

# **STUDENT WORK-STUDY PROGRAM** **HIRING MANAGER GUIDE**



**ORAL ROBERTS UNIVERSITY**

## **Student Employment:**

### **Student Employment Office**

The Student employment office is located in the Financial Aid offices (GC 3 1/2) above Student Accounts.

918.495.6874

[studentemployment@oru.edu](mailto:studentemployment@oru.edu) (best point of contact)

## Resource Manual

This document has been developed to assist Hiring Managers by providing guidelines, policies, and procedures related to student employment involving Work-Study funding. Policies and procedures are subject to change, and notifications will be provided to all employers if/when changes do occur.

Student employment at Oral Roberts University falls under the rules and regulations of the university. ORU is committed to providing equal opportunity for employees with disabilities, as defined by law, by providing reasonable accommodations. An employee whose disability requires a reasonable accommodation in order to perform the essential functions of their position may request accommodations at any time during their employment.

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## What is Work-Study?

The Federal Work-Study (FWS) Program is an employment program sponsored by the U.S. Department of Education which provides jobs for eligible students with demonstrated financial need. The FWS program encourages positions in community service; and, to the maximum extent possible, FWS employment provides participants with jobs that complement and reinforce their educational program or career goals.

Recipients of FWS funding may use the earnings to help meet their costs of education; and, the money earned does not have to be paid back.

- ❖ Although many students qualify, a FWS award may not be offered to all eligible students due to limited funding.

Students are awarded FWS by completing a current year Free Application For Federal Student Aid (FAFSA) – once the FAFSA is complete the Financial Aid determines a student's eligibility. Parental income is the largest factor in whether or not a student is awarded work-study.

From the perspective of the employer, FWS provides a supplemental source of funding to pay student employees who are eligible for the program. Although it is a benefit to have this additional funding, it also requires additional effort to comply with the FWS requirements for verifying eligibility and tracking employment earnings.

From the perspective of the student, FWS provides opportunities to earn money while attending college; learn useful skills that can apply to future employment; develop leadership and professional skills; and, become involved in the campus and the academic community. Research also shows student employment promotes a foundation of retention and persistence toward graduation.

ORU matches a percentage of the federal funds with institutional funds to provide additional on-campus student employment for students who did not receive a federal work study award in their financial aid package. This is ORU-Work-Study and International Work-Study.

Departments can hire any students who have any of the work study awards (Federal, ORU Institutional, or International).

However, the following areas can only hire ORU Institutional or International Work-Study. This is because Federal work study dollars cannot be used when the main function of the job is related to ministry.

- Bible Institute
- Chaplain's Office
- Christ Chapel
- Prayer Tower Operations
- School of Theology (all areas)
- Spiritual Life
- Summer Missions

Any ORU department is eligible to participate in the Student Work-Study Program and employ students if budget dollars have been allocated to the “Student Wages” accounts within their ORG, and if they have employable work for students.

Your budget determines the amount of student workers you can employ and how many hours you can have them work each week.

Look-up **the balance of your Student Wages budget** by running a budget query in Vision. Contact the Budget Department with questions.

### Set Up A Hiring Manager

To be set up as a hiring manager of an Org, the director of the Org must send a formal e-mail to Student Employment with the required information Name, Z number, Org number, and if the Hiring manager will be signing off timecards in Kronos.

Name:

Z number:

Org number:

Kronos Supervisor: Y/N

### Work-Study Hours

Students in the Work-study program can work up to 20 hours a week. When hiring a student for the Fall/Spring it is also important to be aware of their work-study award. That is the maximum amount that a student can earn during the academic year.

#### **Student Employment Office recommends**

- An average of 10 hours per week for US citizens with federal or ORU work study awards of \$3,000
- An average of 14 hours per week for students with an international work study award of \$4,000

#### **Work-Study students may not work more than 20 hours/week when classes are in session (due to FICA and INS Visa regulations)**

If a department needs to employ a student for more than 20 hours/week, the student employee status should move to a part-time temporary staff status. This must be approved by administration and HR. Otherwise, the department should hire another student to spread out the work hours.

During periods of non-attendance (i.e. fall break, spring break, and holidays) 40 hours/week may be worked. However, this continues to diminish the student's work study award amount and may jeopardize their being able to work until the end of the school year.

During the summer, students may be hired to work in campus departments if the ORG has allocated budget for Summer Student Wages. During the months of May- July and some of August (based on the summer budget dates), **students may work up to 40 hours a week**, and they do not need a work study award. **Summer employment is not a part of the SWSP.**

Students employed by one of our graduate schools or approved areas to hire student graduate assistants or teaching assistants can work up to 20. These student workers are not awarded a work study award that caps their employment earnings. ORG budgets and the 20 hour a week limit will be the guiding factors as to how much a graduate assistant or teaching assistant works for an area.

## Posting a Position

To get the the Position Management System, select the Student Employment tab in Banner then select Hiring Manager.

### My Positions Tab

The “My Positions Tab” shows the positions you can open for students to apply. The list of jobs is attached to the Org the hiring manager is set up over. Since each Org can have multiple Hiring managers, the posting is connected to the position opened by a specific hiring manager. The position title cannot be changed in the position posting. To change the title of a position, the director over the Org will need to send an e-mail request to Student Employment providing the Org number, position title changing, and the new position title.

The position description must have details that include the type of student (Grad/Undergrad), job functions, and hours needed.

Select the title and review the position details below to open a position. Select if you want the position opened or closed. Add a description and the requirements, then select save. The Position Requirements should cover any requirement to complete the tasks of the position. You can open the Org and navigate the pages below the table to view more of the positions. To close a position, select the title, change it to close, and save.

