

Student Employment Handbook
for
Student Employees
and
Supervisors of Student Employees

Delta State University
Office of Human Resources
Kent Wyatt Hall Suite 247 • Phone: (662) 846-4035

TABLE OF CONTENTS

About this Handbook

Introduction

Student Employment Programs

 Federal Work-Study

 Eligibility Requirements

 Regular Student Employment

 Eligibility Requirements

 International Student Employment

 Eligibility Requirements

Finding a Job on Campus

 Office of Career Services

 Statesmen Connect

Student Onboarding Procedure

 Required Forms

 Federal W-4 Tax Form

 State Tax Withholding Form

 Selective Service Form

 Federal I-9 Form

 List of Acceptable Documents Required

 Active Shooter Training

 Workplace Discriminatory Harassment Awareness and Prevention Training

 Direct Deposit Form

 List of Acceptable Bank Documentation Required

 One Drive New Hire Document Upload

 Link

Student Pay

 Student Payroll Schedule

 W-2 Forms

 Pay Periods with Corresponding Check Dates

 Paycheck Issues

 Missing or Incorrect Payment

 Underpayments and Overpayments

 Guidelines for Correcting Underpayments

 Guidelines for Correcting Overpayments

 Submitting a Late or Incorrect Timecard

 Holiday, Vacation, and Sick Pay

 Overtime

Terminations

 Scheduled Terminations

 Voluntary Termination

 Involuntary Termination

 Depletion of Funds

- Supervisor Time Entry and Required Approval Guidelines
- Supporting Information for Student Supervisors
 - How to Determine Total Budgeted Amount of RSE Funds
 - How to find out total number of Work-Study Positions awarded to each department
- Position Numbers
 - RSE Position Numbers
 - FWS Position Numbers
- Delta State University's Policies and Regulations
 - Employment of Relatives Policy
 - Equal Employment Opportunity Policy
 - Employment Eligibility I-9 Policy
 - Americans with Disabilities Policies
 - Title IX Sexual Misconduct, Sexual Assault, and Sexual Harassment Policy
 - Amorous Relationships Policy
 - Work Performance and Code of Conduct Policy
 - Vapor and Tobacco Free Environment Policy
 - Termination Dismissal Non-Faculty Policy

About this Handbook

The purpose of this manual is to provide student employees and student employee supervisors with information regarding student employment opportunities, programs, and standard guidelines and procedures to follow regarding all aspects of student employment. Our goal is to have the employment process run smoothly and efficiently for each Supervisor and Student Employee.

The Student Employment Student Handbook is updated as needed and stored as a PDF on the Human Resources website under the Student Employment section under HR Forms. If you print a copy, please check the Student Employment website periodically for updates. If you cannot find what you are looking for, please contact the office of Human Resources. Our office is located on the second floor of Kent Wyatt Hall. Our hours of business are Monday - Friday from 8:00 am to 5:00 pm. You may contact us at (662) 846- 4035 or e-mail us with any questions.

Introduction

The University's Student Employment Program is administered by the Office of Human Resources, in coordination with the Payroll Office, in consultation with the Office of Financial Aid, and with the help of every student supervisor across campus.

Student Employment Programs

Student employment is defined as any job through which a student enrolled in a degree-granting program at Delta State University is compensated with a paycheck issued by Delta State University.

Federal Work-Study Program

The Federal Work-Study (FWS) program allows eligible first and second bachelor's degree or to earn paychecks to support their education expenses by getting part-time jobs within the University. FWS is employment financed through the government's Federal Student Aid program. Students must apply for federal aid and meet specific eligibility requirements to be approved for Federal Work Study by the Financial Aid Office.

The office of Financial Aid will verify that a student accepted an FWS award and can confirm the total amount awarded. Students and departments are responsible for tracking the amount of FWS funds used. A FWS Recertification Form must be submitted to Payroll at the beginning of each academic year to reactivate a student's award.

The average weekly workload for FWS is 10 or fewer hours per week and their award amount may not be split between multiple positions. The maximum earnings/award for FWS students is \$3,000 per year. Any earnings exceeding a student's award amount will be charged to the department's budget in which the student worked.

All FWS student employees can work during university breaks, however, FWS Students may only work up to 20 hours per week. FWS students cannot work after graduation.

