

# 2011-2012

## BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

*For Students*



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# 2011-2012 BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

For Students

Dear Students:

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The Brandeis University Student Employment Program offers you a great opportunity to defray the cost of your college education while gaining valuable work experience and marketable skills. In order to maximize the benefits of this experience, it is important that you familiarize yourself with the policies and procedures by which this program operates, as well as the federal and state laws to which it is subject.

The Student Employment Handbook contains nearly all of the information that you need to know about the Brandeis University Student Employment Program. It explains the requirements, responsibilities, and rights that you have as a student employee. All of the required forms can also be found on our website at [www.brandeis.edu/offices/sfs](http://www.brandeis.edu/offices/sfs) . Should you have any questions, concerns, or problems after reading the enclosed information please contact the Office of Student Financial Services.

Good luck with your employment!

Sincerely,

Kristyn Burke

Kristyn Burke

Assistant Director of Student Employment

**This handbook was last updated August, 2010.**

## Who We Are and Where We Are Located

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Student Employment is located within the Office of Student Financial Services (SFS). We assist supervisors and students in all aspects of on-campus student employment and off-campus Federal Work-Study employment. We are located on the second floor of the Usdan Student Center. Our office is open Monday through Friday from 9 a.m.- 5 p.m.

## Immigration Reform and Control Act of 1986

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The Immigration Reform and Control Act requires that employers verify the identity and work eligibility of every employee hired after November 6, 1986, whether a citizen or non-citizen.

In order to comply with this Federal regulation, all students who intend to work on campus will be required to present identification to the Office of Student Financial Services. International Students will be asked to show their I-94 and their I-20/DS 2019 in addition to their passport.

You cannot begin to work until you have completed the Form I-9 (Employment Eligibility Verification) and have presented the appropriate identifying documents to the Office of Student Financial Services.

## On-Campus Employment

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### **Who is eligible for on-campus employment?**

- Both domestic and international undergraduate and graduate students.

*You must be:*

- Matriculated in a Brandeis degree program.
- Enrolled in and attending courses at least half-time.
- Be able to provide appropriate documentation to satisfy the requirements of Form I-9 (Federal Employment Eligibility Verification) and have a valid Social Security Number in order to work on campus.

*You are also eligible if you are:*

- A Ph.D. candidate who has completed coursework but is still enrolled full-time while completing your dissertation.

- An Undergraduate student who has completed your Brandeis BA or BS program and is matriculated in a Brandeis MA or Ph.D. program for the subsequent semester.
- A student matriculated in the MAT program . You can work on campus during the summer semester while enrolled in classes but may not work on campus while performing the required internship during the regular academic year.

## Who is NOT eligible for on-campus employment?

*You are not eligible if you:*

- Have graduated, withdrawn, taken a leave of absence, or are studying abroad
- Are enrolled in Graduate Professional Studies, BOLLI or another continuing education program
- Are a non-degree seeking student

## What are Federal Work-Study (FWS) and University Employment?

- If you were awarded a FWS or University Employment allotment as part of your financial aid package, you are given priority for jobs until October 1. These programs do not guarantee job placement.
- If you were not awarded such an allotment, you are not eligible to seek employment until after October 1.

Federal Work-Study is a work program for U.S. citizens and permanent residents, funded by the federal government and Brandeis University. You must file the FAFSA and meet federal eligibility requirements to be considered for FWS.

If eligible for FWS funds:

- You will be assigned an allotment in your financial aid package that designates the amount of money that you may earn on campus during the academic year.
- The current balance of your allotment will be printed on your timesheet each week.
- If you wish to request an increase at any time, please contact your financial aid counselor in the Office of Student Financial Services to see if you are eligible.
- You must reapply for financial aid each year to be considered for FWS.
- All wages must be reported as taxable income on your state and federal income tax returns.
- Only wages earned in non-FWS employment will be used in determining your financial aid eligibility for the next year.

University Employment is a work program for international students, funded solely by Brandeis University.

