

ON-CAMPUS STUDENT EMPLOYMENT

HANDBOOK FOR SUPERVISORS

As a student employee supervisor, you are more aware than anyone how important our student employees are to us and what an integral part of the daily operations of the University they are.

Our student work force is a most valuable resource and your role as a supervisor is central to their training and development. Therefore, this manual is written to support you in your effort, by providing procedures and guidelines to supervise student employees.

We hope this Handbook will be informative and useful to you. The Office of Student Employment is here to assist you. If you have any questions or suggestion please do not hesitate to contact us.

*Hofstra University
Office of Student Employment
Human Resources Center
Extension 3-6782*

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The Office of Student Employment reserves the right to modify or change listed procedures and guidelines. Every attempt will be made to notify supervisors and students of such changes.

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GENERAL STUDENT EMPLOYMENT INFORMATION

It is the policy of Hofstra University to provide equal opportunity to all employees and applicants for employment and to comply with all applicable federal, state and local laws. Specifically, it is Hofstra's policy to recruit, hire, promote, reassign, compensate and train qualified persons without regard to race, color, religion, sex, sexual orientation or preference, age, national origin, ancestry, marital status, physical or mental disability, medical condition or veteran status.

Hofstra University abides by the principle that its students, faculty, staff and administrators have a right to be free from sex discrimination in the form of sexual harassment by any member of the University community. Sexual harassment is a form of discrimination prohibited by both State and Federal law. It is the policy of the University that sexual harassment and all forms of discrimination or demeaning conduct are prohibited.

Who Can Be a Supervisor of Student Employees

In order to be a supervisor of student employees you must be a regular Hofstra University employee. No student is permitted to sign any authorizing documents or time sheets for another student.

At the beginning of each academic year, each department with student employees must complete a Signature Verification card. The card asks for a Designated Contract for student employment purposes as well as additional signatures of those in the department who are permitted to sign work-related documents for student employees, such as Work Permits and time sheets. It is imperative that at least one person in addition to the person named Designated Contact be authorized as a signer. The Designated Contact need not be the head of the department, but should be a member of the department generally available to student employees. It will be the responsibility of the Designated Contact to sign authorizations, work permits and time sheets and distribute student employment information to student employees in the department as well as to other regular employees in the department who work with student employees. If there is a change during the year, the department should request a new card to be completed and submitted to the Office of Student Employment.

ANY UNIVERSITY EMPLOYEE WHO AUTHORIZES A STUDENT TO WORK AND BE PAID WHERE THE STUDENT IS FOUND TO HAVE NOT WORKED WILL BE SUBJECT TO DISCIPLINARY ACTION WHICH MAY INCLUDE DISMISSAL.

Verification of Student Employees

After the first month of each semester, the Office of Student Employment will prepare and send a roster of the students currently employed in the department based on the authorizations and work permits submitted by students. This list must be verified, corrected if necessary, signed by the department's Designated Contact for student employment as well as the manager/director of the department and returned to the Office of Student Employment.

Number of Jobs a Student May Hold Concurrently

During the Fall and Spring Semester of the academic year, students are permitted to hold ONLY ONE ON-CAMPUS JOB at any one time. Student positions are considered part-time employment. The University is not in a position to offer full-time employment to student employees, therefore, students are prohibited from combining part-time on-campus jobs to exceed 25 hours per week. Exceptions may be granted by the Office of Student Employment for a temporary or occasional job or regular second job of fewer than 6 hours per week, based upon staffing needs of the University.

Taxation of Salaries

Please note that all student salaries are taxable income. Students will receive a W-2 form from the University at the end of the calendar year which reflects all compensation earned on campus during that calendar year.

Worker's Compensation and Other Benefits

All student employees are covered by disability provisions of the New York State Worker's Compensation Law. Should a student be injured while working, Public Safety is to be notified to file an Incident Report and, when necessary, the student is to report immediately to the Health Center. When convenient, notify the Office of Student Employment.

There are no other benefits for student employees. They are not paid for any time not worked, including vacation, sick days, breaks, holidays, jury duty or snow days.

Student Employment Application

For those departments that hire large numbers of students and have need for an application form, please contact the Office of Student Employment for a standard application form that was developed to meet all legal and EEOC standards. See appendix for sample form.

