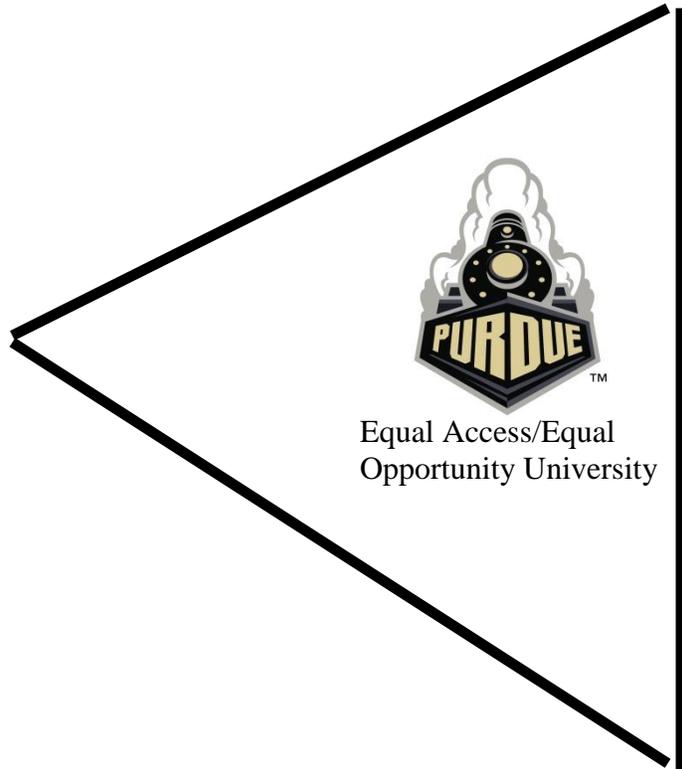


HANDBOOK OF STUDENT EMPLOYMENT

For Business Administrators,
Departmental Payroll Clerks, and
Supervisors of Student Employees

2015-2016



*A guide to employing Purdue University students
from Student Employment Services in the Division
of Financial Aid and the Purdue Bursar's Office*

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PURDUE UNIVERSITY STUDENT EMPLOYEES

Federal Work-Study Program

Purdue University Federal Work-Study (FWS) employees are students whose:

- Primary intent is to obtain an education
- Maximum number of hours worked should be limited to ensure academic progress is not affected
- Pay is bi-weekly - *No Exception* (i.e., no lump sum payment for a job done)
- Eligibility for FWS does not include participation in the Purdue University staff benefits program
- Time worked over 40 hrs/week should be paid as overtime
- Work eligibility does not include pay for vacation, holiday, flex-time, or sick leave
- Employment cannot include volunteer time
- Employment must not be used to displace other regular employees

Purdue University Federal Work-Study (FWS) student employees must:

- Annually file a FAFSA form
- Be enrolled for a minimum of 6 hours during the academic year and summer
- Receive a FWS award as part of their financial aid package based upon need
- Have a minimum of 70% of their wages subsidized by the federal share of FWS.
- In some cases, such as employment as a reading tutor of preschool age children, children in elementary school, or participation in a literacy program serving children of these ages or their families, the federal share may be as much as 100% of wages. Contact Student Employment at **765-494-5056** for more information on tutoring programs.

Under Section 3121(b)(10) of the Internal Revenue Code, services performed in the employ of a school, college, or university are an exception to the definition of “employment” for FICA tax purposes if this service is performed by a student who is enrolled and regularly attending classes at that school, college, or university. For IRS purposes, the term “student” refers to someone who must be enrolled full time, and is employed by the school for 20 or fewer hours per week.

Nonetheless, IRS representatives stress that this is only a general rule and they will determine if this requirement is met on a case-by-case basis.

FINDING FEDERAL WORK-STUDY OR REGULAR STUDENT EMPLOYEES

ADVERTISING

To advertise on our website, contact:

- Student Employment Services at 765-494-5056, or
- Access the DFA website at <http://www.purdue.edu/dfa/employment/post-job.html> and submit a Student Job Posting Request Form (Appendix B).

Off-campus employer must fill out an Equal Opportunity Employer Assurance form. See website: <http://www.purdue.edu/dfa/employment/post-job.html> for more information (Appendix C).

Hints when looking for applicants to fill student positions:

- Check with students enrolled in your school
- Or advertise within your department and on bulletin boards
- Advertise campus-wide through Student Employment Services on our computerized job listings. This is available to both on- and off-campus employers.

PAYROLL AUTHORIZATION FORM

The Payroll Authorization Form (PAF) for FWS eligible students can be for the academic year, fall only, spring only or summer award periods. Students will receive email notification directing them to pick up their PAF forms in Student Employment Services – Division of Financial Aid (DFA) Schleman Hall, Room 302.

The PAF demonstrates to the prospective employer that the student has FWS eligibility for a specific period of enrollment. In some cases, that eligibility may have changed or been removed after the student receives the form. Notification is made to the employer upon receipt of that change by the Student Employment Office. After October 1, when unused FWS awards are cancelled, it is advisable for prospective employers to contact Kathy Taylor at 494-0509 to verify a student's FWS eligibility.

