STUDENT HANDBOOK

Student Employment

at

Seattle Pacific University

2022-2023 Edition

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OVERVIEW

Seattle Pacific University (SPU) is proud to sponsor a large on-campus student employment program. An underlying philosophy of financial aid is the idea that students are responsible to work and contribute to their cost of attendance. On-campus jobs allow students to earn the funding needed for their educational expenses while learning valuable skills and exploring career interests. Working on campus helps students connect to the campus community, contributes to their academic success, and improves their chances of completing their degree at SPU.

Student labor is also critical for the numerous departments across the SPU campus and its student employees are vital to the success of the University.

TYPES OF ON-CAMPUS STUDENT EMPLOYMENT

There are two student employment programs on campus: Federal Work Study and Institutional Work Study.

The Federal Work Study Program is designed to promote the part-time employment of students. Eligibility is based on demonstrated financial need as determined by the FAFSA (Free Application for Federal Student Aid form). The Office of Student Employment, located in Student Financial Services (lower Demaray Hall), monitors student's earnings under the Federal Work Study Program. Federal Work Study allows the student to earn money for the current year's cost of attendance. Work study earnings are deducted from the student's total earnings for the year when completing the FAFSA for the upcoming year which may increase their financial aid eligibility. Under the Federal Work Study Program, student wages are partially subsidized by the Federal Government, however this subsidy is not passed on to individual departments. Supervisors should not take work study eligibility into consideration when making hiring decisions.

The Institutional Work Study Program is available to those students who do not demonstrate financial need based on the FAFSA or to those students who are hired later in the academic year when Federal funds are depleted. Student earnings for the Institutional Work Study Program are paid directly from University funding.

All student employees are paid twice a month through the Student Payroll office.

STUDENT EMPLOYMENT POLICIES AND PROCEDURES

HIRING PROCESS

ELECTRONIC PERSONNEL ACTION FORM (EPAF)

Once a student has been hired by a department on campus, the supervisor will complete an Electronic Personnel Action Form (ePAF) in the Banner Information System, under the employee menu. This online form includes information about the student and the department.

I-9 (EMPLOYMENT ELIGIBILITY VERIFICATION)

Students must complete an I-9 Form in Student Financial Services within three days of being hired. If a student does not submit the I-9 Form within three days, they must stop working until they can complete the I-9. A student employee must present documentation showing his/her eligibility to work in the United States. I-9 Forms will be carried forward to the next year as long as work authorization documents have not expired and the student has not had a break in employment. Students that have breaks in employment may need to complete a new I-9 Form. Before working, students are encouraged to stop by or call Student Financial Services to make sure their I-9 requirement is fulfilled for the current year. The I-9 Form is available in Student Financial Services or on our website.

W-4 FORM

Students must complete a W-4 Form, available in Student Financial Services, Student Payroll, or at our website. Students also have the option of completing their W-4 online through their Banweb account under the Employee Menu. This form must be completed once at the time the student employee is initially hired for an on campus job. International students should talk with the Student Payroll Office (3rd Floor, Weter) about tax consequences that may affect them. Student employees will not be paid until all documents (Electronic Personnel Action Form (ePAF), I-9 and W-4) are received by Student Financial Services.

DIRECT DEPOSIT

All employees of SPU, including student employees, are required to sign up for Direct Deposit. This can be completed in the Banner Information System. If a student employee does not have it set up by the first payroll period, payroll with create a paper check but hold onto the check until the direct deposit has been set up.

ENROLLMENT REQUIREMENT

In order to work on campus as a student employee, the student must be enrolled in at least 6 undergraduate credits or 3 graduate credits per quarter during the academic year.

If a student is in their last quarter of attendance and is enrolled less than half-time, they may be eligible to continue as a student employee. Students will need a statement from Student Academic Services Counselor confirming that these are the last credits needed to obtain a degree in order to pursue this option. Email ose@spu.edu for more information.

SUMMER EMPLOYMENT ELIGIBILITY

Students are eligible to work on campus during the summer if they are enrolled in at least 1 credit or if they intend to enroll in at least 6 undergraduate credits or 3 graduate credits the following fall quarter. Students may work up to 40 hours per week during summer. If a student graduated spring quarter, they are not eligible to continue into the summer as a student employee. They must be set up as a temporary staff person through Human Resources. If a student will graduate during summer quarter, they may work as a student employee until the last day of summer quarter.

EMPLOYMENT OF RELATED PERSONS

Student Employees should be aware of the University's policy regarding employment of related persons. SPU generally permits employment of close relatives on a concurrent basis. Exceptions to this do exist. Supervisors should not be directly supervising or approving timesheets for close relatives. For purposes of this policy, a close relative is a relationship established by blood, marriage, or otherwise. See the SPU Staff Handbook for further clarification.

MAXIMUM HOURS PER WEEK

Student Employees are limited to working a maximum of 20 hours per week during the academic year. Students may work up to 40 hours per week during the summer, Christmas break, or Spring Break (students can only work 20 hours per week during the summer if they are enrolled at least half-time). This is an aggregate limit – if a student has multiple positions on-campus, the student's total on-campus employment cannot exceed these maximums, and the student should inform his or her supervisors of the other position(s). Under extenuating circumstances, students (with supervisor support) may petition to be allowed to work over 20 hours per week (but not more than 30 hours per week to comply with the Affordable Care Act) by completing the Overtime Petition Form located on SPU's Student Employment site. Petitions must be submitted at least 10 business days prior to the time in question. Late petitions may be denied if there is inadequate time to review them. Upon approval, the student may be granted to work more than 20 hours per week for a short period of time.