Department-Specific Student Employee Guidelines

Should your department provide written student employee guidelines specific to your department which are signed off by the student, please be sure to forward one copy of this material to the Office of Student Employment for review.

Hiring Relatives

Hofstra University students who are related (child or other family member) to a full-time/part-time University employee may work on campus as a student employee. However, they are precluded from being supervised directly or working in the same office as their relative.

SELECTION AND HIRING OF STUDENT EMPLOYEES

Federal Work-Study

Eligibility to work on campus as a Federal Work-Study student employee is determined by the Office of Financial Aid based on financial aid forms which the student must file each year. Financial Aid will determine the amount of Federal Work-Study funds available to each particular eligible student. Only the Office of Student Employment may refer students for Federal Work-Study positions.

All Federal Work-Study positions (FWS Slots) are established and assigned to a department at the beginning of each academic year. FWS Slots are assigned , depending on the level of government funding for each fiscal year. There is no charge to the department budget for student salary costs. Departments requiring an additional Federal Work-Study slot must make the request to their area Vice President. Departments may not hire a FWS student directly, but must select a student only from those referred from the Office of Student Employment.

Eligible students are referred on a first come/first served basis by the Office of Student Employment for interviews, and final selection lies with the department supervisor. Authorization forms accompany each student when s/he is referred to a department for work. If the student is hired, these forms must be signed by the supervisor and student and returned by the student to the Office of Student Employment immediately. Otherwise, time sheets cannot be approved for payment through the Federal Work-Study budget and will be charged to a departmental budget. Copies of the executed Authorization will be mailed back to the Supervisor for student and departmental files.

Federal Work-Study jobs are available to students with demonstrated financial need, in academic good standing, during actual periods of attendance at the university. Eligible students according to federal regulations must also be making due academic progress and carrying a minimum of 6 credits during each semester. During the summer, a student does not need to be attending summer school to work during June, July and August. However, the student does have to demonstrate that s/he will be attending the University during the upcoming Academic Year.

Under regulations of the Federal Work-Study Program, each eligible student is assigned a maximum amount of money that can be earned under the program. This amount is referred to as a Federal Work-Study Grant. Once the student earns the total amount awarded in the grant, the student may not be salaried through the Federal Work-Study Program during the remainder of that grant year, however, the student can request additional funds or can be salaried on a departmental student employment budget.

Undergraduate Assistant or Graduate Assistant

All students enrolled in a degree program at Hofstra for a minimum of 3 credits are eligible for employment as a Graduate or Undergraduate Assistant. A student who leaves Hofstra may work as an Undergraduate/Graduate Assistant only during the period immediately following, i.e., the Summer following an Academic Year or the Intersession following the Fall Semester. Employment for these positions is not based on financial aid status.

The budget for Undergraduate Assistant and Graduate Assistant employment is part of the departmental budget established each year on the basis of funds available. It is the responsibility of the department head to keep a record of expenditures and remain within budgetary limits.

Departments seeking to hire an Undergraduate Assistant can do so directly and then send the student to the Office of Student Employment on the day the student begins work with a completed BLUE Work Permit. If a department hires a Graduate Assistant, the student should be sent to the Office of Student Employment with a completed GREEN Work Permit. All payroll forms will be completed in the Office of Student Employment which will forward them to the Payroll Office. The student should bring the completed Work Permit to the Office of Student Employment no later than the first day of work or as soon as possible after starting. Students may come to the Office of Student Employment during their regular work hours and be paid for the time it takes to complete these forms. Any delay in completing the required forms will result in a delay in the student being paid. Copies of the finalized Work Permit will be mailed back to the supervisor, for departmental files, and the student. Departments are encouraged to advertise any Graduate or Undergraduate Assistant positions with the Office of Student Employment.

Graduate Assistantship

Any student who has been accepted into a graduate degree program as a full-time matriculated student may apply for an assistantship. Employment for these positions is not based on financial aid status. Compensation must include tuition waiver for graduate credit for the position to be considered an assistantship.

The budget for a Graduate Assistantship, including tuition waiver cost, is part of departmental budget established each year on the basis of funds available. It is the responsibility of the department manager to keep a record of expenditures and remain within budgetary limits.

