student Employees** (other than Graduate Assistants): Within their budgets, per the note below, offices may set the wage rate by position/incumbent within the pay range of \$16.40-\$17.25, as shown below. This pay range will increase on Jan. 1, 2021.

- \$16.40
- \$16.50
- \$16.75
- \$17.00
- \$17.25

**Graduate Assistants:** \$21.67 [formerly Level 4]

---

## **Work Study Eligibility**

---

Because eligibility to participate in this program is based on financial need as determined by the information the student provides on the FAFSA, students must complete the FAFSA **each year**. The FAFSA is available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To be eligible to be awarded all the funds for which they are eligible, students must submit their FAFSAs by Seattle U's February 1 priority funding deadline. While Student Financial Services will continue to process financial aid for FAFSAs received after February 1, when funds are depleted, late applicants may not be awarded the maximum financial aid for which they are otherwise eligible because of limited funding.

In addition to being enrolled at least half time (six or more credits as an undergraduate student; three or more credits as a graduate student), students must also maintain satisfactory academic progress in order to receive financial aid (which includes work study). Specific information about satisfactory academic progress requirements can be found on the Student Financial Services [web site](#).

**Students eligible for FWS must go to SU Online to download and print an Authorization Form that verifies work study eligibility.** The Authorization Form indicates the gross amount the student may earn and the dates of his or her eligibility. Supervisors must receive this document from the student prior to the start date and keep it for their records. The Authorization Form is the supervisor's assurance that the student is eligible to participate in the FWS program. Students cannot begin working under the FWS program until their award period begins.

It is important to carefully read the **details** of the student's Authorization Form because:

1. State Work Study (SWS) awards and Federal Work Study (FWS) awards are NOT interchangeable.
2. Some students have NO work study award at all (either because they are not eligible or because, while they have need, they were a late applicant and funding was depleted before their award was made). Supervisors who have questions regarding the student's status or eligibility should contact the Student Employment Coordinator in the Student Financial Services Office.

## Class Standing Award Protocol

---

Eligible freshman and sophomore students are awarded on-campus Federal Work Study to the extent funds are available. This program provides the opportunity for students to develop work skills in the convenience of a college setting. Employment within the campus community is an important part of a student's successful transition to college. Eligible juniors and seniors are awarded off-campus Washington State Work Study. This off-campus program provides employment opportunities that allow students to expand their job skills. In general, these positions should be directly related to students' chosen majors or career interests.

In addition to opportunities that are the most beneficial to students, depending on where they are in their academic careers, this protocol allows the University to stay within the limited amounts of funding available from the federal and state governments for these programs. The University does not receive adequate Federal Work Study funding to award on-campus positions to all eligible students. Preference is given to freshman and sophomores for Federal Work Study positions. This not only helps with the transition to college but also helps ensure the most efficient and effective use of these funds without exceeding the allocation.

If a graduate student has questions on work study please refer them to the office of Student Financial Services. This funding is not included in their initial award since many of Seattle University's graduate students do not have an interest in participating in a work study program.

**What if a junior or senior wants to have FWS funds?** If a supervisor desires to employ a work study- eligible junior or senior to work on campus during the academic year and the student agrees, the student can submit a petition to appeal by working with their supervisor to complete the [“Request for On-Campus Work Study” form](#). FWS funding for these exceptions to policy is limited. Supervisors may be required to fund these positions from an office line item other than student employment. For 2020-21, limited approvals will be given to students returning to positions where the pool of freshmen and sophomores with the appropriate qualifications is especially limited. The request form is available by going to [www.seattleu.edu/financial-aid](http://www.seattleu.edu/financial-aid) and, from the left hand menu, clicking on “Forms and Documents.” When completed, the form should be submitted to the Student Financial Services Office. These are reviewed & approved on a first come first served basis. Adjustments will be made based on available FWS funds and notification of the outcome of the request will be sent to the student approximately ten business days after an accurately completed request form is received. **A completed request includes the required supervisor statement of support.** Incomplete forms will be returned to the listed supervisor.

