



**SOUTHWEST MINNESOTA  
STATE UNIVERSITY**

**STUDENT EMPLOYEE HANDBOOK**

**A RESOURCE FOR STUDENTS & SUPERVISORS**

**Created: August 2007**

*Revised: November 2010*

*Revised: November 2011*

*Revised: June 2014*

*Revised: March 2017*

*Revised: May 2017*

## **Introduction**

The student employee handbook contains information and guidelines to help student employees and supervisors with all aspects of the hiring process at Southwest Minnesota State University. Student employment is an excellent way to assist the student with the financial obligations of receiving their degree. Employment with the University also helps the student gain valuable knowledge and experience which will help prepare them for future employment. Students will get to know the campus, faculty, and staff while working flexible hours around their class schedule. SMSU is committed to a policy of nondiscrimination in employment and education.

## ***Types of Employment***

### **Work Study Program**

A work study award indicates that the student is eligible to work on campus and receive federal or state funding for this work. These programs create jobs for students who qualify for financial aid in order to attend college. Students must apply annually for these awards and if eligible will receive an award letter with the maximum amount they are eligible to earn during the school year. It is the responsibility of the student to locate a work study job. A list of current job openings is available on the SMSU Financial Aid website under student employment. The financial aid department will assist students with any questions regarding this process.

### **Regular Student Payroll**

Regular student payroll refers to student employment which is not supported by federal or state work study funding. Individual departments on campus are responsible for the initial hiring of regular payroll student employees.

### **Graduate Assistantships**

Graduate assistantships are available to qualified students enrolled in the graduate program at SMSU. These students will assist with research and other duties related to their graduate program. Departments fund the cost of the graduate assistants and will provide the assistant with a letter of appointment and job description. Graduate assistants must meet minimum academic standards for their program of study. They will be employed for no longer than two full years on a contract basis through student payroll. Tuition compensation is taxable income. Appropriate forms must be completed upon acceptance into the program.

## ***Requirements & Eligibility***

Students on regular payroll must be enrolled in a minimum of 6 credits for the current term to be employed on student payroll during the academic year. Students employed during the summer must either be enrolled in 6 credits for the summer or 6 credits for following fall. Work study students must be enrolled for at least 12 credits per semester during the academic year and six credits in the summer. Graduate assistants must be enrolled in at least six credits per semester. A student is no longer eligible for employment if they totally withdrawal or if their course registrations are cancelled for non-payment.

Students are limited to work 20 hours a week while taking classes regardless of working in multiple departments during the academic year. Students working in more than one department are responsible for making sure they do not exceed these hours. Students hired to work more than 30 hours per week in the summer will be subject to FICA taxes. It is not legal to hold back hours until a following pay period or prepay hours to keep reported hours at or under 40 hours per pay period.

Students not authorized to work in the United States are not eligible for student employment.

PSEO students are not eligible for student employment.

### ***Required Enrollment Procedures***

Necessary forms must be completed before a student can begin working. These forms are completed by the student and the department supervisor who hired the student. Forms are also available on the Business Service's website:

<http://www.smsu.edu/Administration/BusinessServices/Index.cfm>.

The following forms must be completed:

#### **1) W-4 Form (Employee's Withholding Allowance Certificate)**

This form must be completed so your employer can withhold the correct income tax from your pay. Students who are unsure what to claim should contact their parents or tax advisor. The University is not allowed to give tax advice. If the employee chooses to change their withholding, a new W-4 must be completed. Students claiming "Exempt" are required to complete a W-4 and W-4MN each calendar year

#### **2) I-9 Form (Employment Eligibility Verification)**

This form is required by the U. S. Government and all **new** employees must complete this form. Documentation must be provided by the employee to verify evidence of identity and employment eligibility. The most common types of documentation are a U.S. passport **or** a driver's license **and** social security card.

#### **3) Student Payroll Authorization Form**

This form must be completed by the department supervisor and the student. It contains information regarding employment in a specific department. Therefore it is necessary for the student to complete a separate authorization form for each job (s)he has on campus.

Any missing information on any of these forms will delay the payroll process.

#### **4) Direct Deposit**

Direct deposit is required of all students employed by SMSU. Students set up and make changes to direct deposit through their e-services accounts. The bank routing ID and account number are necessary to complete the process. Direct deposit pay advices may also be viewed and/or printed by students through e-services. This is also where students will access their W-2 provided they have given their consent to do so.

