STUDENT EMPLOYMENT



John Randle: Manager

Debbie Lunsted: Student Representative

August 2012

STUDENT EMPLOYMENT 101



The Process from Start to Finish

POSTING A JOB

- School must make work study jobs reasonably available to all eligible students
- * Federal regulations require we keep track of student's job titles and job descriptions
- * To view postings on the web go under MyFSU
- **×** Student Employment Channel
- **×** Job Vacancy Posting Form
- <u>https://wwws.ferris.edu/admissions/finan</u> <u>cialaid/studentemployment/jobs/</u>



Job Vacancy Posting Form

Please identify (check 'yes') for at least one of the two employment types (Work-Study or Non-Financial Aid). If you do not include this information, the job will not be posted.

*Work Study:	
*Non-Financial Aid:	○Yes ○No HELP?
*Job Title:	- Select A Job Title -
*Description:	
*Number of Openings:	Post on Web HELP?
*Department:	Academic Affairs
*Employing Area:	
*Hours:	HELP?
*Building:	Alumni Building
*Address:	
Room:	
*Term:	✓
*Contact Person:	
Requirements:	
Comments:	
	Submit Vacancy

NOTE*

If you have any problems, questions, or concerns about this form, contact the Student Employment Office x3922 If your job title or any other field does not fit the choices provided, please make a selection as dose as possible to our needs, then in the comment section let us know which field it is and what you need to have added. The Student Employment Office can make the change(s) before the job vacancy is posted and they can also amend the drop list so the selections will be available for your use in the future.

FERRIS STATE

Student Employment

Job Title	Job ID	Description	ws	NFA	Employing Area
Clerical General Level I	7929	Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.	Y	N	Women's Basketball
Clerical General Level I	7926	Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.	Y	N	Volleyball Office
Clerical General Level I	7922	Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.	Y	N	Dean's Office
Clerical General Level I	7920	Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.	Y	N	Optometry Clinic
Clerical General Level I	7919	Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.	Y	N	Optometry Clinic
Computer Lab Assistant Level II	7953	Lab assistants have previous experience working in a computer laboratory used by many individuals, and knowledge of the policies and procedures within the computer lab. Assistants will work in the	Y	N	Recreation Leisure Services and

Ferris State University Student Employment Application

Student:] Brutus Bulldog Phone: 231-591-5555

Student ID: XXX-XX-XXX

Email: Bulldogb@ferris.edu

Wage rate: \$7.40 - \$7.70

Job ID:9463

Job Title: Clerical General Level I

Funding Source: Departmental Budget

Work Study Award Amount: No Award

Enrolled Credit Hours: 16

International Student: No

Student Status: All hiring documents (I-9/W-4) are on file

Student Status: All hiring documents (I-9/W-4) are on file.

Resume Required: Employer requests a separate resume to be submitted with this application. For assistance creating or updating your resume, please contact the Office of Career Services located in Rankin 135.

Student's Class Schedule

Please shade or "X" the time you are in class and any other times you are NOT available to work.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00	3.0				84	36 	
9:00		11					10
10:00		10			1		
11:00		10					0.0
12:00							
1:00							
2:00							
3:00			1	3			
4:00							
5:00							
6:00					1		
7:00							
8:00							
9:00		1					

Please deliver or mail application to the Employer Contact:

Emily Jorgensen Ferris State University, Off Campus Suite 7000 25 Michigan St NE Big Rapids MI 49307

STUDENTS PROFILE

Ferris State University Education/Employment History

Student Brutus Bulldog		Student ID: XXX-XX-XXX
Academic Program: Social Work	¢	Grade Level: Sophomore
	Employment	History/Experience
Beginning : 8/2010	End: 1/2011	Employer : The Rock Cafe
		Job Title : Student Employee
the lunch food, and managed the	lunch bar.	reakfast food options, managed the breakfast bar, set up
Beginning: 6/2011	End:/	Employer : Financial Aid Office
		Job Title : Student Employee
Duties : I work at the front desk an also work on scanning and indexi	-	s questions about financial aid and student employment.
Licenses/Certificates / Other Con	nments: None	
Signature		Date

INTERVIEWING



- Create standard questions to ask all applicants
- × Discuss pay rate refer to pay rate scale
- Follow up with students in a timely manner
- * They need to know "Yes" or "No" and often are just waiting for a call

HIRING



- **×** Electronic process of paper work
- x Print off paperwork for new students
- **×** How to access hiring system:
 - + MyFSU
 - + My Workplace Tab
 - + Under "Student Employment Channel"
 - + Student Intent Hiring Form
- Unless you have moved your channel to a different tab



- * We no longer require copies of student's I-9 documentation, just the completed I-9
- × Make sure they are <u>originals</u>
- * Make sure they are signed and valid (not expired)
- **x** W-4's
- Send only the I-9 and W-4 forms with paperwork within <u>3 days</u> of first day of employment

THE I-9



- **×** Acceptable documents
- x Unlawful to require any specific document student must have choice
- You need to see ACTUAL Social Security Card to confirm name & number matches, check to make sure student signed original card for W-4 (payroll purposes)
- Must complete from hire date to 3rd day of employment

Department of Homeland Security U.S. Citizenship and Immigration Services

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Print Name: Last	Tiest			e at the time employment begins.		
			Middle Iantal	Maiden Name		
Addawss (Street Name and Number)	P		Apr. #	Dens of Birth (month/day/year)		
	State			Social Security #		
Cary	2016		Zip Code	securi security e		
I am aware that federal la	w provides for			sck cas of the following):		
imprisonment and/or fines			antional of the United St			
use of false documents in c		A lewful permanent resident (Alien #) A				
completion of this form.	onsection with the	mection with the An shee suborised to work unit				
compression of this form.		(Alien # or A	Lânsievica #)			
Employee's Signature				Data (morth/dav/year)		
Preparer and/or Translate penalty of perjory, that I have asso Preparer's Translater's Se	sted in the completion of this for	rm and that to the best of n	on I is prepared by a per 19 knowledge the informa Natio	ion other than the employee,) I attest, under tion to true and correct.		
Address (Street Name an	nd Number, City, State, Zip Cod	k)		Date (worth/day/year)		
Decutariat #:						
Exploration Data (If any):						
Exploration Date (g [*] unp.): Document #:						
Decument #						
Exploring the application Data (g ^r amp): CERTIFICATION - I attest, the above-listed document(s) (month (dgv)/aur) employment agencies may on	under penalty of perjury, snnyar to be genuine and and that to the best o nut the date the employee b	that I have examined t to relate to the employ of my knowledge the e egan employment.)	he document(1) prese ee named, that the en	nted by the above-named employee, t aployee began employment on work in the United States. (State		
Expersion Date (grangh) CERTIFICATION - I attest,	under penalty of perjury, snnyar to be genuine and and that to the best o nut the date the employee b	that I have examined t to relate to the employ of my knowledge the et	he document(1) prese ee named, that the en	aployee began employment on		
Exploring the application Data (g ^r amp): CERTIFICATION - I attest, the above-listed document(s) (month (dgv)/aur) employment agencies may on	under penalty of perjury, annear to be genuine and and that to the best o nit the date the employee b ad Supresentative	that I have examined t to relate to the employ of my knowledge the er egan employment.) van Name	he document(1) prese ee named, that the en nployee is eligible to	aployee began employment on work in the United States. (State		
Document # Explorition Data (ff anyli: CERTIFICATION - I attest, the above-listed document(s) (month (dgr)/star) employment agencies may on Signature of Employer or Asthoria Surfacess or Organization Name an	under penalty of perjury, somear to be genuine and and that to the best o nit the date the employee b ad Representative P of Address (Street Name and No	that I have examined t to relate to the employ of my knowledge the et egan employment.) wat Name mber, City, Juste, Zip Cod	he document(1) prese ee named, that the en nployee is eligible to 17	aployee began employment on work in the United States. (State		
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THE FRONT OF THE I-9 THE BACK OF THE I-9