## Develop a Job Description

The job description must be developed and submitted to SFS for review and approval before hiring activities can begin. Using the Job Description & Posting Request Form, available by going to [www.seattleu.edu/sfs](http://www.seattleu.edu/sfs) and selecting “Forms and Documents” on the left-hand menu, the first step in the hiring process is to develop a job description for the position. Job descriptions are required for each student position on campus, and must be approved by the Office of Student Financial Services prior to hiring a student. **A copy of this must be maintained in your office as long as the job description remains in use. You may periodically be asked to submit an updated job description to maintain current records.** Each student position is classified according to the University’s Rate Policy Statement.

On July 1, 2016, previous pay levels 1-4 were dissolved and replaced by two position categories: Student Employees and Graduate Assistants.

**Student Employees** (other than Graduate Assistants): Within their budgets, per the note below, offices may set the wage rate by position/incumbent within the pay range of \$16.40-\$17.25, as shown below. This pay range will increase on Jan. 1, 2021.

- \$16.40
- \$16.50
- \$16.75
- \$17.00
- \$17.25

**Graduate Assistants:** \$21.67

In addition to the job description being used by Student Financial Services to approve the position and requested pay rate and advertise the position on Handshake, it is also a valuable employer tool that:

- Assists the supervisor and the student in determining if the student meets the minimum qualifications,
- Assists in the constructive and objective development of interview questions,
- Provides a format for training, and
- Serves as the focal point for evaluation of the student employee’s performance.

Because of its many uses, it is important that the information provided in the On-Campus Job Description & Posting Request be as detailed and complete as possible.

When describing the work to be performed, action verbs are very helpful. They can be used to differentiate between various skill levels. The following are common action verbs: design, assist, exhibit, improve, audit, coordinate, establish, collect, perform, etc.

---

## Advertise the Position

---

The next step in hiring a student employee is to advertise the position. The Office of Student Financial Services is a partner in maintaining the central job database, Handshake, for all Seattle University positions available to students. And while offices are also welcome to advertise positions in other ways, it is **required** that they be advertised in the central database to assure that all students have equal access and opportunity in the on-campus employment process.

For new positions, this will happen automatically after the completed Job Posting Request is received, reviewed and approved. For existing positions, supervisors may contact SFS Student Employment at [StudentEmployment@seattleu.edu](mailto:StudentEmployment@seattleu.edu) for assistance in re-opening the position. To ensure that the correct job is opened, the name of the position and supervisor must be included.

The completed job description is entered and saved in Handshake's job database. To request that a listing be advertised on Handshake, contact SFS Student Employment at [StudentEmployment@seattleu.edu](mailto:StudentEmployment@seattleu.edu). Jobs are advertised for 30 days or until the supervisor provides notification that the position should be closed.

---

## Accept Applications

---

Students view the current job listings on Handshake and select the positions they are interested in applying for. Each office/supervisor handles the application materials and interviews for their available positions. **It is up to each office to determine the best application process, whether it is a written application, phone contact and/or an interview.** Review the interview information found below and in Appendix A. The position will continue to be advertised on Handshake until Student Financial Services receives notification that the position has been filled.

---

## Conduct Interviews

---

Interviews are an important step in a student's progress toward becoming a confident and able participant in the world of work. For the student, the job search and application process provide valuable experience. A large measure of confidence can result from a job interview and the discussion of the student's qualifications and skills.

The main purpose of the interview is to determine if the student is capable of meeting the supervisor's employment needs. It also allows the student the opportunity to determine if he feels qualified and comfortable with the position. During the interview, both the employer and student must come to some understanding of the expectations and style of the other. Information can be gained that is both vital to hiring students into the appropriate position and beneficial in determining their future training and supervisory needs.

### Interview Tips:

- Know the job description and have it available for the interview



- Structure the interview to the tasks and responsibilities of the job. Ask the necessary questions to verify that the student has the qualifications needed. The more familiar the supervisor is with the description, the more useful the interview will be in selecting an individual.
- Try to create a conversational atmosphere.
- Explain the useful and necessary role of the student in the office – emphasize that the position is an integral part of the office.
- Be sure the student understands the office’s hiring process. It is important for the supervisor to notify the student regarding his/her status concerning the position.

