

Student Employment/Referral Handbook

Southeast Missouri State University

Website information:
<http://www.semo.edu/financing/employment.htm>

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Other Sources

- [Student Employment Referral/Authorization](#)
- [I-9 \(Immigration & Naturalization Form\)](#)
- [Federal W-4](#)
- [State W-4](#)
- [Direct Deposit](#)
- [Earnings Request Form](#)

Contact Information

Student employment is supervised by Student Financial Services. Any and all questions related to student employment should be addressed to our office first. Brandy Crass and Cassandra Hicks will be happy to assist you. Please contact us at (573) 651-2253 or (573) 986-7447 (or via e-mail at bcrass@semo.edu). If you wish to visit us, our office is located in Academic Hall, Room 123. If you are mailing, please mail to MS 3740.

Workforce Development is overseen by Career Linkages. This office is located on the second floor of the University Center, Room 206. You can contact Chris Hinkle at (573) 651-2583 or email him at chinkle@semo.edu.

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Types of Student Employment

There are two types of student employment at Southeast: Federal Work Study and Regular Institutional Work. Federal Work Study is a federally funded program established to provide jobs for students who have financial need as demonstrated by their completion of a Free Application for Federal Student Aid (FAFSA). Students may be limited in earnings for this program. Students on Federal Work Study have two advantages over our Regular Institutional Work students: 1) When completing the FAFSA for the next academic school year, you can exclude your FWS earnings thus reducing your expected student contribution. 2) Since supervisors do not pay full salary from their budgets for Federal Work Study students, they usually prefer to hire a student who is eligible for Federal Work Study. Regular Institutional Work is funded through the University. Funds are allocated by University administration, not Student Financial Services. Funds can also be from grants for students employed by those projects.

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General Eligibility Requirements

To be eligible to participate in the student employment programs at Southeast Missouri State University, students must be enrolled in a minimum number of hours. Special, high school, provisionally admitted students, and students enrolled in the Intensive English Program are not eligible to work on campus.

- Citizens=6 hours
- International Undergraduate=12 hours
- International Graduate=9 hours
- International Graduate Assistant=6 hours

Any international exceptions must have a waiver from the International office. Any citizen exceptions must be graduating for the semester and have all required paperwork on file with the graduate office.

Students who graduate at the end of a semester are eligible to work until the commencement ceremony unless they are enrolled at least half time for the next semester. This includes all semesters of enrollment. Students who drop below enrollment requirements at any point during the fall and spring semester lose their work eligibility. Supervisors will be notified that the student must cease employment immediately upon receipt of the notice from Student Financial Services.

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Summer Eligibility Requirements

- Students are eligible to work during summer semester if they were either enrolled for six (6) or more credit hours in the spring semester **OR** will be enrolled in six (6) hours or more in the fall **OR** if they are enrolled in six (6) hours or more during the summer. High school seniors will need to be enrolled for the fall semester before employment can begin.
- Students who graduate in the spring semester are not eligible for summer student employment unless they are enrolled in summer courses or enrolled at least half time in fall courses.
- Students who graduate in the summer semester are eligible to work until commencement.
- During the summer, Christmas break, and spring break a student may work a maximum of 37.5 hours per week.
- During pre-session, regular, and 4 and 6 week summer sessions, FICA taxes will be withheld from student earnings for enrollment periods in which the student is not enrolled at least 3 hours.

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Multiple Jobs

Students may have more than one job on campus as long as the total number of hours worked does not exceed 20 hours per week. Student employees may not work more than five jobs concurrently in any one semester.

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Family Member Employment

Student employees may not be under the direct supervision of a member of their immediate family.

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Pet Care Policy

Student employees will adhere to the university policy regarding pets on campus.

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Posting a Position

Career Linkages assists departments in listing position openings. Students that are being rehired in a department may do so without going through Career Linkages, but all other departments must post their position openings through this office. Please contact [Career Linkages](#) for more information.

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Finding a Job

Available positions are located at Career Linkages (formerly Workforce Development), Room 206, University Center, and on our website at www.semo.edu/financing/employment.htm. Postings are numbered and students should review postings and notate the number of the job(s) in which they are interested.

Once students have identified a job(s) in which they are interested, they should obtain a [Student Employment Referral/Authorization](#) from Career Linkages or Student Financial Services. Students then meet with the Career Linkages office, determine whether they are eligible to interview for the job, complete an application, and receive a referral card from Career Linkages. It is recommended that students contact Career Linkages to schedule an appointment. Students must then arrange an interview with the supervisor.

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Required Paperwork for New Student Employees

When hired for a new position, students must take the [Student Employment Referral/Authorization](#), which can be obtained from Student Financial Services, to the supervisor for completion. Each job must have a separate [Student Employment Referral/Authorization](#). Students should then bring the completed form to Student Financial Services along with the required I-9 documentation such as a picture ID and original, signed Social Security Card (or original birth certificate). [All students, including international students, must have a social security number to work on campus.](#) A [quick reference](#) is available to aid students and supervisors in completing the Student Employment Referral/Authorization forms.

Students who are initial hires, have not previously worked on campus (Chartwells is not considered on-campus employment), must complete an [I-9 \(Immigration & Naturalization Form\)](#), present their original, signed Social Security Card (or original birth certificate) and picture ID (Driver's license or Student ID) for photo copying (or other acceptable documents as identified by the I-9), and also complete both the [Federal](#) and [State](#) W-4 forms at the time the completed Student Employment Referral/Authorization is submitted to Student Financial Services.

