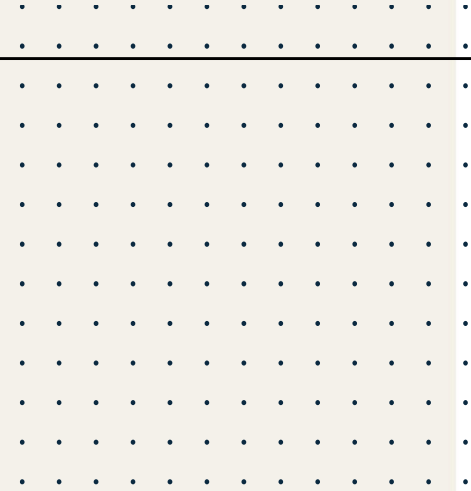
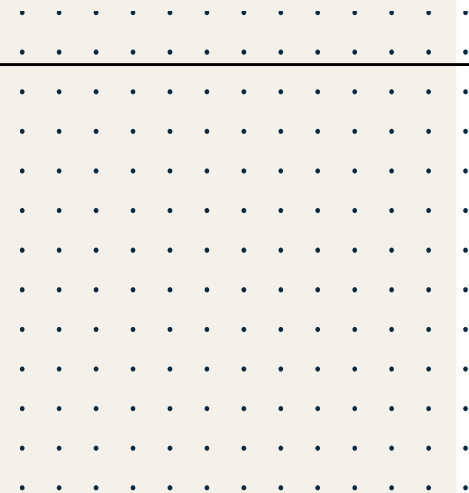


Student Employment Process



Welcome to Student Employment

- This training module will provide the guidance and steps a department must take in order to have a successful student employment hiring process.
- If there are additional questions regarding the student employment process, please contact the Office of Human Resources.



Budget Request

- Submit a Budget Request
 - Announced each year between February and March
- Reviewed by Budget and Finance
- Approved by the Board of Trustees in April

Step 1: Before Hiring Students

If you are hiring students mid-year, please skip to step 2.

Job Openings and Applications

- Post all open student positions by contacting Polar Careers:
 - > career@onu.edu
 - > Extension 2145
- Review and select viable candidates for your department
- Contact the Polar Careers Office with any questions regarding the process on posting open positions, the status of an open position, and/or available student applicants.

**Step 2: Assemble
an Applicant Pool**

Applying for Financial Aid

- Encourage students to apply for federal work-study by filling out a Free Application for Federal Student Aid (FAFSA) <https://fafsa.ed.gov/>
- The Office of Financial Aid will receive all applications and determine eligibility
- This information is shared with the Office of Human Resources. Supervisors will be responsible for tracking work-study vs. non work-study eligible employees.

Step 3a: Hiring Students

Verifying Financial Aid

- Supervisors will be responsible for verifying a student's federal work-study (FWS) eligibility before submitting Web Time Entry (WTE) or Student Stipend Payment (SSP) forms
- Contact Linda Mason in Financial Aid to verify FWS eligibility, l-mason@onu.edu or extension 2670

A student does not need work-study eligibility to be hired for on campus employment!

Step 3b: Hiring Students

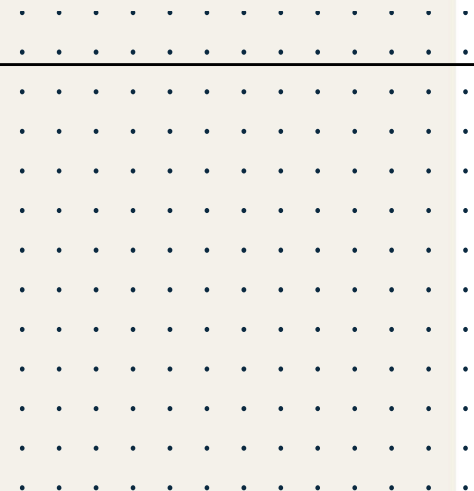
Required: Web Time Entry

- Complete a Web Time Entry Form (WTE) or Student Stipend Payment Form (SSP) for all employees. Both forms are located on the Human Resources Moodle site.
 - > [HR Moodle site](#)
- These forms automatically send to the Office of Human Resources for processing.
- The WTE form is used for students who will be receiving an hourly wage.
- Any questions regarding location, submission, and completion of the forms should be directed to the Office of Human Resources.