LISTS OF ACCEPTABLE DOCUME

LIST A	LIST B	LIST C				
Documents that Establish Both Identity and Employment Eligibility C	Documents that Establish Identity DR A	Documents that Establish Employment Eligibility ND				
1. U.S. Passport (unexpired or expired)	 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 	 U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment) 				
 Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 	 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 	 Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350) 				
 An unexpired foreign passport with a temporary I-551 stamp 	 School ID card with a photograph 	 Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal 				
4. An unexpired Employment Authorization Document that contains	4. Voter's registration card	4. Native American tribal document				
a photograph (Form I-766, I-688, I-688A, I-688B)	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)				
 An unexpired foreign passport with an unexpired Arrival-Departure 	6. Military dependent's ID card	 D Card for use of Resident Citizen in the United States (Form 				
Record, Form I-94, bearing the same name as the passport and containing	7. U.S. Coast Guard Merchant Mariner Card	I-179)				
an endorsement of the alien's nonimmigrant status, if that status	nigrant status, if that status 8. Native American tribal document	 Unexpired employment authorization document issued by 				
authorizes the alien to work for the employer	 Driver's license issued by a Canadian government authority 	DHS (other than those listed under List A)				
	For persons under age 18 who are unable to present a document listed above:					
	10. School record or report card					
	11. Clinic, doctor or hospital record]				
	12. Day-care or nursery school record					
Illustrations of many of these documents annear in Part 8 of the Handbook for Employers () (271)						

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

Department of Homeland Security U.S. Citizenship and Immigration Services

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Print Name: Last	First		2 Middle Initial	Maiden Name
Address (Street Name and Number)		Api. # 1	Date of Birth (month/day/year)
City	State		Zip Code	Social Security #
I am aware that federal la imprisonment and/or fine use of false documents in a completion of this form.	s for false statements or	5 A citizen of A noncitizer A lawful per An alien aut	the United States	n#orAdmission#)
Employee's Signature 6	Contention and the	Date (month/day		
penalty of perjury, that I have assis	or Certification (To be complete sted in the completion of this form an	d and signed if Section 1 is p d that to the best of my knowl	repared by a person o ledge the information	ther than the employee.) I attest, una is true and correct.
Preparer's/Translator's S	gnature	Print Name	-	
Address (Street Name an	nd Number, City, State, Zip Code)	J	Da	te (month/day/year)
Section 2. Employer Revie examine one document from expiration date, if any, of th	w and Verification (To be co List B and one from List C, a e document(s).)	mpleted and signed by is listed on the reverse	employer. Exami of this form, and t	ne one document from List A secord the title, number, and
expiration date, y any, of the	00	List B	AND	List C
Document title:	OR	LIST		

Document #: Expiration Date (If any):

Expiration Date ((f any):

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _______ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name		Title		
Business or Organization Name and Address (Street Name	and Number, City, State, Zip Code)		Date (month/day/year)		
Section 3. Updating and Reverification (To)	e completed and signed by emp	oloyer.)			
			e of Rehire (month/day/year) ((f applicable)		
C. If employee's previous grant of work authorization has	expired, provide the information below	for the document t	hat establishes current employment authorizatio		
Discourse Trid	Document #:		Expiration Date (if any)		
Document Title:					
l attest, under penalty of perjury, that to the best of my document(s), the document(s) I have examined appear to	knowledge, this employee is authori	zed to work in the ividual.			

Pay extra attention to these areas

Things to watch for when completing I-9's

- Make sure you are completing a form with the correct expiration date. Currently, the date should read 8/31/12. There have been several versions recently but this is the one you should be using
- The Middle Initial field should be completed. If the is no middle initial the student should draw a line through that space.
- The Maiden name should be completed. If none or not applicable, the student should line through that space.
- 4) The Social Security number is not required. We cannot demand that the student complete this field. They will, however, have to produce the Social Security card for Payroll purposes. This may be confusing to the student but the bottom line is they are not required to fill out their SSN in this space.
- The student must check one of the 4 boxes in this field. This is very important and is often overlooked. Make sure all numbers and dates are filled out completely.
- 6) The student signs between the two line next to "Employees signature".
- The date put here in section 1 of the I-9 form must be completed on or before the 1st day of accepting employment
- The Preparer section is often times signed instead of section 1. This section should only be signed if you assisted in the completion of the form. More than the typical explaining how to complete it.
- 9) All documents submitted must be originals. We cannot request specific documents from students for section 2. Students must be shown the list of acceptable documentation and be allowed to choose what they wish to submit. If they choose I document from List A that is all they need. By completing list B and/or C in addition to list A the perception is that we have asked for additional documentation and this would be flagged in an audit of the I-9. Make sure section 2 is filled out clearly and accurately and neveruse white out. If an error is made, line through the error and correct then initial and date the form OR re-do the I-9.
- 10) In the certification section you must put the date that the student began working or plans to begin. This date must be the same or greater than the date in section 1
- 11) You as the employer must sign and date the form within 3 business days of the date employment begins. You are verifying that you personally saw the documents listed in the I-9. The signature and date must be originals. You can make copies of the I-9 with the Name, title and address already filled in.
- 12) Submit the I-9 forms to the Student Employment Office. I-9s are scanned and saved by Student Employment. Please do not save copies of I-9s or the associated documents in your area.