International students are required to bring their Passport/Visa, I-20 (or DS2019), I-94 and Social Security Card. They must also complete an [I-9 \(Immigration & Naturalization Form\)](#) and a Foreign National Information Form (which is available in Student Financial Services) for renewal of their I-9 eligibility each calendar year or at the time of their initial hire.

A checklist is located at the bottom of the Student Employment Referral and is used to verify that the student has submitted his/her completed paperwork for the job. This checklist will be verified by an employee of Student Financial Services and will indicate to the supervisor that the student employee has completed the necessary documents for employment. If the checklist is not completed, it will be up to the supervisor to verify that all the paperwork required for student employment has been received. Once all the documentation is obtained, it will need to be turned in to Student Financial Services. If a supervisor wishes to keep a copy of the work referral, that copy needs to be made before the Student Employment Referral/Authorization is turned in.

If the Student Employment Referral/Authorization or any accompanying forms are incomplete, the student and supervisor will be notified with a [Problem Notification](#). The student may not begin employment until all documentation has been received. Once it has been received, an e-mail will also be sent to the supervisor letting the supervisor know that the student has been cleared for employment. **STUDENTS ARE NOT ALLOWED TO START WORKING UNTIL THIS EMAIL IS RECEIVED.**

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Required Paperwork for Continuing Student Employees

Effective August 1, 2008 work referrals will not expire. Supervisors are responsible for notifying Student Financial Services when a student is terminated. If a student is not employed during the summer semester but plans on returning in the fall, they will still be considered an active employee and will not need to be terminated. Supervisors can access blank [Student Employment Referral/Authorizations](#) on the web. Supervisors are encouraged to only print as needed so that any changes to the work referral can take effect quickly.

Please note that work referrals received at the beginning of the semesters can take several days to process, so please get them in early.

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Payroll Processing and Deadlines

Payroll is not processed for students who do not have a current [Student Employment Referral/Authorization](#) and/or any of the required forms on file with Student Financial Services by 5:00 PM the Friday before the end of the pay period. It is the responsibility of the supervisor and/or the person designated by the department of hire to enter payroll information by submitting an [Earnings Request Form](#) for retroactive pay for students who were unable to be processed due to missing or incomplete documentation on the previous time reports.

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Pay Rates

All student employees must be paid at least the prevailing minimum wage. As of July 31, 2009 minimum wage is \$7.25. All departments set pay rates based on the parameters of the job. Raises are at the discretion of the department and supervisor.

Any position paying over \$8.00/hour must fill out a [Wage Rate Justification Form](#) and submit it through the proper channels of their department.

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Timesheets

Students keep track of hours worked each day on student [timesheets](#) located on the portal. Supervisors must approve all timesheets before they are processed. The Tuesday after

the pay period ends @ 12:00 noon is the deadline. Please note that the deadlines are subject to change based on the Human Resources calendar.

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Maximum Hours

Student employees are students first and employees second. Therefore they are limited to a maximum of 20 hours per week while classes are in session. This includes any week that a student has classes, regardless if there are only one or two days in the school week. During winter break, spring break and summer semester, students may work a maximum of 37.5 hours per week. These maximums apply to all students regardless of the number of jobs on campus.

Students who are Federal Work Study eligible will have limited eligibility on the Federal Work Study program. Federal Work Study maximums are governed by several factors: a) the total amount of our allocated funds, b) the individual student's eligibility, and c) the amount of other types of aid a student receives. Thus, students may have large amounts of eligibility at time of hire that may be reduced based on receipt of other types of aid to the student.

When students on the Federal Institutional Work program have earned within \$500 (and again at \$200) of their maximum allowable work award, an e-mail will be sent to the student and the supervisor. Please pay attention to the dates in the e-mail sent. Oftentimes the e-mails are a pay period behind. The supervisor and student will need to decide on an appropriate course of action. This may include reducing the student's hours, termination, or converting the students' hours to regular work. Once the student runs out of Federal Work Study funds, their employment will be automatically converted to regular employment. If the department does not wish to continue employing this individual because of this change, they must [contact Student Financial Services](#) immediately.

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Overtime Pay

Student employees should never be scheduled in excess of 40 hours per week. However, there are emergency situations where a student may be required to work overtime. In these rare circumstances, a student employee who works overtime (beyond 40 hours per week) must be paid overtime pay. SFS should be notified immediately.

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Stipends or Lump Sum Payments

All procedures are the same even for a one-time only payment to a student. All [necessary paperwork](#) must be completed before payment is made. Payment must be made bi-weekly. No monthly payment may be made to the student. All stipends and lump sum payments will be paid from Regular Institutional Work funds. Federal regulations prohibit this type of payment from Federal Work Study funds.

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Paycheck Disbursement

Students are paid on a bi-weekly basis. Students should note that it could take up to four (4) weeks before they receive their first paycheck depending on their initial date of hire. Paychecks are distributed to the department indicated on the Student Employment Referral/Authorization.

Check locations are important even if a student has direct deposit. Check location is important for many other reasons such as W-2's. Therefore, the check location will be changed to reflect the most current job submitted, unless notified otherwise. If a student wishes to change their check location, they need to send an e-mail to [SFS](#) with the new check location. This may take one pay cycle for this change to be effective.