Note: If you would like to easily verify how much work study a student may have you can have your student, at any time, pull up their work study eligibility on the financial tab of their My Purdue account.

The PAF displays the student's:

Name

1. Purdue identification number (PUID)
2. Campus location for eligibility
3. Amount of eligibility (100% of the amount a student can earn)
The maximum amount of eligibility is \$2500 for undergraduates, \$3000 for graduate students.
4. Year
5. Session (Academic year, Fall only, Spring only or Summer)
6. Period of eligibility (dates a student can start working and must stop working)

The employer section includes:

- Position Title, Position Number, and Organization (ORG) Unit name and number, Supervisor's name, and position duty questions.
- FWS Fund and Cost Center numbers
- Department matching Business Area, Fund, Cost Center numbers, and Perner number
- Hourly rate of pay and Start date
- Payroll Clerk's Name, Contact Information, Department Name, Address, and Phone number

It remains very important to attach a Job Description when returning the PAF. This is to be in compliance with federal regulations.

SPECIAL NOTES

Summer FWS

- Follow the same PAF procedures.
- Student period of eligibility will cover all summer school modules even if the student is not enrolled for all of the summer modules.

FWS – Other Time Periods – Winter Break & Spring Break

- Students with academic year eligibility may work between the fall and spring semesters. Amounts earned are a part of the academic year Federal Work-Study eligibility.
- This is because financial aid is based on a 9 month budget.



ISSUED BY:

FEDERAL WORK-STUDY PAYROLL AUTHORIZATION FORM (PAF)

STUDENTS: PROVIDE THIS FORM TO HIRING EMPLOYER FOR COMPLETION.

Jul 6, 2015

AWARD YEAR: _____

PERIOD of ELIGIBILITY: _____

PURDUE ID #: _____

TOTAL EARNINGS ELIGIBILITY: _____

EMPLOYER: Review instructions at <https://www.purdue.edu/dfa/stuemp/empinfo.php>

STUDENT JOB TITLE: _____ POSITION #: _____

HOURLY RATE OF PAY: \$ _____ START DATE: _____

STUDENT'S DIRECT SUPERVISOR: _____

WORK-STUDY ACCOUNT: BUSINESS AREA 40

		Check One:		
<input type="checkbox"/>	61019000 - FWS, Regular		<input type="checkbox"/>	61019001 - FWS, Reading Tutor
<input type="checkbox"/>	61019003 - FWS, Community Service		<input type="checkbox"/>	61019002 - FWS, Math Tutor

Off-campus: COST CENTER # 4090001017

On-campus: COST CENTER # 4093001016 RIO / SIO : _____

ORGANIZATION UNIT NAME: _____ ORGANIZATION UNIT NUMBER: _____

DEPT. MATCHING: BUSINESS AREA 40 FUND # _____

COST CENTER # _____ PERNER # _____

PAYROLL CLERK: _____ DEPT. NAME: _____

BLDG or ADDRESS: _____ PHONE #: _____

BUSINESS OFFICE EMAIL: _____



PURDUE ID #:

FEDERAL WORK-STUDY JOB DESCRIPTION

DEPARTMENT/SCHOOL/COMPANY NAME: _____

ADDRESS: _____

JOB TITLE: _____

PURPOSE OF JOB: _____

ESSENTIAL DUTIES:

(Example: file, phones, wash glassware, shelve books, run errands, etc.)

RESPONSIBILITIES:

(Example: maintain confidentiality, work independently, maintain computer systems, etc.)

NECESSARY QUALIFICATIONS:

(Example: able to lift 50 lbs., MS Office experience, type 35 wpm, etc.)

RATE/RANGE OF PAY: \$ _____

RETURN THE ORIGINAL PAF AND JOB DESCRIPTION TO:

Bursar Office - Federal Work Study
Hov de Hall, Room 20
610 Purdue Mall
West Lafayette, IN 47907-2040

PROCESSING A PAF (Payroll Authorization Form)

1. Processing A PAF

- Complete the EMPLOYER’S SECTION by typing or printing the following:
Job Title of the student (“Work-Study” is not an acceptable title)
Departments are responsible for assigning job titles to student positions.

A job title should accomplish two things:

- Describe primary duties and responsibilities of the position
- Indicate the position pay level (i.e. Food Service Worker I, Secretary III, Technician V, etc.)

2. Job Position Number

DEVELOP A POSITION ID

A position ID will be used for processing the PAF. Because departments have clerical and service positions, a unique number for every department will reflect each of the two types of work the student will be doing. These position IDs only reflect the type of work a student is doing, not the level.

3. Hourly Rate of Pay

DETERMING RATE OF PAY

The pay rate of a Purdue University FWS student position falls into a range specified for the level of the position. There are four (4) pay ranges for each of the four student levels provided by Human Resources. Employers can determine the appropriate pay level based on the type of work performed, education, or experience requirements, and the amount of responsibility and supervision required. The initial hiring rate for new employees should be the minimum for that level, unless the employee has had previous experience or training. Remember that the pay rate cannot exceed the maximum rate indicated on the pay scale for the pay level of the position.