Department of Hometand Security U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and		completed and signed by	employee	at the time employment begins,
Print Name: Last Bulldog	Fint		Gddle Initial	Maiden Name
Address (Street Name and Number)	Brutus	B		
1234 Ruff Road		Apt. 9		09/19/1990
Big Rapids	State MI	4930		Social Security #
I am aware that federal law provides f imprisonment and/or fines for false stu use of false documents in connection w completion of this form.	stements or	A citizen of the Un A noncitizen nation A lawful permaner An alien authorize	nited States nul of the Unit at resident (Al d to work (Ali	I am (check one of the following): ed States (see instructions) ien #)
Employed's Signature Bree Court Beat Ed.	ligo	Date (month/day/year)		
Preparer and/or Translator Certificati	ion (To be completed an	nd signed if Section 1 is prepare	d by a person	other than the employee.) I attest, unde
pensity of perjury, that I have assisted in the compl Preparets/Travulator's Signature	ector of the form and th	Print Name	w nyormasion	a me ane correct.
Address (Street Name and Number, City,	State, Zip Code)		0	ute (monthidayi'year)
Document title: Passport Issuing authority France				
Document #. THX-1138				
Expiration Date (flarg): 03/13/201	3			
Document #:				
Expiration Date (If any):				
CERTIFICATION: I attest, under penalty the above-listed document(s) annear to be p (month/dzp/year) 08/21/2011 and that employment agencies may omit the date the Suprature of Employer or Authorized Representation	genuine and to relate at to the best of my kn c employee began em	to the employee named, th nowledge the employee is a sployment.)	at the empl	oyee began employment on work in the United States. (Sta
Jare Dee				Supervisor
CSS 201-1201 S, State St, Big R		in some, cap code		8/20/12
				0/20/12
Section 3. Updating and Reverification	(To be completed a			
	1 (To be completed o		9. Date of Reh	ine (wordhidayiyaar) ((f applicable)
Section 3. Updating and Reverification				ine (mondviday/year) (if applicable)
Section J. Updating and Reverification A. New Name (f applicable)	ion has expired, provide t		cument that e	ine (mondviday/year) (if applicable)
Section J. Updating and Reverification A. New Name (<i>f applicable</i>) C. If employed's previous grant of work authorization	ion has expired, provide t	the information below for the do Document #: comployee is authorized to we	cument that e	ine (monthilasiyear) (if applicable) stabliabes current employment suthoriz ixpiration Date (if arg.):

Example with Section 2 Part A complete

Form I-9, Employment Eligibility Verification

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				it the time employment be
Print Name: Lass Bulldog	Brutus	В	Middle Initial	Maiden Name
Address (Street Name and Number) 1234 Ruff Road		Apt.	Ó	Date of Birth (wasshides/year) 09/19/1990
Big Rapids	State	493	ode 07	Social Security #
I am aware that federal law pro imprisonment and/or fines for fi use of false documents in connec completion of this form.	alse statements or	A citizen of the l A noncitizen nati A noncitizen nati A lawful perman An alien authoriz	United States ional of the Units ent resident (Alisted to work (Alisted to	am (check one of the following ed States (see instructions) en #) th # or Admission #) le - montbidap/pear)
Employee's Signature Bree, Court 15	de d'Alexa	Date (month/day/)wa		ie - montre aupyeur j
Preparer and/or Translator Cer	tification (To be completed and	d signed if Section 1 is prepar	red by a person o	other than the employee.) I ottes
penalty of perjury, that I have assisted in the Preparer's/Translator's Signature	he completion of this form and the	t to the best of my knowledge Print Name	the information	is true and correct.
rreport of transmitt's Signature	P.	Print Name		
Addeess (Street Name and Num)	her, City, State, Zip Code)		D	ste (month/day/year)
expiration date, if any, of the docu List A Document title:	OR	List B rer's License	AND	List C Social Security
Issuing authority:	Stat	e of Michigan	-	State of Michic
Document #:		-XXX-XXX-XXX	-	XXX-XXX-X
Expiration Date (// any):		9/19/2015	_	N/A
Document #:				· · · · · · · · · · · · · · · · · · ·
Document #:				
Document #:	r to be genuine and to relate and that to the best of my kn date the employee began emp	to the employee named, owledge the employee is ployment.)	that the empl	oyee began employment on
Decument #: Expiration Date (// ary): CERTIFICATION: 1 attest, under the above-listed document(s) anneas (month/dxy/year) 08/21/2011 a employment agencies may omit the Signature of Employer or Authorized Repr	r to be genuine and to relate and that to the best of my kn date the employee began emp esentative Print Name as (Sireet Name and Namber, City	to the employee named, owledge the employee is ployment.) Jane Doe	that the empl	oyee began employment of work in the United States.
Decument #: Expiration Date (if any): CERTIFICATION: 1 attest, under the above-listed document(ix) anneau (month/dxye/year) 08/21/2011 a employment agencies may omit the Signature of Employer or Authorized Repr <i>Janco Date</i> Business or Organization Name and Addre	r to be genisitie and to relate and that to the best of my kn date the employee began emp resentative Print Name as (Sirver Name and Namber, City e St. Big Rapids, MI	to the employee named, owledge the employee is ployment.) Jane Doe , Suite, Zip Code) 49307	that the empl suthorized to	eyee began employment of work in the United States. Title Supervisor Dati
Decement #: Expination Date (If any): CERTIFICATION: 1 attest, under (the above-listed document(a) annear (month/days/year) 08/21/2011 a employment agencies may omit the Signature of Employer or Autorized Repr Dave Doce Business or Organization Name and Addre CSS 201-1201 S. Stat	r to be genisitie and to relate and that to the best of my kn date the employee began emp resentative Print Name as (Sirver Name and Namber, City e St. Big Rapids, MI	to the employee named, owledge the employee is ployment.) Jane Doe , Suite, Zip Code) 49307	that the emplo suthorized to	Title Supervisor Date 8/20/12
Decement # Expiration Date (if any): CERTIFICATION: 1 attest, under the above-listed document(s) annear (month/dzyc/ycar) 08/21/2011 a employment agencies may omit the Signature of Employer or Autorized Rep Care Care Business or Organization Name and Addre CSS 201-1201 S. Stat Section 3. Updating and Reverif A. New Name (if applicable) C. If employer's previous grant of work au	to be genisine and to relate and that to the best of my kin- date the employee began em- esentative Print Name as (Sireet Name and Namber, City e St. Big Rapids, MI 4 lication (To be completed an intorization has expired, provide th	to the employee named, owledge the employee is ployment.) Jane Doe , Saire, Zip Code) 49307 and signed by employer, be information below for the	that the emplo suthorized to) B. Date of Reh document that en	eye'e began employment of work in the United States. Title Supervisor Dati 8/20/12 ire (mentividay/year) (// applica tablishes current employment a
Document #: Expiration Date (If any): CERTIFICATION: 1 attest, under the above-listed document(s) annear (month/dzyc/ycar) 08/21/2011 a employment agencies may omit the Signature of Engloyer or Autorized Rep <i>Jance Date</i> Business or Organization Name and Addre CSS 201-1201 S. Stat Section 3. Updating and Reverif A. New Name (If applicable) C. Hemployer's previous grant of work au Document Title.	r to be genisine and to relate and that to the best of my kin- date the employee began em- esentative Print Name as (Sireer Name and Namber, City e St. Big Rapids, MI 4 lication (To be completed a rhorization has expired, provide the D	to the employee named, owledge the employee is ployment.) Jane Doe , Saire, Zip Code) 49307 Ind signed by employer, be information below for the occurrent #:	that the empla suthorized to) B. Date of Reh document that en E	eyec began employment of work in the United States. Title Supervisor Dati 8/20/12 ire (month/day/sear) (if applica nablishes current employment a spiration Date (if any):
Decument # Expination Date (if any): CERTIFICATION: 1 attest, under p the above-listed document(s) annear (month/dxp/year) 08/21/2011 a employment agencies may omit the Signature of Employer or Autorized Rep Care Care Business or Organization Name and Addre CSS 201-1201 S. Stat Section 3. Updating and Reverif A. New Name (if applicable) C. If employer's previous grant of work au	r to be genisitie and to relate and that to the best of my kn date the employee began em- resentative Print Name as (Sirver Name and Namber, Cip e St. Big Rapids, MI fication (To be completed and invasion has expired, provide the Direct best of my knowledge, this of	to the employee named, owledge the employee is ployment.) Jane Doe , Suite, Zip Code) 49307 Ind signed by employer, he information below for the occurrent #: employee is authorized to w	that the empla suthorized to) B. Date of Reh document that en E	eyec began employment of work in the United States. Title Supervisor Dati 8/20/12 ire (month/day/sear) (if applica nablishes current employment a spiration Date (if any):