CLASS/WORK TIME OVERLAP

Per Federal policy, student employees cannot work during scheduled class time. The only exceptions are in cases where the class was cancelled or the class let out early. In cases of exceptions, an email needs to be sent to ose@spu.edu by the student employee, with the supervisor cc'ed, explaining the reason for the exception. This email should be sent no more than 24 hours after the work shift in question. If a student's class has an alternative meeting schedule, those details should also be sent to ose@spu.edu.

BENEFITS

Student employees do not accrue unemployment benefits, vacation pay or holiday pay.

STUDENT EMPLOYEE DRESS CODE AND PERFORMANCE EXPECTATIONS

Departments may set their own dress code policies for student employees based on the type of work performed and the expectations of the position. Departments should also formulate their own policies regarding performance expectations and standards for student employees. These policies should be in writing and should be made available to every student employee when they are hired. All supervisors in the department should apply the policy equally to all student employees in the department.

STUDENT EMPLOYEE ACCOMDATIONS

Student employees can request an accommodation from the Human Resources Office:

Email: hr@spu.edu
Phone: 206-281-2809
Fax: 206-281-2846
Office: 330 West Nickerson Street

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BREAKS AND MEAL PERIODS

Student employees, who work more than 5 consecutive hours, must be allowed an off-the-clock meal period of at least 30 minutes beginning no less than 2 nor more than 5 hours from the beginning of the shift. Employees who work more than 3 hours of overtime* are required to have an additional 30 minute meal period, prior to or during the overtime period. Student employees should not be paid for meal periods when they are completely relieved from duty during the break.

Student employees must be allowed a rest period of 15 minutes paid time for each 4 hours of working time. Rest periods should be scheduled as close as possible to the midpoint of the work period if the shift does not include a lunch break; if a lunch break is included, it should be the midpoint between the start of the shift and the lunch (second breaks, if needed, should then be as close to the midpoint between the lunch and the end of the shift).

*Students should not regularly be scheduled to work more than 20 hours/week during the academic year and 40 hours/week during breaks and summer. See section "*maximum hours per week*."

COMMUNITY CHAPEL ATTENDANCE/PAYMENT POLICY

If a student employee is normally scheduled to work at a time when a community chapel has been scheduled, the student should be encouraged to attend the chapel event with the department and may record the hour

spent at chapel on the timesheet. This policy only applies to chapel events that are designated as community chapels by the Office of Campus Ministries.

INCLEMENT WEATHER CLOSURES

Student employees are not eligible for pay during campus closures (i.e. snow days, etc.), unless they are required to work. If students are required to work during a closure, they will be paid for the time worked at their normal rate of pay, unless otherwise arranged by the supervisor.

INTERNATIONAL STUDENT EMPLOYEES

Students who are studying at SPU under the F-1 Visa program are eligible to work on-campus. If an international student is hired, they must take their passport, visa, I-94 Form, and I-20 Form to the Office of Student Employment located in Student Financial Services. Once the student has submitted a receipt showing that they have requested a Social Security Card, they are eligible to begin work (payment will be withheld until the actual card arrives and is shown to payroll). Students studying on F-1 Visas typically cannot work more than 20 hours per week without jeopardizing their visa status.

STUDENT PAYROLL POLICIES AND PROCEDURES

Payment for work done by student employees is based on the premise of "an hour's pay for an hour's work." Student employees are expected to be working each hour for which they are paid. Student employees are paid on the basis of submitting student employee timesheets to Student Payroll according to the published Payroll Schedule. The Payroll Schedule is available in Student Payroll, Student Financial Services or on the Student Payroll website.

STUDENT TIMESHEETS

Student employees must record the hours worked each day on Student Timesheets, available online through the Banner Information System (once all paperwork is completed). Students should enter their starting time and their ending time for their shift in Banner. If they take an unpaid break during their shift (like for lunch), they should enter their first start time, their first end time, their second start time (the time they return from break), and then their second end time.

Sick time must be entered in the sick time line. Accrued sick hours can be viewed in Banner under "Leave Information Menu".

Timesheets are legal documents and as such should be kept as accurate as possible. If a student has previously unreported hours, they should be submitted separately and never added to the current timesheet.

The number of hours worked are calculated using the quarter-hour rounding method. This means that arrival and departure times are rounded to the closest quarter of the hour when reporting hours on a timesheet.

If an employee arrives or leaves between:

:00 to :07 minutes after the hour, enter as the top of the hour

:08 to :22 minutes after the hours, enter as a quarter after the hour

:23 to :37 minutes after the hour, enter as the half hour

:38 to :52 minutes after the hour, enter as three quarters past the hour

:53 to :60 minutes after the hour, enter as the top of the hour

Examples:

Arriving at 8:07 am would be entered as 8:00 am

Arriving at 8:08 am would be entered as 8:15 am

Arriving at 8:23 am would be entered as 8:30 am

Arriving at 8:38 am would be entered as 8:45 am

Arriving at 8:53 am would be entered as 9:00 am

STUDENT PAYROLL SCHEDULE

Students will receive their earnings via direct deposit twice per month. Refer to the Student Payroll Schedule to determine pay dates. If there are questions about student payroll, please contact The Student Payroll Office located on the 3rd floor of Weter Hall.