STUDENT PAY SCALE (Effective 6/29/15)

<u>PAY LEVEL</u>	<u>MIN. HIRING</u>	<u>MAX. RATE</u>
1	\$7.25	\$ 11.00
2	\$8.00	\$ 14.00
3	\$9.00	\$ 18.00
4	\$10.50	\$ 45.00

Student pay scales are reviewed annually by Human Resource Services and are available at <http://www.purdue.edu/hr/Compensation/payScales/index.html>.

The formula to calculate the average number of hours per week that a student can work to earn the greatest amount of their work-study award is: **AWARD** divided by **HOURLY RATE** divided by **NUMBER OF WEEKS** = Average hours per week.

4. Start Date

The start date MUST be within the period of eligibility listed at the top of the PAF.

5. Student’s Direct Supervisor

6. “Check One” Box

This section is used to determine if the position can be classified as community service.

Community Service is defined as services designed to help improve the quality of life or help solve problems related to the needs of community residents, particularly low-income individuals.

If “Yes’ is circled for the first question and one or more of the services can be checked, select the Community Service fund. Many off-campus (a few on-campus) student positions can best be represented by checking this fund number.

Yes No Will the student meet, greet or work directly with the greater Lafayette public in one of the fields below in their normal working environment?

Yes No Do you inform the public of these services?
Check the service(s) that this student will provide (if applicable):

- | | | |
|--|--|---|
| <input type="checkbox"/> health care | <input type="checkbox"/> welfare/social services | <input type="checkbox"/> child care |
| <input type="checkbox"/> safety | <input type="checkbox"/> recreation | <input type="checkbox"/> work in service opportunities or youth groups |
| <input type="checkbox"/> literacy training | <input type="checkbox"/> crime prevention & control | <input type="checkbox"/> rural development or community improvement |
| <input type="checkbox"/> transportation | <input type="checkbox"/> housing & neighborhood improvement | <input type="checkbox"/> provide mentoring (i.e. tutoring, counseling, or supporting educational/recreational activities) |
| <input type="checkbox"/> education | <input type="checkbox"/> support services for student w/disabilities | |

If Community Service is not selected:

On-Campus – Check FWS Regular

Off-Campus – Check FWS Regular, unless it is a Reading or Math Tutor position.

- 61019003 – FWS Community Service: This fund is specific to students that work in positions designed to help improved the quality of life or solve problems for community residents, particularly low-income individuals.
- 61019000 – FWS, Regular: This fund best represents general job duties for student positions. Most on-campus (and some off-campus) positions can best be represented by checking this fund number.
- 61019001 – FWS, Reading Tutor: This fund number is currently specific to off-campus Elementary School tutoring and Family Literacy programs in the local community. College course tutoring positions do not qualify in this category.
- 61019002 – FWS, Math Tutor: This fund number is currently specific to off-campus Elementary School tutoring and Family Literacy programs in the local community. College course tutoring positions do not qualify in this category

7. RI or SIO (The Bursar's Office will fill this in upon receipt of the PAF for off-campus agencies.)
8. Fill in Organization Unit Name
9. Fill in Organization Unit Number
10. Fill in Department Matching Fund number
11. Fill in Cost Center number
12. Fill in PERNER number
13. Fill in Payroll Clerk information:
 - Dept. Name
 - Building or Address
 - Phone Number
 - Email Address
14. Create a Job Description

All student positions must have a written job description on file with the Division of Financial Aid.

This is important to establish a written record, for both student and employer, of the jobs, duties, and responsibilities so that there will be no misunderstanding.

The job description should contain the following information:

- Name and address of the Employer
- Purpose of Job
- Essential Duties: file, answer phones, wash glassware, re-shelve books, run errands, serve as receptionist, etc.
- Responsibilities: maintain confidentiality, able to work independently, maintain computer system, etc.
- Necessary Qualification: type 35 wpm, able to lift 50 lbs., MS Office experience, etc.
- Job's wage rate or range
- Length of student's employment
- Name of student's supervisor

A JOB DESCRIPTION IS REQUIRED BEFORE FEDERAL WORK-STUDY PROCESSING CAN OCCUR.

15. Make a copy of the PAF and Job Descriptions for your department records.

Return the original PAF and Job Description to:

Bursar Office – Federal Work Study
Hovde Hall, Room 20
610 Purdue Mall
West Lafayette, IN 47907-2040

This must be done BEFORE charging any earnings for the student to a Work Study account.