Example with Section 2 Parts B & C Complete

UNITED STATES CITIZENS W-4 INSTRUCTIONS

A. Fill in the: Name, Social Security Number, Marital Status, Address, Sex, Birth Date, and City Resident Sections. (for City Resident—Are you registered to vote in Big Rapids?)

(USE YOUR PERMANENT HOME ADDRESS - - <u>NOT BIG RAPIDS</u> - - DO NOT ABBREVIATE CITY NAMES)

B. For exemptions: Fill boxes as shown above.

#4 - Claim ONE (1) exemption if you want a bigger check now - - less tax refund at the end of the year

-OR-

Claim ZERO (0) exemptions if you want a smaller check now - - more tax refund back at the end of the year. (You might have to claim zero because your parents are still claiming you on their tax returns. If in doubt, ask them what you should claim.)

#6

If you want to claim EXEMPT from FEDERAL taxes, you must qualify under the new IRS Guidelines:

If your parents or another person can claim you as a dependant on their tax return, you will have to pay some income tax for that year, and you <u>CANNOT</u> be exempt from withholding if:

- 1. You have unearned income, such as interest on savings, and
- 2. Your wages plus this unearned income will be more than \$500.

Do NOT claim EXEMPT status on the W-4 if this change applies to you.

If you qualify to claim EXEMPT: Check the boxes for (a), (b), (c), fill in the current year (b), and then fill in the boxes with "9" for Federal, "1" for State, and "1" for City taxes.

C. Sign and date this form.

UNITED STATES W-4 FORM

FORM W-4 (F.S.C.—Rev. 2-1-87) Federal, State	e and City Income Taxes		
1	2. Social Security Number	withhold at Note: If marri	Married Married, but t higher Single rate ed, but legally separated, or spouse nresident alien, check the single block
STREET ADDRESS STA	_ <u>_ _ </u> _ [] Male] Female 	Birth Date Big Rapids City Resident D. DAY YR. ONO
 4. Total number of allowances you are claiming**	and check boxes below that a right to a full refund of ALL in and expect to have a right to ar effective and "EXEMPT" I student?	t apply): come tax withheld, a full refund of ALL here Year Yes D No	\$ \$ \$
Under penalties of perjury, I certify that I am entitled to the number of withholding, that I am entitled to claim the exempt status.	f withholding allowances clain	ned on this certificat	
Employee's Signature			Date
7. Employer's name and address (Employer complete 7, 8, and	d 9 only if sending to IRS)	8. Office Code	9. Employer ID number

38-6005159

EMPLOYEES WITHHOLDING ALLOWANCE CERTIFICATE

Ferris State University Big Bapids MI 49307

INTERNATIONAL W-4 INSTRUCTIONS

COMPLETE ALL INFORMATION 1-6, as noted on the form. Special instructions for international students are as follows:

(1) Street address: This should be your permanent address.

- If you will be graduating this year please use the address where you want your year-end tax statement (W-2) to be sent.
- (3) Single: You must check the box for "single" even if you are married.
- (4) Allowances:
 - Enderminer of a should enter "1" in this box.

 State & City: You should enter "0" in these boxes, or you may enoup owing taxes

Write "Non-Resident Alien" or "NRA" on line 5 on the dotted line.

(5) Additional Amount:

We cannot advise you about your tax withholding. However, the following may be helpful:

- If your total wages are less than the personal exemption amount (\$3,300 for 2006) you will have ZERO FEDERAL WITHHOLDING under the new rules. Also, if your only US source income for the year is wages that are less than \$3,300 you will not have to submit a Form 1040NR-EZ.
- If your total wages exceed \$3,300 you may owe taxes with your tax return and be subject to under withholding penalties and interest. The amount of under withholding will depend upon when the new payroll calculations are implemented in this year and your salary for the year.
- (6) Exemptions: Leave this section blank. You may not claim "Exempt."

***Other Notes:

What if I do not submit a new Form W-4 (for Returning Students **ONLY**)? If you have previously submitted a Form W-4 to Payroll, which may include an additional withholding amount, your prior Form W-4 will remain effective. You should submit a new Form W-4 at least by the effective date of the new payroll calculations.

