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OHIO NORTHERN UNIVERSITY

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# STUDENT EMPLOYEE MANUAL



Effective April 1, 2015

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## INTRODUCTION

Ohio Northern University welcomes you as a student employee. As a student employee, you play an important part of the University's day-to-day operation. Academic departments, offices, and supporting areas employ students. By pursuing an on-campus position, you will gain the real world work experience a student needs in order to succeed upon graduation. Ohio Northern University is here to help you learn and thrive in your active student employment position while achieving academic excellence.

While academic success is our main priority at Ohio Northern University, we feel obtaining a part-time student position on campus can be valuable to your overall experience. There are several types of employment opportunities for students on campus; although we cannot promise a student an on-campus job, we will do everything we can to assist you in finding a well matched position.

### **On-Campus Job Opportunities**

- Work-study program: Participation in the federal work-study program requires a Free Application for Federal Student Aid (FAFSA). Each year a new FAFSA is required to determine continued work-study eligibility.
- Non work-study program: This program is available to students who do not qualify for federal work-study aid, but still wish to find student employment jobs on campus.
- Summer program: Summer employment is considered non work-study regardless if the student is eligible for federal work-study aid; therefore, it does not reduce federal work-study awards.

## APPLYING FOR ON-CAMPUS POSITIONS

The Office of Polar Careers will maintain a listing of all open student employment positions.

### **Applying for Student Employment**

1. Complete the Student Employment Application
  - Go to [www.onu.edu/career\\_planning/student\\_services](http://www.onu.edu/career_planning/student_services) and click on the Polar Careers icon on the lower right side of the webpage.
  - Log-in as a "Student" using your ONU email address (include "@onu.edu") and User password.
  - If you have not logged in previously, reply to the Consent to Release Personal Information
  - Next, find the Student Employment Application, save it and complete it.
  - Go to the "Resources | Document Library" tab.
  - Click on the tag, "Student Employment Application" and "Apply Search".
  - Click on the document to open it and save it to your desktop.
  - Complete the document and re-save it to your desktop.

2. Upload your completed Student Employment Application.
  - Go to the "Documents" tab.
  - Click on "Add New" to upload your application.
  - Give your application a name ("Label").
  - **IMPORTANT! Set "Document Type" as "Student Employment Application."**
3. If you have worked on campus previously, complete the no-change form found in the Human Resources Office.
4. If you have not previously worked on campus, download the forms by clicking the links on page 5 of the manual. Forms may also be picked up at the Human Resources Offices located in the Lehr Memorial Building, 1st floor.

### **Looking for On-Campus Jobs**

*If you are applying for more than two campus jobs, an approval form must be completed and submitted to the Office of Human Resources.*

Once you upload your Student Employment Application, you can proactively search and apply for student employment jobs by searching job postings on Polar Careers website.

- Go to the "Jobs" tab and select "Jobs posted on ONU's site, including campus jobs".
- Set the "Position Type" drop-down menu to "Student Employment" and search!
- When you find a position you like, click the "Apply" button: this will send your application to the supervisor.

### **REQUIRED EMPLOYMENT FORMS**

*Before a student can begin working, all required forms must be completed and submitted to the Office of Human Resources.*

#### **[Approval Form](#)**

This form should be completed if a student would like to hold more than 2 positions on campus. The new limit is 2 positions on campus per student per semester. If a student wishes to hold more than 2 positions, an Approval Form will need to be completed and submitted to the Human Resources Office.

#### **[I-9 Form](#)**

The Department of Homeland Security requires that all employees complete an I-9 Employment Verification Form before beginning any type of work. This form requires potential employees to present valid, original documents that verify identity and work authorization. Acceptable forms of identification are listed on page 9 of the form.

### [W-4 Form](#)

This form specifies the federal tax withholdings to be deducted from an employee's paycheck. All employees are subject to federal withholdings.