- University Employment is awarded to eligible undergraduate international students and, occasionally, to eligible undergraduate domestic students, as part of their financial aid package.
- Although some on-campus employers may only hire FWS students, most positions are available to students funded by either employment program.

## The Employment Process for Students

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### How to Obtain a Job on Campus

#### 1. Complete Form I-9.

- A. You are required to fill out section 1, and provide the Office of Student Financial Services with the original documents required to complete section 2. We cannot accept photocopies! (For a list of acceptable documents, see the back of the Form I-9) .
- B. After an SFS representative completes Section 2 you will be issued an Employment Eligibility Card (the “blue” card).
- C. You must show this card to your supervisor before you fill out the New Hire/Rehire Form.

#### 2. Apply for jobs online at <https://careers.brandeis.edu/studentjobs>

- A. If this is your first time visiting the site you must register by clicking “Register Here”.
- B. In the window containing the job openings please click on the job title to view the entire description.
- C. If you meet the requirements for the job you can apply for it by clicking “Apply Now”.
- D. If this is your first time visiting you will be prompted to upload a resume and enter biographical information. A resume is required to apply for on-campus employment
- E. You must answer the two questions and agree to the terms and conditions in order to proceed.
- F. Once you have successfully submitted your application you will get an acknowledgement email. If the supervisor finds that your qualifications match their needs they will contact you for an interview.

3. When you have been hired into a position, complete the Direct Deposit registration and a W-4 on the BUSS website at <https://pay.brandeis.edu/>. Please see “Instructions for BUSS Payroll Services” on page 10.
  - A. This authorizes Brandeis University to deposit your paycheck directly into your bank account, eliminating the need for you to deposit your paycheck in person.
  - B. Direct Deposit is strongly encouraged for all employees.
  - C. If you have any questions regarding direct deposit, please visit the Payroll Office at 60 Turner Street or call x64476.

After this paperwork is completed and processed, your supervisor will print weekly time sheets for you. Please fill out your time sheet every time you work!

## International Students

- All students must have a valid Social Security Number (SSN) before they are authorized to begin working. You must also be enrolled as a full-time student and be registered in SEVIS to apply for an SSN.
- International students may work up to 20 hours per week during the academic semesters and up to 40 hours per week during Winter Break and summer vacation.
- For taxation purposes you must complete the Foreign National Information Form. You should bring your original passport, with I-94 attached, and your original I-20 or DS-2019 to SFS to do so.
- If you are on a J-1 visa you must also provide a letter from your sponsor indicating the type of work and number of hours you are approved for. This must be done before you can complete the I-9 or W-4.

## To Obtain a Social Security Number

You can apply for a social security number 12 days after you enter the U.S. in your current visa status by doing the following:

1. Obtain a job offer from an on-campus employer.
  - A. Complete the International Student Employment form with your employer  
*Please bring this form to the International Students and Scholars Office (ISSO) in Kutz Hall, room 215.*
2. In two business days, the ISSO will provide you with a letter of support that is required for your SSN application.
3. Please take the ISSO letter and your visa documents (I-20 or DS-2019, I-94 card, and passport) to the Social Security Office in Waltham, located at 50 Prospect St., Second Floor.

4. Once you receive an SSN, you must complete Form I-9 and Form W-4 in the Office of Student Financial Services before you may begin working. You must bring your Social Security Number, Passport, and all visa documents with you to complete Form I-9.
5. Please inform the ISSO of your SSN so that they may update your records.

When these forms are complete and processed, your supervisor will provide you with weekly time sheets. Please fill out your time sheet every time you work.

## The Rehire Process

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- All positions are assumed to last one academic year, unless otherwise stated.
- If you and your supervisor are satisfied with your employment, you may be rehired for the same position without new paperwork at the start of each academic year.
- Please discuss whether or not you would like to return to your position in the fall with your supervisor before you leave for the summer.

## Summer Employment

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- If both you and your supervisor are satisfied with your employment and department funds are available, you may continue your current job during the summer.
- Your supervisor has the option of paying you an additional \$1.00/hr in the summer. This decision is left up to the individual department.
- You may also start a new job during the summer by following the same procedure listed above for obtaining any on-campus job.