INTERNATIONAL W-4 FORM

ENDLOYEES WITHHOLDING ALLOWANCE CERTIFICATE

	and City Income Taxes	UNIL		
1	2. Social Security Number	withhold at hi Note: If married,	Married igher Single ra but legally separate sident alien, check to	te ed, or spouse
STREET ADDRESS I CITY		Male Female		Big Rapids City Resident Yes No
4. Total number of allowances you are claiming**				
5. Additional amount, if any, you want deducted from each pay**			\$	\$
 6. I claim exemption from withholding because (see instructions a (a) Last year I did not owe any Federal income tax and had a AND (b) This year I do not expect to owe any Federal income tax a income tax withheld. If both a and b apply, enter the year (c) If you entered "EXEMPT" on line 6b, are you a full-time st 	right to a full refund of ALL incor and expect to have a right to a fu ar effective and "EXEMPT" her	ne tax withheld, ull refund of ALL e Year		
**See worksheet and instructions for Federal Form W-4	and the second			
Under penalties of perjury, I certify that I am entitled to the number of withholding, that I am entitled to claim the exempt status.	withholding allowances claimed	l on this certificate, o	or if claiming ex	cemption from
Employee's Signature			Date	
 Employer's name and address (Employer complete 7, 8, and Ferris State University Big Bapids MI 49307 	9 only if sending to IRS) 8	. Office Code		er ID number 005159

DIRECT DEPOSIT

Direct Deposit Authorization

Ferris State University Payroll Office, PRK 257 (231) 591-2160 Phone (231) 591-2975 Fax

× Log in to your MyFSU
× Click Academics and
Services or Work Place
Tab
×Scroll down to Student
Employment

×Student Employment Homepage

×Direct Deposit Form

Name	Social Security Number
	Faculty/StaffStudent
Deposit ticket or voided check r	equired
NewChangeStop	Account Type: Checking Saving
Institution Name	% of net check or \$
Bank Routing/Transit Number:	
Account Number:	Institution phone #
NewChangeStop	Account Type: Checking Saving
Institution Name	% of net check or \$
Bank Routing/Transit Number:	
Account Number:	Institution phone #

* NOTE: Direct deposits become effective the SECOND PAYCHECK after this form is received by the FSU Payroll Offce.

* When TRANSFERRING direct deposits between banks you will receive one "cashable check"

I authorize Ferris State University to start crediting my account(s) at the financial institution(s) listed above for the purpose of automatically depositing funds as indicted above.

I understand that if my account(s) at the financial institutions(s) listed above have been changed or closed, I must inform the FSU Payroll Office in writing. FSU is unable to refund rejected monies until they are credited to the FSU payroll account.

Signature

Campus Phone

STUDENT WAGE RATES

STUDENT WAGE RATE:

- × Level 1 Entry Level
- Level 2 Specialized/Technical
 After 1 semester minimum
- Level 3 Supervisor/Manager
 After 2 semester minimum
- × Level 4 Exceptions

\$7.40-\$7.70 \$7.65-\$8.00 \$7.95-\$8.70 \$8.55-\$12.00

GENERAL STUDENT EMPLOYMENT INFORMATION

- × Students can not work during scheduled class time
- * We do NOT need a copy of the student's Social Security Card: Liability
- Must be enrolled half-time can not be in Fast Track (must have completed high school)
- * Maximum hours for students to work is 26 hours per week or 20 hours per week for international students
- ALL students can work up to 40 hours per week during summer session and semester break between fall/winter
- * Any deviation must be approved by Student Employment Office
- **x** What happens if students exceed max hours?
 - + US Citizens?
 - + International Students?

DISCIPLINE/TERMINATIONS

- × Verbal Warning
- × Written Warning
- **×** Documentation
- Notify Student Employment



INTENT TO HIRE SYSTEM



Student Employment



University News & Events

Sign Up for Summer Camps



Academic Colleges Degrees and Majors

Campus Calendar

Quick Links

Contact Information

Directories & Maps

Ferris Catalog

President's Office

Video Feature



Diversity Initiatives

My Account Content Layout Welcome Debbera S Lunsted You are currently logged in.	SU WyFSU	E-mail Calendar Groups
MyFSU cademics & Services Faculty Se	ervices Library Workplace University Life My E-mail Inbox	Help President's Corner
There are no announcements	Channel Error: Failed to login to the email account, the mail	President Eisler's Homepage Memos To Employees
Event Announcements	Server may be down or the account, the mail server may be down or the account information is incorrect. Open the email center options to modify your account information if necessary.	The latest messages to campus from President Eisler. • Recent Events Photos of activities the President has attended.
University Announcements	My E-mail InBox - Employee ONLY 🛛 🗊 🔀	• Email President Eisler Have a comment or suggestion?
Login Links Banner INB COFE	Link to Web Version of Lotus Notes Please use this link to temporarily access your Lotus Notes .	Campus Updates
Phone Bill Technet	Email Instructions	FYI Online
E-Bill Kronos: Time Entry	 To Activate Your Email: 1. First, disable any popup blockers. 2. Next, click on the e-mail icon located at top right. 3. A dialog box opens up, regarding a 	Campus News Newsworthy accomplishments of Ferris Faculty, Staff and Students





FERRIS STATE UNIVERSITY Imagine More

Student Employment

Employment Login Form

The Student Intent to Hire Form will be processed electronically. Before starting, you will need to have the following information:

- Student ID Number
- Student Name
- Employment Begin Date
- Hire Date
- Banner Index/Account Number
- Rate of Pay
- Timekeeping Location
- Employment Period

Note: Student employees are required to be enrolled at least half time.

Enter your MyFS	U Username and Password
Enter Username:	
Enter Password:	
	Login



Student Employment

STUDENT EMPLOYMENT PROCESS





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2	FERRIS STATE UN Imagine More	IVERSITY			S	tuden	t Emplo	yment
			r hiring s iring Semester Fa		s ter -Choose Sem	ester		
	Ferris Admissions	Current Students	Hiring Year: 20 Next Page >> Faculty & Staff	12 🔽	-Choose Year	Online	Searching	MyFSU

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FERRIS STATE UNIVERSITY Imagine More

Student Employment

Student Intent to Hire

Verify Student Information

Please verify you have the correct student. If no name appears, you have either entered an incorrect number or the student record does not exist in the system for the term and year you selected. You may try again by clicking on "Incorrect Student". If this is the correct Student ID and Name, continue by clicking on the "Correct Information" button.

