


NAME: Student Employment Procedure  
ISSUING DEPT: Student Registration and Financial Services (SRFS)  
ISSUED DATE: March 1997  
REVISION DATE: December 11, 2014  
APPROVING AUTHORITY: President  #28  
Related Policy: N/A

## I. PURPOSE

- a. This is an operation procedure designed to implement the University Work Study Program (WSP). The purposes are:
  - i. To facilitate the operation of the Work Study Programs (Federal and Institutional) at Mansfield University.
  - ii. To correlate administrative practices with the Federal College Work Study guidelines.

## II. SCOPE

- a. The guidelines describe the process of selection and assignment of applicants for Work Study to departments requesting student employees.

## III. FORMS

- a. Job application to Student Registration and Financial Services (SRFS)
- b. Payroll forms including I-9, local tax, W-4, direct deposit, local service tax exemption and equal employment supplement to Human Resources

## IV. RESPONSIBILITIES

- a. Student
  - i. Complete and file the Free Application for Federal Student Aid prior to May 1<sup>st</sup> each year in preparation for the succeeding year.
  - ii. At the beginning of each semester, jobs will be posted online at <http://esd.mansfield.edu/work-study.cfm> . Students should apply for positions that coincide with their interest.
  - iii. After the department supervisor has hired the student and he/she has updated the system, SRFS certifies the SE-1 as processed. The notification of certification is acknowledged by the hiring supervisor through email. New student payroll forms are completed and returned to Human Resources.
  - iv. Student employees may work a maximum of 20 hours per week for the fall and spring semesters. A maximum of 37.5 hours per week during the summer sessions.

- b. Payroll Office
  - i. Process the biweekly payroll eTime process online by the individual departments.
  - ii. Input the Work Study information to generate amount award versus amount earned spreadsheets to SRFS and Controller's Office. These rosters will be utilized by the Student Registration and Financial Services Office and Payroll Office in their monitoring processes.
  - iii. Assist the SRFS Office to ensure federal eligible students are being paid from the correct fund, depending on their award.
  - iv. Assist in providing information to the SRFS Office if it is found that a non-enrolled student is employed.
  - v. At the beginning of each calendar year, notify individual departments of the student payroll schedule which must be followed during that calendar year.
  - vi. Monitors student balances and notifies both student and department of any problems in order to prevent students from over earning. This information is provided through reports available to supervisors/timekeepers in eTime.

## **V. PROCEDURE**

- a. Federal College Work Study funds are allocated to Mansfield University to be awarded to students who have need, as determined by an acceptable needs analysis system as processed by an approved agency. Currently, all students complete and apply on the Free Application for Federal Student Aid (FAFSA). Most frequently, Federal WSP awards are made by the SRFS Office as a portion of the total aid package that is necessary for students to continue in college.
- b. State Work Study funds are allocated by state agencies to be awarded to eligible students.
- c. Grant Work Study funds are allocated by the granting agencies to be awarded to eligible students.
- d. The University allocates Institutional Work Study funds from its operating budget. The purpose of institutional work study is to provide additional Work Study funds for students where federal funding and regulations prohibit such awards. The same awarding procedure is followed for those established for the federal program, although that need not be a factor.
- e. While ensuring the student's continuance in their educational experience, work-study funds also provide supplemental employees to the University and are, therefore, mutually beneficial to the student and to the institution.