





# TABLE OF CONTENTS

Welcome	4
<b>Section 1: Overview</b>	
Introduction	4
General Rules for Student Employment	4
Student Employment Award Overview	5
Additional Types of Employment	6
Job Placement	6
Length of Employment	7
<b>Section 2: Payroll Information</b>	
Electronic Timesheet Procedure (WTE)	8
Required Employment Forms	8
Wage Information	8
Paychecks/Direct Deposit	9
W-2 Form for Tax Information	9
FICA Exemption	9
Earning Limits	9
<b>Section 3: Employment Policies and Practices</b>	
Hiring Process for Student Employment Positions	10
Appeal Process (for supervisors only)	11
Scheduling	12
May Term Employment	12
Summer Employment	12

## **Welcome!**

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

## **Section 1: Overview**

### **Introduction**

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

The Student Employment Program at Illinois Wesleyan University are designed to help both students and the departments who employ them. Students in need of financial aid can apply for FWS.

- 2. Electronic Timesheets & Web Time Entry (WTE):** No student may work until their electronic timesheet is available in their Employee Dashboard. Students are expected to clock in/out at each shift. It is required by law to take a 30 minute lunch break if working over 7 hours and it **MUST** be indicated on the timesheet in case any auditor asks for documentation. Students are required



contact the designated person to schedule an interview.

**Community Service Positions (FWS)** - The regulations for the Federal Work-Study (FWS) Program require that a certain percentage of an institution's Federal Work-Study funds be spent employing students in employment positions that provide community service. These funds are subsidized by the Federal Government and are only eligible to students that are awarded a need based employment opportunity. Therefore, only students who are awarded *Federal Work-Study Opportunity* in their financial aid package are eligible to apply for these positions.

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

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

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

### **Length of Employment**

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

Under current laws, student workers are not eligible to receive unemployment compensation after their employment ends. Students filing for unemployment compensation on the basis of having worked at Illinois Wesleyan University will have such claims rejected.

## **Section 2: Payroll Information**

### **Electronic Timesheet Procedure (WTE)**



if you have significantly exceeded your employment award amount, your financial aid could be reduced in accordance with these guidelines. If your financial aid is reduced, your account in the Business Office *could* be affected.

### **Paychecks and Direct Deposit**

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

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

Paychecks released directly to you

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

### **W-2 Wage and Tax Statement**

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

### **FICA Exemption**

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

### **Earning Limits**

Based on your financial need, you will be assigned either full- or partial- year employment eligibility. **Full-work study, \$2400 (or \$1200 per semester or 104 total hours in the fall and 100 total hours in**

**the spring). Pa**

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

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

**Notes:**

It may be possible that students who qualified for work-study one year may not be eligible the following year, so please don't assume employment is guaranteed from one year to the next. Students can verify if they have a job awarded in their Banner Self-Service > Financial Aid > Award Information. Supervisors, you may be notified that some of your hired students are no longer eligible and you will need to hire another student or advertise your available position on the job website.

In some cases a student will be requested by more than one employer. Since the policy is only one full-time position, the student will be contacted to make a choice between jobs or be notified they will need to split their hours between the two positions. In other cases, a student may be requested to work in a position that may be considered specialized, meaning the student has skills and qualifications necessary to fill the position that not everyone else may have. In the event this happens, the supervisor will be notified that an appeal is necessary. Please refer to the *Appeal Process* section below for more information.

**Appeal Process (Supervisors)**

There are a few situations that may warrant an appeal from

financial aid package.

Departments requesting students in one of the above situations typically will need to submit a letter of



discarding documents that contain confidential information. The nature of some documents will require that they be shredded before being discarded. Violating the confidentiality policy could result in immediate termination.

### **Breaks**

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

### **Illness/ Injury Policy**

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

2) Notify the Student Employment Coordinator.

**Termination**

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

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

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

Terminations will be reported to the Student Employment Program Coordinator and may be reviewed by the Student Employment Advisory Committee. Depending on the severity of the circumstances surrounding the termination, you may lose your privilege to partici









## **STUDENT WORKER RECORD OF VERBAL/WRITTEN WARNING**

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

NAME OF STUDENT WORKER:



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

Comments:

\_\_\_\_\_

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

Comments:

\_\_\_\_\_

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

Comments:

\_\_\_\_\_

**Attitude:**

# **2024-2025 Student Employment Hours** **Monthly Schedule**

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

The *estimated*



**STUDENT EMPLOYMENT  
DAYS AVAILABLE TO WORK**

For 2024-2025, the weeks for student employment should be divided as follows:

<u>1<sup>st</sup> Semester</u>		<u>2<sup>nd</sup> Semester</u>	
August	1	January	3.5
September	4	February	4
October	5	March	3
November	3	<u>April</u>	<u>4.5</u>
<u>December</u>	<u>2</u>	Subtotal:	15
Subtotal:	15		
Total weeks to work:	30		

There are 151 weekdays available to work 204 hours. The days have been calculated as follows, days that are not included are in parentheses:

<u>1<sup>st</sup> Semester – 104 hours</u>		
August	5	
September	20	(Labor Day – 1)
October	22	(Fall Break – 1)
November	18	(Thanksgiving Break – 3)
<u>December</u>	<u>10</u>	(Winter Break & Campus Closure – 10)
Subtotal:	75 days	
<u>2<sup>nd</sup> Semester – 100 hours</u>		
January	18	(Winter Break & Campus Closure cont'd – 5)
February	20	
March	16	(Spring Break – 5)
<u>April</u>	<u>22</u>	
Subtotal:	76 days	

**Additional Notes:**

1<sup>st</sup>



**Illinois Wesleyan University  
2024**