## ***Timesheets***

Each payroll period covers a two weeks beginning on a Wednesday and ending on a Tuesday. Students complete e-timesheets online through their e-services account. Student are responsible for submitting their timesheet. Once this is done, their supervisor will approve the submitted hours. E-timesheets need to be submitted and approved by Wednesday (the day after the pay period ends) at noon.

## ***Rate of Pay***

The standard pay rate for student employees is set by Southwest Minnesota State University. Supervisors will be able to provide students with the rate of pay for their particular department. If a pay rate varies from the standard rate, it must be approved by the Vice President or Dean for that department. Student employees are exempt from FICA taxes while they are a full-time student at the university during the academic year.

## ***International Students***

In addition to the I-9, work authorization, and direct deposit, international students are required to complete a Tax Residency Information Form and a Tax Statement Form. They must also complete a W-4 for both the Federal government and the State of Minnesota. Form 8233 may be needed if the student's home country has a tax treaty with the United States.

International students must also provide the following documents when completing tax forms:

- Passport & Visa
- I-94 & Travel History
- I-20
- Social Security card

International students must present required documents and complete necessary forms prior to employment. The Assistant Director of International Student Services will be able to assist students with questions.

## ***Student Employee Responsibilities & Expectations***

SMSU is proud to have student employees working on campus. It is important for those students receiving employment to appreciate and show consideration for the position they obtained.

Student employees are expected to report to work as scheduled and should notify the department supervisor prior to scheduled work time if they are ill or unable to work for any reason. Students should be prompt and perform work-related duties during their scheduled hours. Work of a personal nature for faculty, staff, and students during work hours is prohibited.

The student e-timesheet must be completed by recording beginning and ending time of hours worked. The e-timesheet must be submitted by the student and approved by the supervisor. Unsubmitted/Unapproved e-timesheets will not be processed.

Personal appearance is an important aspect of your employment. Appropriate attire and cleanliness must always be considered when preparing for work each day. Students should be polite and respectful of their supervisors, co-workers, and fellow students.

If a student should discover they are no longer able to work for a particular department, adequate notice should be given to the supervisor. Problems of any nature should be brought to the supervisor's attention immediately in order to solve them in a timely manner.

Employment at SMSU can be a great experience and will prepare students for future endeavors. Always be a motivated employee and enjoy the time you spend as a student at Southwest Minnesota State University.

**Disciplinary Action:**

Students who violate their responsibilities and/or expectations may be dismissed from their employment. The following appeal options are available to students that have been dismissed from their employment:

1. The student and their immediate supervisor will address and discuss the violation. It is SMSU's hope that the violation will be resolved with the direct supervisor.
2. If the violation is not resolved with the direct supervisor, the next level of supervisor or Vice President will be asked to further discuss the violation. The final decision regarding the student's employment will be determined at this level.

As stated in SMSU's Student Handbook students must follow the Code of Conduct and the Prohibited Code of Conduct, which includes nondiscriminatory acts. For further information on these subjects refer to the Student Handbook under Quick Links on the SMSU website.

***Supervisor Responsibilities***

Supervisors are responsible for the student completing all necessary paperwork required for employment. Supervisors are responsible for verifying the accurate completion of e-timesheets and approving e-timesheets on time.

Supervisors are expected to provide adequate and appropriate instructions and training to enable employees to perform all job assignments in a satisfactory manner. A job description should be available to student workers for the job assigned to them. The student employees should be assigned sufficient hours to earn funds allocated to them.

If an employee's work is not satisfactory or if other conditions prohibit the performance of satisfactory work, the supervisor may request that the work assignment be terminated after proper notification and consultation. Consultation should include a face-to-face discussion between the student and the supervisor and/or department chair. Proper notification includes a letter to the student and a copy sent to Business Services. Anytime employment ends for whatever reason, supervisors need to inform Business Services.

All employees including student workers and graduate assistants who sustain an injury while performing the duties of their position should immediately report the incident to

their supervisor and contact the Human Resource office for the purpose of preparing a First Report of Injury form. Questions should be directed to the Human Resource office at BA269, (507) 537-6208.

Questions on any of the items in this handbook can be directed to Business Services at IL139, (507) 537-7117.