## Complete the Hiring Documentation

---

The following set of documents **MUST** be submitted to Student Financial Services **on or before** the student begins employment. Students **will not** be paid until the following three (3) documents are successfully completed and submitted:

**1. On-Campus Student Employment Action Form (SEAF)  
Seattle University**

Download and print on-line: [www.seattleu.edu/financial-aid/](http://www.seattleu.edu/financial-aid/), “Forms and Documents.” Please note that only the most current forms will be accepted. Old versions of the SEAF **will be returned.**

The student completes the “Student” section and the supervisor completes the “Department” section. Send the original to Student Financial Services and make a copy for office files to be submitted to Student Financial Services upon the conclusion of the student’s employment. Please complete in as much detail as possible, leaving nothing blank. You must list an alternate supervisor along with all applicable SU ID numbers; incomplete forms will be rejected and returned. A copy of the completed form must be retained in the office for 4 years.

**2. Form I-9: Employment Eligibility Verification  
Department of Homeland Security  
U.S. Citizenship and Immigration Services**

Download and print on-line: [www.seattleu.edu/financial-aid/](http://www.seattleu.edu/financial-aid/), “Forms and Documents.”

The student completes Section 1 of the form. Section 2, in the middle of the form, is completed **by a representative in the Office of Student Financial Services (NOT by the supervisor)**. The student must present **original** forms of identification, which establish his eligibility to work in the United States. The back of the I-9 provides a list of acceptable forms of identification; this list is included in Appendix C of this guide. Generally, a student must provide a Social Security Card and a government issued identity card, a passport or other documenting identity and eligibility to work. *Please remind the student to review the list of acceptable documents before coming to SFS.*

**IMPORTANT NOTE:** Supervisors should not attempt to complete the Form I-9 for student employees because improper processing can result in large fines to the University. Students should be directed to go to the Office of Student Financial Services to complete the Form I-9.

### 3. Form W-4: Employee's Withholding Allowance Certificate Department of the Treasury Internal Revenue Service

Download and print the current form online: [www.seattleu.edu/financial-aid/](http://www.seattleu.edu/financial-aid/), "Forms and Documents" in the left column menu. It is imperative that the *current* form be used as this is updated each year.

The student completes the bottom portion of the form, using the worksheet in the middle section if necessary. This form instructs the payroll office on the amount of taxes the student wishes to have withheld from each paycheck. International students:

- Should enter "1" allowance in Item 5,
- Should enter "NRA" in Item 6 and
- Cannot claim an "Exempt" status in Item 7.

**IMPORTANT NOTE:** IRS regulations require that a student employee have a valid Social Security number in order to receive a paycheck. See "International Students" in Section 3 for more information.

**Hire paperwork must be submitted as a complete set;** individual documents will no longer be accepted. Hire paperwork will be processed and submitted to Payroll within 5 business days. Both the student and the listed supervisors will then be given access to complete the Web Time Entry process on SU Online (Section 5: Paying a Student).

---

## Provide Student Orientation and FERPA Training

---

Hiring a student is a responsibility that requires planning on the part of the supervisor. Supervisors must ensure that student employees have a clear understanding of their duties and responsibilities as well as any specific expectations for their behavior and dress while on the job. At a minimum, supervisors should explain:

- The hours students are expected to work,
- The way in which requests for time off will be handled,
- The steps students must take to notify the office if they are ill & will be late or absent and
- The appropriate manner of dress for the student's work environment.

Supervisors should also remember to provide *basic information*, such as the location of rest rooms, where coats and personal belongings should be kept, when and where breaks may be taken, and if food or beverages are allowed at the student's workstation.

This is often a student's first work experience. Student employees do not come pre-programmed with proper work etiquette. For example, students do not always know they must call when they will be late or unable to work because of illness. Supervisors can prevent misunderstandings by setting clear expectations when the student is hired. This may also prevent the necessity of taking corrective action in the future. What is considered "common sense" to a supervisor may simply be an accumulation of things learned through years of work experience.

Students who do not treat their position as a "real job" are often permitted to do so because they do not experience any consequences. Supervisors who do not properly orient the student in the beginning may find the student does not take their job seriously. This often leads to actions such as simply not showing up when it is inconvenient to come to work. That behavior not only frustrates the supervisor, but also reinforces poor work habits for the student. Students take their jobs seriously when supervisors are clear that they take the students' presence and work seriously.

Seattle University requires that all part-time, student employees complete FERPA (Family Education Rights and Privacy Act) training if they have access to student records or other student information. FERPA requires that the University provide the student access to, and maintain the privacy of, education records. Faculty, staff, administrators and other university officials are required by FERPA to treat education records in a legally specified manner. “FERPA Training” for student employees is available online at <https://www.seattleu.edu/academic-records/ferpa/>

## SECTION 5: PAYING A STUDENT

### Web Time Entry: Due Dates, Pay Dates and Paychecks

In order to be paid, Seattle University student employees complete the Web Time Entry process through their SU Online account.