*Please note, the Office of Human Resources cannot provide tax advice. Please contact your tax preparer if you have questions regarding the completion of this form.*

### [IT-4 Form](#)

If your permanent address is in the State of Ohio or not in the states of KY, MI, PA, WV, or IN, please complete this form. This form identifies the state tax withholdings to be deducted from an employee's paycheck. The state of Ohio taxes all individual whose work is conducted in Ohio.

*Please note, the Office of Human Resources cannot provide tax advice. Please contact your tax preparer if you have questions regarding the completion of this form.*

### [IT-4NR Form](#)

If your permanent address is in a neighboring state (KY, MI, PA, WV or IN), please complete this state tax form to waive Ohio State Tax.

*Please note, the Office of Human Resources cannot provide tax advice. Please contact your tax preparer if you have questions regarding the completion of this form.*

### [Direct Deposit](#)

Direct deposit is mandatory for Ohio Northern employees who are not work-study eligible. Employees who are work-study eligible are not required to have their pay direct deposited; however, it is highly recommended. A voided check needs to accompany the direct deposit form or a letter from your banking institution providing the routing and account numbers.

### [Electronic W-2 Consent Form](#)

Gain access to their W-2 form quickly without waiting for a paper form to be mailed to their home. If this request is made, your W-2 will be available in Self-Service Banner so long as you have access to ONU email.

### [Biographical Sheet](#)

This form will provide the Office of Human Resources with a student employee's important personal information.

## EMPLOYMENT PRACTICES AND POLICIES

### Equal Employment Opportunity

Ohio Northern University does not discriminate on the basis of race, religion, national or ethnic origin, gender, sexual orientation, age, or disability. All violations of this policy should be immediately reported to the Human Resources office.

### Conduct

The purpose of the Student Code of Conduct is to explain student rights and responsibilities as members of the Ohio Northern University community; based on the values contained in the University mission statement. The code of conduct states, students are expected to demonstrate:

- *Commitment to self* with maturity, openness, accountability, and self-discipline;
- *Commitment to others* with supportive, mutually collaborative, respectful, social interactions in all living and learning environments; and,
- *Commitment to Community* with responsible citizenship, active participation, and global awareness.

### Confidentiality

Students must maintain confidentiality of the work place at all times. Based on the nature of the work students are performing, departments may require a confidentiality agreement.

### Dress Code

Dress code will vary and is dependent on the work environment and duties. All students are to dress in appropriate attire for their particular position. Inappropriate attire for student employees may include the following:

- Very short shorts/skirts
- Tops exposing cleavage and/or midriff
- Strapless, halter tops, tube tops, spaghetti straps, or see-through garments
- Torn or unclean apparel
- Pants below the waistline
- Displays of derogatory language

Students should consult with their supervisor to address any questions in this area.

### International Students

According to the USCIS (U.S. Citizenship and Immigration Services) regulations, international students with an F-1 student visa may accept on-campus employment. However, the following criteria must be met in order for an international student to work on-campus:

- Remain enrolled in an accredited college or university;
- Take at least a *half-time* academic course load, as defined by your school;

- Maintain good academic standing of at least a “C” average;
- Obtain a U.S. Social Security Card

International students should not work more than 15 hours per week when classes are in session and 40 hours per week when classes are not in session (i.e. holidays, breaks, summer, etc.)

### **Student Employment Training**

All summer camp employees are required to take the Sexual Harassment Training provided electronically upon hire. This training may also be required for employees working during the school year, if requested by the department supervisor. If the training is not completed before the student’s first day of scheduled work, they are not eligible to begin working.

