

Student Employee Supervisors:

Attached you will find the packet for the annual Student Employment Supervisor's meeting. We have decided to provide this information electronically again this year. Please print the attached packet and carefully read **all** sections. There is a lot of information included in the packet and this email. Please read it carefully to ensure your students are eligible to work and cleared in a timely manner. Below is a listing of all pages included in the packet, along with some extra information.

1. Important Deadlines and Dates

Please note the 10-11 academic term ends 5/15/11. All students will be removed from payroll at that time. If you are planning for them to work during the summer, all forms must be complete and in our office for students to be eligible to work as of 5/16/11.

2. Student Employment Checklist - US Residents

3. Student Employment Checklist - International Students

4. Student Employment Job Vacancy Form

Please submit Summer Vacancies to PH 340 by March 25, 2011

5. Student Employment Evaluation Form MEMO

6. Student Employment Evaluation Form

Please submit 10-11 Student Employment Evaluation to PH 318 by April, 15 2011

7. Student Employment Termination Form

Please remember, you only need to submit a termination form when a student is being removed from payroll prior to the end date of the academic year (5/15/11). If they are working through the end of the spring semester, a termination form is not needed. (Ex. A student is graduating in May, no termination form is needed. If a student is graduation in Dec, a termination would be needed.)

8. Summer Student Employees MEMO

9. 2011-2012 Student Employees MEMO

10. Helpful Hints

Request Forms

We use a color coded system for our request forms. Therefore, request forms are only available in our office. Please use the most up-to-date version and send originals to our office. Either stop by the Student Employment Office (Potter Hall 318) to pick up new forms or send an email to fa.employment@wku.edu with the following information: Name, WKU campus mail address, No. of Yellow Summer Requests needed, No. of Purple Requests needed. If the forms you have do not say "Updated 11/11/10" in the lower right hand corner, you need to request new forms from our office. Also, we need one request per student, per index number. If you are paying from multiple index numbers, we will need multiple request forms.

Notes: Since many students are working at locations other than the main campus, please make sure to note this on the request form (on the "Notes" line) if the student is working at another location, i.e., Elizabethtown, Owensboro, Glasgow, etc. Also, please list in the notes section if the assignment has an end date prior to the last day of the spring semester or you want a student removed from payroll on a particular date. Please list any special instructions on the "Notes" line. Highlighting any notes will help bring our attention to your special request.

To ensure students are cleared in a timely manner, please adhere to the deadlines listed on the first page of the packet.

Please feel free to forward this information to anyone who works with student employees in your department. Questions can be sent to fa.employment@wku.edu or you may call (270)745.5513. Thank you for making student employment successful.

Thanks,
Stephanie

IMPORTANT DEADLINES

Summer Job Vacancies – Due March 25, 2011

Summer Requests – Due April 1, 2011

Evaluations – Due April 15, 2011

Fall Requests – Due June 17 , 2011

Fall Job Vacancies – Due June 3, 2011

IMPORTANT DATES

Spring 2011 – 1/24/11 - 5/15/11

Requires 2010-2011 FAFSA

Summer 2010 – 5/16/11 - 8/21/11

Requires 2011-2012 FAFSA

Yellow Summer Student Employment Request Form

Fall 2010/Spring 2011 – 8/22/11 - 5/13/12

Requires 2011-2012 FAFSA

New Purple Request form required for all students

Priority Deadline

Students should submit their 2011-2012 FAFSA by June 30, 2011 to ensure adequate processing time by our office to get all students cleared and on the fall payroll by the middle of August. Since the first payroll is a split payroll (one week summer and one week fall), all students must be cleared prior to the start of that payroll to avoid time reporting issues. Therefore, all students who will be working in the fall must be cleared and on payroll by 8/12/11.

Helpful Tip-

Only two request forms should be completed each year for a student (as long as the student is continuously working on the same index number):

One for the academic year (for both the fall and spring semesters)

AND

One for the Summer term

Student Employee Checklist – US Residents

Every student must complete the following to be cleared for student employment. If you have any questions, you can contact the Student Employment Office in 318 Potter Hall or call 5513. Students will NOT be cleared for student payroll until these steps are completed.