*To complete the online process*, students log in to their SU Online account and select first the “Employees” option on the main menu and then the “Time Entry” option. They then enter the hours they have worked and submit the results for review by their supervisor. Supervisors then log in to their SU Online account to review, correct as necessary, and approve the student’s time sheet information for processing by the Payroll Office. Training on the Web Time Entry process is available for both student employees and their supervisors at SU Online under the “Employee” option on the main menu. Questions regarding the Web Time Entry process should be directed to the Payroll Office at extension 5880.

Student employees and their supervisors must record the hours worked during each pay period. There are two pay periods each month: from the 1<sup>st</sup> to the 15<sup>th</sup> and the 16<sup>th</sup> to the last day of the month. Students must submit Web Time Entry online on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Supervisors must then approve all time sheets by the 2<sup>nd</sup> and 17<sup>th</sup> of each month. There are no exceptions to these due dates when they fall on a weekend or holiday.

When timesheets and payroll documents are correctly completed and submitted on time, paychecks or direct deposit notices are mailed on the 10<sup>th</sup> and 25<sup>th</sup> of the month. These notices will be mailed on the Friday before if the 10<sup>th</sup> or 25<sup>th</sup> falls on a weekend or holiday.

To see a color-coded student employee payroll calendar (student submission deadlines, supervisor approval deadlines and pay dates) log on to SU Online and, click on “Employees.” From the “Employees” menu, click on “Payroll Deadline” in the “Time Entry and Approval” section and then on “20XX Payroll Deadlines.” Questions regarding time entry and paychecks should be directed to the Payroll Office.

**IMPORTANT NOTE:** Timesheets or new hire paperwork received after the end of the pay period will be processed during the next pay cycle. Students will receive their paychecks the following pay period. Hours from a previous pay period that were not submitted on time should be entered in the Web Time Entry of the next pay period.

It is recommended that students authorize direct deposit of their paychecks. This process authorizes electronic transfer of the student’s earnings to their checking or savings account on the day prior to the pay period’s pay date. Students may download the “Direct Deposit of Payroll Check” from the Student Financial Services web site, <https://www.seattleu.edu/financial-aid/forms-and-documents/>. Students who do not wish to use direct deposit should ensure that their local mailing address is current on SU Online because that is where their payroll check will be mailed.

The hours recorded on the timesheet must be calculated in whole or quarter-hour increments (for instance 1.0, 2.0, 3.0 ... or 1.25, 1.50, 1.75). All items on the timesheet must be completed. Errors in time entry may cause delays in receiving pay checks. Supervisors should verify the hours worked, pay rate, and gross wage calculation before submitting to the Payroll Office.

## Student Pay Rates

---

The Vice President for Finance and Business Affairs and the Vice President for Enrollment Management establish student base wage rates annually. Refer to “Section 3: Hiring a Student” for more information about student pay rates.

## Maximum Weekly Hours Policy

---

According to the policy established by Seattle University, student employees may work **no more than 20 hours per week while school is in session.**

During periods when classes are not in session, student employees may work up to 40 hours per week. The scheduled periods of non-enrollment are winter, spring, and summer breaks. During Summer Break, students are limited to 20 hours per week for any period they are enrolled half-time or more (6 or more credits as undergraduate students; 3 or more credits as graduate students) in summer session classes.

## Paid Sick Leave

---

Student employees will be awarded one (1) hour of sick leave for every 30 hours worked. Up to 72 hours of unused sick leave may be carried over from one year to the next unless the student employee incurs a separation from university employment. Student employees are not eligible to be paid for unused, accrued sick leave upon separation from university employment. When there is a separation from university employment and the student employee is rehired to any university position within 12 months, previously accrued unused paid sick leave shall be reinstated.

\* Applied in accordance with Seattle University’s Sick Leave Policy as found in the HR Manual.

The supervisor must review the **Student-Employee Sick Leave Notification** form with the student employee on the first day of employment. The student must sign and the supervisor will retain a copy in the student’s employee file.

