

## On-Campus Supervisor FAQs

### Work-Study:

#### What is Federal Work-Study (FWS)?

Federal Work-Study is awarded through the financial aid office based on financial need and is paid with funds provided by the U.S. Department of Education and Charleston Southern University. Financial need is based on information students or students' families supply on the Free Application for Federal Student Aid (FAFSA). The FWS program provides jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses.

#### What is Institutional Work-Study (IWS)?

Institutional Work-Study (IWS) is awarded through the financial aid office. There are a limited number of IWS positions each year. These positions require specialized skills. Each spring semester, in preparation for the following budget year, the financial aid office will request a list of positions from the campus community which require IWS funding. All requests must include a job description and be recommended by the senior officer responsible for the department requesting the position.

#### How can I verify if a student has a work-study award?

When students complete their financial aid paperwork and are awarded financial aid, they will be able to view their awards online through [CSU Financial Aid Online](#). If the student is eligible to receive work-study funds (FWS or IWS), it will be indicated on the financial aid award letter. The student employment office will verify work-study awards once the supervisor has submitted the Request to Hire form.

#### May a student earn FWS or IWS funds during Maymester and the summer?

Yes, it is possible that students may be eligible for FWS or IWS funds during Maymester and the summer. A separate Request to Hire form must be submitted for Maymester, Summer I and Summer II in order to hire Maymester and Summer I and Summer II student workers. All student workers must be current students at CSU.

#### Are Federal Work-Study and Institutional Work-Study jobs for work on campus or off campus?

IWS jobs are for on-campus positions ONLY. Again, there are a limited number of IWS positions and these require special approval.

FWS jobs are mostly for work on-campus. There are a few FWS jobs for off-campus positions. The federal government requires the University to use seven percent of its FWS funding to support nonprofit organizations or public agencies. Therefore, some FWS students may obtain positions in these off-campus agencies, but the work performed must be in the public interest.

#### Is a recently graduated student eligible to work as a student employee during the summer?

No, the person is no longer considered a student.

#### Are there a minimal number of credit hours a student must take for employment eligibility?

Yes, students must be enrolled as a full-time traditional student to work on the CSU campus.

#### How do I hire a work-study student?

1. Attend supervisor training coordinated by the student employment office.
2. Provide job descriptions to the student employment office in early summer so they can be posted: <http://www.charlestonsouthern.edu/studentemployment>
3. Review applicants, select students to interview and agree to hire your student.
4. Complete the Request to Hire Form online: [www.charlestonsouthern.edu/studentemployment](http://www.charlestonsouthern.edu/studentemployment) under the Supervisor's Tab
5. The student will be able to begin work once the final approval from the Student Employment Office has been received and the contract has been issued by the student employment office.

**Where do I post my available work-study positions?**

Send your available work-study position descriptions to the Student Employment office. Your descriptions must be in the form of a Microsoft Word document and attached to an email sent to [studentemployment@csuniv.edu](mailto:studentemployment@csuniv.edu). The Student Employment office will post your jobs on their homepage at [www.charlestonsouthern.edu/studentemployment](http://www.charlestonsouthern.edu/studentemployment). Each description must contain a list of job duties, required skills and/or education and the hiring department's primary and alternate supervisors.

**May students have two work-study jobs?**

A student will only be eligible for one work-study position.

**How many hours may students work while school is in session?**

While the University is in session, FWS and IWS students should not exceed 20 hours per week. With the supervisor's permission, students may work additional hours during vacation periods when the University is open.

**May work-study students work during holidays?**

Students do NOT report to work during holidays when the University is officially closed. If students are available to work during school breaks when the University stays open, such as fall and spring break, they may work up to 40 hours a week. It is the student's responsibility to notify his supervisor of his availability during breaks when the University is open.

**May work-study students work during Chapel, reading days and exam week?**

Students are expected to notify their employers of their study and exam schedules as soon as possible in order for the departments to properly staff their offices. Students are permitted, but NOT required, to report to work during exam periods or on reading days. Students are not allowed to work during their scheduled class time, Chapel or scheduled final exam times for any reason.

**What is the last day a student employee can work?**

Students must stop working for the academic year no later than the last day of spring semester exams.

**What should I do if my FWS student is getting close to earning his/her entire award?**

FWS and IWS students cannot exceed their total Work-Study award; any earnings over the award amount will be paid out of the employing department's budget. You must have the student stop working. Contact the Student Employment Office for further information.

**What do I do if I have a problem with a student worker?**

The Student Employment Office has a Progressive Disciplinary Procedure to assist in the supervision of work-study students. Progressive discipline is a process for dealing with job-related behavior that does not meet expected and communicated performance standards. This is a positive, proactive effort to provide feedback to a student employee so he or she can correct the problem. **The goal of progressive discipline is to improve employee performance.**

You may access the Progressive Disciplinary Procedure on the Supervisor section of the Student Employment website. This process is not intended to punish student employees, instead it is meant to assist the student employee in overcoming performance problems and satisfying job expectations. If you need assistance during your meetings with your student employees, please call the Student Employment office at 863-8067 or email at [studentemployment@csuniv.edu](mailto:studentemployment@csuniv.edu).