WARNING

IMPORTANT NOTE

Be sure to make note of the eligibility period and the amount of work study eligibility so that your department can keep track of the remaining amount. **If the student works outside the period of eligibility or beyond the total eligibility amount, those earnings must be paid from departmental funds.**

OFF CAMPUS ADDITIONAL PROCEDURES FOR EMPLOYERS

To be able to hire a work-study student your agency or organization must:

- Be a non-profit, not-for-profit organization, or government agency hiring students to perform work for the national or community welfare.
- Have a written agreement with Purdue University specifying the conditions of participation in the Federal Work-Study Program. Contact the Federal Work-Study clerk in the Bursar Office for contract information.
- Time cards and additional information regarding payroll procedures will be forwarded to you by the Federal Work-Study/Bursar Business Office upon receipt of this form.
Only time cards completed in ink, signed and dated by both the supervisor and student will be accepted for payroll. Any changes to the card must be initialed by both the employer and student.
- **REMEMBER:** Be sure to make note of the eligibility period and the amount of work-study eligibility so that your agency can keep track of the remaining amount. **If the student works outside the period of eligibility or beyond the total eligibility amount, those earnings must be paid from off-campus agency funds.**
- The Immigration Reform and Control Act of 1986 require that employers verify that each person hired is authorized to work in the United States. All new employees must establish proof of identity and employment eligibility prior to beginning work. I-9 verification must be completed. The student must complete the first half of the electronic I-9 at <https://secure.i9.talx.com/preauthenticated/LoginCaptcha.ascx?Employer=14300&Location=Z040> Once this is completed the student must bring identifying documents for completion of the 2nd portion. Once both portions are completed the student will be eligible for employment. Please bring all necessary paperwork to:

**Cheryl Files
Bursar Office
Purdue University
610 Purdue Mall, Room 20
West Lafayette, IN 47907-2040**

(765) 494-5373

CHANGES TO THE PAYROLL AUTHORIZATION FORM

Changes can be made to:

- Increase or Decrease Eligibility
- Cancel Eligibility
- Reduce Eligibility to Earnings to Date (ETD).
- Any new eligibility amount will always include the student's Earnings To Date (ETD).

Examples why changes may occur:

- A student may receive outside awards that put his financial aid package over the cost of attendance. Since the work-study is federal funding and an over award is not allowed, Financial Aid may have no choice but to reduce the work-study award.
- A student may decide that they would rather have additional loan eligibility and ask the Financial Aid Office to reduce the work-study allotment and add loan eligibility.

Payroll clerks will receive an e-mail listing any changes in the eligibility amount. FWS/Bursar will receive a copy. If there are any questions regarding the changes, please contact:

Kathy Taylor in Financial Aid at (765) 494-0509.

REMINDER TO ALL EMPLOYERS

- Questions regarding payroll procedures, work-study contracts, and FWS earnings records should be directed to:

Federal Work-Study/Bursar (765) 494-5373

- Requests for Payroll Authorization Forms (PAF's) and questions regarding the amount of a student's eligibility should be directed to:

**FWS/Student Employment Office (765) 494-5056
Division of Financial Aid**

Note: To ensure student confidentiality according to FERPA regulations, please have student's name and identification number ready at the time of the phone call.

EMPLOYER DUTIES FOR FEDERAL WORK-STUDY STUDENTS

- BIWEEKLY PROCEDURES

- **Complete Time Card. Each card must list:**

Name of student

- Pay period dates
- Hours worked
- Appropriate account numbers
- Required signatures (student and supervisor)
- Time cards are necessary for EACH pay period

- **Complete Payroll Procedures**

- Enter data (On-campus: into SAP/Payroll system)
- Route to payroll (or FWS Bursar if off-campus).

- **Monitor Earnings and Eligibility:**

- Monitor the earnings of each work-study student (in order not to exceed the eligibility amount).
- Monitor changes in eligibility with revised eligibility notices. (Student Employment Services will alert employers to changes in a student's work-study eligibility amount and/or period of eligibility).

Earnings beyond the eligibility limit may need to be paid from departmental funds.

- **Amended Payroll Certifications (CD-01):**

- Performed by FWS/Bursar
- Used to switch paying accounts (must route copies of time cards and time slips to FWS/Bursar when transferring charges between the work-study account and the departmental matching fund)
- Cover earnings beyond eligibility limit or period