## Students Working in More Than One Position on Campus

---

Students may be employed in more than one position on campus. When this is the case, coordination between all of a student’s supervisors is required to ensure that the student does not work a combined total of more than 20 hours per week. Further, the combination of work-study earnings for students who have more than one work-study job may not exceed the amount of their work-study award. There is one exception to this rule:

**Students who are working in a student employment position and also hold a term-paid position on campus** are not held to the maximum hours per week calculations. For instance, students receiving a term-payment for work they do in an elected Student Government of Seattle University (SGSU) position may work the hours needed for that position while at the same time maintaining current on-campus employment. Total time combined for both jobs may exceed 20 hours per week in this situation but the time for the student employment position cannot exceed 20 hours per week. The term-paid position is completely separate but, again, the student’s gross earnings for a work-study position cannot exceed their work-study award amount.

Students may NOT be hired simultaneously as both student employees and part-time, benefited members of the SU staff or faculty. Due to classification restrictions students may be hired as one or the other, not both.

## The Federal Insurance Contribution Act (FICA)

---

The University’s policy corresponds to Internal Revenue Service (IRS) guideline that students are exempt from FICA as long as they are enrolled for 12 or more credits AND work less than or equal to 20 hours per week. Under FICA, an employer withholds 7.65% of an employee’s gross wages for contributions to Social Security and Medicare. If a student is **not** enrolled for 12 credits OR works above 20 hours in a given week, FICA will be deducted from their paycheck.

Failure to comply with the IRS guidelines could result in fines and penalties to Seattle University. Supervisors have a responsibility to do their part to ensure compliance by informing both the Payroll and Student Financial

Services Offices if the student falls below full time enrollment as this may change their eligibility. University policy limits the hours a student may work to a maximum of 20 hours per week. This limit helps to ensure that students have an appropriate amount of time to focus on their academics and that the potential liability for FICA withholding is avoided. **It is the activity manager's and supervisor's responsibility to monitor student hours to ensure that they do not work in excess of 20 hours per week.**

---

## Volunteer Hours

---

Except as described below, supervisors are prohibited from accepting volunteer hours from a paid employee. Volunteer hours are permitted only under very limited circumstances and cannot be requested, suggested, or otherwise solicited by anyone. A student cannot be pressured or coerced in any form into volunteering hours. Nor can a student receive any real or implied, present or future reward or penalty for volunteering or not volunteering hours. In addition, students may not receive any promise, expectation or receipt of compensation, grades, enrollment in classes, participation in any activity or employment as a result of volunteer hours. Volunteer hours cannot be treated as a pre-requisite to anything. Employers can only accept volunteer hours when:

- They are offered of the student's free will.
- The student is not otherwise employed anywhere else on campus doing work that is similar to the type of service they perform as a volunteer. This includes any job for which they receive any form of compensation ... such as room and board or tuition waivers ... which is based on services rendered.
- They are not volunteering for the same office that would otherwise employ them.
- They are not employed anywhere on campus as a work-study student.

The [Fair Labor Standards Act \(FLSA\)](#) does not permit volunteer hours except as noted above. Employers cannot permit students to work additional unpaid hours in a position that is similar to their paid position, even at the student's request.

---

## Student Employment vs. Temporary Employment

---

Undergraduate and graduate students who are currently attending Seattle University will **always** be considered as student employees and should complete all new hire paperwork (Student Employment Action Form, Form W-4 and Form I-9) with the Office of Student Financial Services prior to beginning employment.

Under the following conditions, a student will be considered a temporary employee at Seattle University:

1. When the student has graduated from SU and the on-campus employer wants to continue employing the student for an additional amount of time, **or**
2. When the student is new to SU and begins working prior to their eligibility to work as a student on-campus, **or**
3. When the student is enrolled less than half-time during the academic year (5 credits or less as an undergraduate student; 2 credits or less as a graduate student), **or**
4. When the student is enrolled at another college/university, **or**
5. When the student is a contracted temporary employee hired through an outside agency.