Departments seeking to fill a Graduate Assistantship vacancy may hire a student directly by recommending a candidate to the area Vice-President or Provost for approval. The approved request is then sent to the Office of Student Employment where a Letter of Appointment is issued to the student detailing the hiring/payroll authorization. A copy of the Letter of Appointment is mailed to the supervisor for departmental files.

International Student Employees

International students holding US Department of Immigration and Naturalization (INS) student visas are permitted to work on campus as an Undergraduate Assistant, Graduate Assistant or on a Graduate Assistantship if they maintain full-time student status. Their hours may not exceed 20 hours per week when classes are in session, so it is imperative that the supervisor and the student carefully monitor hours. This limit applies to the total of all hours worked in any combination of jobs on the Hofstra University campus. When classes are in recess, international students are permitted to work the same number of hours permitted for all Hofstra University students. Any changes in permitted hours for vacation periods will be announced IN WRITING.

As extensive payroll documentation is required for International Students, please be sure the student reports to the Office of Student Employment to complete hiring documents before the student's first day of work. The student will be required to have a US Social Security Card. If the student does not have one, s/he should contact the Office of International Students for assistance. International student cannot begin a work assignment until that have a Social Security Card. International students will be required to obtain an On-Campus Employment Authorization Form from the International Students Office which must be signed by the hiring department and submitted with the appropriate Work Permit to the Office of Student Employment for EACH on-campus job. It is suggested that the department make a copy of this completed form for departmental records.

Failure to comply with these regulations could result in fines to the university as well as jeopardize the student's visa status and ability to remain in the United States legally.

Occasional Student Employment

Any University department in need of occasional (temporary) student workers may hire students directly. Departments may notify the Office of Student Employment to advertise such jobs.

All students, regardless of financial circumstances, are eligible to work on a temporary basis in departments requiring such service. The period of employment can range from a few hours, to a few days, to a number of weeks. However, in no way should such a position become a long-term (full semester or more) assignment.

Any student hired for occasional work should report to the Office Student Employment with a Work Permit to be authorized for payroll. Rate of pay for occasional employment is dependent upon the type of work to be performed and will be determined by the employing department.

Departments are to use work permits and time sheets that correspond to the budget used to salary the student. Undergraduate Assistants should use blue work permits and time sheets; Graduate Assistants should use green work permits and time sheets. Salaries will be charged to the appropriate departmental budget. Supervisors of Occasional Student Employees are to make sure time sheets are properly completed and have the budget number for the department listed.

Posting a Job

The Office of Student Employment maintains a list of current student jobs on the Hofstra University website. Jobs are posted with a brief description of the job and contact information. The jobs are also copied and posted on bulletin boards on the second floor of the Student Center. To list a job for students, contact the Office of Student Employment at ext. 3-6782 or e-mail at the office GroupWise address, *Student Employment*. To remove the job from the list, you must contact the Office of Student Employment.

Departments seeking to fill Federal Work-Study positions must make their request directly to the Office of Student Employment. All Federal Work-Study jobs must be offered by the Office of Student Employment. Posting information needed is: the general nature of the job, special qualifications and the days and hours required. At the beginning of each semester, the Office of Student Employment meets on an appointment basis with students who qualify and are looking for a Federal Work-Study job.

The rest of the year, jobs are posted on the website and bulletin boards without department identification, but with instructions for the student to come to the Office of Student Employment for additional information and referral to the department.

Departments seeking to fill Undergraduate or Graduate Assistant positions may hire directly. You are strongly encouraged to list jobs with the Office of Student Employment for posting on the website and bulletin boards. Information requested is the general nature of the job, any special qualifications, the number of hours or times required, and the salary rate, which is determined by the department based on the duties as well as funds available. Jobs are posted beginning 2 weeks before the beginning of the Fall semester and thereafter as they are available.

Departments seeking to fill a Graduate Assistantship may hire directly. You are strongly encouraged to list the job with the Office of Student Employment as soon as you are ready to receive resumes. The website gives students who are completing undergraduate work at other schools an opportunity to apply for these jobs and gives the department a wider selection of applicants from which to choose.

Departments seeking to fill temporary jobs should follow the procedure for Undergraduate and Graduate Assistant jobs.

The Interview

As noted above, when a student is referred by the Office of Student Employment to a department supervisor for a Federal Work-Study position, the student will bring a FWS Referral Authorization which certifies that s/he is eligible for the job. You should only speak to a student about a Federal Work-Study job if the student has this authorization form and your department is entered in at the top. Only one student at a time will be referred for each available FWS position.