- ◆ Have a current Free Application for Federal Student Aid (FAFSA) on file. A new form must be completed every academic year. This form can be completed online at www.fafsa.ed.gov
 - To sign the FAFSA electronically, you will need a PIN number. If you do not have a PIN from the Department of Education, you can request one at www.pin.ed.gov
 - If you are required to file with parent tax information your parent will need a PIN also. They may apply for a PIN at www.pin.ed.gov
 - Satisfactory Academic Progress (SAP) is determined during the FAFSA process. Students must be in good standing with their SAP to be eligible to work and receive financial aid.

- ◆ Have a completed background check (if have not been employed within the last 24 month by WKU). This paperwork is initiated by the Student Employment office AFTER we receive a signed Student Employment Request form. Request must be signed by the department and the student, prior to initiating the background check.

- ◆ Complete the tax withholding forms (K-4, W-4, WSOT, and I-9). Approved forms of identification must be provided for the I-9 form, this includes, but is not limited to:
 - A passport
 - Either a WKU ID or Driver's License AND either a birth certificate or Social security card.

- ◆ You can visit our website to find out information about student employment, eligibility criteria, the application process, and to see our current job vacancy listing
<http://www.wku.edu/Info/FinAid/StuEmpl/job.htm>

- ◆ **US citizens must be enrolled at least half time to be eligible to work on campus and in good academic status with the university. No exceptions**

Important 2011-2012 FAFSA Parental Information

The 2011-2012 FAFSA will ask Dependent (dependency status is determined on the FAFSA, and requires the applicant to provide parental information) applicants a series of questions regarding the submission of parental information on the FAFSA. If a student does not submit parental information, they are agreeing to certain terms (as stated on the FAFSA) and agreeing to be awarded unsubsidized loan ONLY for that academic year. This means that any dependent student who does not provide parental information and is opting to receive only unsubsidized loan, WILL NOT be able to work on campus through student employment. No exceptions will be made to this federal regulation.

Student Employee Checklist -International Students

Every student must complete the following to be cleared for student employment. If you have any questions, you can contact the Student Employment Office in 318 Potter Hall or call 5513. Students will NOT be cleared for student payroll until these steps are completed.

- ◆ International students must maintain Satisfactory Academic Progress (3.0 Grad GPA, 2.0 UG GPA) be enrolled full-time (9 hrs Grad, 12 hrs UG) in order to be eligible for student employment.
- ◆ International Students must have completed an IWAV (this consists of the I-9 and I-20 forms) from ISSS.
- ◆ Complete the tax withholding forms (K-4, W-4, WSOT) and provide a copy of their Social Security Card. If the student does not have a social security card, they must be requested to work (Student Employment Request Form sent from employing department) in order for Student Employment to send a Verification Letter to ISSS. The student cannot pick up this letter from Student Employment. ISSS will contact them when the letter is ready to be picked up. Upon receipt of their social security card, they will bring it to the Student Employment office.
- ◆ A background check will ONLY be required for international students who already have a social security number prior to an employment request (if have not been employed within the last 24 months by WKU)
- ◆ You can visit our website to find out information about student employment, eligibility criteria, the application process, and to see our current job vacancy listing
<http://www.wku.edu/Info/FinAid/StuEmpl/job.htm>

STUDENT EMPLOYEE JOB VACANCY FORM

To list a student employee position opening, complete this form and return it to Student Employment, Department of Student Financial Assistance, Room 318 Potter Hall (FAX 6586). The position will be posted in the Job Vacancy Binder located in Student Employment, on a Job Vacancy List for distribution to eligible applicants, and on Student Employment's Web Page. Please notify our department at 745-5513 once the position has been filled so we can remove it from our listings.

Job Title _____

Pay rate _____

Hours per Week _____

Beginning Date _____

Number of Positions _____

Work Schedule _____

Job Description _____

Required Skills _____

Department _____

Contact Person _____

Location _____

Office Phone _____

Date Submitted/Term _____

Student Employment Office Use Only	
Posted on Web Page	
Placed in Binder	

WESTERN KENTUCKY UNIVERSITY
Department of Student Financial Assistance
318 Potter Hall

M E M O R A N D U M

TO: Supervisors of Student Employees

FROM: Stephanie Frig
Student Employment

DATE: March 15, 2011

SUBJECT: Student Employee Evaluation Forms

The Student Employee Evaluation Form for the 2010-11 academic year is available on the Financial Aid website at www.wku.edu/Info/FinAid/. An evaluation form should be completed for each student that has been employed in your department during this academic year.