**What do I need to do if my work-study is quitting or being terminated?**

You need to complete a Department Release Form and turn it into the Student Employment Office.

**I-9 Forms****What is the I-9?**

The I-9 is employment eligibility verification. The 1986 Immigration Reform and Control Act core prohibition is against the hire or continued employment in the U.S. of an alien whom the employer knows is unauthorized for the employment. The IRCA makes all U.S. employers responsible for verifying through a specific process the identity and work authorization or eligibility of all individuals, whether U.S. citizens or not. To implement

this, employers are required to complete Employment Eligibility Verification Forms (I-9) for all employees. No one is allowed to begin work without an I-9 on file.

#### **How do students complete the I-9?**

Students need to complete section one of the document. Then, have each student contact the Student Employment office to set up a time to bring in his/her acceptable documents to complete section two of the form. The Student Employment office will then complete the e-verification process. For more information on acceptable documents, please visit the following website: <http://www.uscis.gov/files/form/i-9.pdf>.

#### **What documents do students need to show for the I-9?**

Typically, in addition to a photo I.D., (Driver's License or Student I.D.) the employee's social security card. If no social security card is readily available, an original or certified copy of a birth certificate is acceptable. A U.S. issued passport is acceptable for both the photo I.D. and verification that the employee is authorized to work in the U.S. A full list of acceptable documents is available at <http://www.uscis.gov/files/form/i-9.pdf>.

#### **Do students have to have an I-9 for every campus job they have?**

No. Only one (1) is required.

#### **May students have a copy of their social security, birth certificate or passport sent to me?**

Copies are not accepted; only originals should be provided in person to the Student Employment Office.

#### **May students have their I-9 documents faxed?**

A faxed document is a copy of the original document; therefore, they are not accepted.

#### **How do students apply for a replacement social security card?**

Simply go to the Social Security Office with your I.D. to apply for a duplicate card. The local address is; Suite 2700, 4995 Lacross Road, North Charleston, SC 29406.

#### **What other forms are my students required to provide?**

Students are required to sign a confidentiality agreement each year. This form can be located on the CSU Student Employment homepage at <http://www.charlestonsouthern.edu/studentemployment>. This form can be printed, signed and mailed in advance to CSU, Student Employment Office, P. O. Box 118087, Charleston, SC 29423.

Students are also required to fill out and sign a W-4 form each year. This form provides information to the Student Employment Office so that CSU can withhold the correct federal income tax from students' pay. This form can be printed, completed, signed and mailed in advance to CSU, Student Employment Office, P. O. Box 118087, Charleston, SC 29423.

### **General Student Employment**

#### **Where is the Student Employment Office located?**

We are located in the Hunter Reception Center at the front of CSU campus. Phone number: 843-863-8067. Email address: [studentemployment@csuniv.edu](mailto:studentemployment@csuniv.edu)

#### **What is the minimum wage in South Carolina?**

Federal minimum wage is set at \$7.25/hr.

### **Payment**

#### **When and how are work-studies paid?**

Student employees are paid once a month based on the number of hours worked. The pay date is the 15th of every month, and checks are available for pick-up at the Cashier's Window, located in the Hunter Center. If the 15th falls on a weekend or a holiday, earnings will be available the next business day. Students must sign their timesheets by the last day of the month, and supervisors must approve the timesheets by the 3rd of the month. Students may be paid via paper check, direct deposit or by applying their earnings to their student accounts.

#### **How much do I pay my work-study students?**

Your work-study student's wages must be at least the current federal minimum wage (7.25/hr). However, the

pay could be higher depending upon the type of work your student does or the skills required to perform his/her task.

**Are work-study students eligible for benefits?**

Student employees (both FWS and IWS) are NOT eligible for benefits such as sick leave, holiday pay, accrual of vacation time or retirement benefits.

**How do I track my students' hours?**

Students are required to accurately document their hours on their electronic timesheet daily. As their supervisor, you must approve their hours by the 3rd of each month. You may access the [student timesheet](#) by logging in with your employee ID and PIN number.

**Where do students pick up their paycheck or paystub?**

Students can pick up paper checks or direct deposit stubs at the Cashier's Window located in the Hunter Center, between 8 a.m. and 5 p.m. A picture I.D. will be required to pick up their check or stub. Checks which are not picked up within two weeks after the pay date will be mailed to the permanent address on file.

**How do students get their paycheck or paystub at the end of each semester?**

Before they leave for Christmas or summer break, make sure they provide the Cashier's Window with a self-addressed stamped business envelope. Checks will be mailed to the address provided.

**What is the Student FICA Exemption?**

FICA is the Federal Insurance Contribution Act. This Act precludes students from participating in Social Security and Medicare coverage, based on enrolled number of credits. The Internal Revenue Service states that if the employment is "Incident to" the education (i.e., the employee's primary purpose for being here is to attend school), then the student retains the Student FICA Exemption. However, if the education is "Incident to" the employment, then the student loses the Student FICA Exemption (i.e., permanent staff who are taking classes and temporary nonstudent employees). The credit hour eligibility determination is six (6) or more credits for undergraduates and four (4) or more credit hours for graduate students.