A student who appears at your department asking about job availability may be hired as an Undergraduate or Graduate Assistant ONLY. You can see several students and make a selection, but you are encouraged to make a quick decision so the students not hired can continue the job search.

At the interview, you should elaborate on the job duties and find out if the student's skills and abilities match with those which are required for the job. You should ask about the hours the student is available to work. You should keep your questions to those which are pertinent to the job and make an effort to ask all applicants for the same job the same questions. A list of legally compliant sample questions is included in the Appendix. After the interview, you should ask if the student is still interested in the job. If the student is not interested, the student has deselected him/herself from the process. If you want to offer this student the job and the student wants the job, you should agree on a starting date and send the student to the Office of Student Employment with the appropriate paperwork (see Completing the Hiring Process). If this is a job other than Federal Work-Study and you are expecting to see other candidates before you make a decision, tell the student what the next step will be and give a time frame in which it will occur.

If you do not believe the student is qualified and the reason is straightforward (i.e. cannot work the required hours, does not have the required skills), tell the student why s/he does not meet the minimum job requirements. If you do not believe the student is qualified and the reason is difficult for you to explain, tell the student you will give a decision within 24 hours and call Student Employment as soon as possible to discuss the reason and ways to communicate this to the student. Any student who is not hired can be referred to Student Employment to find other job opportunities.

Completing the Hiring Process

Once you have offered the student the job, the student must report to the Office of Student Employment. Failure to report promptly will result in a delay in getting paid. For Federal Work-Study, failure to return promptly may cause the student to lose the job. Students should be told to come to the Office of Student Employment the day they are hired or, if that is not possible, no later than the first day of work; and the student must bring the following forms IN PERSON:

Federal Work-Study - The FWS Referral Authorization, signed by you and the student. Supervisor is also responsible for a brief job description and the date the student will begin work (lower left corner). A sample appears in the Appendix. Do not remove any copies. Once processed, copies of the authorization will be sent to you for your department files and the student.

Undergraduate Assistant - A completed and signed BLUE Work Permit. These are supplied by the Office of Student Employment at the beginning of the academic year and thereafter to you upon request. Complete budget numbers and salary rate must be entered. These forms should be in a secure place and not signed or completed in advance. When a student brings this form to the Office of Student Employment, s/he is authorized to be paid against the budget indicated. Once processed, copies of the work permit will be sent to you for your department files and the student.

Graduate Assistant - A completed and signed GREEN Work Permit. These are supplied by the Office of Student Employment at the beginning of the academic year and thereafter to you upon request. Complete budget numbers and salary rate must be entered. These forms should be in a secure place and not signed or completed in advance. When a student brings this form to the Office of Student Employment, s/he is authorized to be paid against the budget indicated. Once processed, copies of the work permit will be sent to you for your department files and the student.

Graduate Assistantship - When you are ready to offer a student the position, a Graduate Assistantship Appointment form (blank forms available at the Office of Student Employment) must be submitted to and approved by the area Vice President or Provost. Once the approved form is received by the Office of Student Employment, a Letter of Appointment will be issued to the student. Student must return the acceptance form which accompanies the Letter of Appointment.

International Students - In addition to above, student must bring completed On-Campus Employment Authorization issued by the International Students Office.

When the student comes to the Office of Student Employment with one of the above forms, if the student has not worked at Hofstra University before, s/he will complete payroll forms, receive brief instructions on completing time sheets and a Student Employee Handbook. Students are only required to complete payroll forms once, regardless of how many jobs they subsequently hold at the University.

If you do not receive a department copy of the FWS authorization or Work Permit, please make sure the student has submitted it. When you do receive the department copy, please check it for accuracy with respect to salary and budget information.

RESPONSIBILITIES OF THE SUPERVISOR

Standards of Work

Supervisors of students are considered exactly as employers in any business relationship and may set work standards. This includes standards of dress appropriate to the area and permission to eat, drink or do homework while working. All student employment is subject to rules and regulations set by the New York State Department of Labor.

On-Site Supervision

Students should not be working unsupervised. If an immediate supervisor is not physically present at the work location, students should be advised of a substitute to whom the student can report, and from whom the student can receive instruction and supervision.