The supervisor should **discuss** the evaluation form with each student employee. After the discussion, both the supervisor and the student employee must sign the form. The completed form should be returned to the Department of Student Financial Assistance in a sealed envelope marked "CONFIDENTIAL" prior to **April 15, 2011**. Please retain a copy for your departmental file.

If a student has been terminated and an evaluation was done at the time of termination, it is not necessary to complete another form. However, if a student worked for a short period of time and is no longer working in the department, the form should be completed and returned without the student's signature. If a supervisor feels that an evaluation cannot be made, that information should be indicated on the form and returned to the Department of Student Financial Assistance.

The evaluation form is an important part of the student employee's permanent file. Our office, when referring students to other positions on campus, uses this form when counseling with a student and when contacted for references by future employers.

Your continued cooperation is greatly appreciated.

STUDENT EMPLOYEE EVALUATION FORM
Department of Student Financial Assistance
318 Potter Hall

Complete the following for annual evaluation. Return the original copy to Student Employment and retain a copy for your files.

Section I: Student and Departmental Information

Student Name	WKU ID
Department	Banner Index Number

Section II: Employee Evaluation

Evaluate the student employee according to the following criteria and then discuss the evaluation with the student employee. Lines are provided for any additional comments you may wish to make. Both supervisor and employee should sign this form as indicated in Section IV. If the student was not employed long enough to evaluate, indicate this under 'comments.'

FOR ACADEMIC YEAR __2010-2011__

CRITERIA	Excellent	Good	Fair	Poor
Quality of Work				
Quantity of Work				
Reliability				
Attitude Toward Work				
Cooperation				
Initiative				
Overall Rating				

Comments: _____

Section III: Signatures. Both supervisor and employee should sign where indicated. NOTE: If the student was not available for signature, please indicate.

Supervisor Signature	Date
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Student Authorization: My employer has discussed this evaluation with me and I have reviewed it. I authorize the release of information on this evaluation to potential future employers.

Student Signature	Date
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STUDENT EMPLOYEE TERMINATION FORM

Department of Student Financial Assistance

318 Potter Hall

Complete Sections I, II & III for termination of an employee. Return the original copy to Student Employment and retain a copy for your files.

Section I: Student and Departmental Information

Student Name

WKU ID

Department

Banner Index Number

Section II: Termination Information

Date of Termination

Index Number

Reason for Termination _____

Would you re-employ? ____ (Yes) ____ (No)

Would you recommend WKU re-employ? ____ (Yes) ____ (No)

Section III: Signature. Supervisor and/or department head should sign where indicated.

Supervisor Signature

Date

WESTERN KENTUCKY UNIVERSITY
Department of Student Financial Assistance
318 Potter Hall

MEMORANDUM

TO: Supervisors of Student Employees

FROM: Stephanie Frig
Student Employment

DATE: March 8, 2011

SUBJECT: Summer Student Employees

As the middle of the 2011 Spring semester approaches, it is necessary that our office be made aware of students who will be employed by your department during the Summer session (this is for the period beginning May 16, 2011 through August 21, 2011).

After you have completed the top portion of the Request Form and returned it to our office, we will check for tax forms, process it and place the student on payroll. If the student is lacking any paperwork for summer payroll, you will be notified and the Request Form will be placed in a holding file until all forms are received. If a student is not yet cleared to work, you will be notified that the student is NOT eligible to begin employment. Once the Request Form has been processed and the student is placed on payroll, he/she will appear on your recap timesheet. If a student is not cleared by May 15th, they should not work until all forms are completed with our office.

To be considered for summer employment, the student must:

- Have a completed background check (if have not been employed with the last 24 months by WKU)
- Have a 2010-2011 Free Application for Federal Student Aid (FAFSA) on file (Or the 2011-2012 FAFSA for beginning freshmen only), International Students must complete all required paperwork with ISSS
- Have Tax withholding forms on file

The amount of hours per week that a student may work during the summer session depends upon the student's enrollment during the summer terms. If a student is enrolled in any classes, he/she can work up to 30 hours per week during that term. If a student is not enrolled, he/she is eligible to work up to 40 hours per week.

