

# **HIRING MANAGER INFO PACKET**

## **STUDENT WORK STUDY PROGRAM**

**Student Employment:**

**Student Employment Office**

**918.495.6874**

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

## **Resource Manual**

This document has been developed to assist employers by providing guidelines, policies, and procedures related to student employment which involves the use of 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 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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## 1. 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
- Honors Program
- International House of Worship
- Ministerial Relations
- 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.

**Example:** The average student worker has a work study award worth \$3,000 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 8 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.

## 2. Posting a Position

If you have never posted a work-study position on Handshake, please create an account. You can do so by going to <https://oru.joinhandshake.com>.

To post a new position click Jobs, then Add New, you will need to complete every field marked with an asterisk. You will indicate the “**Job Type**” as “**Work-Study**”. **You must indicate within the listing full directions on how to apply. Please use this format.**

To apply for this Position:

1. Go to Vision.
2. In the "Registration Quick Links" tab, choose "Student Employment Application."
3. Choose "Application" and select the following:
  - Department: " Department Name based on Org "
  - Job Title: " Position Title "
  - Supervisor: " Hiring Managers Name "

If you are re-posting a position click on the Add New button, and then use the Copy Existing feature. (Remember to remove the word “copy” from the job title).

Once you have submitted the job, it will come to Student Employment Office to review and it will be posted to the site where the students will be able to view the job description. To access these applications please click on the student employment tab within vision.

### 3. 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 among 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.

### 4. Hiring a Student

Offer the position to your top candidate(s). **Note:** Do not contact your remaining applicants until the job has been offered, accepted, and Student Employment Office has verified that your candidate is eligible for hire. Once your applicant accepts please notify any students that you interviewed but didn't select. For

candidates you didn't interview you can dismiss the student from vision and they will be automatically notified.

You will need to select the student you are hiring within the student employment tab within vision. You will need to enter the Kronos Supervisor, the pay rate, and the starting and ending date for the student.

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 Driver License**

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 Student Employment Office has reviewed your students' paperwork they will be approved and you will receive an email that your student may begin working. **Note:** Your student may not work until Student Employment Office has approved them.

## 5. Work-Study Hours

When hiring a student for the Fall/Spring it is 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 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.

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

Work-Study students are only permitted to work in **one position** during the fall/spring semesters. Exceptions include student drivers and student life guards.

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, they 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.

## **7. 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 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 Student Employment Office for compliance issues.

## **8. Payday**

Payday is every other Friday. Students will want to have direct deposit set up.

## **9. 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 fill out a Student Employment Termination form. Upon completion, send it to Student Employment Office. If a student worker is terminating involuntarily, please ensure communication to the student has taken place, and then fill out a Student Employment Termination form. Upon completion, send it to Student Employment Office.



## 10. 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 Payroll.

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.

## 11. Student Employment Checklist

- ☐ Complete the hiring process for each student hired within vision
- ☐ Instruct new student hires to proceed to Student Employment Office for paperwork completion
- ☐ Student Employment Office approves student workers (Student must complete I-9, W-4)
- ☐ Supervisor notifies candidates they interviewed but didn't hire (Dismiss these students in vision)
- ☐ Remove Job posting on Handshake
- ☐ Request additional accesses the student may need (banner, elevator..etc.)