One check will be issued regardless of how many jobs a student may have. If the department does not receive the check, the department should [contact SFS](#) to see if the check was routed to a different department. Checks will be sent to the location of the most recent work referral.

Supervisors can also check PEAEMPL to determine what department the check was issued to. Students who want their check mailed should provide a self-addressed stamped envelope to the supervisor with instructions.

Students who want their paycheck deposited to their bank accounts may request this by completing the [Direct Deposit Form](#) available in Student Financial Services.

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W-2 Forms

The Payroll Office issues W-2 forms by the end of January each year. Any questions concerning W-2's should be directed toward the payroll office.

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Possible Reasons for Not Receiving a Check

- The student failed to complete a Student Employment Referral/Authorization. A new [Student Employment Referral/Authorization](#) is required for each new position at the university. It is the responsibility of the hiring supervisor to ensure that the student employee completes the Student Employment Referral/Authorization and corresponding documents and that it is received by Student Financial Services by the appropriate deadline.
- The Student Employment Referral/Authorization was not received in time to be processed before the bi-weekly cutoff date. If the Student Employment Referral/Authorization was late, the supervisor will need to submit an [Earnings Request Form](#). During peak times (the beginning of the fall semester and spring semester), it may take up to three business days processing time in Student Financial Services. (Please see Payroll Processing and Deadlines for an explanation of Earnings Request Form.)
- Student Financial Services does not have a completed [I-9 Form](#) or [State](#) or [Federal](#) W-4 Form. Student may also be missing I-9 documentation such as picture ID and birth certificate or social security card.
- Time was not entered by the student or the supervisor failed to approve the student's time.

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Benefits

- Unemployment benefits are not accrued as a result of student employment.
- Students are not eligible for sick leave, vacation, or holiday pay.
- Overtime is defined as work in excess of 40 hours per week. A student employee should never be scheduled for overtime work.
- Students who are paid through Federal Work Study funds cannot be compensated on a salary, commission, or fee arrangement.

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Breaks

Students working a consecutive four (4) hour period are entitled to a 15-minute break with pay. Students working a full eight (8) hour day should receive two 15-minute breaks with pay and not less than a 30 minute lunch break without pay. Paid breaks may not be taken at the beginning or end of a work period and are not cumulative. Breaks should be taken when they will not place an undue burden on the department. Under no circumstances should students be paid for lunch breaks.

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Workmen's Compensation

All injuries that occur on the job, no matter how minor, must be reported to the student's supervisor immediately. All job related injuries are covered by Workmen's Compensation; however, the proper paperwork must be completed before the benefits can be claimed. Contact the Benefits Office for further information.

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Sexual Harassment

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended. It is therefore the policy of Southeast Missouri State University to provide an academic and work environment free of discriminatory intimidation whether based on sex, race, religion, or national origin. It is the expressed position of the University that harassment, whether sexual, racial, etc., generates a harmful atmosphere counter to the requirements of an academic and work environment necessary for free inquiry and personal growth and development to occur.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is expressly prohibited within the University, its activities, and programs when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or the basis for admission to, performance in, or completion of an educational program;
- Submission to or rejection of such conduct is used either explicitly or implicitly as the basis for employment or evaluative decisions affecting such individual, or;

- Such conduct has the purpose or effect of substantially interfering with the individual's work or academic performance, or creating an intimidating, hostile, or offensive working or learning environment.

Refer to the Southeast Business Policy and Procedure Manual Classification Code 03-05 for specific guidance. Employees found in violation of the policy shall be subject to disciplinary action and/or termination. Students found in violation of this policy shall be subject to the campus judicial system with disciplinary action, suspension, or dismissal as remedies. All questions related to this policy should be directed to the Assistant to the President for Equity Issues.

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Confidentiality

Students who, in performing their on-campus job, have access to confidential information must complete the [Confidentiality Form](#). This form outlines the responsibilities of students to not reveal any information they learn about other students, faculty, or staff in the course of their job. Students who violate this policy may be dismissed from their job. This form should be kept by the immediate supervisor and should not be returned to Student Financial Services. The completion of this form is at the discretion of the immediate supervisor.

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Absences

Student employees should notify the supervisor no later than the beginning of the scheduled work period when they are unable to work. In the case of an extended absence, the anticipated duration should be reported to the supervisor as soon as possible. The supervisor is responsible for authorizing all absences.

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Dress Code

There is no dress code for student employees. However, in many instances students work with the public and should represent the department and University in a professional manner. Students should discuss how they should dress for work with their immediate supervisor.

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Homework

At no time should a student employee do homework or study for a test at work.

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Grievance Procedures

We hope that minor disagreements between student employees and their employers can be worked out without resorting to the formal grievance procedures described below. However, these procedures must be followed if there is a serious problem associated with student employment.

Normal review requires students with employment problems to bring them to the attention of their immediate supervisor in order to seek mutually satisfactory solutions. When problems cannot be resolved in this manner, students should bring their grievances to Student Financial Services to either the Coordinator for Student Employment or the Director. Depending on the nature of the grievance, Student Financial Services may refer students to other persons for counsel.

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Termination

While student on-campus employment is a learning experience for many, it is still a job and carries with it all the responsibilities of any job found off-campus. Students must maintain the proper attitude and behavior on the job and perform the required task in an acceptable manner.

A report will be sent to supervisors indicating students that have been on their payroll for more than 6 months but have not been paid. It is the supervisor's responsibility to notify our office that these students have been terminated.

