

**Career Services/Student Employment staff:**

Julie Headley, Director of Career Services  
Michael Thomas, Career Advisor  
Holly Tumpkin, Administrative Secretary

**Contact Information:**

*p* (918) 495-6912  
*f* (918) 495-6710  
[careers@oru.edu](mailto:careers@oru.edu)

## **TABLE OF CONTENTS**

Overview of Student Work Study Program	3
Department Eligibility	3
Hiring Manager Responsibilities	3
Hiring Federal, ORU Institutional, or International	3
Budgets	3
Hiring Process	4
Work Study Hours	4
Students Working Multiple Work Study Jobs	5
Kronos/Timekeeping	6
Payday	6
Employment Relationship	6
Sexual Harassment	6
Corrective Action/Termination	6
Employment Verification	6
Employment References	6

## Overview of Student Work Study Program

The Student Work Study Program (SWSP) at ORU can employ students with federal, institutional, or international work study awards. The Federal Work Study (FWS) Program provides funds that are earned through part-time employment to assist students in financing the cost of postsecondary education. 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. Each award amount has been set by ORU Financial Aid and administrators and is the maximum amount a student may earn each school year. Hourly wages must be at least federal minimum wage. The SWSP is not intended to replace displaced full-time faculty or staff.

## Department Eligibility

An ORU department is eligible to participate in the SWSP 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.

## Hiring Manager Responsibilities

Participation requires compliance in the following areas:

- Adherence to allocated budget dollars for student wages. **It is the hiring manager’s responsibility to track dollars spent and remaining budget dollars.**
- Compliance with employment guidelines and the [Student Employment Handbook](#) including:
  - Adhering to hiring protocol and paperwork processes
  - Providing proper oversight and direction for assigned job responsibilities
  - Adhering to disciplinary protocol and discharge/termination processes
- Providing students with a rewarding work experience to complement their professional development
- Completion of Student Evaluations each spring

**Please refer to the faculty/staff intranet under *Service Departments* then *Student Employment* for important dates, hiring manager resources, and student employment forms.**

## Hiring Federal, ORU Institutional, or International

Departments can hire *any student who has a work study award* (Federal, ORU Institutional, or International). However, the following areas can *only* hire ORU Institutional or International because Federal work study dollars cannot be used when the main function of the job is ministerial. *(Not an exhaustive list.)*

- |                                  |                                  |
|----------------------------------|----------------------------------|
| • Chaplain’s Office              | • Bible Institute                |
| • Christ Chapel                  | • Sodexo Food Services           |
| • Honors Program                 | • Spiritual Life                 |
| • International House of Worship | • Summer Missions                |
| • Ministerial Relations          | • School of Theology (all areas) |
| • Prayer Tower Operations        |                                  |

If a student would like to work and does *not* have a work study award in their Financial Aid package, please have them contact the Student Services Group/Financial Aid.

## Budgets

Even though your fall/spring (F/S) **student wages budget** has funds in one of the following accounts, you can hire any student who has a work study award.

### **Student Wages # 602S**

- |                                 |        |
|---------------------------------|--------|
| • Student wages-reg-CWS Federal | #60230 |
| • Student wages-reg-CWS-ORU     | #60231 |
| • Student wages-reg-grad-other  | #60232 |

Budget only looks at your *total* Student Worker Wages F/S or summer amount. That is the number you cannot exceed, regardless of which account your funds are housed.

**Example:** *Your department only has funds in account #60231 (ORU). A student applies to work with you, but they have a federal work study award. Can you hire them? Yes! As long as you have Wages in 602S for F/S and 602U for summer you may hire students to work.*

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

**Example:** *The average student worker has a work study award worth \$2,500 per academic year. Therefore, they can work an average of 10 hours each week for approximately 15 weeks per semester. If your department budget only has \$2,000 allocated to Student Wages you can only employ that student an average of 9 hours per week if you want to keep them the entire academic year.*

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

### **Hiring Process**

1. If you have a Golden Hire Network account, upload your open student worker position(s). If you don't have an account, call Career Services (x6912) to post the opening(s).
  - a. Your office must have updated [Student Job Descriptions](#) on file before posting an opening.
2. Your open position will be posted on the [Golden Hire Network](#) (ORU's online job database) as an "ORU On-Campus Work Study Job" and available for students to apply. Students will then submit their application and schedule to you via email or in person, depending on what you request in your posting.
3. Review your applications for top candidates, verify schedule availability, and select candidates to interview. The [Student Employment Interviewing Guide](#) is available as a resource for you.
4. Offer the position to your top candidate(s).
  - a. **Note:** Do not contact your remaining applicants until the job has been offered, accepted, and Career Services has verified that your candidate is eligible for hire.
5. Once the position is accepted:
  - a. Fill out the [Campus Work Study Employment](#) hiring form and have the student bring it to Career Services (LRC-510) for processing. At that time they will need to fill out additional paperwork and have proper [identification](#) (see pg. 9).
  - b. **Before the student begins working they must bring you the "Notification of Student's Eligibility to Work" blue form from Career Services.**
6. Inform the remaining applicants that the position has been filled.
7. Verify that the student has been added to your Kronos timekeeping system.
  - a. Once you have received the "Notification of Student's Eligibility to work" blue form the student may begin swiping into the Kronos system (even if their name is not listed on your account yet). **Please notify Career Services if the student has not been added to Kronos within one week of hire.**