Graduated students may not continue working as student employees after Commencement. Any student asked to remain in their position following graduation must be hired through Human Resources.

## Off-Campus Federal Work-Study Employment

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- Undergraduate students with Federal Work-Study may work at an approved off-campus agency through the Brandeis Student Employment Program. The agency must be willing to pay 42% of your wages on a monthly basis.
- The employer must be a nonprofit agency and provide proof of 501(c)(3) status.
- Not all employers with 501(c)(3) will meet the eligibility criteria and students may not begin working prior to approval by the Office of Student Financial Services and completion of all required documents.
- Students are especially encouraged to seek off-campus jobs involving community service activities.

*This includes jobs in:*

- literacy training, health care, childcare, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement.
- Once your FWS allotment is reached, you must stop working at the agency through the Student Employment program. You can continue to work as an employee of the agency independently if they so choose. You can not become a volunteer in the same position, it is against FWS regulations.

## Off-Campus Job Registration Procedures

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We require all students and eligible agencies to complete a Federal Work-Study Program Off-Campus Agency Agreement. You must follow the steps outlined below before beginning a job at any off-campus federal work-study agency. Brandeis University is not responsible for payment of hours worked at an agency that has not been formally approved by the Office of Student Financial Services as a designated off-campus federal work-study agency.

1. Contact the Assistant Director of Student Employment in the Office of Student Financial Services to determine if you are eligible to participate in the Off-Campus Federal Work-Study Program.
2. Submit a description of the organization, a job description, and a copy of the agencies 501(c)3 or tax exempt certification for approval.
3. Once approved, complete the student section of the Federal Work-Study Program Off-Campus Agency Agreement.
  - Ask your prospective supervisor to complete the “Agency” sections on pages 1 and 3.
  - Please consult the Assistant Director of Student Employment for information regarding your FWS allocation or

remaining funds.

4. Submit the I-9, W4, New Hire/Rehire Form AND the Federal Work-Study Program Off-Campus Agency Agreement to the Office of Student Financial Services.
5. Once the Office of Student Financial Services approves the Agency Agreement, you will be officially authorized to work.
  - A packet of individualized, weekly timesheets will be generated and sent to you five to 10 days after all required forms have been received.
  - You must submit your timesheets to the Office of Student Financial Services by 12:00 p.m every Monday in order to be paid for the previous week's work.
  - Your paycheck will come from Brandeis University and the agency will be billed for 42% of your wage on a monthly basis
  - You must pay close attention to your earnings. Once your FWS allotment has been reached you will need to stop working at the agency through the FWS program.

## Weekly Pay

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- Hours for each campus job must be submitted to your supervisor on the individualized, weekly timesheet provided by the department.
- Both you and your supervisor must sign this timesheet. Paychecks are issued on Friday for the previous week of work.
- Once you have signed up for direct deposit, paychecks will be directly deposited to your bank account.
- You can view and/or print your pay stub by logging onto the Brandeis University Self Service (BUSS) website at <https://pay.brandeis.edu/> (see instructions below).

If you do not receive your pay at any time during your employment, follow the procedures detailed below in order:

1. Check with a Student Financial Services representative to ensure that you have submitted all of the required forms.
2. Check with your supervisor to be sure that she or he submitted your hours by 6:00 p.m Monday.
3. Call the Payroll Office (x64476 or x64477) to determine if your pay was processed.
4. If you still have not located the problem, please contact the Office of Student Financial Services and we will assist you further.