Student ID Number	XXX-XX-XXX
Employee Name	Brutus Bulldog
	Correct Information
	Incorrect Student



ERRIS STATE	UNIVERSITY
agine More	

Enrolled Credits: 16	
Enter the following information (*	Indicates a required field).
Student No.:	XXX-XX-XXX
Employee First Name:	Brutus
Employee Middle Name:	В
Employee Last Name:	Bulldog
*Starting Date(MM/DD/YY) Summer Semester: 05/13/12 Fall Semester: 08/19/12	08/19/12
Badge Number (The last 9 digits) or WEB ID <mark>Required for</mark> NEW hires.	
*Job Title:	Clerical General - Level II
*TimeKeeping Location:	61300 Financial Aid
*Reason for Hire:	Initial Hire
Employment Period:	Academic Year 🖾
Comments:	
*Hiring Supervisor' Email Address:	YourEmail@ferris.edu

	RIS STATE U 10 More	NIVERSITY				Student	t Employr	mer
in age								
		Studen	t Intent	to Hire	Form			
		The pay rate for	this position is be	tween \$ 7.6 5				
		The pay rate for	This position is be (No \$ sign): 7.6	tween \$ 7.6 5				
Example of Student with Federal Work Study



FERRIS STATE UNIVERSITY Imagine More Student Employment

Please complete ONE of the following sections.

Complete this section if you are	Federal Work Study for Academic Year		
hiring the student employee using work study funds.	Position Number:	S28501	
	FOAP:	26500-61318-6852-883	
	Complete Banner Index/Acct number. If no Banner Index exists, use FOAP.		
	Position Number:	S10000	
	Banner Index/Acct. No.:	Gxxxxx-6810	
	FOAP:		
Click he	ere to submit Banner Index/Acct. No	o. or FOAP	

Complete this section if you are	Non Work Study		
hiring the student employee out of your departmental budget. NOTE: You may use	Position Number:	S10000	
this section even if the student has been awarded work study.	Complete Banner Index/Acct number. If no Banner Index exists, use FOAP.		
	Banner Index/Acct. No.:		
	FOAP:		
Click he	ere to submit Banner Index/Acct. No	o. or FOAP	

Example of Student with Ferris Work Study



FERRIS STATE UNIVERSITY Imagine More Student Employment

Please complete ONE of the following sections.

Complete this section if you are	Ferris Work Study for Summer		
hiring the student employee using work study funds.	Position Number:	S38501	
	FOAP:	XXXXX-XXXXX-6859-XXX	
	Complete Banner Index/Acct. No. If no Banner Index exists, use FOAP.		
	Position Number:	S10000	
	Banner Index/Acct. No.:		
	FOAP:		
Click h	ere to submit Banner Index/Acct. No.	or FOAP	

Complete this section if you are	Non Work Study		
hiring the student employee out of your departmental budget. NOTE: You may use	Position Number:	S10000	
this section even if the student has been awarded work study.	Complete Banner Index/Acct number. If no Banner Index exists, use FOAP.		
	Banner Index/Acct. No.:		
	FOAP:		
Click h	ere to submit Banner Index/Acct. No	o. or FOAP	

Example of Student with Non-Financial Aid

FEI Imag	RRIS STATE UNIVERSITY gine More		Student Employment
	hiring the student employee out of your departmental budget.	Non Work Study	
		Position Number:	S10000
		Complete Banner Index/Acct use FOAP.	number. If no Banner Index exists,
		Banner Index/Acct. No.:	Gxxxxx-6810
		FOAP:	
	Click h	ere to submit Banner Index/Acct.	No. or FOAP
//////			

Student Intent to Hire

Review fields for correct data:

Brutus B. Bulldog \$10000 xxxxx-xxxx-6810-xxx \$1 08/19/12	
xxxxx-xxxxx-6810-xxx S1	
51	
51	
08/19/12	
08/19/12	
08/19/12	
08/19/12	
Clerical General - Level I	
7.65	
61300 Financial Aid	
Initial Hire	
Academic Year	
@ferris.edu	
YourEmail@ferris.edu	
-	



FERRIS STATE UNIVERSITY Imagine More

Student Employment

Thank you. Your Student Intent Form has been successfully submitted for processing. You may check the current status for this student on the search student screen.

Return to Student Employment Process



Student Employment

STUDENT EMPLOYMENT PROCESS

Select the Desired Employment Action

Enter Student Employee

Search for Student I Originated

Search for Student I Supervise

Cancel Student Assignment

Ferris Admissions Current Students Faculty & Staff Visitors Alumni & Giving Online Searching MyFSU

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PROCESS FOR INTERNATIONAL STUDENTS

- × Use Student ID
- * Process as normal

Student Intent to Hire Ferris State University Student Employment

Mail to: Student Employment Timme Center for Student Services CSS 101

Student Number:	XXX-XX-XXX
First Name:	Brutus
Middle Name:	В
Last Name:	Bulldog
Position Number:	S10000
Budget Number:	
Pay Code:	S1
Position Sec Number:	
Account Sec Number:	
Starting Date:	08/19/12
Hire Date:	08/19/12
Badge Number:	
Job Title:	Clerical General-Level II
Rate:	7.65
Timekeeping Location:	61300 Financial Aid
Reason for Hire:	Initial Hire
Employment Period:	Academic Year
Originator's Email Address:	YourEmail@ferris.edu
Hiring Supervisor's Email Address:	YourEmail@ferris.edu
Comments:	TEST for Training Session
Print this copy and send it, alo	ong with the I-9 Submit after you have printed a copy of this page to undate the database



FERRIS STATE UNIVERSITY Imagine More Student Employment

STUDENT EMPLOYMENT PROCESS

Select the Desired Employment Action



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Student Search - Originator

Search Criteria (Choose one of the options.)

- Enter CWID, Last Name, or First Name; then press "Search".
 Fill in all of the fields then press "Search".
 To display all records, leave all fields blank and press "Search".

CWID:	
Last name:	
First name:	
Search	

Click on the student ID number

FERRIS STATE

Student Search Results - Specific

CWID	Last Name	First Name	Start Date	Timekeeping	Status	Next Approver
xxx-xx-xxx	Bulldog	Brutus	05/29/2007	61300	Complete	Complete
XXX-XX-XXX	Bulldog	Brutus	08/12/2007	61300	Complete	Complete
xxx-xx-xxx	Bulldog	Brutus	01/14/2008	61300	Complete	Complete
xxx-xx-xxx	Bulldog	Brutus	05/18/2008	61300	Denied / Canceled	Denied
xxx-xx-xxx	Bulldog	Brutus	05/18/2008	61300	Complete	Complete
xxx-xx-xxx	Bulldog	Brutus	05/18/2008	61300	Denied / Canceled	Denied
XXX-XX-XXX	ulldog	Brutus	08/24/2008	61300	Denied / Canceled	Denied

New Search | Menu

CLICK ON "REVIEW COMMENT HISTORY"

