Illinois College Student Employment Guide For Students

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Introduction
The Illinois College Student Employment Guide provides policies and procedures for the student employment program. This guide provides a summary as well as addresses the specifics related to student employment. The program includes opportunities for federal work-study eligible students, non-federal work-study students, community service work, and off-campus employment.

A goal of student employment is to provide as many work opportunities as possible to IC students. As an integral part of Career Services, student employment is not only a program that focuses on financial remuneration for students but also encourages the development of a student’s education and liberal arts experiences. Student employment assists students who have financial need as well as providing them with a meaningful employment experience that can help define future career goals.

Career Services is responsible for the supervision of the Student Employment Program at Illinois College, and the duties include the formation, operation and monitoring of the program. Any questions, job concerns, or suggestions about the program may be directed to the Employment Advisor.
Student Employment Eligibility
While there is no guarantee that all interested students will obtain employment, all students are eligible to apply for student employment if they are currently enrolled at Illinois College.

For your information, departments have been asked to hire students according to the following priorities:

1. Students with Federal Work-Study (FWS) eligibility
2. First Year Students
3. Non Work-Study Students with no other campus job, including International Students
4. Non Work-Study Students already employed (who do not exceed their total 150 hours per semester)

On-Campus Student Employment Fair
The best way for a student to obtain a position on campus is to attend the on-campus student employment fair. While the date changes from year to year, it is annually held in the fall semester before classes begin.

The employment fair gives employers the ability to showcase their departments and speak about the positions in which they have vacancies. Students will have the opportunity to learn which employers are hiring and inquire about possible opportunities.

If a student cannot attend the job fair, or they are unable to obtain employment, they should contact the Student Work Office as soon as possible for all on and off campus job postings.

Wage Information
Unless otherwise noted by your supervisor, the hourly wage for all student employment is federal minimum wage.

Payroll Paperwork
After a student has made arrangements with an on campus supervisor, it is the responsibility of the student to ensure all necessary paperwork is completed, before they begin working.

1. **W-4**
   This form is for Federal Employee’s Withholding. This must be completed so that the correct amount of Federal Income Tax is withheld from a student’s paycheck.

2. **I-9**
   This form verifies the eligibility of the student to work in the United States of America and must be completed in the Student Work Office. Students will need additional forms of identification when completing this form; such as driver’s license or Illinois College student ID and social security card or a copy of certified birth certificate. See full chart on the following page.
For your I-9, you need **ONE** from **EACH** column:

<table>
<thead>
<tr>
<th>For Identity:</th>
<th>For Employment Authorization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Driver's License</td>
<td>✔ Social Security card</td>
</tr>
<tr>
<td>✔ School ID</td>
<td>✔ Certified copy of Birth Certificate</td>
</tr>
<tr>
<td>✔ Federal, State, or Local-issued ID</td>
<td>✔ Certification of Report of Birth issued by Department of State</td>
</tr>
<tr>
<td>✔ Voter's Registration Card</td>
<td>✔ Certification of Birth Abroad issued by Department of State</td>
</tr>
<tr>
<td>✔ U.S. Military card or Draft record</td>
<td>✔ Native American Tribal Document</td>
</tr>
<tr>
<td>✔ Military Dependent's ID Card</td>
<td>✔ U.S. Citizen ID card (Form I-197)</td>
</tr>
<tr>
<td>✔ U.S. Coast Guard Merchant Mariner Card</td>
<td>✔ Identification Card for Use of Resident Citizen in the United States</td>
</tr>
<tr>
<td>✔ Native American Tribal Document</td>
<td>✔ Employment authorization document issued by the Department of Homeland Security</td>
</tr>
</tbody>
</table>

Scan and Email documents to: cori.wagner@mail.ic.edu
Or Fax documents to: 217.245.3167

Both the I-9 and W-4 need to be completed before you are allowed to work on campus. Once these two forms have been completed and are on file, a student is eligible to begin working.

In addition to the I-9 and W-4 forms, students must fill out a new contract for each different campus position. The following contracts are the two types of on-campus work agreements utilized in the SWO. **One of these must be filled out for every on-campus position.**

1. **Employment Contract**
   This form is an official contract that the student and the supervisor will sign in agreement. When completed, this form needs to be forwarded to the Student Work Office so that official records reflect that a student has been employed. Students that have a signed contract on file will receive a printed timesheet to document hours worked.