## Instructions for BUSS Payroll Services

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## To Change, Add or Delete Direct Deposit Information:

1. Sign on to BUSS with your UNet ID and password at <https://pay.brandeis.edu/psp/HPROD89/?cmd=login>
2. Click on the “Direct Deposit” link.
3. You will be able to review your current information.
4. To **CHANGE** existing information:
  1. Select either “edit” or “delete” at the end of the account you would like to change.
    1. “Edit” shows your current information. Make necessary changes to appropriate fields, and click “Save.”
    2. “Delete” asks for delete confirmation. Click “Yes” or “No” to delete information.
5. To **ADD** an account:
  1. Click on the “Add Account” button.
  2. Select an account type of checking or savings.
  3. Select a Deposit Type:
    1. Amount: if you want to select a dollar amount.
    2. Percent: if you want to select a percentage of pay.
    3. Balance: if you want the remaining amount to be deposited into this account.
  4. Enter an amount/percent
    1. If you selected deposit type of amount, enter a dollar amount here.
    2. If you selected a deposit type of percentage, enter a percentage here (just the numbers; no “%” needed).
    3. If you choose balance, leave this field blank.
  5. Enter your routing number and account number.
    1. Click on the view and example of a paycheck to help you locate these numbers on your check. If you have a savings account, please verify the correct routing number with your financial institution.
    2. Please note that banking information will not be verified as part of this process. Please make sure this information is correct.
  6. Enter a deposit order. The direct deposit with the lowest deposit order will be processed first, and so on; the highest number should be chosen for the account in which you want the balance to go.
  7. Click “Save.”
  8. You will receive an e-mail confirming that you have made a change to your direct deposit.

## View Paycheck:

To review your pay and compensation history:

1. Sign on to BUSS with your UNet ID and password.
2. Click “View Paycheck” to display most recent paycheck.
3. Click “View a Different Paycheck” for paycheck history.

## W-4 Federal Tax Information:

To review and update your federal tax withholding information:

1. Sign on to BUSS with your UNet ID and password.
2. Click the “W-4 Tax Information” link.
3. To edit, enter the appropriate information in the fields in which you desire to make changes. You can update the following fields:
  - Total allowance
  - Additional amount to be withheld each paycheck
  - Marital status (for tax withholding purposes only)
  - Claim exemption from federal withholding
4. Click the “Submit” button.
5. Verify your identity by entering your password.
6. You will receive an e-mail confirming the change.

NOTE: Changes to W-4 tax information do not affect Massachusetts state withholdings. To change state tax withholding, submit an [M-4-Massachusetts Withholding Exemption Certificate](#) (PDF) to the payroll office.

## Student Employment Policies

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### Work Week

- The work week runs from Monday to Sunday.
- During the academic year, undergraduates are allowed to work a maximum of 20 aggregate hours per week, and no more than 8 hours per day.
- According to Massachusetts state law, if you work more than 6 consecutive hours, you must be offered a 30-minute

unpaid meal break.

- U.S. graduate students may work a maximum of 40 hours per week.
- Per Federal Regulations, international students are not allowed to exceed 20 hours of work per week, regardless of class standing.
- During summer and winter break, all students (U.S. and international, undergraduate and graduate students) may work a maximum of 40 hours per week, up to 8 hours per day. Students may never work more than 40 hours per week.
- There will be no exceptions. Supervisors may not require you to work more than the stated limits per week.
  - If you or your supervisor fail to comply with this policy you may be subject to disciplinary action up to and including termination.

## 20 Hour Work Week Limit

- If you are an undergraduate U.S. citizen or permanent resident you may contact the Office of Student Financial Services to apply for a waiver to exceed the 20 hour per week limit.
- The waiver process requires that you make an appointment with your Academic Advisor to ensure that working more than 20 hours will not adversely affect your academic performance.
- If approved by the Academic Advisor, you must then meet with your Financial Aid Counselor to discuss the financial implications of earning a greater income.
- Once approved by both the student's Academic Advisor and Financial Aid Counselor, return the petition to Student Financial Services.
- In a few days you and your supervisor(s) will receive signed copies of the form and you may then begin working up to the approved number of hours (never more than 40).

## Payment Policies

The Office of Student Financial Services WILL NOT honor private agreements or promises made by supervisors to student employees. All departments must follow the procedures enclosed herein.

- You are paid for actual hours worked, and therefore are not paid for holidays, sick time, snow days, mealtime, or travel time.
- We do not process "one-time" or lump payments. All jobs are paid an hourly wage.
- You can work a maximum of 8 aggregate hours per day.