*Sexual Harassment: The University maintains an environment for work and study that is free of sexual harassment. Everyone is encouraged to report concerns or complaints of sexual harassment to their supervisor, Campus Conduct Hotline (866.943.5787), and/or to the Office of Human Resources. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs.*

Additional training may be required dependent upon the department’s needs. These courses can be found on the Human Resources Moodle site under ONU Employee Training (<https://lms.onu.edu/>). Additional training options include the following:

- Office Etiquette Training
- Customer Service Training
- Logging Hours Training
- Safety Training

*Students may or may not be paid for training hours.*

### **Attendance**

Students should report to work promptly, as scheduled. If the student is unable to work or will be arriving late, they need to notify their supervisor within a reasonably acceptable timeframe. Excessive absences, tardiness, leaving work early, or absence without duly notifying the appropriate supervisor, is just incident for disciplinary action. Refer to Appendix A for examples of Disciplinary Procedures.

### **Breaks & Holidays**

Students are permitted to work between academic terms and during breaks. Work-study funds will be used during this time, unless otherwise indicated by the Financial Aid office, and/or the Financial Affairs Office. Summer employment will not use work-study funding and is subject to all FICA withholdings waived during the academic year.

## **Affordable Care Act (ACA)**

Effective, February 10, 2014, the IRS and Treasury issued [final regulations](#) on the Employer Shared Responsibility provisions under section 4980H of the Internal Revenue Code and enacted by the ACA (Affordable Care Act).

Due to the impact of these regulations, ONU must begin monitoring and identifying all full-time employees; including student and summer employees. A full-time employee for this purpose is an employee who works on average at least 30 hours per week, over a measurement period of 6 months.

In order to determine ACA eligibility, ONU is required to track hours worked for each employee. Tracking will include:

- On-call hours worked by RAs (Residence Assistants) and RDs (Residence Director),
- Hours worked while under a contractual agreement for stipend payment,
- And actual hours worked for a department on campus

## **Hours Worked Per Pay Period**

Students should not work more than 15 hours per week when classes are in session and no more than 25 hours when classes are not in session (i.e. holidays, breaks, etc).

*Breaks:* Students shall receive a 15-minute break for each four-hour period worked. The break period should not exceed 15 minutes and will be at the discretion of the student's immediate supervisor.

*Lunch:* Students shall receive a one-hour meal period during a regular eight-hour workday; scheduling of the meal period is at the discretion of the student's immediate supervisor.

## **Summer Employment**

Students shall work a full-time schedule per week (30 plus hours) during the summer months, if they worked less than 30 hours per week or 130 hours per month during the academic year.

It is important to consider *all* the positions held during the academic year when calculating total hours worked per week and/or per month.

Confirmation for hours worked during the academic year can be verified with the Office of Human Resources.

## **Supervision**

Human Resources understand that children of ONU employees may hold a student employment position on campus. While we allow the hiring of an employee's dependent, you cannot be an approver or proxy for your own dependent.

## **Safety**

If any student suffers an injury or illness due to an on-campus accident, please call 911 immediately for EMT assistance or campus security at ext. 2222.

If you are injured on the job, report your injury at once to your supervisor who will arrange for medical care. All accidents, major or minor, should be reported as soon as possible to the Security Office. The Security Office will complete an injury report and forward a copy to the Office of Human Resources.

## **Termination Policy**

*General ONU Statement:* Your employment with Ohio Northern University is “at will.” That is, either you or ONU may terminate this relationship at any time, for any reason, with or without cause or notice.

*Disciplinary Procedures:* While the University may elect to follow its progressive discipline procedure (Appendix A), the department is in no way obligated to do so. Using progressive discipline is at the sole discretion of the department. A student terminated for grave misconduct may be dismissed immediately without prior notice.

A termination form should be completed when a student voluntarily or involuntarily terminates their employment with ONU. The termination form can be found on the HR Moodle course, [Student Employment Training](#).

## **PAYROLL INFORMATION**

### **Timesheet Completion**

When all of the required employment paperwork is submitted to the Office of Human Resources, an electronic timesheet will be made available to the student to log hours worked. The timesheet is accessible through Self-Service Banner. If no timesheet is available this is usually an indicator that employment paperwork is still outstanding. You can contact the Office of Human Resources to determine what is needed to complete the process.