- **Student needs to sign up for direct deposit**

2015-2016 Work Study Academic Year Schedule August 24, 2015 to May 7, 2016

Pay Period	Period Start Date	Period End Date	Paydate	PA Forms Due by 5:00 pm	Time Entry Complete by 6:00 pm unless noted	120 Day CD01 Rule
19	08/24/15	09/06/15	09/16/15	09/01/15	09/08/15	01/14/16
20	09/07/15	09/20/15	09/30/15	09/15/15	09/22/15	01/28/16
21	09/21/15	10/04/15	10/14/15	09/29/15	10/06/15	02/11/16
22	10/05/15	10/18/15	10/28/15	10/13/15	10/20/15	02/25/16
23	10/19/15	11/01/15	11/10/15	10/27/15	11/03/15	03/09/16
24	11/02/15	11/15/15	11/25/15	11/10/15	11/17/15	03/24/16
25	11/16/15	11/29/15	12/09/15	11/24/15	12/01/15	04/07/16
26	11/30/15	12/13/15	12/23/15	12/08/15	12/15/15	04/21/16
Semester ends Dec 19, 2015						
1	12/14/15	12/27/15	01/06/16	12/22/15	12/28/15	05/05/16
2	12/28/15	01/10/16	01/20/16	01/05/16	01/12/16	05/19/16
3	01/11/16	01/24/16	02/03/16	01/19/16	01/26/16	06/02/16
4	01/25/16	02/07/16	02/17/16	02/02/16	02/09/16	06/16/16
5	02/08/16	02/21/16	03/02/16	02/16/16	02/23/16	06/30/16
6	02/22/16	03/06/16	03/16/15	03/01/16	03/08/16	07/14/16
7	03/07/16	03/20/16	03/30/16	03/15/16	03/22/16	07/28/16
8	03/21/16	04/03/16	04/13/16	03/29/16	04/05/16	08/11/16
9	04/04/16	04/17/16	04/27/16	04/12/16	04/19/16	08/25/16
10	04/18/16	05/01/16	05/11/16	04/26/16	05/03/16	09/08/16
11	05/02/16	05/15/16	05/25/16	05/10/16	05/17/16	09/22/16
Semester ends May 7, 2016						

Term: Academic year--Aug 24, 2015 to May 7, 2016
 Fall Only--Aug 24, 2015 to Dec 19, 2015
 Spring Only--Jan 11, 2016 to May 7, 2016

Time Cards: Time cards are due on the Due Date above. Late time cards will be paid on the following pay period. Please pay special attention to time periods that are due early due to the holidays.

Holidays: The Bursar Office will be closed for the following holidays: Independence Day, July 3, Labor Day Sept 7, 2015, Thanksgiving, Nov. 26 & 27, Christmas, Dec 24 & 25, New Year's Day, Dec 31 & Jan 1, and Martin Luther King Jr., Jan 18, 2016

Being Paid: Students are encouraged to set up direct deposit to receive wages. If you are not wanting to use direct deposit there will be arrangements made to have earning put on a debit card issued by the University.

Frequently Asked Questions

1. How do I get paid?

Students are encouraged to set up direct deposit to receive their wages. You can sign up thru employee Self Service. This is different than the direct deposit for tuition reimbursement www.purdue.edu/payroll/pdf/DirectDepositApplication.pdf. If a student does not want to set up direct deposit, the Bursar Office will make arrangements to have earnings put on a debit card issued by Purdue University.

2. How do I see my pay statements?

With direct deposit you will receive an email each pay-day. This lets you know that a deposit has been made to your account. To access pay stub, click on link in email or go to <http://www.purdue.edu/onepurdue/>. Then click on OnePurdue Portal Login and Purdue career account & password. Click on payment link that is in Employee Self-Service tab. Next, click the salary statement link.

3. What does my award amount mean to me?

The award amount is the gross amount that you can earn while on work-study. This award should never be exceeded. Also, watch for the term. You can have an academic year award, fall only or spring only. This will let you know when you can use the award given.

INSTRUCTIONS FOR SUMMER WORK-STUDY:

1. Follow same Payroll Authorization Form (PAF) procedures.
2. Student eligibility period will cover all summer school modules even if student is not enrolled for all summer modules.

FWS/BURSAR RESPONSIBILITIES

Cheryl Files, Federal Work Study Account Clerk

FWS/Bursar

610 Purdue Mall, Room 20

West Lafayette, IN 47907-2040

(765) 494-5373 cfiles@purdue.edu

- ◆ Maintains Federal Work-Study accounts
- ◆ Maintains individual earnings records for all FWS students
- ◆ Monitors earnings – not to exceed eligibility limit or period of eligibility
- ◆ Notifies employer when student's earnings are close to eligibility limit
- ◆ Adjusts payroll cost distribution (CD-01)
- ◆ Acts as payroll clerk and campus liaison for all off-campus FWS employers
- ◆ Determines if work-study position qualifies as community service

FEDERAL WORK-STUDY RESPONSIBILITIES

Kathy Taylor, Clerk V

Division of Financial Aid

475 Stadium Mall Drive, Room 302

West Lafayette, IN 47907-1040

(765) 494-0509 Fax: (765) 494-6707 taylor26@purdue.edu

- ◆ Verifies work-study eligibility
- ◆ Reallocates work-study award for multiple jobs
- ◆ Notifies employers and FWS/Bursar of eligibility changes.

Joyce Eakin Financial Aid Administrator & Federal Work-Study Administrator

Division of Financial Aid

475 Stadium Mall Drive, Room 302

West Lafayette, IN 47907-2050

(765) 496-7328 Fax: (765) 494-6707 jaekin@purdue.edu

- ◆ Program administrator
- ◆ Counsels students, parents, and employers on Federal Work-Study concerns
- ◆ Awards work-study eligibility to students on exception basis

STUDENT EMPLOYMENT RESPONSIBILITIES

David Reseigh, Student Employment Coordinator

475 Stadium Mall Drive Room 302

West Lafayette, IN 47907-2050 dlreseigh@purdue.edu

(765) 496-3919 Fax: (765) 494-6707

- ◆ Counsels students, parents, and employers on employment concerns
- ◆ Liaison to the community at large on student employment matters
- ◆ Posts available positions on DFA website, Boiler-TV, and the local cable channel
- ◆ Coordinates outreach programs to the community at large on student employment

STUDENT RESPONSIBILITIES

When a student is hired for a position, he or she becomes a member of a work unit that the employer will depend upon. The student should be expected to perform as any other employee. Employers should take into consideration availability time of students and periods of heavy class demands when arranging work schedules.