- The University will pay you if you are called to serve at a trial or grand jury for the first three days of your juror service, provided you have a verifiable written work schedule. As long as your employment hours may reasonably be determined by a previously approved schedule, you will be compensated for any missed work hours during the first three days.

## **Worker's Compensation**

- In the event that you are injured at work, you should notify your supervisor immediately.
- As soon as you have received appropriate medical attention to address the injury, you and your supervisor should notify both the Office of Student Financial Services and the Office of Human Resources and Employee Relations of the incident and injury.
- You must then complete "Supervisor's Report of Illness or Injury" with your supervisor found at <http://www.brandeis.edu/humanresources/forms.html>.
- The Incident Report will be sent to Brandeis University's worker's compensation carrier and to the Department of Industrial Accidents within the Massachusetts state government, and further action will be taken as is appropriate.
- For any questions related to worker's compensation, please contact the Office of Human Resources and Employee Relations at extension 64469.

## **Employment Verification**

Any and all requests for employment verification that come in from a third party, including but not limited to: governmental agencies such as the CIA or FBI, independent employment verification agencies, potential employers, housing or mortgage authorities or state licensing examiners should be sent to the attention of the Assistant Director of Student Employment at MS 027. All requests must be accompanied by a signed authorization form.

## **Pay Increases**

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### **Rehire Raises**

- You are eligible for a \$ .25 per hour pay increase at the beginning of each academic year that you remain in the same position, provided that you have completed at least one semester of employment.
- Supervisors cannot give you a pay increase at any other point in the year without the formal approval of the Office of Student Financial Services.

## **Summer Raises**

Employers may elect to give you a dollar per hour raise for work performed over the summer. At the end of the summer the dollar per hour is removed, and the \$ .25 per hour rehire raise is awarded if you continue to work in the department.

## **Promotions**

- You may be promoted to a higher job level by your supervisor provided there is an approved job description on file with the Office of Student Financial Services and you meet the stated minimum criteria for the higher level position.
- All requests for such promotions are subject to the approval of the Office of Student Financial Services and must be submitted via the Student Employee Wage Adjustment Request Form. Additional written documentation may be required.

## **Merit Raises**

Occasionally a student will exceed the standard performance for a given position. In instances of consistent exemplary performance your supervisor may request a merit raise for you. They will need to complete a performance evaluation for you.

## **Termination of Employment**

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### **Voluntary Termination**

- You can voluntarily elect termination.
- If you voluntarily elect to terminate your employment you should give at least two weeks notice to your supervisor.

### **Withdrawal and Leave of Absence**

If you are withdrawn or taking a leave of absence from the University you will be terminated and are not eligible to work on campus after your official academic separation date. There are no exceptions to this rule.

### **Study Abroad**

If you study abroad you will be terminated effective the first day of the academic semester in which you will be abroad.

### **Involuntary Termination**

An involuntary termination can be initiated by your employer due to an unsatisfactory performance or an inability to comply with University and/or office rules and regulations. Except for situations of serious misconduct (see Immediate Release) employers who terminate employees for just cause are required to:

- A. Give the employee a verbal warning upon the first instance of misconduct. If misconduct continues, a written warning is to be issued and a copy sent to SFS. If the matter is still not resolved, a written termination notice may be issued and a termination form should be completed and sent to SFS.
- B. A student who is involuntarily terminated will receive consideration for jobs only after all aided and non-aided students have been placed. Future on-campus employers may be informed of your performance/conduct history. The Student Employment Office will share pertinent information that is deemed appropriate and/or related to your ability to perform the new job.

## Immediate Release

- Acts of serious misconduct will not be tolerated and may result in an immediate release from employment.
- Examples of serious misconduct may include but are not limited to:
  - serious disregard of University rules, disorderly conduct, the unauthorized possession, distribution, use of or being under the influence of alcohol, marijuana, or other non-prescription drugs or controlled substances during working hours, theft of University property or the personal property of a student, staff, or faculty member, breach of confidentiality, falsification of employment, payroll, or other documents, harassment, gross incompetence, and/or insubordination or refusal to perform assigned tasks.

