

BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

For Students



MS 027 • 415 South Street
Waltham, MA 02454-9110
P: (781) 736-3700
F: (781) 736-3719
www.brandeis.edu/offices/sfs



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Dear Students:

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 . 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 2019.

Who We Are and Where We Are Located

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

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

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.

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- 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. FWS does not guarantee a position, you must apply for and obtain an on campus position.

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.
- 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.

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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

How to Obtain a Job on Campus

All open positions are posted online through Workday. You must apply for jobs in order to obtain one.

- Log into Workday with the same login as your Brandeis email
- Once in Workday, Click the *Career* icon, and “Find Jobs for Students” to search for jobs
- Click on the job title to view the job description, and hit to apply for the job (a resume is required)

After submitting applications you can see the status of your submission in the Career tab under *View > My Applications*. The status could be Applied, Offer or Not Selected.

If you are offered a position you will receive an offer letter in your Workday inbox. The letter will include your job title, wage rate and anticipated start date. You will need to accept the offer letter in order to move the process forward.

Once hired into a position you will need to complete an **I-9 form** through Workday. Section 1 of the I-9 is completed online through Workday but section 2 needs to be done in person at Student Financial Services (Usdan 120) with original documents that prove your identity and eligibility to work. A full list of acceptable documents can be found on the I-9 at <https://www.uscis.gov/i-9-central/acceptable-documents>

We are required to see original documents, we cannot accept photocopies, so please bring these with you. You will not be able to submit time or be paid until this form is submitted so please do it ASAP!

DO NOT start working until the Form I-9 is complete.

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Once your hire is complete a number of onboarding tasks will appear in your Workday inbox. Some helpful information regarding those tasks are below.

SSN-
We participate in e-verify and therefore a Social Security Number is required for your I-9. If you do not have a SSN you need to obtain one before you can complete the I-9 and begin working. To apply for an SSN please complete the International Student On-Campus Employment Form. You must then visit the nearest Social Security Administration office to complete an SSN application form. If your application is accepted, you will receive a receipt confirming that you have applied for a SSN and your SSN card will arrive in the mail within 2 weeks.

Direct Deposit-
Login to Workday to sign up for direct deposit. Direct Deposit is the easiest and most convenient way to receive your pay; your money will be deposited directly into your bank account each week, which saves you the hassle of having to pick-up your checks. To edit Direct Deposit info please search “Payment Elections”. If you do not sign up for direct deposit then you will need to pick your check up from the Payroll office at 60 Turner St. If you are an international student you should also complete the Foreign National Information Form and submit it to payroll.

Time Entry-
You must enter time worked and submit it through the “Time” worklet in Workday in order to be paid. If you do not submit your time then your supervisor is not able to approve your time and you will not get paid. You are responsible for recording and submitting your hours each week that you work. Undergraduates and international students are limited to 20 aggregate hours per week of work during academic periods.

Friday is pay day. You should receive your first payment on the Friday of your second week of work. Pay is issued on Friday for the previous week worked.

Viewing Your Pay Statement
It is important to review your pay statement each time you are paid. This statement displays a breakdown of your weekly earnings and any taxes being withheld. You can find it by clicking on the “Payroll” worklet, and then “My Payslips”.

International Students

All students must have a valid Social Security Number (SSN) before we can confirm their authorization 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.

The Rehire Process

- All positions are assumed to last one academic year, unless otherwise stated. You are, however, still considered an "employee-at-will".
- 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

- 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

- 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 50% 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.
- It is possible that the University may expend its total allotted FWS amount prior to an individual student earning their award. In such instance, the student would need to cease employment under the work study agreement.

Off-Campus Job Registration Procedures

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.