Faculty who employ students as research assistants often do not supervise the student in an office setting. Therefore, the work produced should be carefully evaluated before a time sheet is completed, signed and submitted for payment.

Scheduling Hours

Please note that all weekly limits on hours are based on a Sunday-Saturday week. Even though a semi-monthly pay period may contain partial weeks, each week is considered separately and must contain no more than the maximum hours permitted, even when the week falls in two different pay periods. Limits on the number of hours students may work apply to the total of all hours worked for Hofstra University. Students are prohibited from combining part-time on-campus jobs to equal full-time hours during the academic year.

A work schedule should be arranged with the student at the start date. You should not expect the student to work more or fewer hours than agreed upon on a regular basis. You are encouraged to be as flexible as possible during exam periods and from semester to semester when student class schedules change. No student can be required to work for no pay or to work during vacation periods.

Subject to special limitations noted below, any student employed by the University as a Federal Work-Study, or Undergraduate/Graduate Assistant may not work more than 25 hours in any one calendar week (Sunday to Saturday). Any student permitted to work by a supervisor beyond 40 hours per week (on an occasional basis) must be paid "time and one-half" for these extra hours. In some cases, a student may be working more than one job on the campus, and, therefore, may accrue more than 40 hours combined in a calendar work week. "Time and one-half" must be paid for those hours worked in excess of 40. The Payroll Office will determine which department to charge. This can cause budgetary problems. Please question your student employees to determine if such a situation exists. When overtime hours are accrued and not paid according

to Wage and Hour Regulations, the University can be fined.

Limits for Federal Work-Study

During the academic year, a student in a Federal Work-Study position will not be permitted to work more than 20 hours per week. This is the maximum limit only. Departments are not required to provide maximum hours, nor is the student required to work them. Additional hours *may* be permitted during the January Intersession and Summer. *You will receive information regarding maximum hours permitted prior to each recess.*

The actual number of hours worked (within the above limits) will be determined by the student and his/her supervisor keeping in mind the following factors: the department's needs in terms of hours, the student's academic schedule and the student's total grant amount. Once a student has earned in gross salary the total amount set by Financial Aid, s/he is no longer permitted to continue working on the Federal Work-Study program during the remainder of the grant period unless additional funds are awarded. However, a student in this situation may be switched to be paid on your Undergraduate or Graduate Assistant budget after the appropriate forms have been completed.

Limits for Undergraduate Assistant / Graduate Assistant / Graduate Assistantship

Flexible hours are permitted. During the academic year, the student should not exceed 25 hours per week. During vacation periods, the student should not exceed 35 hours per week.

Limits for International Students

Visa regulations permit International Students to work an absolute maximum of 20 hours per week when classes are in session and up to full-time hours when classes are in recess.

Training

You should clearly define the responsibilities of the student's job, including confidentiality, how the student is expected to interact with other department staff and how to respond to outside requests for information. A checklist of points to cover is provided in the Appendix to assist you. A student should be paid for any time spent for training. Students may not be asked to do personal errands for any Hofstra employee.

For many student employees, this on-campus job is their first job. It is typical for a student employee not to have worked in an office before, even if s/he held a job, so many students will need basic instruction on office procedure and etiquette. Most students do not have any experience with the type of telephone system used at Hofstra University and will need instruction to transfer calls, put callers on hold, etc., if the job includes use of the phone. See the Student Employee Handbook for details. You should provide instruction for any type of machinery used

by the student, including the computer, fax and copy machines.

Family Educational Rights and Privacy Act (FERPA)

The University maintains compliance with FERPA which protects all educational information on file for all students. Therefore, no employee, including student employees may give access to a student's academic information to anyone outside the university without the student's written consent. Please refer to "What You Should Know About FERPA" in the Appendix and at www.hofstra.edu/policies.

Confidentiality Statement

Given the nature of information available on students and employees of Hofstra University, all students are required to read and sign a Confidentiality Agreement. A signed copy should be maintained in your office for each student. A copy of the currently approved Confidentiality Agreement form is provided in the Appendix and is also available at www.hofstra.edu/policies.

Evaluation of Performance

A written evaluation will be sent for you to complete for each Federal Work-Study employee who leaves your department, as per federal guidelines. All other student employees do not require a written evaluation, however, you may wish to give them a periodic informal evaluation to let them know if they are meeting your expectations or where improvements could be made.