CWID:	xxx-xx-xxx
Name:	Bulldog, Brutus B.
Badge Number:	
Start Date:	08/19/12
Suffix:	
Job Title:	CLRGN2
Salary Amount:	7.65
Earning Limit:	2400
Earn/Paid Amt:	0
Credit Hours:	16
Reason For Hire:	Initial Hire
Employment Period:	Academic Year
Timekeeping Location:	61300
Supervisor's E-mail Address:	YourEmail@ferris.edu
Position Number:	S10000
FOAP Number:	26500-61318-6852-881
Banner Index/Acct. No.:	
Secondary Position Number:	
Secondary FOAP Number:	
Secondary Banner Index/Acct. No.:	
Visa Type:	
Grade Level:	UG
Birth Country:	
Nationality:	
Authorization Expiration Dt:	0
Transaction Number:	20120625113310
Overall Status:	Pending
EAA Type:	Student Intent to Hire
Next Approver:	stuempl@ferris.edu

Review Comment History

COMMENT HISTORY



FERRIS STATE UNIVERSITY Imagine More Student Employment

History Comments

Bulldog, Brutus xxx-xx-xxx

 Status
 Status Date
 Approver's Email
 Comments

 Approved
 06/25/2012
 stuempl@ferris.edu
 TEST.

Back | Originator List | New Search | Menu



Student Employment

STUDENT EMPLOYMENT PROCESS

Select the Desired Employment Action



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back to			e-mail calendar groeps	logoet be
	Ferris State University			
	Cano	el Student Assignment		
	Student First Name:			
	Student Middle Name:			
	Student Last Name:			
	Student Number:			
	Timekeeping Location:	000 NONE		
	Enter Your E-mail Address:			
	Reason to Cancel Student Assignment:	<u>~</u>		
		2		
		Submit Clear		

KRONOS REQUIRED SIGN OFF

The Payroll Office, in conjunction with Student Employment, is in the process of creating new procedures to compliment an established policy regarding supervisor Kronos approvals. Supervisors have always been required to approve their student workers, yet this task has occasionally been forgotten. This creates a problem in that the Payroll Office "Sign Off" looks like an approval of the hours to an auditor. In truth, it is merely a way for Payroll to lock the system so student hours can be uploaded.

Federal Financial Aid regulations require that work study student's hours must be monitored and approved by their supervisors. In addition, vigilant supervisor attention to student hours in Kronos can prevent loss resulting from paying unworked hours.

In an effort to ensure that this policy is upheld, beginning July 1, 2012, students whose hours have not been approved by their supervisor will not receive a check until the hours are approved. The supervisor will need to call the Payroll Office, have a clerk lift the sign off, and then approve the hours. At that time the supervisor will be given a time to pick up the checks.

If you have any questions regarding this change, please feel free to contact the Payroll Office at ext. 2160 or Student Employment at ext. 3922.

Michael Grandy, Director of Accounting Services

IMPORTANT PAYROLL NUMBERS

Any questions regarding KRONOS

Amy Parks Sherry Hickman Deb Savides X-2160 X-3892 X-3983

ANY QUESTIONS?

SUPERVISING STUDENT EMPLOYEES

John Randle Manager of Student Employment

The key to a positive experience for both student and employer is the effectiveness of training and supervising that takes place.

STUDENTS SEEK THE WORK EXPERIENCE TO PROVIDE

- **×** Opportunities for career development
- **×** Educational experiences
- Opportunities to demonstrate social responsibility
- **×** Environments to serve others
- × Personal growth and skill training
- Self help income/less student loan debt

EMPLOYERS SEEK FROM THEIR STUDENT WORKERS...

*****Economical and effective staffing

*Opportunity to teach skills, work ethics, etc...

EXPECTATIONS

CLARITY OF EXPECTATIONS IS THE KEY

- Without clear expectations you set yourself up for continually being amazed (dismayed).
- * People are not born understanding what is expected in your area.
- Previous work experience doesn't count- can't generalize expectations.

EXPECTATION WORKSHEET

 Review prior to starting employment •Have student sign the form ✓ Retain original ✓ Copy to student • State what will happen if expectations are not met

WORK WITH YOUR COLLEAGUES TO DETERMINE EXPECTATIONS WHICH MAY INCLUDE...

- **×** What is proper attire?
- **×** Who does the student report to?
- ***** How flexible is the schedule?
- **×** Are there grooming requirements?
- × Can they use the phone? For what type of calls?
- * Can students use office equipment for personal use?

CONTINUED...

- * Are friends/family allowed in the workplace when student is working?
- * Are there secure items areas that students are not allowed in when supervisor is gone?
- **x** If rules aren't followed, what are the consequences?
- **x** What are the policies for missing work?
- **x** Are there evaluations?
- * Are there times beyond the regular schedule that the student may be needed?
- **×** When a student finishes a task, what is expected of them?
- × Etc...

TRAINING

×Critical for students

TRAINING FOR JOB SPECIFIC SKILLS

Tools include...

- × Job description
- × Procedure manuals
- × Equipment manuals
- × Instructional videos and software
- × Workshops
- × Conferences (free or low cost training)

THINK OF STUDENTS AS REAL STAFF MEMBERS

*You will be more likely to include them in training

METHODS OF TRAINING

ON THE JOB TRAINING

- Does not mean "figure it out yourself".
- Needs to be deliberate and well planned.
- Schedule specific work station instruction.
- × Patience.

TRAINING MEETINGS

- **×**Groups of students or individuals
- * Promotes teamwork
- **×**Overcome communication problems

MODELING

- Takes place whether you are aware or not
- *Very powerful
- ×What THEY see is what you get
- x Exhibit high standards

COACHING

- May need to start at square one. Fundamentals!
- Good coaches...
- × Teach
- × Allow practice
- × Critique the practice
- **×** Suggest changes for improvement
- **×** Praise good effort
- × Promote teamwork

TRAINING FOR TRUST

- * Undertake early and review frequently
- When training new students, include veterans
- Explain to them that you trust them with duties that require professional behavior and that you fully expect them to live up to expectations.
 Importance of confidentiality
SUPERVISION

DEVELOPING RAPPORT

- Feel at ease and help them feel at ease with you
- Express interest in their activities and families
- *****Be patient. May take time for some

MAINTAINING IMPARTIALITY

Some students are easier to likeAvoid showing favoritism

BEACO-LEARNER

Be open to student's views on how to complete tasks
You may benefit from their coursework

SHOW RESPECT

- Separate the person from the behavior when responding to problems.
- The behavior may not be worthy of respect but the person is.
- Confront shortfalls but don't degrade or embarrass.
- **×** Deal with in private.
- Treat with respect but leave no doubt of what will occur if behavior doesn't change.