In these situations, the student is a temporary employee, not a student employee, and needs to complete all new hire paperwork through the Office of Human Resources. **Contact the Student Employment Coordinator immediately if your student employee is registered less than half time or withdraws.**

---

## Term-Paid (Non-Standard) Employment

---

In rare cases, Seattle University will approve payment of students prior to the actual work performance. This approval is generally only granted for Residential Assistants, elected student activity positions, and other selected programs. If considering whether or not a position may be paid before the work is performed, please contact the Student Employment Coordinator in Student Financial Services or the Payroll Office. To pay any student at the start of the term before work has been performed, a formal agreement is required. Any agreement or contract submitted for review must comply with the Fair Labor and Standards Act as well as the following elements:

- Minimum enrollment requirement per quarter
- The length of service, time commitment
- Average working hours per week
- Total compensation broken down by quarter specifying projected payment dates
- Timesheet requirements
- Dismissal terms
- Student signature and date
- Office signature and date

The sponsoring office must submit the agreement or contract with the Student Employment Action Form (SEAF) at the beginning of the academic year or term (for single term appointments).

**Pay Date.** Term-paid students are paid at the beginning of the quarter, or when tuition is due as specified in the agreement. The student is paid in advance of the hours being worked each quarter.

**Hire Paperwork.** The requirements are the same as for regular hourly paid student employees. Students must complete the Student Employment Action Form (SEAF), Form I-9, and the Form W-4 prior to working. The SEAF should indicate “Term-Paid” prominently written at the top of the form and a copy of the agreement must be attached.

**Timesheets:** Term-paid students are required to turn in a special timesheet each quarter to the Payroll Office. Students should not use the standard Seattle University on-campus timesheets. Instead, the timesheet must use a vertical (portrait) page format to distinguish it from the horizontal (landscape) format of the regular on-campus employment timesheet or the on-line time sheet. It should detail the total number of hours worked on each day of the term.

**Compensation:** Compensation for the term is calculated based on the number of hours to be worked at one of the approved on-campus student employee pay rates. For example,

Number of weeks:	January 3 <sup>rd</sup> to March 18 <sup>th</sup> = 11 weeks
Number of hours per week:	11 weeks x 20 hours/week = 220 hours
Term Payment:	\$21.67 x 220 = \$4,767.40

**Position Vacated Prior to Completion of Service.** The sponsoring office is required to immediately notify the Payroll Office if a term-paid student leaves a position prior to completing the agreed-upon period of service. The student’s supervisor must complete the termination information on the bottom of the Student Employment Action Form (SEAF) and submit it to Student Financial Services where a copy will be made and forwarded to the Payroll Office. The Payroll Office will recalculate the earned compensation less taxes and contact the student to request repayment of the unearned portion of the term payment.

---

## Honorarium-Paid Employment

---

Student employees are NOT allowed to be paid an honorarium. According to the policies set by the Controller's Office, honorarium and independent contractor forms are used to pay personal services to an individual who currently is not an employee (staff, faculty, adjunct, or student) of Seattle University, and an individual who currently does not receive a paycheck from Seattle University. All active students (students pursuing a degree) at Seattle University must be classified as hourly paid employees and comply with one of the approved campus pay rates for student employment.

---

## Grant-Paid Employment

---

If the student is to be paid through a private grant, be sure a budget number has been established with the Payroll Office prior to the student beginning employment. It is important to put the correct budget number on the Student Employment Action Form and any timesheets. The student will also be regarded as an institutional- work study employee. Any grant-paid positions must first be approved by the Sponsored Research Officer in the Provost's Office and must adhere to one of the approved campus pay rates for student employment. All other student employment policies and procedures apply.

---

## SECTION 6: EMPLOYMENT CHANGES AND TERMINATION

---

---

### Employment Changes

---

It is sometimes necessary to make changes relating to the employment status of students. The Student Employment Action Form (SEAF) is used to communicate these changes to the Student Financial Services and Payroll offices. The supervisor should also keep a copy for their own files.

Examples of the type of changes **made by submitting an updated SEAF include:**

- Changing the budget number to which the student's wages are charged.
- Changing the student's work-study status.
- Transferring the student to another position within the office.

Updates to the primary and/or alternate supervisor do not require an updated SEAF. You will need to submit a request via [email](#) including the name and SU ID number of the student, the name of the current supervisor along with the name and SU ID number of the new supervisor. Once received, SFS will work with Payroll to update the information.

**IMPORTANT NOTE:** Timesheets that do not match the corresponding SEAF cannot be processed until the SEAF information is updated. This can cause the student's paycheck to be late.