Students who do not carry out their responsibilities after sufficient warning by the supervisor will be terminated from their job.

Reasons for termination:

1. Failure to report to work.
2. Failure to report to work at scheduled times.
3. Poor attitude.
4. Insubordination.
5. Failure or inability to perform the tasks required.

6. Repeated tardiness.
7. Falsification of time sheets.
8. Theft or embezzlement.
9. Destruction of University property.
10. Threats or use of physical force.
11. Any illegal activities conducted on university property including alcohol or drug use.
12. Student communicates confidential job related information to unauthorized person(s).

Process for termination:

1. All previous counselings or warnings must be documented and signed by both the supervisor and the student employee.
2. A Notice of Termination can be e-mailed to [Student Financial Services](#). You will need to include the student's name, Southeast ID, organization number, position number, date of termination, and the reasons for termination (if desired).
3. If the reason for termination is in items 7 through 12, the student's employment will be cancelled and the student notified in writing. The student will not be allowed to work on campus for two semesters following the termination.

Other reasons for termination:

1. Student chooses to resign.
2. Student drops below half-time enrollment.
3. Student earns the maximum award authorized.
4. Job is no longer necessary to department.

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Student's Rights and Responsibilities

- It is the student's responsibility to submit a signed [Student Employment Referral/Authorization](#), [I-9](#), [Federal](#) and [State](#) W-4 Forms, an original signed Social Security Card, and a picture ID prior to commencing work.
- It is the student's responsibility to follow all instructions regarding the completion of a [time sheet](#).
- The student is expected to arrive at work on time and work the hours scheduled. Further, the student should notify his or her supervisor as early as possible in the event that he or she will be unable to work.

- It is the student's responsibility to perform an hour's work for an hour's pay. Even though a student has been given a work study award, the supervisor is under no obligation to employ the student. If the student is not performing the duties and responsibilities of the job, the supervisor can terminate the student's employment.
- The student has the right to expect that his or her hours worked will be submitted to the Payroll Office by the 12:00PM Tuesday deadline established by the Payroll Office.
- The student has the right to expect adequate training that will allow him or her to function satisfactorily in the job.
- The student was hired to do a job and do it well. The time a student is scheduled to work should not be used to study for a test or to do homework.
- The student is expected to always remember that confidentiality is of the utmost importance and to never share information that he or she has access to with anyone. Failure to follow this rule can result in immediate termination of employment.

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Frequently Asked Questions

What if I lost my Social Security Card or my mom has it locked away in our Safety Deposit Box?

The Immigration and Naturalization Service requires a copy of your original, signed Social Security Card. If yours was lost or stolen or is at home locked away, you can apply for a duplicate card at the Social Security Administration Building, 2445 Cape Center Dr., Suite 101, Cape Girardeau.

How do I fill out the W-4 forms?

Student Financial Services is not trained to give you tax information. However, you can either contact the Payroll Office here on campus, a Tax Consultant, or your parents for assistance. You can call the Internal Revenue Service as well to help you answer questions at 1-800-829-1040. Remember, on all legal documents you are required to use a blue or black ink pen and not a pencil.

Why are so many/so few taxes being taken out of my paycheck?

The Payroll System uses the same guidelines and tables as all places of employment. The amount of tax withheld depends on two things: 1) what you have claimed on the W-4, and 2) the gross amount of your paycheck. As a rule, student employees working 20 hours a week at minimum wage do not gross enough for tax to be withheld. Students enrolled in at least six hours (3 during

summer months) are exempt from paying FICA. International students are somewhat different and are handled on an individual basis.

When and/or where can I get my paycheck?

You will pick up your paycheck in the department you work. If you work in two or more departments, you need to specify where to deliver the check on the Student Employment Referral/Authorization. You will be paid on Friday every two weeks throughout the year, unless payday falls on a holiday or a break period. You also have the option of having your check deposited into your checking or savings account. You must complete the [Direct Deposit Form](#), complete it, and attach a voided check.

Am I on Federal Work Study? Why not? How can I be?

In order to be awarded Federal Work Study, you must first complete the Free Application for Federal Student Aid ([FAFSA](#)) and indicate an interest in student employment by March 1 and show financial need. If you would like to be considered for Federal Work Study and you do have financial need as determined by Student Financial Services, you can be placed on a waiting list. You will be notified at a later date if you are awarded Federal Work Study.

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I-9 Certification

- ⇒ Students may not submit copies (including faxes) of their I-9 documentation. Their **ORIGINAL** documentation must be provided.
- ⇒ Larger departments on campus will be required to complete I-9's for their student workers. These departments include: Admissions, Annual Giving, Art, Biology, Bookstore, Chemistry, Child Enrichment Center, DPS, Facilities, Foreign Languages, IET, IT, Kent, LAP/DSS, Mathematics, Music Academy, Physics, Rec Services, Res Life, River Campus, Show Me Center, Textbook Rental, Tutorial Services, UC Activities & Information Desk.
- ⇒ Sikeston, Malden, and Kennett Campuses will need to complete their own I-9's as well.
- ⇒ Large departments that hire 15 or more student employees at once may call SFS to arrange for an employment specialist to assist with the completion of the I-9 documentation.
- ⇒ International students must still complete all paperwork with Student Financial Services.
- ⇒ All other departments are encouraged to complete I-9 forms.
- ⇒ Section 1 must be completely filled out and signed by the student.
- ⇒ Section 2 must be completed and signed by the person viewing the original I-9 documents. Listed below is a sample of several different ways an I-9 can be completed.
- ⇒ Expired documents cannot be used for I-9 verification purposes.
- ⇒ Copies of I-9 documentation must be attached.