Student employees should:

Locate and secure a job; Student Employment Services maintains a computerized listing of available positions accessible on the World Wide Web at <http://www.purdue.edu/dfa/employment/find-job.html>.

- For work-study eligible students – turn in a Payroll Authorization Form (PAF) to the employer for each job.
- Arrange work schedule with employer.
- Report to work promptly when scheduled.
- Notify supervisor as soon as possible if he or she will be late or unable to work.
- Refrain from conducting personal business on the job.
- Consider the employer's needs as well as own needs when requesting time off.
- Dress appropriately for work.
- Work hard and perform duties to best of abilities.
- Obey departmental and Purdue University policies and procedures.
- Take the job seriously.
- Submit time cards in a timely manner.

If an employment problem develops (such as student needing additional work study funding), the student should first discuss it fully with the supervisor. If further assistance is needed, feel free to contact:

Division of Financial Aid
Schleman Hall of Student Services or call (765) 494-5050.

Academic Year 2015 – 2016

WORK-STUDY ELIGIBILITY DATES

FALL ONLY
8/24/15- 12/19/15*

SPRING ONLY
1/11/16 - 05/07/16*

ACADEMIC YEAR
8/24/15 - 5/07/16*

SUMMER ONLY
5/16/16 – 8/05/16

***Work-study eligibility ends when the semester enrollment ends, not necessarily at the end of a pay period.**

Note: If a student is enrolled for the Academic Year they can work Christmas Break and Spring Break. The Financial Aid Budget is based on a 9 month period.

APPENDIX A

Purdue University Student Wage and Position Classification Guide

The **Student Wage and Position Classification Guide** is designed to assist supervisors with the policies and procedures for classifying, hiring and paying student employees.

A Purdue student employee is defined as a student enrolled/registered as a regular student at Purdue University whose primary intent is to attain an education. Non-Purdue students may be enrolled in a high school, vocational/technical school, or university. These categories of students may work part time during the academic year or up to full time during school vacations.

The maximum number of hours a student employee should work without jeopardizing their academic progress is unique to each student and should be determined by the student and academic advisor. Generally, students can work up to 20 hours per week when taking classes. If more hours are requested, then the student needs to get approval from her/his academic advisor.

All hourly paid student positions are temporary and thus not eligible to participate in the University staff benefits program.

Pay Ranges

There are four (4) pay ranges for each of the four student levels. Upon determining the appropriate pay level, departments should refer to the student pay scales for pay range minimum and maximum hourly rates. Student pay scales are reviewed annually and are available at the Human Resource Services Website at: http://www.purdue.edu/hr/Compensation/Pay_Scales.html

Classifying Biweekly Student Positions by Level

The guide found on the last page of this document page will assist departments in determining into which level to place their biweekly student positions. There is no requirement to maintain the form; it is provided for your assistance in selecting the appropriate level for the position.

There is a space to enter a brief position summary and a list of tasks and duties. Characteristics of each of the four levels are arranged in tabular form across the guide. You may copy the document as needed and use according to the instructions.

Employment Procedures

Departments seeking Purdue students for positions may list their vacancies with the Division of Financial Aid. The Financial Aid Office maintains a student employment bulletin board that lists available vacancies.

To initiate the process, departments should contact the Financial Aid Office-Student Employment at 494-5056. A position posting notice is derived from the department's description of their position and posted for students review. Students seeking employment will contact the hiring supervisor directly to apply for vacancies.

Student Payroll Procedures

Procedures and forms for determining Work Study eligibility and pay. Departments should contact the FWS Bursar Office, for more information (765 494 5373).

To place a student on the payroll, the following documents will provide the necessary procedures and information:

[Live: Online Undergraduate Student Hiring Application \(PA\)](#)

Click here for the link to the [Quick Reference Card](#):

This is a non-required form that may assist departments in documenting student hires and gathering the necessary information to place students in the payroll system.\

[New Hire, Rehire, or Add Additional Appointment — Student](#)

This is a procedures document that explains the steps necessary to hire students or rehire previously terminated students.

<https://www2.itap.purdue.edu/bs/BPP/Processes/Add'lApptStudent.pdf> (the new process actually automatically adds an additional appointment when a student already has a current appointment – it is in the info in the link above)

This procedures document explains how to add an additional appointment if the student you wish to hire is already employed by another department(s).

Pay Guidelines

The following student pay guidelines are established to assist departments with the fair and equitable pay determination for student employees. The Department of Human Resource Services recommends that departments periodically review their pay levels and rates of pay for all student employees to ensure internal equity.