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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, Hire 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 50% 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

- Hours for each campus job must be submitted to your supervisor via the time applet in Workday
- You must report hours worked after every shift. Do not wait until the end of the week to fill in hours for previous days.
- Back hours should be reported on the appropriate weeks’ time template and submitted to your supervisor for retroactive pay. Do not lump previous weeks’ hours onto the current week’s timesheet!
- You must submit the time in order for your supervisor to approve it.. of work.
- Pay is issued on Friday for the previous week
- You can view your pay stub by logging into Workday

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. YOU will not be able to submit time if your I-9 is not complete.

2. Check with your supervisor to be sure that she or he approved your hours.
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 Payroll Services

To Change, Add or Delete Direct Deposit Information:

1. Sign on to Workday with your UNet ID and password at login.brandeis.edu
2. Type "Payment Elections" in the search bar and click on the payment elections task that comes up.
3. You will be able to review your current information.
4. To **CHANGE** existing information:
 1. Select either "edit" or "remove" 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. "Remove" will delete the account information. If the account is in use please remove it from any elections before deleting
5. To **ADD** an account:
 1. Click on the "Add Account" button.
 2. Select an account type of checking or savings.
 3. Enter required information:
 1. Routing Transit Number and Account Number
 2. Bank Name
 3. Account Type - Checking or Savings
 4. Add /Edit Payment Elections

You have to add the account first and then assign the Balance/Amount/Percent of pay that should go to each account

Balance - you want the entire amount to go to this account. This is most common. Or, if you chose amount or percent for a different account then balance will mean the amount remaining.

Amount- You want a specific dollar amount to go to this account. Only used if you have multiple accounts.

Percent - you want a % of your pay to go to this account. Only used if you have multiple accounts.

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View Paycheck:

To review your pay and compensation history:

Sign on to Workday with your UNet ID and password.

Click the Payroll Worklet and then My Payslips to view or print

Federal and State Tax Information:

To review and update your federal tax withholding information:

Sign on to Workday with your UNet ID and password.

Click the Payroll Worklet and then Withholding Elections to view or Update

Entering Time Worked for Student Hourly Positions

1. From your home page click the Time application:
2. Under Enter Time select the week that you want to enter time for: This Week, Last Week or Select a Week
3. Click the day on the time entry calendar for which you want to enter time.
4. Time Type will default to Student
5. Enter your In and Out times.
6. Out Reason will default to Out.
7. From the Position dropdown, select the job that these hours belong to (if you have multiple positions in the organization).
8. Click the orange OK button.
9. Click the orange **Submit** button when you are done entering time.

Be sure to complete all calendar entries according to the time worked. Total hours update and display above the calendar.

Student Employment Policies

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 during academic sessions, 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).

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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, snow days, meal time, or travel time.
- Students who are on Federal Work Study program or similar financial aid or scholarship programs, who provide services in the residence halls (e.g. CAs), or who are exempt from FICA tax will not be eligible to earn sick time. Those student employees who do not fall within these categories will accrue one hour of sick time for every 30 hours worked, up to a maximum of 40 hours per year. They may use accrued sick time 90 days following the first day of work. Supervisors may request documentation for any leave exceeding three days.
- **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

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.

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.

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.

Minimum Wage Increase

Occasionally the state of Massachusetts will increase the minimum wage. We will automatically increase all hourly wages to comply with the updated minimum.

Termination of Employment

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.

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 work 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

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

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. Excessive tardiness or absence may result in termination.
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. 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

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that you have signed the bottom of your timesheet. If your timesheet is incomplete or submitted late to your supervisor 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. Any wages paid for hours found to be falsified must be repaid to the university. Falsifying timesheets may result in the loss of eligibility for on campus employment.
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. The University may expend its work study allotment before an individual student has earned their award. The University will do its best to transfer students over to general University payroll when able.

This handbook only covers employment directly with the University. It does not cover employment with vendors such as Sodexo or the University Bookstore. Please contact the vendor directly with any concerns you may have about your employment with them. If you have an issue that is covered by a Brandeis policy, such as Title IX or the anti harassment policies your information will be reviewed by the Office of Human Resources.