Step 4a: Notifying Human Resources

Stipend Payments

- Please note: Stipend payments are to be utilized when a student employee will be paid one time and one time only during the academic and/or summer term. The stipend payment will be paid once all work is complete, unless prior approval has been granted from the Office of HR.
- Per ACA regulations, manual time sheets are required from students receiving stipend payments in order to track their hours worked.



Employment Paperwork

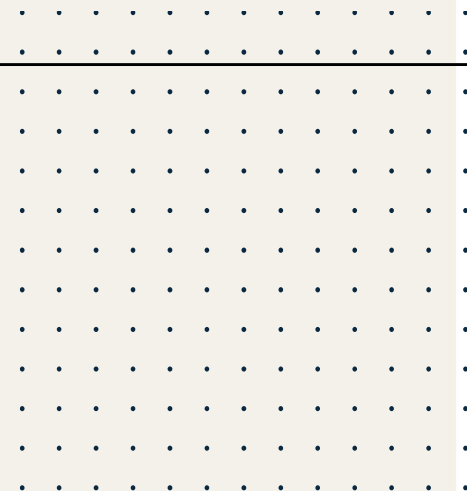
- Once the WTE or SSP form is received, a link to complete ALL employment paperwork will be emailed to the student from the Office of Human Resources.
- The Office of Human Resources will contact the department via email when a student is eligible to begin working.

Do NOT allow students to begin working without verification of their eligibility from the Office of Human Resources. The Department of Homeland Security stipulates that all employees have only a three-day window to complete the I-9 form. If this is not complete, the student is unable to work until the proper documentation is received by the Office of Human Resources.

Step 4b: Required Student Employment Paperwork.

Required Employment Paperwork

- I-9
 - 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 (Federal Tax Form)
 - This form specifies the federal tax withholdings to be deducted from an employee’s paycheck. All employees are subject to federal withholdings.
- IT-4 (State Tax 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.
- IT-4NR (Reciprocity State 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.
- Direct Deposit
 - Direct deposit is mandatory during summer employment but is recommended for the academic year. A voided check or a letter from the employee’s banking institution providing the routing and account numbers needs to accompany the direct deposit form.
- Biographical Sheet
 - Upon hire, this form will provide the Office of Human Resources with an employee’s important personal information.
- Electronic W-2 Consent (optional)
 - W-2 forms are available electronically. With consent, the W-2 will be available in Self-Service Banner so long as the employee has access to ONU email.



IMPORTANT REMINDER

- **ALL** employment paperwork **MUST** be completed within 3 days of the student's first day of work

In accordance with The Homeland Security Act, Ohio Northern University must verify the identity and employment authorization of each person hired before allowing work to be performed.

It is the supervisor's responsibility to ensure all paperwork is complete before allowing the student to work. Contact HR for verification that all paperwork has been completed.

Students Begin Working

- When all required paperwork and documentation has been submitted to the Office of Human Resources, the student becomes eligible to work.
- Supervisors will receive a confirmation email from the Office of Human Resources when a student can begin working.

**Step 5: Eligible
Student Employees**

Timesheets

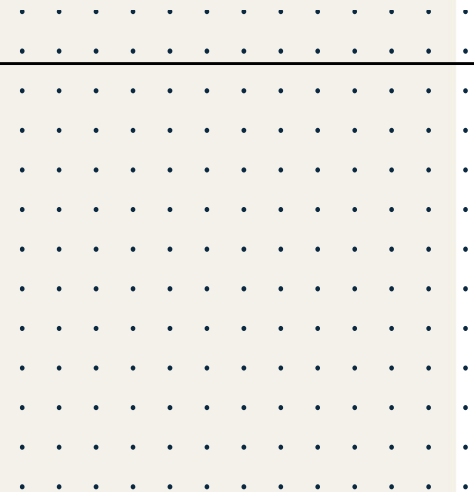
Self-Service Banner

- Student employees have access to an electronic timesheet through Self-Service Banner.
- If a student does not have access to an electronic timesheet, they are not eligible to begin working.
- Please review each timesheet for documentation errors.
- If a student is paid with a stipend, a stipend manual timesheet is required to track hours worked per week.