Hiring Rate for new student employees should be the minimum of the designated pay level. If the employee has previous experience or related training, a higher starting rate can be paid. **However, the starting rate cannot exceed the pay level's maximum hiring rate without prior approval from Human Resource Services-Compensation or your Human Resource Service Team or regional campus Human Resources Office.**

Merit Increases for satisfactory job performance are encouraged and recommended but not to exceed the pay range maximums.

Overtime must be paid to student employees for all hours worked in excess of 40 hours per week in any one department or combination of departments.

- Work-study funds cannot be used to pay overtime.
- Supervisors may not permit hours worked to accumulate from pay period to pay period. All hours worked during the biweekly period must be reported for the biweekly period.
- Supervisors employing students with split appointments must coordinate time reporting responsibilities and hourly pay rates with their departmental business office to ensure that overtime is appropriately charged and paid for all hours worked in excess of 40 hours per week.

Additional Information and Resources

For additional information concerning student employment policies and procedures, please contact the appropriate resource listed below:

General procedural questions concerning establishing, budgeting and paying student employees should be directed to your departmental business office, designated departmental representative or payroll clerk.

Pay policy questions and exceptions should be referred to Human Resource Services–Compensation & Classification, or your Human Resource Team or regional campus Human Resource Office.

Work Study pay and student eligibility questions should be directed to the Bursar Office - Federal Work Study Program at 494-5373.

General employment questions concerning the posting of student position vacancies, referral of applicants and other employment related questions should be referred to the Division of Financial Aid at 494-5056.

Equal Employment Opportunity

It is the policy of Purdue University to provide equal opportunity in all phases of employment. Student wage and position classification policies and procedures shall be administered without regard to race, religion, color, national origin, sex, age, handicap or veteran status. The following statement should appear on any employment advertisements recruiting student employees for the University: **Purdue University is an equal access/equal opportunity/affirmative action employer fully committed to achieving a diverse workforce.**

Biweekly Student Position Description Form

Org Unit Number and Title: _____

Contact Name, Email, Phone: _____

Date: _____

Instructions: Please enter a brief summary of the duties and responsibilities of your biweekly student position. Then proceed to the grid below and for each category (except "Level"), select (highlight, bold, etc) the most appropriate requirement. This will enable you to determine a final overall level for your position. You may find that some characteristics are located in different levels, and this is acceptable. Select the level which offers the best fit for the characteristics you have highlighted.

Position Summary:

Leveling Grid

Level	Supervision Received	Education Required	Experience Required	Judgment	Analysis	Discretion (Decisions)
1	Direct	Nothing specific	None to some limited experience required	None to some judgment	None to Auditing/verifying predetermined data, simple analysis	Few decisions
2	Direct to General	Some general college coursework	Some specialized skills may be required	Exercise some judgment	Analysis of facts to determine logical answers	Make general decisions on quality, tolerances, operations, set-up sequences, standardized procedures
3	General	Some specialized college coursework	Some specialized skills or experience/training	Use of initiative and judgment in solving problems	Evaluate factors, results, data or trends	Pass on information to others or instruct student employees with details of a particular job
4	General/Indirect	Specialized college coursework	Specialized skills, experience and/or training	Frequent exercise of initiative, judgment dealing with complex problems, may be in a specialty area	Research data and/or use specialized knowledge to determine alternatives or make recommendations	Assigns, reviews work, acts as group leader/functional supervisor of other students

LEVEL ASSIGNED _____

West Lafayette Pay Scales
Clerical, Service, Temporary, Student
 Effective 6/29/15

CLERICAL		
Pay Level	Minimum	Maximum
3	<u>\$10.00</u>	<u>\$15.55</u>
	\$20,800	\$32,344
4	<u>\$10.30</u>	<u>\$18.40</u>
	\$21,424	\$38,272
5	<u>\$10.75</u>	<u>\$20.70</u>
	\$22,360	\$43,056

TEMPORARY CLERICAL		
Pay Level	Minimum	Maximum
2	<u>\$7.25</u>	<u>\$10.15</u>
	\$15,080	\$21,112
3	<u>\$7.80</u>	<u>\$11.50</u>
	\$16,224	\$23,920
4	<u>\$9.10</u>	<u>\$14.45</u>
	\$18,928	\$30,056
5	<u>\$10.00</u>	<u>\$17.10</u>
	\$20,800	\$35,568

SERVICE		
Pay Level	Minimum	Maximum
3	<u>\$10.00</u>	<u>\$14.50</u>
	\$20,800	\$30,160
4	<u>\$10.30</u>	<u>\$15.65</u>
	\$21,424	\$32,552
5	<u>\$10.75</u>	<u>\$16.85</u>
	\$22,360	\$35,048
6	<u>\$11.50</u>	<u>\$19.15</u>
	\$23,920	\$39,827
7	<u>\$12.50</u>	<u>\$22.50</u>
	\$26,000	\$46,800
8	<u>\$14.40</u>	<u>\$25.85</u>
	\$29,952	\$53,768
9	<u>\$15.80</u>	<u>\$29.50</u>
	\$32,864	\$61,355