Section 2. Employer Review and Verification *(To be completed and signed by employer. Examine one document from LIST A OR examine one document from LIST B and one from LIST C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)*

List A	OR	List B	AND	List C
Document title: <u>Passport</u>		Drivers License OR / ID		Soc Sec Card OR / Birth Cert.
Issuing authority: <u>USA</u>		<u>MO</u> / <u>SEMO</u>		/ <u>MO</u>
Document # <u>A123456789</u>		<u>C6201208734</u> / <u>S0#</u>		<u>123456789</u> / <u>124-86-5623</u>
Expiration date: <u>12/24/2018</u>		<u>1/1/2015</u>		
Document # _____				
Expiration date: _____				

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) **08/18/2010** and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

<small>Signature of Employer or Authorized Representative</small> John Doe	<small>Print Name</small> John Doe	<small>Title</small> Director
<small>Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)</small> SEMO University, One University Plaza, Cape Girardeau, MO 63701		<small>Date (month/day/year)</small> 3/22/2010

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Work Referral Process – Quick Reference

Student Employment Referral Authorization Student Financial Services - MS 3740

Last Name										First Name										M
S O																				
Banner ID Number										Social Security Number (SSN)										
										Date of Birth (MO/Day/Year)										
Southeast Key E-mail																				
DO YOU HAVE MORE THAN ONE JOB ON CAMPUS?										YES										NO
IF YES, WHERE DO YOU WANT YOUR CHECK SENT?																				
INTERNATIONAL STUDENTS ONLY ----										Citizenship Information if Other than U.S. Citizen										
Visa Type										Country										Visa Expiration Date

STUDENT EMPLOYEE ELIGIBILITY AND RESPONSIBILITIES:

- You must complete and have on file with Student Financial Services, employment eligibility verification documentation for Immigration/Naturalization requirements (I-9). ORIGINAL SOCIAL SECURITY CARD and a picture ID, such as a driver's license or a current, valid passport are examples of acceptable documents. International students are required to complete I-9 information at the beginning of each calendar year.
- You must schedule an appointment with the supervisor to interview for the available position. Securing employment is YOUR responsibility; you must pursue, apply and compete for the available position. You must be enrolled as at least a half-time student in a degree-seeking program during the Fall and Spring semesters. Work awards may require adjustments if other aid resources change, or you may be notified to terminate on-campus employment based on restrictions imposed by Federal regulations.
- Students will be held accountable for knowing the information found in the student handbook. The complete handbook can be viewed at: http://www.semo.edu/pdf/sfs/SFS_SupervisorsHandbook.pdf.

THE REFERRAL/AUTHORIZATION FORM MUST BE COMPLETED BY STUDENT FINANCIAL SERVICES AND YOUR SUPERVISOR BEFORE BEGINNING EMPLOYMENT. UNTIL THIS FORM IS COMPLETELY PROCESSED, A STUDENT MAY NOT WORK OR BE PAID FOR HOURS WORKED.

Previous civil or college discipline. MUST BE COMPLETED with a number.

<input type="checkbox"/>	1. None	2. Convicted of a misdemeanor other than a traffic violation
<input type="checkbox"/>	3. Convicted of a Felony	4. Suspended, dismissed or expelled from any educational program or institution

NOTE: codes 2, 3 and 4 must be fully detailed as to date, location, actions, etc. on a separate sheet. Attach the sheet to this Referral Authorization and submit to Student Financial Services, Academic Hall Room 123, MS 3740. For questions regarding this, please call 986-7447.

I affirm that all information supplied is complete and accurate. I understand that any misrepresentation or change of facts may affect my eligibility to work at or attend this University.

Student's Signature _____ Date _____

EMPLOYER INSTRUCTIONS: ALL items in this section must be completed. The Student must return the work referral to Student Financial Services, in person. Incomplete referrals will not be processed.

UNTIL THIS FORM IS COMPLETELY PROCESSED, A STUDENT MAY NOT WORK OR BE PAID FOR HOURS WORKED.

A confirmation e-mail will be sent to the time approver once work referral has been completely processed.

Dept. Time Entry <input type="checkbox"/>	Dept. Name _____	Southeast Supervisor ID: _____
Mail Stop Code _____	Phone No. _____	Signature of Supervisor: _____
Index _____	Student Employee Position # _____	Position # of approver: _____
Organization (if different than index) _____	Start Date _____	Stop Date _____
Stipend _____	Lump Sum Payment _____	Time sheet Approver (print): _____
Wage Rate _____		

NOTE: Work Limits
20 hours/week max - Fall & Spring Semesters
37.5 hours/week max - Summer sem/winter/spring break only

Earnings Type: _____ Regular _____	Work Study Award amt. _____	Issued by: _____
_____ ID _____ SSC _____ I9 _____	MO W-4 _____ Federal W-4 _____	Federal _____ State _____

- Student Employment Referral Authorization will be processed in the order in which they are received.
- Any problem associated will result in the delay of processing the referral. This may affect the pay date of the students' check.
- All work referrals must be received by SFS no later than 5:00 on the Friday before the ending pay period. Failure to turn the work referral in and all corresponding documents by this date could delay the processing of the students' check.
- Student Financial Services should be notified of any terminations as they occur. Departments may do this by sending an e-mail with the student's name, Southeast ID, Organization Number, Position number, date of termination, and the reason for termination. The student will then be terminated as of the last date of the current pay period. If SFS is not notified, student will continuously appear on departmental time sheets. Termination notices will only be accepted from the supervisor and not the student.
- Student Financial Services will send out semester lists of students employed in that department. Supervisors must make any changes and return to SFS.
- All international students must fill out new tax information every calendar year. Therefore, every international student that will be employed as of January 1 needs to stop by SFS with their visa, passport, I-94 & I-20 information in the month of December/January. Failure to do so will result in termination.
- All job postings need to go through Career Linkages.