### **Entering Hours Worked**

To enter time, please use Mozilla or Google Chrome as your internet browser. Then, on the ONU homepage, click “Current Students” at the top of the page. You are then taken to a new page; please click on “Self-Service Banner” under the words “Campus Tools”. A new page will appear and ask for your log-in information. The log-in information is your ONU email address (please exclude @onu.edu), and then your email password.

***Please Note:** ALL students must complete an electronic time sheet; even those receiving stipend based payments for worked performed.*

1. Click on the “Employee Services” box
2. Select “Timesheet”
3. The next screen will show the employee’s title and department with the available pay period; click on the gray “Timesheet” button once the correct pay period is chosen
4. The next screen will allow the employee to enter their hours for each day; select “Save” after entering hours for each day
5. You must select the “Next” button to continue onto the second week of the pay period
6. Once the timesheet is complete, the employee needs to then submit the timesheet to their supervisor by clicking on the submit button

### **Payroll Schedule and Pay Dates**

Student employees are paid on a bi-weekly schedule in conjunction with the University payroll processes. Students should submit their timesheets by the appropriate deadline so it may be approved by their supervisor. If a deadline is not met, a manual timesheet will need to be filled out by the student, signed by both the student and their supervisor, and turned into the Office of Human Resources. Refer to Appendix D for the full schedule of bi-weekly pay periods, deadlines, and pay dates.

*Time-Sheet Falsification:* Any student who falsifies his or her hours worked will be referred to the appropriate campus authority for investigation. Students who are proven to have engaged in such conduct may expect serious consequences, up to and including termination from their position.

## **APPENDICES**

### **Appendix A – Student Employee Disciplinary Procedure**

- Oral warning
- Written warning
- Final written warning
- Probation and/or suspension without pay
- Termination of Employment

### **Appendix B – Class Schedule and Grade Restrictions**

*Class Schedule:* Federal regulations prohibit students from working during their scheduled class times, regardless if the student is in a work-study or non work-study position. Students should provide a copy of their class schedule to their supervisors each term and arrange a work schedule which does not conflict with classes.

*GPA:* Students must be in good academic standing to continue working on campus. The students GPA will be verified for eligibility for federal work-study and his/her social standing. The Office of Financial

Aid will be notified if there are concerns. If no concerns are noted, the completed request will be sent to the Office of Human Resources for processing.

### **Appendix C - Student Employment Pay Rates**

Please visit the HR Moodle course, Student Employment Training, for current student employment pay rates. <https://lms.onu.edu/>

### **Appendix D - Schedule of Bi-weekly Pay Periods and Pay Dates**

For up-to-date access to the payroll schedule, please visit the Office of Human Resources website. [http://www.onu.edu/human\\_resources/payroll\\_information](http://www.onu.edu/human_resources/payroll_information)

### **Appendix E - Employer Shared Responsibility Provisions**

The final regulations issued by the IRS and Treasury issued under section 4980H of the Internal Revenue Code and enacted by the Affordable Care Act (ACA) can be found by visiting the following website. <http://www.gpo.gov/fdsys/pkg/FR-2014-02-12/pdf/2014-03082.pdf>

### **Appendix F - Healthcare Benefit Eligibility**

Effective January 1, 2015, all large employers must report the terms and conditions of the healthcare coverage provided to full-time employees.

A full-time employee is defined as an employee who is employed on average at least 30 hours of service per week or 130 hours of service in a month.

A student employee should work less than 30 hours per week as a part-time employee during the academic year. The maximum hours permitted to work per week should not be exceeded during ONU's measurement period.

**ACKNOWLEDGMENT**

I, \_\_\_\_\_ (student employee name), have read and understand the Student Employment Manual and agree to abide by its terms and conditions while being employed with Ohio Northern University.

**Student Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please send a copy to:**  
Office of Human Resources