Employers who terminate an employee under this policy are required to:

- A. Inform the employee in writing that she or he is being released and send a copy to the Office of Student Financial Services. The Office of Student Financial Services will review the immediate release for appropriateness. Future on-campus employers may be informed of your performance/conduct history. The Student Employment Office will share pertinent information that is deemed appropriate and/or related to your ability to perform the new job.
- B. In the event that the misconduct constitutes a potential violation of community standards or policies published in the Rights and Responsibilities Handbook, file a complaint with the Office of Student Life for possible referral to the Student Judicial system.

## Employment Opportunities at Brandeis University

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Nothing in this policy or other Brandeis policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of employees of Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate, or change any and all policies and procedures at any time, with or without notice.

## Equal Opportunity Employment

Brandeis University reaffirms its commitment to the principle of equal opportunity and equal treatment for every current and prospective student employee. In hiring and in subsequent relationships with employees, University policy is to provide equal employment opportunity without regard to race, color, religion, sex, sexual orientation, age, disability, or national origin. Instead, differentiation is based on consideration of applicable job experience, job performance, and federal work-study eligibility, where applicable.

## Students' Rights and Responsibilities

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1. Acceptance of Federal Work-Study or University Employment carries all the responsibilities and commitments as in any other employment situation. You are expected to be dependable and dressed appropriately, to be considerate and respectful of your employer and co-workers, and to perform your tasks to the best of your ability.
2. You have the right to know what is expected of you at your position, including but not necessarily limited to: knowing whom to report to, what tasks to perform and how to perform them, if you are performing your assigned tasks adequately, how to improve your performance and what procedures you must follow in the event that you cannot attend your regularly scheduled hours.
3. You are expected to work the hours agreed upon with your supervisor on a consistent basis. If you are sick or unable to work your scheduled hours for any reason you must inform your supervisor as soon as possible.
4. In order to work, you must complete all required paperwork and be in possession of a valid Social Security Number. You cannot begin work until you have completed Form I-9 and have been issued an Employment Eligibility Card (the "blue" card). Failure to complete your paperwork in a timely manner, working without completing a Form I-9, or working without a Social Security Number may result in your termination.
5. It is your responsibility to complete your timesheet on a daily basis, to ensure that dates and times are accurate, and that you have signed the bottom of your timesheet. If your timesheet is incomplete or submitted late to your supervi-

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For Students

sor and/or the payroll office, it will not be processed until the following pay period. Do not hold on to timesheets and turn several in at once. Timesheets must be completed and submitted weekly. Failure to turn in timesheets in a timely manner may result in your termination.

6. Students who work a period of more than six hours are entitled to a 30-minute unpaid meal break. You must be relieved of all duties during this time.
7. Deliberate falsification of timesheets or other employment records may be considered a federal offense and is punishable by law. The hours for which a student receives compensation are subject to federal audit.
8. All students must adhere to University Computing Policies as outlined in the Student Handbook. Department computers are not for personal use during work hours.
9. If you are injured on the job, you must report the incident to your immediate supervisor or the supervisory person in charge at the time. You may also be asked to complete a Report of Illness or Injury with the Office of Human Resources and Employee Relations.
10. If you are unhappy with your employment position and/or the conditions under which you are working, or if you wish to terminate your job, you should first discuss the circumstances with your supervisor. If you and your supervisor are unable to resolve the issue, please consult the Office of Student Financial Services for assistance.
11. A student who voluntarily elects to terminate his or her employment should give at least two weeks notice to the employer. For information on immediate release and involuntary termination, please see the section titled "Termination of Employment" in this handbook.
12. Federal Work-Study is not automatically renewed. You must reapply for these funds each year by the financial aid renewal deadline set by the Office of Student Financial Services. FWS does not guarantee job placement. You are responsible for locating your own position.

**If you have any questions or concerns at any time, please contact the  
Office of Student Financial Services at 781-736-3700.**