Student Referral Section

1. This section is self-explanatory. The student should enter their last name, first name, Southeast ID (Banner ID), Social Security Number, Southeast e-mail address, and Date of Birth.
2. If you have more than one job on campus, select yes and then please let us know which job you would prefer the check sent to. If you mark no, the check will go to the job indicated on this work referral. If the student wishes to change this at a later date, the student or supervisor can send an e-mail to Student Financial Services or pick up a "Student Payroll Information Change" form from our office, AC123.
3. This box is for international students only. International students must enter their visa type, country, and visa expiration date.
4. Previous or Civil College Discipline. This is the number one problem with work referrals. Students must enter a 1, 2, 3, or 4 in this box. Please **DO NOT** leave it

blank, mark it with X's or √'s. These are incorrect and the work referral will **NOT** be processed. If a 2, 3, or 4 is entered, student must submit a statement of the actions, date and location of event.

5. Student must sign and date work referral here.
-

Employer Referral Section

6. Department Name, Mail Stop, and extension should be entered. If the department wishes to enter the students' time for them, the Dept. Time Entry box should be checked.
7. Index of the department should be entered here. This is a 6-digit number and usually starts with a 1XXXXX. Grant-funded programs will start with a 2XXXXX. This information must be entered and cannot be left blank.
8. If the Position number is unknown, please use the Position Number table provided. This file is in numeric order of organizational codes (This number is the same as the index for all non-grant-funded programs). If you are still unsure or do not see your index in the file, please leave this field blank. If your student is work-study eligible, we will make appropriate changes in our office. If you have questions about a students' work-study eligibility, please contact [Student Financial Services](#). We will be happy to assist you.
9. Please enter the organization number here if you are a grant funded program (your index is 2XXXXX).
10. The start date that the employee will start should be entered here. If this is left blank, we will process the work referral using the date the work referral was processed by Student Financial Services. If a student does work prior to the start date a new work referral will need to be completed. For stipends, the first date of the pay period must be used. Due to changes in federal regulations, we must now e-verify every employee at the university. This requires the hire date to be within 3 days of the processing date. Since it can take up to 3 days to process, it is the policy of the university not to work a student until the work referral has been processed and an e-mail confirmation has been received. Failure to comply can result in a fine of \$100-\$1,000 per individual. Each infraction would be charged to the department responsible.
11. The stop date in which the department wishes to end the students' employment should be entered here. As of August 2008, work referrals will no longer expire. Supervisors will receive quarterly reports from SFS indicating the students who are listed under that Index. Any changes that need to be made can be submitted at that time. However, if a student does not work within a 6-month period, they will be terminated and a new work referral will need to be submitted.

12. If a student is receiving a stipend of some sort, please indicate the full amount here, put a / and indicate the number of pay periods. Example: Student is receiving \$1100 for the semester and there are 8 remaining pay periods. Write in \$1100/8. Please refer to the [Pay Periods](#) table to determine the number of remaining pay periods. If the stipend is for the fall & spring semesters, please include the Christmas break dates. This will help to ensure that the student's check amounts are equal throughout the school year. Adjustments to the payment may need to be made by SFS to adjust for payroll processing deadlines.
13. Lump Sum Payment should only be used for one-time-only payments. Please enter the full amount here. Start and stop dates may need to be made by SFS to adjust for payroll processing deadlines.
14. Please indicate the wage rate that the student is receiving. If this is left blank, the student will be paid minimum wage.
15. Please enter the Southeast ID of the direct supervisor of the student.
16. Work referral must be signed by the direct supervisor.
17. Please enter the position number of the approver. This is **NOT** the Southeast ID. Supervisor position numbers can be found on personal timesheets. It usually starts with a F (faculty), S (staff), or G (grant) and is followed by a 5-digit number.
18. Please enter the name of the person approving/entering the time.

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Student Work Referral Problem Notification

TO:

FROM: Student Financial Services, MS3740

DATE: April 18, 2011

RE:

We cannot continue to process the Student Employment Referral Authorization form for the student above due to the following:

_____ Federal W-4 not on file. Please visit <http://www.irs.gov/pub/irs-pdf/fw4.pdf> to complete this form.

_____ Missouri W-4 not on file. Please visit http://dor.mo.gov/forms/MO-W-4_2011.pdf to complete this form.

_____ Employment Eligibility Verification (I9) not on file. Students who have not completed the I-9 information are working illegally. They must **CEASE EMPLOYMENT** until the proper paperwork is completed and on file with Student Financial Services. Please visit <http://www.uscis.gov/files/form/i-9.pdf> to obtain this form.