FWS Eligibility Requirements and Procedure

FWS eligibility is given to students who demonstrate financial need on their annual FAFSA application. Students who have completed the FAFSA have the option to check "yes" or "no" if interested in FWS when completing their application online. Before each semester begins, Financial Aid will run a report to gather the names of students who marked interest in receiving FWS funds and check their eligibility. If a student is eligible, Financial Aid will send an e-mail to notify them, and they complete a survey stating if they want to accept their FWS award or not. After students accept their award, Lauren Boulanger will notify them on how to fill out their paperwork packet. If a student is unable to print the packet, they may elect to stop by the Financial Aid Office to pick up a hard copy of the packet that they need to complete. (Students who are new hires will fill out the entire packet. Students that are being rehired will just fill out the rehire form unless anything has changed.)

Regular Student Employment

Regular Student Employment (RSE) allows students to work on-campus positions paid through various funding sources, such as a department's budget or grants.

Regular Student Employment Eligibility Requirements

All students who are currently enrolled at Delta State University are eligible for RSE positions regardless of financial aid status. Completion of the FAFSA is not required to be an RSE student. All regular student employees can work during university breaks and can work up to 27.5 hours per week when classes are not in session.

International Student Employment

International students attending Delta State University, who have immigration sponsorship, are eligible for employment but require special authorization and should consult the International Student Services Office within the Student Success Center before applying for a position.

Finding a Job

Office of Career Services

The Office of Career Services assists students in their job search for on-campus employment opportunities. On-campus employment provides students with the opportunity to gain valuable work experience and contribute to the cost of their education. Career Services offers employment-related counseling for students and aids in the development of student employment opportunities on campus by managing all available job listings through the Statesmen Connect website.

Statesmen Connect

Statesmen Connect is a way to search for jobs online. Students can go to the Career Services page on the Delta State website and either log in or create an account to Statesmen Connect: <https://deltastate-csm.symplcity.com/students/index.php>). The request to activate an account may take up to 24 hours, and a confirmation e-mail from Career Services will be sent to notify the student of their approval. After the account is activated, they can click on "jobs" and then type "FWS" or "RSE" in the search bar. Many positions are NOT posted on statesmen connect, so the best advice is for them to contact departments and programs in which they are interested and ask if they are hiring. They can search department contact numbers and e-mail addresses on the Delta State website.

After students find a position in which they are interested in, they will go directly to that department supervisor and go by *THEIR* protocol for their hiring process. Financial Aid will provide each student that has been approved with a certificate of FWS eligibility. The student will present this certificate to the department supervisor before applying for a work-study position. Each department will review applicants, conduct interviews, and determine the students that they desire to hire. The Student Employment Office will confirm that a student is eligible for student employment and communicate to that candidate any hiring paperwork that needs to be completed. If the candidate is qualified and has

completed hiring paperwork, the Student Employment Coordinator will send e-mail communication to the supervisor and student employee to begin working in the position. A student cannot start working until that communication is received.

Student Onboarding Procedure and Forms

Required Forms

Federal W-4 Tax Form

If you or your students have any questions about filling out their tax form, please refer to the links below.

Frequently Asked Questions:

<https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4>

Tutorial:

<https://www.irsvideos.gov/Webinars/UnderstandingThe2020FormW4AndHowToUseItToCalculateWithholding>

State Tax Withholding Form

Selective Service Form

The selective service form will be by males only.

To receive the employee's selective service number go to:

<https://www.selectiveservicenumber.org>

Federal I-9 Form

List of Acceptable Documents Required

Students may elect to submit:

ONE (1) document from List A - Only one document is required if submitted from List A.

EXAMPLE: An unexpired U.S. Passport or U.S. Passport Card.

OR

ONE (1) document from List B and ONE (1) document from List C - Employees cannot submit two items from the same list.

EXAMPLE: A valid Driver License (List B) and Social Security Card (List C).

Please review all documents before submitting to ensure that none are expired and comply with all restrictions in the list provided within the packet.

Active Shooter Training

The State of Mississippi requires all employees (faculty, adjunct faculty, staff, hourly, temporary, retirees, students, graduate assistants, etc.) to participate in the Active Shooter training and provide their certification of completion to the Human Resources office. Please have your student employees view the webcast during their scheduled work hours.

Once training is complete and the student has received a passing grade of 80% or higher, the employee should:

Print the certificate showing passing score earned on final quiz. Write employee 900# on certificate. Date, Sign and Print name on the certificate. All names must be legible.

Webinar Link:

<https://www.mspb.ms.gov/active-shooter-situations.aspx>

Workplace Discriminatory Harassment Awareness and Prevention Training

The State of Mississippi requires all employees (faculty, adjunct faculty, staff, hourly, temporary, retirees, students, graduate assistants, etc.) to participate in the Workplace Discriminatory Harassment Awareness and Prevention Training and provide their certification of completion to the Human Resources office. Please have your student employees view the webcast during their scheduled work hours.