Timesheets Continued

Manual Timesheets

- It is very important that students do not document past hours worked on the next electronic timesheet; this is considered falsification by the Department of Labor.
- Student employees who miss the deadline to submit an electronic timesheet must complete a manual timesheet.
- Manual timesheets are located in the Office of Human Resources and should be used as a last resort.



Time Increments

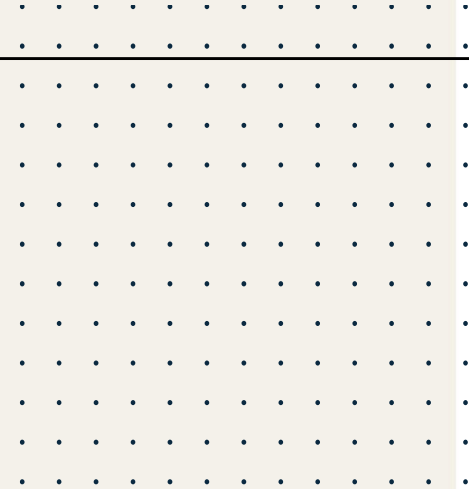
How to Properly Document Time

All time is rounded to the nearest fifteen-minute increment. Refer to the table for details.

Minutes Worked	Proper Documentation
1-7	.00
8-15	.25
16-22	.25
23-30	.50
31-37	.50
38-45	.75
46-52	.75
53-60	1.00

Approvals and Hour Limits

- Students may hold multiple on-campus positions throughout the academic year.
- An approval form must be completed by the student and signed off by each supervisor and Human Resources if the student will be holding more than 2 positions.
 - HR provides the form via email.
- Student employees are considered part-time and are encouraged to work 15 hours or less per week.
- Students should ALWAYS work less than 30 hours per week collectively for ALL positions.



Supervisor Duties

Responsibilities include but are not limited to the following:

- Verify hours worked
 - Ensure students are not falsifying time
- Ensure students record hours on days actually worked
 - Example: If a student works 2 hours on Monday and Tuesday, they should report 2 hours for each day, not 4 hours on one day
- Maintain an internal schedule to hold students accountable
- Verify hours worked for other positions on campus so as not to exceed the 15 hour weekly limit
- Ensure that students follow payroll deadlines
 - Bi-weekly pay schedule published annually
 - Available on the HR website
- Review and approve online student timesheets before the deadline
 - Best practice: Review timesheets early in case you need to return them for correction

Students no longer have access to timesheets after 11:59 PM on Monday. If a timesheet needs to be corrected, touch base with the student and contact HR on Tuesday.

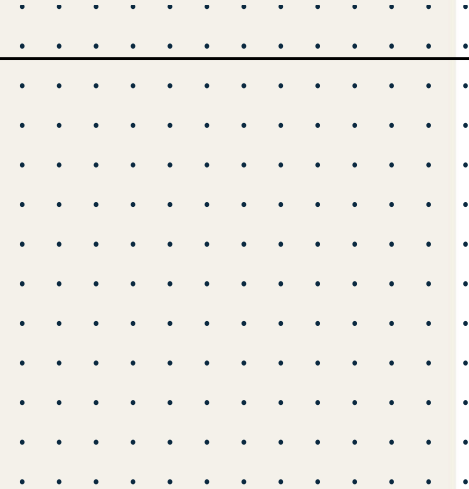
Supervisor Duties

Our goal is to provide a professional work experience for our students.