_____ Copy of Social Security Card or Birth Certificate

_____ Visa/Passport

_____ Picture ID (Driver's License or Student ID)

_____ Previous civil or college discipline not completed on referral. Student needs to call 986-7447, to complete this.

_____ Student is an international student and must come to Student Financial Services to complete paperwork. Please bring visa, passport, I-20, & Social Security Card (if you have one).

_____ Student is ineligible to work. Student needs to cease employment as of the date on this notice. Contact our office at Ext. 7447 for specific information regarding student ineligibility.

_____ Other:



Please notify the student to come to Student Financial Services in order to complete the proper paperwork. If you have any further questions, please contact Student Financial Services, at Ext. 7447. Thank you for your timely attention to this matter.

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Web Time Entry

Experience Southeast...*Experience Success*

Web Time Entry Temporary and Student Employees

1. Access the Employee portal using your SE Key.
 2. Open Southeast Self Service.
 3. Click **Employee**.
 4. Click **Timesheet**.
 5. Select position wanting to enter time using radio button to the right of position.
 6. Select time sheet period from drop-down list, click

 7. Click on the **Enter Hours** under the date column you wish to claim time.
 8. Type **Time In** and **Time Out** (in 15 minute intervals) and select **AM** or **PM**.
Click 
- Note:** You must enter hours worked in order to get paid if no hours are present.
9. When finished with time sheet click **Preview** to verify time entries. To print timesheet, set printer to landscape.
 10. Click **Comments** to leave messages for the supervisor.
 11. Click **Submit**, enter verification information and click **OK**.

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Confidentiality Agreement

As a student employee in _____, I understand that I will be working with sensitive and confidential information.

I understand that what I learn in this office about University students and University business must remain in this office and is not to be discussed with anyone else, including the student involved.

I also understand that I cannot access confidential information for any reason other than what I have been asked to do by my supervisor.

I understand that the “Students’ Code of Conduct” applies to my conduct at work as well as elsewhere on campus.

I understand that I am jeopardizing my employment and potentially subjecting the University to litigation for violation of the Family Educational Rights and Privacy Act (Buckley Amendment), if I break the confidentiality of this office. If I violate any portion of the Code of Conduct, I will be held accountable by the University Judicial system.

Student’s Signature

Date

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Pay Periods

2010-2011

2011-2012

FALL PAY PERIODS

Schedule	Beginning	Ending	Ck Date
18	8/15/2010	8/28/2010	9/10/2010
19	8/29/2010	9/11/2010	9/24/2010
20	9/12/2010	9/25/2010	10/8/2010
21	9/26/2010	10/9/2010	10/22/2010
22	10/10/2010	10/23/2010	11/5/2010
23	10/24/2010	11/6/2010	11/19/2010
24	11/7/2010	11/20/2010	12/3/2010
25	11/21/2010	12/4/2010	12/17/2010
26	12/5/2010	12/18/2010	12/31/2010

FALL PAY PERIODS

Schedule	Beginning	Ending	Ck Date
18	8/14/2011	8/27/2011	9/9/2011
19	8/28/2011	9/10/2011	9/23/2011
20	9/11/2011	9/24/2011	10/7/2011
21	9/25/2011	10/8/2011	10/21/2011
22	10/9/2011	10/22/2011	11/4/2011
23	10/23/2011	11/5/2011	11/18/2011
24	11/6/2011	11/19/2011	12/2/2011
25	11/20/2011	12/3/2011	12/16/2011
26	12/4/2011	12/17/2011	12/30/2011

SPRING PAY PERIODS

Schedule	Beginning	Ending	Ck Date
1	12/19/2010	1/1/2011	1/14/2011
2	1/2/2011	1/15/2011	1/28/2011
3	1/16/2011	1/29/2011	2/11/2011
4	1/30/2011	2/12/2011	2/25/2011
5	2/13/2011	2/26/2011	3/11/2011
6	2/27/2011	3/12/2011	3/25/2011
7	3/13/2011	3/26/2011	4/8/2011
8	3/27/2011	4/9/2011	4/22/2011
9	4/10/2011	4/23/2011	5/6/2011
10	4/24/2011	5/7/2011	5/20/2011

SPRING PAY PERIODS

Schedule	Beginning	Ending	Ck Date
1	12/18/2011	12/31/2011	1/13/2012
2	1/1/2012	1/14/2012	1/27/2012
3	1/15/2012	1/28/2012	2/10/2012
4	1/29/2012	2/11/2012	2/24/2012
5	2/12/2012	2/25/2012	3/9/2012
6	2/26/2012	3/10/2012	3/23/2012
7	3/11/2012	3/24/2012	4/6/2012
8	3/25/2012	4/7/2012	4/20/2012
9	4/8/2012	4/21/2012	5/4/2012
10	4/22/2012	5/5/2012	5/18/2012

SUMMER PAY PERIODS

Schedule	Beginning	Ending	Ck Date
11	5/8/2011	5/21/2011	6/3/2011
12	5/22/2011	6/4/2011	6/17/2011
13	6/5/2011	6/18/2011	7/1/2011
14	6/19/2011	7/2/2011	7/15/2011
15	7/3/2011	7/16/2011	7/29/2011
16	7/17/2011	7/30/2011	8/12/2011
17	7/31/2011	8/13/2011	8/26/2011