### **Work Study Hours**

Due to the standards set for the SWSP and work study awards provided, the following are hours students may work during the academic year (August – April):

- Average of 10 hours per week for US citizens with federal or ORU work study awards
- Average of 14 hours per week for students with an international work study award
- No 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.
- Students may work to earn the following allocated amounts, but they may not exceed these earnings:
  - Federal & ORU Institutional work study awards are typically \$2,500 per academic year (An average of 10 hours of work per week)
  - International work study awards are typically \$3,270 per academic year (An average of 14 hours of work per week)

### **Summer Student Workers:**

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.

### **Graduate Assistants & Teaching Assistants:**

Students employed by one of our graduate schools or approved areas to hire student graduate assistants or teaching assistants can work up to 40 hours a week (or per the ORG budget if less than 40 hours/week allocated). These student workers are not awarded a work study award that caps their employment earnings. ORG budgets and the 40 hour a week limit will be the guiding factors as to how much a graduate assistant or teaching assistant works for an area.

### **Students Working Multiple Work Study Jobs**

F/S students are permitted to work in *one* department on campus unless approval is given for a combination of the following reasons:

- More jobs are available than students desiring on-campus employment.
- The position that the student is currently employed in provides 5 hours or less of work per week.
- An office needs the student employee because he/she can provide expertise in a particular position.

*Approval for a second position is rarely granted.* However, if approval is granted from the Director of Career Services, the student is required to sign and date an acknowledgment form stating the following:

- Student may not exceed working a combination of 20 hours each week in **both** ORGs (F/S) or 40 hours each week (breaks, holidays, and summer)
- If the student violates this, he/she will be automatically terminated from the 2nd ORG.
- During a period of non-attendance, if the student goes over 40 hours/week with the two ORGs combined, the overtime will be charged to the second ORG.
- Secondary job hours are tracked via paper timecards. They are **not** in Kronos.

### **Summer Student Workers:**

- 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.
- Students 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 the “Notification of Student’s Eligibility to Work” blue form **and** they are not showing up in Kronos after a week of employment, please contact Payroll. 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.

Managers who do not review their student time cards and consistently have students with missed punches and/or late paper time cards will go under review by Career Services for compliance issues.

### Payday

Payday is every other Friday. ORU requires electronic payroll via direct deposit or a Chase payment card. However, the first paycheck will be a hard copy available in Student Accounts on payday after 1:00 p.m.

### Employment Relationship

Please refer to the *Terms of Employment, Absences & Tardiness, Confidentiality & Proprietary Policy, Sexual & Other Prohibited Policy*, and *Discipline Procedures* sections in the [Student Employment Handbook](#).

### Sexual Harassment

In the event a student is subject to harassment or has knowledge or information concerning its occurrence, it is his/her responsibility to report the matter to the appropriate dean. Undergraduate students should report to the Dean of Men or Dean of Women. Graduate students should report to the dean of their graduate school. It is the respective dean’s responsibility to immediately inform the Vice President of Student Life of any such complaints. In the event a report to the applicable dean is not practical, the student should report the matter directly to the VP of Student Life. Should the complainant allege harassment of a student by a staff or faculty member, the dean receiving the complaint should immediately contact the Director of Human Resources.

### 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. All departmental policies must stay compliant with ORU’s Student Employment policies.

**Corrective Action:** If a student worker violates a policy, please refer to the *Resignation or Discharge* section in the [Student Employment Handbook](#). If applicable, fill out a [Corrective Action-Written Warning](#).

#### **Termination:**

If your student worker is terminating **voluntarily** please fill out a [Student Employment Termination](#) form. Upon completion, send it to Career Services. If a student worker is terminating **involuntarily**, please ensure corrective action has already occurred, check *Disciplinary Procedures* in the [Student Employment Handbook](#), and then fill out a [Student Employment Termination](#) form. Upon completion, send it to Career Services.

### Employment Verification

If you are contacted by an external employer to verify employment or rate of pay of a current or previous student worker forward the request to Career Services.

### Employment References

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.