Discipline and Dismissal

If a student is not meeting your expectations for job performance, you should speak to the student to make sure there is no misunderstanding about what is required. It is good practice to have another Hofstra University employee in the room during this discussion. A reasonable period of time should be set for improvement to take place. After that time, if there is no improvement, contact the Office of Student Employment to discuss dismissal procedures.

If the student does something egregious, you can immediately suspend the student from working. In this case, you should contact the Office of Student Employment to discuss dismissal procedures.

Resolving Problems

If conflicts occur on the job, or the student has some other type of problem with a supervisor or other member of the employing department and the matter cannot be resolved in the department, you or the student should contact the Director of the Office of Student Employment as soon as possible at 463-6782. Hofstra University does not tolerate discrimination or sexual harassment of any kind. If it occurs, it should be reported immediately.

Students are advised that no sorority or fraternity pledging activities are permitted on the job.

Students may request a change of job at any time. New assignments will be made based on

availability of jobs. If a student leaves your department under questionable circumstances or you need a replacement, you should contact the Office of Student Employment.

Injury On the Job

If a student is injured while working, s/he should report the injury to you, as supervisor, and an Incident Report should be filed with the Office of Public Safety immediately. If medical attention is necessary, you should send the student to the Health Center. If assistance is required to go to the Health Center, contact Public Safety for an escort. As soon after the incident as is convenient, the Office of Student Employment should be informed. All students are covered by disability provisions of the New York State Worker's Compensation Law.

HOW STUDENTS GET PAID

Period of Employment

During the Academic Year (September-May), for a Federal Work-Study job, the FWS Referral Authorization for the position is valid until the student leaves that position, leaves Hofstra, earns the full amount of the Federal Work-Study Grant, or May 31, whichever occurs first. A new Authorization is required for work between June 1 and August 31.

Undergraduate and Graduate Assistants must submit a completed Work Permit form to the Office of Student Employment whenever the student begins work during the Academic Year (September-May). It is valid until the student leaves the position, leaves Hofstra or May 31, whichever occurs first. A new Work Permit is required for work between June 1 and August 31 for new OR continuing student employees. Any change in salary or budget number before the expiration date of a work permit will require a new work permit.

The period of employment on a graduate assistantship is specified in the Letter of Appointment.

When the period covered by the paperwork issued as outlined above expires, a new Authorization, Work Permit or Graduate Assistantship Appointment form is required to be presented at the Office of Student Employment.

The student cannot bring authorizing documents and a time sheet on the same day and expect to be paid on time, as there is a processing time, even for students continuing at the same job.

Taxes and Withholding

Every student employed by Hofstra University is required to complete a W-4 Federal Tax Withholding Form, a New York State Tax Withholding Form and an I-9 Employment Eligibility Form. Once a student is on the Hofstra payroll, it is not necessary to file new forms while continuing as a Hofstra student unless the student wishes to make a change in exemptions. Changes in exemptions must be made at the Payroll Office. International Students ONLY are required to complete new tax forms each calendar year AT THE PAYROLL OFFICE. All student earnings are considered taxable income. Students will receive a W-2 Statement of Earnings form at the end of each calendar year. This information is also reported to the IRS and New York State.

Hofstra students who are enrolled for a minimum of nine credits per semester are exempt from FICA (Social Security) deductions during the academic year. Students carrying fewer than nine credits will have FICA deducted from their pay. During the summer FICA is deducted from all student payroll.

Rates of Pay

Students paid at an hourly rate are paid only for actual hours worked. There is no pay for vacations, sick leave, holidays, or lunch. Hourly rates for Federal Work-Study jobs are covered by the Student Employment Salary Schedule set by the Office of Student Employment. Rates for Undergraduate and Graduate Assistants are set by the employing department, beginning at the federal minimum wage, and should be based on the nature of the work to be done, the skills required and the length of time the student has held the job. Salary increments should not be offered for less than a year of service.