SUMMER PAY PERIODS

Schedule	Beginning	Ending	Ck Date
11	5/6/2012	5/19/2012	6/1/2012
12	5/20/2012	6/2/2012	6/15/2012
13	6/3/2012	6/16/2012	6/29/2012
14	6/17/2012	6/30/2012	7/13/2012
15	7/1/2012	7/14/2012	7/27/2012
16	7/15/2012	7/28/2012	8/10/2012
17	7/29/2012	8/11/2012	8/24/2012

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Position Numbers

100001	9859	100239	9896	100431	9826	100800	9805	101170	9797	101973	9704
100009	9861	100246	9897	100440	9791	100801	9952	101171	9799	101981	9715
100012	9750	100250	9898	100442	9788	100803	9807	101185	9779	101982	9660
100037	9853	100254	9899	100443	9780	100809	9811	101200	9977	102020	9653
100040	9862	100258	9900	100444	9786	100810	9953	101202	9813	102035	9696
100058	9864	100265	9901	100447	9730	100818	9812	101205	9978	102061	9652
100067	9865	100266	9736	100455	9790	100830	9823	101207	9979	102078	9654
100072	9866	100268	9843	100457	9639	100835	9710	101210	9793	102124	9670
100074	9867	100271	9902	100467	9760	100878	9956	101211	9753	102139	9658
100094	9868	100273	9903	100480	9692	100879	9957	101212	9980	102152	9659
100097	9869	100276	9752	100481	9756	100882	9958	101213	9981	102153	9687
100101	9870	100277	9904	100482	9787	100891	9821	101217	9983	102156	9684
100106	9871	100281	9848	100484	9720	100892	9820	101218	9719	102189	9672
100119	9872	100288	9907	100485	9726	100895	9959	101219	9693	102197	9628
100122	9873	100295	9850	100486	9745	100897	9960	101220	9815	102198	9675
100124	9874	100302	9909	100488	9784	100902	9961	101221	9984	102220	9668
100125	9734	100304	9910	100494	9789	100916	9816	101228	9985	102227	9640
100128	9827	100313	9911	100499	9645	100923	9963	101236	9641	102255	9655
100132	9831	100314	9607	100500	9776	100928	9964	101240	9857	102257	9636
100144	9876	100315	9616	100518	9774	100938	9965	101241	9987	102276	9637
100145	9830	100318	9724	100526	9785	100946	9966	101244	9764	102283	9643
100149	9878	100322	9912	100532	9685	100947	9806	101245	9737	102284	9667
100151	9879	100325	9913	100535	9852	100950	9809	101247	9749	102291	9657
100154	9880	100326	9835	100537	9934	100992	9967	101248	9851	102304	9646
100156	9773	100333	9914	100541	9782	100993	9818	101249	9988	102305	9662
100157	9841	100336	9915	100542	9935	101007	9824	101342	9699	102320	9642
100159	9881	100340	9916	100545	9651	101009	9822	101396	9649	102323	9622
100164	9840	100342	9669	100546	9855	101011	9970	101409	9771	102330	9665
100165	9882	100345	9917	100547	9936	101020	9661	101836	9683	102333	9644
100171	9829	100355	9856	100550	9619	101023	9971	101854	9992	102334	9663
100173	9883	100358	9919	100551	9937	101059	9972	101855	9993	102361	9656
100180	9884	100362	9920	100595	9938	101068	9766	101861	9682	102363	9615
100187	9885	100364	9921	100599	9939	101107	9677	101866	9849	102391	9613
100188	9757	100369	9723	100603	9941	101116	9794	101869	9817	102397	9635
100190	9706	100372	9923	100605	9942	101118	9738	101872	9768	102422	9621
100193	9886	100373	9759	100609	9671	101125	9795	101876	9625	102426	9617
100196	9633	100375	9924	100613	9740	101130	9796	101888	9634	102434	9630
100199	9887	100380	9925	100616	9943	101134	9974	101896	9608	102440	9638

100202	9888	100387	9832	100617	9944	101143	9718	101907	9709	102456	9627
100205	9858	100390	9927	100618	9945	101150	9975	101909	9996	102465	9618
100210	9889	100395	9833	100619	9946	101154	9735	101918	9721	102473	9632
100212	9664	100397	9928	100623	9947	101156	9801	101920	9711	102488	9623
100216	9890	100399	9754	100786	9792	101158	9804	101924	9743	102514	9624
100221	9891	100404	9834	100788	9717	101163	9802	101936	9650	102527	9610
100225	9893	100405	9666	100791	9949	101164	9976	101918	9721	102574	9609
100226	9676	100410	9929	100792	9769	101165	9803	101952	9741	102633	9606
100231	9894	100422	9727	100797	9808	101168	9798	101959	9716	102656	9611
100232	9895	100428	9932	100798	9951	101169	9783	101968	9702		

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Wage Rate Justification Form

Date: _____

MEMORANDUM

TO: Student Employment Specialist

FROM:

RE: Student: _____
SO# _____

This memo is to justify paying the student referenced above in excess of \$8.00 / per hour.

1. **Duties / Responsibilities:**

2. **Qualifications / Experience / Education:**

Comments:

I hereby authorized the above pay rate.

Supervisor's signature

Dept. Head/Director or Dept. Chair

Dean or Administrative Director

President/Vice President/Provost

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Other Sources

[Student Employment Referral/Authorization](#)

[I-9 \(Immigration & Naturalization Form\)](#)

[Federal W-4](#)

[State W-4](#)

[Direct Deposit](#)

[Earnings Request Form](#)

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