2. **Stipend Contract**
   If a student is hired for a stipend position, they must sign a stipend contract that specifies a student’s compensation agreement, as well as the beginning and end dates of employment.

**Federal and State Tax Withholdings**
Students who participate in the Illinois College Student Employment Program are subject to Federal and State Tax Withholding.
**NOTE:** Students will have state taxes withdrawn from their checks; however, it is not required that a state form be completed. If circumstances warrant, students may request to complete a state W-4 form for their records.
**Employment Hourly Limits**
Students are allowed to work no more than 150 hours per semester. On average, a student can work approximately 10 hours per week. This allows flexibility for the student and the employer as their workloads vary throughout the semester.

If a student works more than the recommended 150 hours per semester, the Employment Advisor will contact both the student and the employer(s) to alert them of the situation. A plan to reduce a student’s hours would then be discussed.

**Online Timecards**
Once all necessary paperwork is completed, students will see that there is an online timecard created for each of their student work positions in Connect2. Throughout each pay period, students will enter their hours into the timecard entry system and at the end will need to finalize their hours. This will send their hours to their supervisors for approval. Supervisors then have an opportunity to edit timecards as needed and to work with students to take care of any discrepancies. Once the hours are accurately listed, supervisors will submit the hours to the payroll department for processing. If an online timecard is not showing up in Connect2, please contact the Student Work Office immediately. If a supervisor should terminate a student or if a student no longer works for a department, it is important to inform the Student Work Office of these changes.

Instructions on how to utilize the online timecard system are available on Connect2 as well as by reaching out to the Student Work Office. In addition, students and supervisors can both receive assistance in completing their timecard entry and approval steps by visiting the office.

**Student Employee Pay Dates**
See website for specific dates.

**Employment during Breaks**
Students are not guaranteed employment over breaks or holidays. The decision to employ students is decided by each individual department and based on the department’s financial resources and staffing needs.

**Student Employment for the Subsequent Year**
If students plan to continue in their positions into the summer or into the following academic year, they must complete a new Student Employment Contract. Contracts are only good through one academic year or through one summer session.

**Summer Employment**
The summer employment program will be treated independently from the academic year employment program. Students that are seeking summer employment must have been enrolled at Illinois College the previous spring semester and enrolled in the upcoming fall semester. Students cannot work over a maximum of 40 hours per week. Students may work more than one campus job but cannot exceed the maximum hour allocation. All time sheets for summer employment need to be submitted to the Career Services Office. A schedule of pay dates will be announced in May. Recent graduates may not participate in the summer student employment program.
Employment of Relatives
The employment of relatives in the same department is strongly discouraged as it may lead to perceptions of favoritism, difficulties in managing objectively and lower employee morale. Employees will not be placed in a position of supervising, directing, making or influencing final decisions regarding the terms and conditions of employment and/or compensation for their relatives. Illinois College reserves the right to determine, in all cases, if a familial relationship exists to prohibit a supervisory relationship.

For purposes of this policy, “relative” is defined as spouse, parent, step-parent, children, step-children, brother or sister, step/half brother or sister, grandparent, grandchildren, first cousin, aunt or uncle, nephew or niece, in-laws, or other relatives or members of the employee’s household. In cases where employment of relatives in the same department is contemplated, a request for approval must be submitted in writing to the Vice President in charge of the employee’s department and approved by the Vice President for Business Affairs. If approved then another non-relative employee in the department must be the student worker’s supervisor.

Other Employment
Illinois College attempts to employ as many students as possible. If a student is unable to find employment they should contact the Student Work Office for on and off campus employment postings. Career Services and the Student Work Office are not responsible for job placement, but do assist and guide students to available on and off campus work opportunities.

Community Service
In addition to employment on campus, the student employment program offers community service opportunities at various sites in the Jacksonville area. One position is limited to students who qualify for the need-based Federal Work-study Program as determined through the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will be interviewing interested federal work-study students in the fall semester. This is a great opportunity for students to network with community individuals and become involved in the Jacksonville area while earning their federal work-study award.

Conclusion
Career Services, located in Baxter Hall, is available to assist IC students, faculty, and staff in having the best student work experience as possible. Please provide any feedback and suggestions for program improvement so that the Student Employment Program can continue to move forward and become more integrated and efficient.