The enclosed Job Vacancy Form should be used for available positions for which you would like students to apply with your department. (please return to us by Friday, March 25).

Your response to the above matters is needed no later than **April 1, 2011**. If you have any questions, please call 745-5513.

WESTERN KENTUCKY UNIVERSITY
Department of Student Financial Assistance
318 Potter Hall

MEMORANDUM

TO: Supervisors of Student Employees

FROM: Stephanie Frig
Student Employment

DATE: March 15, 2010

SUBJECT: 2011-2012 Student Employees

We will be updating the job vacancies list for the 2011 Fall Semester by the end of June. Therefore, it is important that we have your current fall job vacancies. Please return your Job Vacancy Form no later than June 3rd in order for your position to be advertised to applicants.

As a reminder, it is necessary that our office be made aware of students who will be employed with your department during the 2011-2012 academic year (August 22, 2011 – May 13, 2012). We must receive a Student Employment Request Form for each student that will be working in your department. After you have completed the top portion of the Request Form and returned it to our office, we will check for eligibility and missing documents. If a student is not yet cleared for employment, you will be notified that the student is NOT eligible to begin employment. Once the student is deemed eligible, the Request Form will be processed, the student will be placed on payroll, and the student will appear on your recap timesheet. The amount of hours per week that a student may work during the academic year is a maximum of 20 hours.

To be considered for 2011-2012 employment, the student must:

- Have a completed background check (if have not been employed with the last 24 months by WKU)
- Have a 2011-2012 Free Application for Federal Student Aid (FAFSA) on file; (available online at www.fafsa.ed.gov) however, the student must have a PIN (Personal Identification Number) to sign their FAFSA electronically. If they currently do not have one, they can go online at www.pin.ed.gov to obtain one (Refer to Student Employment Checklist).
*International students do not complete a FAFSA but MUST have all required documents on file with ISSS.
- Be enrolling at Western at least half-time during the 2011-2012 academic year (International students must be enrolling full-time).
- Have Tax withholding forms on file

We must receive your fall Request Forms no later than June 17, 2011. If you have any questions, please call 745-5513.

Helpful Hints

- ◆ Complete Request form – Include Name, WKU ID, and Index numbers
- ◆ **SIGNATURES REQUIRED** – Both the department and the student signature must be on the request form for us to be able to process it for payroll.
- ◆ Send originals via campus mail or hand deliver forms to 318 Potter Hall – Do not fax or email request forms
- ◆ Students making above minimum wage must have a pay rate justification attached to the request or listed in the notes section. Minimum wage is \$7.25 an hour.
- ◆ Refer to Checklists for complete list of requirements to make sure student is eligible to work
- ◆ To change pay rates after a student is on payroll, send an email with the following information:
 - Student's name
 - WKU ID
 - Index number
 - Begin date of pay rate (must be the start of a future pay period)
- ◆ To change index numbers, send an email with the following information:
 - Student's name
 - WKU ID
 - Old Index number
 - New Index number, start date, and pay rate (must be the start of a future pay period)
 - OR
 - Send a Termination form for the old index number and a request form for the new index number
- ◆ **CHECK YOUR RECAP**, as soon as you receive it – your signature means the recap is correct, this includes pay rates. Email us with any corrections immediately.
- ◆ Forward termination forms for any student requested, regardless of whether they worked any hours. Also, please forward a termination form for any student on the recap who is no longer working in your area, this also includes fall graduations, transfers, etc. Make sure the date of termination is the date the student last worked, not the day you complete the form.
- ◆ Recap Location # = Delivery location of recaps (a six digit number that appears in the upper left corner of your recap form)
- ◆ Documentation is required for any changes - send emails with any errors or corrections as soon as possible. Changes and corrections can only be made the first day of a future pay period.
- ◆ Pay Roll Schedules can be found at the following link:
<http://www.wku.edu/Dept/Support/FinAdmin/Payroll.htm>
- ◆ Remember, students are not to work until cleared by the Student Employment. Just because a student tells you their FAFSA is done, does not actually mean they are cleared to start working.
- ◆ Please let us know if the departmental contact changes so we can update our email list.