---

### Handling Separation including Termination

---

Students end their employment for various reasons including anticipated circumstances: the end of the academic year or graduation. Other reasons come up unexpectedly: the time commitment is too great given other activities or they find a "better" job. For the former kinds of separation, formal, written notice is not needed. However, for the latter, it is reasonable to expect that student employees will give two weeks' notice. This expectation should be clearly shared at the beginning of the student's employment when talking about job-related expectations. Similarly, unless circumstances make this unreasonable, a student should be given two weeks' notice when terminated unless the student and supervisor mutually agree to an earlier date.

In the case of unsatisfactory performance, supervisors are expected to use the following progressive actions:

1. **Oral Warning:** Discuss the problem(s) with the student, explaining what needs to change and set in place the steps, actions, and/or processes that will make that change possible. The discussion should be documented for the supervisor's files.
2. **Written Warning:** Discuss the problem(s) explicitly with the student, notifying the student of the possibility of termination if corrective action is not taken immediately. The warning should be in writing. Both the student and the supervisor should sign and date the warning. The supervisor should keep the original for their files, making a copy for the student.
3. **Notice of Termination:** Further evidence of continued misconduct must be fully documented and discussed with the student at the time they are notified of their termination.

It is recommended that you have a witness participate in any corrective action. Supervisors should contact the Student Employment Coordinator in the Student Financial Services Office if they have questions about terminating a student for unsatisfactory performance.

When a student concludes employment for any reason, supervisors must locate their copy of the original hire SEAF and **complete the bottom portion to submit it to the Office of Student Financial Services** where a copy will be made and submitted to the Payroll Office. The student web time entry record will remain in the supervisor's queue until this step has been completed. It is very important to notify four offices ... Student Financial Services, Payroll, Information Technology and Reprographics ... so that student employment records are current and unauthorized access is not possible.

---

## SECTION 7: SUMMER EMPLOYMENT

---

### Summer Term and the Application Process

---

The summer term is considered a separate period from the "regular" academic year. **In order to be considered for summer financial aid, including Federal and State Work-Study employment, students must preregister for fall and complete both the FAFSA and the online Summer Financial Aid Application.** These must be completed for summer work study even if the student will not attend courses over the summer break.

Because summer is the first term of the financial aid year at SU, students must complete a FAFSA for that year. For instance, to be considered for financial aid for the 2019 summer session, students must complete the 2019-20 FAFSA. The student must provide you with their Summer Work Study Authorization Form.

The Summer Financial Aid Application will not be reviewed until the FAFSA has been submitted and fall pre-registration is complete. Contact the Student Employment Coordinator about hiring incoming freshmen on or after July 1<sup>st</sup>.

Graduating seniors registered less than half time over the summer may continue to work through the last day of their final summer session with guidance from the Student Employment Coordinator. Please pay close attention to the Student Employment email that is sent out periodically by Rita Lin regarding last day of employment for graduating seniors and summer student employment guidance. If you have any questions on student eligibility to work over the summer please contact us.

---

### Making Satisfactory Academic Progress

---

To be considered for summer financial aid (including work study), students must have maintained satisfactory academic progress for the preceding academic year. Satisfactory academic progress is monitored at the end of spring quarter. Any questions regarding the requirement should be directed to the Office of Student Financial Services or online at <https://www.seattleu.edu/financial-aid/receiving-financial-aid/satisfactory-academic-progress/>



## **Continuing Academic Year Employment into summer**

---

Continued employment from the regular academic year through the summer is NOT automatic. Students eligible for the Federal Work-Study program during the summer term will receive an authorization form, just as they do for the academic year. That authorization will indicate the amount of the summer work-study award, the eligible dates and the maximum weekly hours. Supervisors must not continue a student's employment for summer unless the student produces this form because it is the supervisor's assurance that the student is eligible to participate in the program during the summer. As with the regular academic year, when a student is hired, they must present this form, which the supervisor should keep for their files. An FWS award to an eligible student in the summer does not imply a guarantee of employment for the academic year.

## **Maximum Weekly Hours**

---

During the summer, students enrolled less than half time (less than six credits as undergraduate students; less than three credits as graduate students) may work up to 40 hours per week. This includes students who are not attending summer classes. However, students enrolled half-time or more (six or more credits as undergraduate students; three or more credits as graduate students) are limited to working 20 hours per week, just as they are during the regular academic year, until their session is over. Once their summer enrollment has ended, they are eligible to work up to 40 hours per week.