Time Sheets

Federal Work-Study students complete PINK time sheets. These time sheets are distributed to the employing departments by the Office of Student Employment. Undergraduate Assistants complete BLUE time sheets. Graduate Assistants complete GREEN time sheets. These are available to the employing departments from Receiving and Stores. Sample time sheets are in the Appendix. Inappropriate time sheets are not accepted by the Office of Student Employment and will result in a delay in payment. Time sheets should be submitted on a regular basis and not accumulated. Federal Work-Study time sheets will not be paid on the Federal Work-Study budget if submitted more than two months after the dates worked as indicated on the time sheet.

Acceptable time sheets must include student employee name, department name, dates and hours worked, total hours worked, Hofstra ID number, department budget number (Fund and Org numbers on blue and green time sheet and Org number on FWS time sheet), student's signature and appropriate supervisor's signature. The signatures follow this certification: "The Undersigned certifies that this is a true record of the days and hours worked." Therefore, you should not sign a time sheet before all the hours for the pay period have been worked, or one that can easily be changed after you sign it. You should not sign a time sheet that is not already signed by the student, who is required to sign his/her own name. All areas should be completed in INK except for bubbles, which MUST be completed in #2 PENCIL. Supervisor should draw a line in ink through unused spaces and keep a copy of the completed time sheet for department records. Incomplete time sheets will be returned for corrections and will result in a delay in payment to the student. Department supervisors, or their designate should submit time sheets to the Office of Student Employment for payment. Detailed instructions for completing a time sheet are listed on the reverse side of each time sheet for easy reference.

ANY STUDENT FOUND RESPONSIBLE FOR FORGING A SUPERVISOR'S SIGNATURE OR LISTING HOURS NOT WORKED WILL BE SUBJECT TO DISCIPLINARY ACTION AND WILL BE BARRED FROM ALL FUTURE ON-CAMPUS EMPLOYMENT.

ANY SUPERVISOR WHO KNOWINGLY SIGNS A STUDENT TIME SHEET THAT INCLUDES HOURS NOT WORKED WILL BE SUBJECT TO DISCIPLINARY ACTION WHICH MAY INCLUDE DISMISSAL.

Pay Periods

The first pay period is the 1st to the 15th of the month. *Usually**, all student time sheets for this period are due in the Office of Student Employment no later than 5 p.m. on the 17th of the month. Payment is made at the end of the month.

The second pay period is the 16th to the last day of the month. *Usually**, all student sheets for this period are due in the Office of Student Employment no later than 5 p.m. on the 2nd of the following month. Payment is made on the 15th of the following month.

*As the dates outlined above may fall on weekend dates when offices are closed, a schedule of actual due dates and payment dates is published and distributed in late August for the academic year and in late May for the Summer. These schedules supersede the general information given above.

Department supervisors, or their designate, are responsible for submitting time sheets for all student employees to the Office of Student Employment.

Pay Dates

Students are paid with the semi-monthly payroll, the 15th and last day of each month. Should a pay date fall on a weekend or holiday, paychecks are available on the closest prior weekday. There is a pay period delay for all student employees. Hours worked for the first half of the month are paid at the end of the month; hours worked the second half of the month are paid on the 15th of the following month.

Paychecks

Students are paid by check payable to the student. Students who live in a University residence may pick up their checks at the Payroll Office. All others have their checks mailed home or to an off-campus address. After receipt of their first pay check, students may arrange for direct deposit to a bank account, with check stubs mailed.

One-Time Payments

When a student is hired for a one-time event (non-recurring), departments may elect to pay the student by using a One-Time Payment Form, a sample appears in the Appendix. If the student has never worked for Hofstra University, the student must be sent to the Office of Student Employment with a note stating that the student will be paid by One-Time Payment so the student can fill out payroll forms. Any student who is paid on a recurring basis, even if it is only several times per year, must complete a Work Permit and time sheets. Repeated submissions for one-time payment for recurring employees will be returned.

When using a One-Time Payment form, only one type of employee class can be listed. Therefore, only students may appear on a form which lists students. The student name, Hofstra ID number, date of service, number of hours, rate per hour, description of event and budget numbers to be charged, as well as requesting employee and department manager signatures must be entered. Incorrect or incomplete forms will be returned to the department. The One-Time Payment form should be submitted to the Office of Student Employment as soon as the event is completed. Requested payment will be made on the next regular pay day *after the form is processed by the Office of Student Employment and the Payroll Office.*

Late Time Sheets

Time sheets submitted late are paid in addition to time sheets for the next following pay period. Pay checks are not issued between pay dates.