Once training is complete, the employee should:

Print the certificate showing completion of the training. Write employee 900# on certificate. Date, Sign and Print name on the certificate. All names must be legible.

Webinar Link:

<http://www.mspb.ms.gov/presentations/HAD/index.html>

Direct Deposit Form

Student employees are strongly encouraged to set up Direct Deposit. It is the preferred method of payment, providing the employee access to their earnings in a more timely manner. Employees who have elected to receive their paycheck by Direct Deposit will receive an e-mailed check stub sent to their okra mail account.

List of Acceptable Bank Documentation Required

- A voided check
- A statement or letter received from your financial institution that states the account number AND routing number. We are unable to accept documentation that does not clearly state both the account number and routing number.

One Drive Link to Upload all Student Documents

<https://forms.office.com/r/kBYvrXJHR9>

Student Paychecks

Student Payroll Schedule

The student payroll period begins on the first day of each month and ends on the last day of that month. Checks for the hours worked are issued around the 15th of the next month except on special occasions (Graduation, Spring Break, Holidays, etc.) when paychecks are issued a little earlier to accommodate when students typically leave to return home and will be unable to pick up their check.

Any questions regarding student paychecks should be directed to the payroll department in the office of Finance and Administration. Questions regarding the pickup of a paper check should be directed to Student Business Services.

Paper checks are issued through Student Business Services, located on the first floor of Kent Wyatt Hall, and require mandatory presentation of Identification (Okra card) when picking up their paycheck. Paychecks issued through Direct Deposit are deposited into the account provided on the Direct Deposit form on the date that the check is issued. The student will receive an electronic paystub e-mailed to their student okra mail account.

W-2 Forms

Students may elect to receive an electronic w-2 by accessing DSU online services. If a student is no longer enrolled and did not elect to receive their w-2 electronically, their w-2 will be mailed to the permanent address listed in banner. It is imperative that the student make sure that the address listed is their correct permanent address.

Payroll Periods and Check Dates

PAYROLL PERIODS		
START DATE	END DATE	CHECK DATE
August 1, 2021	August 31, 2021	September 15, 2021
September 1, 2021	September 30, 2021	October 15, 2021
October 1, 2021	October 31, 2021	November 15, 2021
November 1, 2021	November 30, 2021	December 15, 2021
December 1, 2021	December 31, 2021	January 15, 2022
January 1, 2022	January 31, 2022	February 15, 2022
February 1, 2022	February 28, 2022	March 15, 2022
March 1, 2022	March 31, 2022	April 15, 2022
April 1, 2022	April 30, 2022	May 15, 2022
May 1, 2022	May 31, 2022	June 15, 2022
June 1, 2022	June 30, 2022	July 15, 2022
July 1, 2022	July 31, 2022	August 15, 2022

Errors in Issued Paychecks

Missing or Incorrect Payment

Students should notify their supervisor immediately, but no later than two pay periods from when an error occurred, if they are not paid properly for all hours worked in a pay period. It is the responsibility of the student's supervisor (or the department's student timekeeper) to submit an adjustment request to the Payroll Office.

Underpayments and Overpayments

In the continual process of preparing paychecks, student employees may occasionally be underpaid or overpaid. The following guidelines should be followed to remedy such situations.

Guidelines for Correcting Underpayments:

Students should notify their supervisor immediately, but no later than two pay periods from when an error occurred if an underpayment has occurred. It is the responsibility of the student's supervisor to determine if an error occurred. If an error is identified, a Student Employee Timesheet must be submitted to the payroll office immediately to resolve the underpayment situation.

Guidelines for Correcting Overpayments:

When an active or former student receives an overpayment from the University, it is the obligation of the student to notify and repay the amount of the overpayment. If an error is identified, a Student Employee Timesheet must be submitted to the payroll office immediately, but no later than two pay periods from when an error occurred, to resolve the overpayment situation. In cases of overpayment, the college will make every effort to recover any overpayments. Corrective action will be taken as soon as possible.

Submitting a Late or Incorrect Timecard

If a student employee discovers a mistake in their timecard or needs to revise prior period hours for any reason, the employee must contact their supervisor immediately. Corrected timecards will be researched and processed with the next payroll when submitted by the timesheet deadline.

Holiday, Vacation, and Sick Pay

Student employees are not eligible for paid leave and are paid only for hours worked.

Overtime

The average weekly workload for student workers is around 10 or fewer hours a week. A student's workload should **not** exceed 27.5 hours per week; therefore, students should not be eligible to receive payment of overtime wages.

Terminations

Voluntary Termination

Students may resign from a position at any time. It is recommended that students provide their supervisor with a 1-2 weeks' notice when leaving a student employment position.