TEMPORARY SERVICE		
Pay Level	Minimum	Maximum
1	<u>\$7.25</u>	<u>\$7.40</u>
	\$15,080	\$15,393
2	<u>\$7.25</u>	<u>\$8.30</u>
	\$15,080	\$17,264
3	<u>\$7.35</u>	<u>\$10.35</u>
	\$15,288	\$21,528
4	<u>\$8.00</u>	<u>\$12.45</u>
	\$16,640	\$25,896
5	<u>\$8.35</u>	<u>\$14.50</u>
	\$17,368	\$30,160
6	<u>\$9.20</u>	<u>\$16.55</u>
	\$19,136	\$34,424
7	<u>\$10.20</u>	<u>\$19.70</u>
	\$21,216	\$40,976
8	<u>\$11.80</u>	<u>\$23.80</u>
	\$24,544	\$49,504
9	<u>\$13.30</u>	<u>\$27.95</u>
	\$27,664	\$58,126
10	<u>\$20.00</u>	<u>\$99.99</u>
	\$41,600	\$207,979

STUDENT		
Pay Level	Minimum	Maximum
1	<u>\$7.25</u>	<u>\$11.00</u>
	\$15,080	\$22,880
2	<u>\$8.00</u>	<u>\$14.00</u>
	\$16,640	\$29,120
3	<u>\$9.00</u>	<u>\$18.00</u>
	\$18,720	\$37,440
4	<u>\$10.50</u>	<u>\$45.00</u>
	\$21,840	\$93,600

APPENDIX B
PURDUE UNIVERSITY
STUDENT EMPLOYMENT SERVICES

JOB POSTING REQUEST

Job Title: _____ Job Type: Service Clerical

Essential Duties: _____

Experience: Yes No Preferred Skill: _____

Pay: \$ _____ to _____ Per: Hr. Total Status: Negotiable Discuss

Hours: _____ to _____ Per: Wk. Mo. Total Status: Arranged Flex

Job Type: Work-Study Regular WS or REG Volunteer Always Hiring: _____

Contact Information for Students:

Name/Title: _____
Company/Addr: _____
Phone: _____ Fax: _____ Email: _____
Web Site: _____
Remarks/Instructions: _____

Start Date: _____ # of Openings: _____ Post to: Internet Internet and Cable

On Campus: Yes No Community Service: Yes No

Person Making Request: _____ Employer Code: _____

Name/Title: _____
Company/Address: _____
Phone: _____ Fax: _____ Email: _____

-----OFFICE USE ONLY-----

Date Rec'd: _____ Time Rec'd: _____ Rec'd by: _____

EOE Statement: O.K./on file NEED: Mailed/Faxed Date: _____

Job Category: _____ Job Number: _____

Return To: Student Employment Services-DFA
475 Stadium Mall Drive/Schleman Hall, Rm-305 Phone # 765-
494-5056
West Lafayette, IN 47907-2050 Fax # 765-
494-6707

Information and on-line forms at: <http://www.purdue.edu/dfa/employment/post-job.html>

APPENDIX C



DIVISION OF FINANCIAL AID

As a prospective employer of Purdue University students, you are requested to sign and return an Equal Opportunity Employer Assurance Statement every two years. This statement is required to assure our compliance with state and federal equal opportunity legislation and University policy. It will be kept on file at Student Employment Services-Division of Financial Aid at Purdue University. If we do not receive a signed Equal Opportunity Assurance Statement from you, we will not be able to list your job opening(s) on our campus website. The Student Employment Services-Division of Financial Aid student/employer complaint policy is to review all written complaints. We reserve the right to remove any job postings while the complaint is being reviewed. Temporarily removing the job posting is no indication of assigning blame, only an attempt to neutralize the situation. The outcome of the review will be reported in writing to all parties. If there is substantial misrepresentation of the position described and/or if there is a discrimination charge on the basis of race, color, national origin, ancestry, religion, sex, age, disability or veteran status, we will not be allowed to list the position.

EQUAL OPPORTUNITY EMPLOYER ASSURANCE STATEMENT

Student Employment Services-Division of Financial Aid at Purdue University is hereby authorized to publicize that we are an Equal Opportunity Employer. We will consider all qualified applicants without regard to race, color, national origin, ancestry, religion, sex, age, disability or veteran status; except where age or sex is a bona fide occupational qualification. This is in accordance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Vocational Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Indiana Civil Rights Act of 1971, as amended.

Company/Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Employer ID#: _____ (Tax Exempt #)

Authorized Name (please print/type): _____

Title: _____

Phone #: _____ Fax #: _____

Authorized Signature: _____ Date: _____

PLEASE SIGN AND RETURN THIS FORM AS SOON AS POSSIBLE

**Student Employment – Division of Financial Aid
Schleman Hall of Student Services, Room 305
475 Stadium Mall Drive
West Lafayette, IN 47907-2050**

EEO/AA