It is important to keep in mind that students with work-study awards may not exceed the amount of their award and so while the number of hours that they work may not be limited by their enrollment, it may be limited, instead, by the amount of their work- study award.

## SECTION 8: APPENDICES

### APPENDIX A: WASHINGTON ADMINISTRATIVE CODE

---

State of Washington rules regarding employment and pre-employment inquiries can be found in the Washington Administrative Code Title 162:

Title 162 (Human Rights Commission): <http://apps.leg.wa.gov/WAC/default.aspx?cite=162>

Chapter 162-12 (Pre-employment Inquiry Guide): <http://apps.leg.wa.gov/WAC/default.aspx?cite=162-12>

Chapter 162-12 (Employment): <http://apps.leg.wa.gov/WAC/default.aspx?cite=162.16>

---

**APPENDIX B: SAMPLE STUDENT EMPLOYEE EVALUATION**

---

---

**SEATTLE UNIVERSITY STUDENT EMPLOYEE EVALUATION**

---

**STUDENT'S NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_ **EMPLOYER:** \_\_\_\_\_

**QUALITY OF WORK** (1=Needs Improvement; 3=Meets Expectations; 5=Excellent)

UNDERSTANDING OF ASSIGNED DUTIES	1	2	3	4	5	NA
QUALITY OF PERFORMANCE	1	2	3	4	5	NA
ABILITY TO ORGANIZE WORK	1	2	3	4	5	NA
QUALITY OF WORK PERFORMED	1	2	3	4	5	NA
ASSUMPTION OF RESPONSIBILITY	1	2	3	4	5	NA

COMMENTS:

**DEPENDABILITY** (1=Needs Improvement; 3=Meets Expectations; 5=Excellent)

PERFORMANCE W/ DIRECT SUPERVISION	1	2	3	4	5	NA
ADHERENCE TO SPECIFIC WORKING HRS.	1	2	3	4	5	NA
DEPENDABILITY IN MEETING DEADLINES	1	2	3	4	5	NA
INITIATIVE IN PERFORMANCE OF DUTIES	1	2	3	4	5	NA
INTRODUCES NEW IDEAS RE: DUTIES	1	2	3	4	5	NA

COMMENTS:

**OTHER CHARACTERISTICS** (1=Needs Improvement; 3=Meets Expectations; 5=Excellent)

TACT and DIPLOMACY WITH OTHERS	1	2	3	4	5	NA
COMPOSURE UNDER PRESSURE	1	2	3	4	5	NA
EFFECTIVENESS	1	2	3	4	5	NA
EFFORTS TOWARD SELF IMPROVEMENT	1	2	3	4	5	NA
COMMUNICATION WITH OTHERS	1	2	3	4	5	NA
ATTITUDE TOWARDS SUPERVISION	1	2	3	4	5	NA
APPEARANCE	1	2	3	4	5	NA

COMMENTS:

**OVERALL EVALUATION OF EMPLOYEE'S CONTRIBUTION**

Shows improvement since last formal appraisal YES or NO

**EMPLOYEE RESPONSE**

The above evaluation is a fair and accurate appraisal of my job performance YES or NO

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPENDIX C

Lists of Acceptable Documents for completing the Form I-9 Employment Verification. Must be valid **unexpired original** documents. Additional information can be found at: <http://www.uscis.gov/i-9-central>

<b>LISTS OF ACCEPTABLE DOCUMENTS</b>			
<b>All documents must be UNEXPIRED</b>			
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.			
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity  AND LIST C Documents that Establish Employment Authorization	
1. U.S. Passport or U.S. Passport Card	OR	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	
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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	
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph	
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card	
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record	
		6. Military dependent's ID card	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	AND	7. U.S. Coast Guard Merchant Mariner Card	
		8. Native American tribal document	
		9. Driver's license issued by a Canadian government authority	
		<b>For persons under age 18 who are unable to present a document listed above:</b>	
		10. School record or report card	
		11. Clinic, doctor, or hospital record	
		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION	
		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)	
		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)	
		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal	
		5. Native American tribal document	
		6. U.S. Citizen ID Card (Form I-197)	
		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
		8. Employment authorization document issued by the Department of Homeland Security	
		12. Day-care or nursery school record	

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

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.