Involuntary Termination

When work performance issues arise, supervisors should generally discuss the issue(s) with the student in a timely fashion, provide feedback and document the conversation(s). If the job performance does not improve, the supervisor should generally discuss the appropriate course of action with their department manager.

Work performance issues include, but are not limited to:

- Tardiness
- Absenteeism
- Reluctance or failure to meet job requirements as listed in the job description
- Excessive personal calls during working hours
- Excessive visiting with friends during working hours
- Failure to record time each shift, resulting in paper timesheet revisions

Grounds for immediate dismissal include, but are not limited to:

- Falsification of timesheets and/or inaccurate reporting of time
- Theft
- Being at work under the influence of alcohol and/or illegal substances
- Use of College equipment or supplies for personal gain
- Inappropriate disclosure or use of confidential information

Scheduled Terminations

Students should be terminated at the end of the academic year and at the end of each summer term if employed during the summer intersessions. A termination EPAF is required to remove the student off payroll.

Depletion of Funds

If a student exceeds their awarded amount of RSE or FWS funds, the student will need to be compensated for the excess hours worked through a new job labor distribution. Student supervisors are required to submit an EPAF to provide the information needed to pay the student out of a different job labor distribution.

Supporting Information for Student Supervisors

How to Determine the total amount of RSE funds budgeted to each department

Each Department's RSE amount differs based on the total amount of funds allocated to their RSE account in that department's budget. The department head or chair can provide you with the total budgeted amount that their departments can pay RSE students. After determining the total RSE amount your department has been given, you will be able to determine the total award amount/hours each student worker can be awarded based on the number student workers your department is planning on hiring per semester. The typical workload for a student worker is around 10 hours or fewer per week. It is each department's responsibility to ensure that total pay for all students that are paid out of their RSE budget does not exceed the total RSE budgeted amount that they have been given.

The Department of Human Resources is unaware of the total amount of RSE funds provided to each department on campus. T

With granted access, student supervisors can find out that information by looking on DSU Online Services under the finance section and completing a budget query by entering the fund, org, and account that is designated for RSE funds. For any questions regarding a department's budget, please contact University Accounting within the Finance and Administration Office.

Complete List of Student Position Numbers

RSE Position Numbers

Org	Position Title	Position Number	Suffix
0305	ART	002010	00
0311	BIO/SCI	002020	00
0311	BIO/SCI - NASA Grant	002023	00
0311	BIO/SCI – Herbarium Grant	002027	00
0315	Geospatial Information Technology	002135	00
0361	Language and Literature	002040	00
0369	Math	002060	00
0377	Music	002080	00
0379	Delta Music Institute MI-108126	002085	00
0379	Delta Music Institute - Kellogg Grant	002087	00
0379	Delta Music Institute – Foundation	002089	00
0390	Social Work	002110	00
0413	MGT and MKT	002160	00
0424	Delta Center - Herrin Grant	002357	00
0521	Family and Consumer Science	002210	00
0545	Field Experience	002233	00

0549	Dean, College of Education	002330	00
3002	Developmental Studies	002245	00
3019	Library	002270	00
3023	OIT	002290	00
3025	OIT	002300	00
3026	Bologna Performing Arts Center	002295	00
3038	Student Success Center	002310	00
3038	Student Success Center – CARES	002311	00
4017	Intramural Athletics	002365	00
4071	Admissions	002070	00
4073	Registrar's Office	002380	00
4091	Office of the President	002410	00
4153	Communications and Marketing	002430	00
5171	HPER	002200	00
5172	Swimming Pool	002500	00
5201	Non-bonded Residence Halls	002460	00
5205	Lawler Harkins	002490	00
5207	Court of Governors	002480	00
5208	Blansett Hall	002497	00
5209	Brumby Castle	002495	00
5210	New Residence Halls	002493	00
5212	Cleveland Hall	002492	00
5213	Cain Tatum Hall	002491	00
5214	Foundation Hall	002494	00
5215	Blansett Hall	002497	00
5216	Fugler-Hammett	002470	00
5242	Hill Apartments	002499	00
7005	Post Office	002533	00
30225	Archives	002265	00
30261	Bologna Performing Arts Center - Summer Program	002299	00
40031	Student Affairs	002360	00

FWS Position Numbers

Org	Position Title	Position Number	Suffix
0305	Art	002560	00
0311	Biology	002570	00
0387	History	002580	00
0361	Languages and Literature	002590	00
0377	Music	002630	00