- Enforce an appropriate dress code for the respective department
- Exercise confidentiality
- Ensure students are trained to properly complete their assigned tasks
- Provide performance feedback
- Be a mentor and provide a positive example and positive work environment

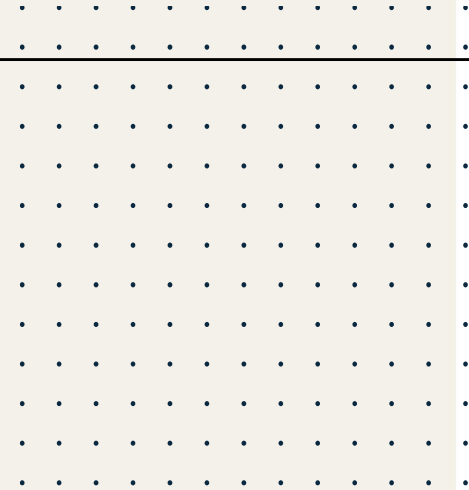
Terminations

- **Employment with Ohio Northern University is at-will. The University and its employees have the right to terminate employment with or without notice for any reason or no reason.**
- Immediately notify the Office of Human Resources when voluntary and/or involuntary terminations occur by submitting a Termination Form found on the HR Moodle site.



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 monitor and identify all full-time employees including student and summer employees.
 - A full-time employee works 30 or more hours per week over a measurement period of 6 months.

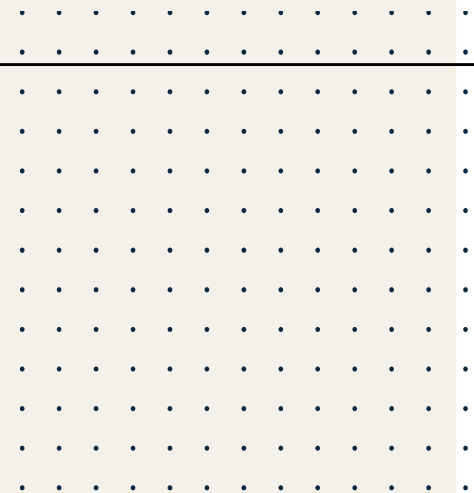


ACA Final Regulations

- Hours of service do not include hours worked under a Federal work-study program (or substantially equivalent state or local program).
- Hours of service do not include unpaid internships or externships.
- Student insurance is not group health plan coverage and does not by itself help the institution avoid the headcount or individualized taxes.
- No exception for graduate assistants under the final regulations.
- Compensation does not have to be cash for an hour of service to be paid.
- Must use a reasonable, good faith method for crediting hours of service for “on-call” hours.
- The preamble states that it is not reasonable for an employer to fail to credit an employee with an hour of service for any on-call hour for which:
 - The employee is paid or entitled to payment by the employer;
 - The employee is required to remain on-call on the employer’s premises; or
 - The employee’s activities while on-call are subject to substantial restrictions that prevent the employee from using the time effectively for the employee’s own purposes

Student Employment Manual

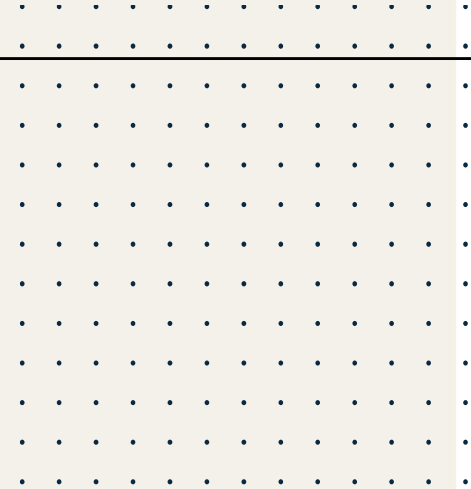
- A link to complete paperwork will be emailed to the student employee. The Student Employment Manual will be included within this link.
- The Student Employment Manual must be reviewed by all student employees.
- Due to updates in the student employment process, a signed acknowledgement page must be submitted by all new student employees.



Resources

- **Visit the Student Employment Moodle page at: <https://lms.onu.edu/course/view.php?id=3> for the following helpful materials:**
 - Web Time Entry Form
 - Student Stipend Payment
 - Termination Form

- **Visit the Student Employment tab on the HR webpage for the following helpful materials:**
 - Student Employment Manual
 - Instructions on how to access Self Service Banner and submit a timesheet



The Office of Human Resources would like to thank every ONU employee who is actively participating in the student employment process at the University. Your dedication and knowledge will guide and prepare our student employees for the real world employment experience they encounter upon graduation.

THANK YOU!