INAPPROPRIATE RELATIONSHIPS WITH STUDENTS

- **×** Hostile environments are unacceptable
- * Ask yourself, "if my son, daughter, brother, sister were here would I be uncomfortable?"
- Make sure personal relationships keep a professional edge
- **×** Don't party
- × Don't be best friends
- × Etc...

COMMUNICATING

* "I know you believe you understood what you think I said, but I am not sure you realized that what you heard is not what I meant."

EMPHASIZE NON-VERBAL COMUNICATION Be aware of: * Facial expressions

- × Eye contact or lack of it
- × Body language
- **×** Tone of voice
- They all transmit feelings, reactions, attitudes and impressions. Avoid conveying unintentional messages.

DEVELOP LISTENING SKILLS

- Think at 600 words/minute. Talk at 125 words/minute.
- Easy for your mind to wander
- Tend to fill in the blanks
- Listening shows respect for thoughts and ideas

PRE-COMMUNICATION CHECKLIST

× Stop and think it through before speaking

- × React honestly
- Keep in mind the total impression-verbal and non-verbal
- Listen for ideas and meaning. Ask questions to make sure you understand it
- Create an uncritical atmosphere. Encourage questions
- Don't interrupt or contradict even if you disagree.
- **×** Point out errors courteously

MOTIVATING

DESIGN IN DEPENDENCE

- Make your department rely on students
- **×**Work that trapeze without a net
- **×**Brings out responsibility

DESIGN IN RESPONSIBILITY

 Delegate those back burner issues
 Don't consider certain things as "student" tasks

MOTIVATING IS MOSTLY INTERNAL

- **×** Students are motivated by non pay pay
- **×** Being treated with consideration
- × Interesting job
- Being complimented for good performance
- x Timely feedback/constructive criticism
- **×** Sense of work that matters

TREAT STUDENTS LIKE OTHER EMPLOYEES

*Assume students to be responsible until they prove otherwise

Certain area this can't be avoided-

Scheduling

EXTERNAL MOTIVATION

×Employment ladder that rewards initiative and good work ×Higher pay **×**More challenging work ×Supervisors who occasionally do the same work as students-**CAUTION!** You will be copied!

MOTIVATION IN LOW-LEVEL, UNPLEASANT TASKS

- If work is especially boring or unpleasant the following should act as motivators...
- × Not letting others down.
- **×** Don't want to damage reputation as "can do" employees.
- * "It's rotten job but somebody has to do it" attitude.
- × Use whatever works for you.
- ***** Must know your students to know what works.
- × Make it fun.
- × Change things up.
- **×** Don't schedule hard or boring tasks for long durations.

SUPERVISORS REALLY MAKE A DIFFERENCE

- Student work not just a means to a degree.
- It's a significant part of the education experience.
- Take satisfaction that you have had a positive impact.

DISCIPLINE

× Verbal Warning
× Written Warning
× Probation
× Termination

DOCUMENTATION

*Document, document, document... then document some more

*****Be prepared to be questioned

75% OF TERMINATIONS ARE DUE TO NO SHOWS

- **×** Padding time cards
- **×** Using internet
- × Online games
- **×** Socializing- friends at workplace
- **×** Coming in late
- × Suspected drunkenness
- **×** Disclosing confidential information
- × Attitude

REASONS FOR POOR JOB PERFORMANCE

- × Lack of knowledge
 × Lack of skills
 × Personal problems
 × Conflicts
- Lack of motivation

REASONS STUDENTS DON'T COME TO WORK ×Personality clashes * Poor work conditions **×**Bored × Don't feel needed

- ×Not motivated
- *****Transportation/child care issues
- **×**Poor supervision

HOW TO BE PROACTIVE IN PROBLEM SOLVING

- Communicate with all employees including students
 Don't assume anything
- x Don't assume anything
- ×Policy books

HOW TO BE ASSERTIVE WHEN PROBLEMS ARISE

- *Confront immediately
- *Your performance depends on their performance

EVALUATIONS

×Can do verbally or in written form.

Example on Student Employment web page

WORK STUDY

- × Work study is need based financial aid program
- **x** Two sources: Federal and Ferris funded
- **×** How we distribute.
- > Original awards go to students on a first come first serve basis.

12/13

637,768

300,000

> Work study wait list

11/12

659,408

120,000

× Where we stand:

FWS

FSU:

WORK STUDY CONTINUED

- × For hourly wages only
- × Grad, undergrad, professional
- x Community service requirement

WORK STUDY CONTINUED...

- **×** Job descriptions
- **×** Job posting requirements
- × No FICA if enrolled half time or more
- * Doesn't count against you for financial aid purposes
- **×** Typically high numbers of jobs available

TRACKING WORK STUDY BALANCES

- * Make sure you are aware of what account students are getting paid from.
- * Department earnings reports sent out every pay period.
- **×** Other reports can be requested
- Notified when students are within \$200 of earning limit and when they run out.

NON-FINANCIAL AID

- x(Non-work study)
- Does count against you for financial aid purposes
- × No FICA if enrolled at least half time
- Entirely funded through departmental budget
- ***** Typically has fewer jobs available

SUMMER EMPLOYMENT

× FICA
× 5.65%
× Non-enrollment
× Less than half time enrollment

*(\$7.40 on campus = \$8.00 off
campus)

CRIMINAL BACKGROUND CHECKS ×Must be for everyone in a given group Cant pick and choose ×No exceptions

STUDENT DRIVING REQUIREMENTS

- **×** FSU vehicles
- * Must have valid drivers license
- **x** Must have less than 6 points
- * Must not have had an OUIL, DUID, Driving impaired, or Reckless Driving offense in the last three years.
- Must not have had driver's licenses suspended for a traffic related violation in the last three years.
- Must not have had two or more at fault accidents in the last three years.
- Must not have been convicted of a crime using a motor vehicle
- Send names and drivers license #'s of students who drive Ferris vehicles to Chris Weber.

POSTING REQUIREMENTS

Michigan Minimum wage posterYouth employment standards

STIPENDS/ ONE TIME PAYS

- **×**Ferris does not recognize stipends
- Still must meet minimum wage requirements
- **×**Overtime regulations still apply



- **×** How we determine wages
- × Volunteering
- > Must be clear
- > Sign "volunteer" letter
- **×** Student employment handbook
- x Internships/ co-ops

MORE MISC...

Breaks/Lunches

- × Not required*
- **x** No student policy
- × Use common sense
- × Not to be used to leave early and arrive late
- **×** View posted jobs on MYFSU
- Adding/changing job titles and descriptions
- Notification of students over 26 hours and student less than half time.

*Refer to MI Department of Labor requirements for minors.