0379	Delta Music Institute	002633	00
0387	DSSH	002650	00
0390	Social Work	002660	00
0394	Speech and Hearing	002670	00
0401	Accounting	002680	00
0413	Management and Marketing	002710	00
0417	Communications and Marketing	002720	00
0507	Curriculum Inst	002730	00
0515	Behavioral Science	002740	00
05171	HPER	002750	00
0521	Home Economics	002760	00
0545	Field Experiences	002780	00
3003	Continuing Education	002810	00
05172	Swimming Pool	002820	00
0397	Dean of School of Art	002830	00
0422	CCED	002845	00
0507	CURRICULUM INSTRUCTION	002847	00
0424	Delta Center	002849	00
0549	College of Education	002850	00
0901	Graduate Admissions	002870	00
3002	Developmental Studies	002875	00
3038	Student Success Center	002878	00
1501	Nursing	002880	00
3019	Library	002890	00
3026	Performing Arts	002895	00
3027	Vice President of Academic Affairs	002900	00
4120	Grants	002908	00
40031	Student Affairs	002930	00
4021	Athletic Director	002960	00
40211	Sports Information	002963	00
40511	Counseling and Testing	002970	00
4055	Career Services	002980	00
4061	Financial Aid	002990	00
4071	Admissions	003000	00
4073	Registrar	003010	00
4081	Student Health	003020	00
4137	Procurement	003035	00
4101	University Accounting	003040	00
4103	Student Business Services	003045	00

4113	Human Resources	003060	00
4145	University Police	003110	00
4151	Alumni	003120	00
4153	Communications and Marketing	003130	00
5214	Housing	003130	00
5401	Student Union	003260	00
7005	Post Office	003290	00

Student Employment Policies and Regulations

Delta State has several policies and regulations that are applicable to student employees. Student employees and supervisors should read and be familiar with each of the policies listed below. Please refer to the Human Resources website or the links provided below to view each policy in its entirety.

Employment of Relatives Policy

<https://www.deltastate.edu/policies/policy/university-policies/employment/employment-eligibility/employment-of-relatives/>

Equal Employment Opportunity Policy

<https://www.deltastate.edu/policies/policy/university-policies/employment/recruitment-and-selection/equal-employment-opportunity/>

Employment Eligibility I-9 Policy

<https://www.deltastate.edu/policies/policy/university-policies/employment/employment-eligibility/employment-eligibility-i-9/>

Americans with Disabilities Policies

<https://www.deltastate.edu/policies/policy/university-policies/student-affairs/rights-and-responsibilities/americans-with-disabilities/>

Title IX Sexual Misconduct, Sexual Assault, and Sexual Harassment Policy

<https://www.deltastate.edu/policies/policy/university-policies/student-affairs/rights-and-responsibilities/title-ix-sexual-misconduct-sexual-assault-and-sexual-harassment-policy/>

Amorous Relationships Policy

<https://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/amorous-relationships/>

Work Performance and Code of Conduct Policy

<https://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/work-performance-and-code-of-conduct/>

Vapor and Tobacco Free Environment Policy

<https://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/vapor-and-tobacco-free-environment-policy/>

Termination Dismissal Non-Faculty Policy

<https://www.deltastate.edu/policies/policy/university-policies/employment/employee-performance-grievance-and-dismissal/terminationdismissal-non-faculty/>

The policies and procedures included or referenced in this handbook apply to all Delta State student employees unless specifically stated otherwise in each policy. The policies are intended as guidelines only, and they may be modified, supplemented, or revoked at any time at the College's discretion. These policies do not constitute a contract, nor should they be construed as a contract, guaranteeing employment for any specified duration. Nor do these policies express or imply contractual terms or other contractual commitments. Except as set forth in writing in collective bargaining agreements, individual employment contracts, or other College policies, either the employee or the College may terminate the employment relationship at any time, for any reason. No supervisor, manager, or representative of the College has the authority to make any promises, commitments, or changes that conflict with the policies in this handbook unless approved in advance and in writing by the Director of Human Resources.

No processes described in this handbook are intended to alter the at-will employment relationship between the College and its employees or to create legally enforceable contractual rights. Despite the availability of conflict resolution processes, the College reserves the right to terminate a student's employment at any time when it is in the College's best interests to do so, as determined by the Director of Human Resources.

These policies supersede any handbook or policy statements, whether written or oral, issued prior to August 2021. Any subsequent revisions will substitute and replace prior policy or procedure statements and become a part of this handbook. The College will provide as much notice as possible of any changes in these policies. The most recent versions of all policies are included in this document and policy updates will be noted as revised in future publications of this handbook. Please check the Student Employment section on the Human Resources page on the Delta State University website to ensure you have the most recent version of this document.

If you have questions about any of these policies, please contact the Human Resources Office