- My Positions – Positions based on Org of the hiring manager.
  - Select the position
    - Positions status – Open/Close
    - Job Descriptions - Include details about the job, pay and type of student (UG, Grad).
    - Position Requirements – Specific skills, certifications or proficiencies

## Interviewing a Student

Review your Vision applications for top candidates, verify schedule availability, and select candidates to interview. The key to conducting a successful employment interview is based on a thorough understanding of the requirements of the job, and a good preliminary understanding of the applicant's relevant experience as reflected on the application and acquired through further discussion.

Every applicant should be asked the same basic questions so comparisons amount applicants will be based on the same criteria. Using open-ended, job related questions is a good way to present questions that will produce more informative answers.

### **Education:**

- What special training have you completed that would assist you in this position?
- Do you think your grades are a good indication of your academic achievement?
- Do you have plans for continued studies?

### **Work Experience:**

- Describe your work experience as it applies to this position.
- Discuss your reasons for changing jobs. (If they have worked on-campus before)
- Describe what you see as your strengths and weaknesses related to this job/position.

### **Job Knowledge:**

- What do you hope to learn in this position/ role?

### **Dependability:**

- Why did you leave your last job? (if they have worked before)
- The hours for this position are \_\_\_\_\_ to \_\_\_\_\_. Is there any reason you could not work these hours?

### **Motivation and Goals:**

- How does this position fit into your career goals? (if applicable)
- What did you like best about your last position? (if they have worked previously)
- What are your greatest strengths?
- Why do you think you would be successful in this job?

The safest approach to asking questions in an interview is asking questions that are job-related. Questions that are not necessary to determine an applicant's qualifications, level of skills, and overall competence to perform the specific job should be avoided in interviews.

If a question is about race, sex, color, religion, national origin, medical or psychological conditions, disability, or worker's compensation – don't ask the question.

## Hiring a Student

Offer the position to your top candidate(s). Once your applicant accepts and has completed the hiring process, you can close the position and mark all other applications as I Don't Want to Hire

You must select the student you are hiring in the "My Applications" tab within the Position Management System. You will need to mark the job type that matches the kind of position and the kind of work-study the student has and then select; I Want to Hire. On the "My selection" tab, enter the confirm the pay rate, add a Kronos approver, select To Student Employment, and then save. This will send a pre-generated e-mail describing the next steps the student must perform to complete the hiring process.

- My applicants – Students Applications
  - Application detail
    - Select student
    - Review application
    - Contact Student
    - Hire Student
  - Job type
    - Fall/Spring Federal – student with federal aid
    - Fall/Spring Institutional and international
    - Temporary – talk to Student Employment first
    - Grad Assistant – Grad students only
    - Teachers Assistant – Only for Theology
    - Summer
  - Hire Status
    - I want to Hire
    - I do not want to hire
  - Save
- My Selections – Applications selected
  - Set Pay Rate
  - Add Kronos Supervisor
  - Send to Student Employment
  - Save
    - Application will remain until approved

The student should then report to Student Employment Office to complete any outstanding paperwork. They will need to have proper identification to complete their I-9. Per federal law, only original identification(s) can be accepted (no copies or faxes)

Examples of accepted forms of identification for U.S Citizens include:

- ❖ **A Passport**
- ❖ **A Social Security card and a Driver License**
- ❖ **A Birth Certificate and a State ID**

International students will need the following documents:

- ❖ **Passport**
- ❖ **I-20**
- ❖ **I-94 Admissions Number**
- ❖ **Social Security Card** (International Students should speak with a Student Employment Office representative to obtain)

Once the Student Employment Office has reviewed your students' paperwork, they will be approved, and you will receive an email that your student may begin working. You will also see the student's information move from the "My Selected" tab to "My Employees." **Note:** Your student may not work until the Student Employment Office has approved them.

### **Students Working Multiple Work-Study Positions**

Work-Study students can only work in one position during the fall/spring semesters. Exceptions include student drivers and student lifeguards. Any request for an exception should be e-mailed to the Student Employment office.

Students who are already receiving a stipend may not also work in the work-study program.

If students are participating in the Summer 360 Program, they are permitted to work two positions during the summer months in order to reach a total of 360 work hours in the designated time frame. However, a Student Worker cannot work more than 40 hours per week. The first job received/processed will be tracked in Kronos. The second job will be tracked via a paper time card.

### **Kronos/Timekeeping**

If you have received an email approving your student for work and they are not showing up in Kronos after a week of employment, please contact Student Employment. Your student may still clock in/out on Kronos. Their times will be logged.

If your student worker misses a punch on their time card you will need to add the time(s) missing before you approve time cards. "Timecard Monday" is every other Monday, and approvals are due by 3:00 pm.

## **Payday**

Payday is every other Friday. Student will be paid by check or by direct deposit (preferred).

## **Corrective Action/Termination**

You may have departmental policies/procedures specific to your area (i.e., professional dress code, procedure for answering phones, etc.).

Please have students sign individual department policy information upon being hired.

If your student worker is terminating voluntarily, please complete a Student Employment Termination form. If a student worker is terminated involuntarily, please ensure communication with the student has occurred, and then complete the Student Employment Termination form.

## **Employment Verification**

If you are contacted by an external employer to verify a student workers employment or rate of pay forward the request to Student Employment.

University letterhead may be used for professional recommendations of students only when they are considering initial employment or continuing education (i.e. internships and graduate school). When writing recommendations please do not exaggerate or understate accomplishments and/or characteristics, hence minimizing legal exposure. Personal recommendations should be written on personal stationery, not university letterhead.