

Human Resources Center
Office of Student Employment
463-6782

The Student Employee Handbook has been written as an overview of working on campus while attending classes.

We hope you find the information helpful. Please contact our office if we can be of any further assistance to you in your job search.

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Hofstra University continues its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual preference, age, national origin, or physical or mental disability in the conduct and operation of its educational programs and activities, including admission and employment. 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 Hofstra University that sexual harassment and all forms of discrimination or demeaning conduct are prohibited.

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TYPES OF JOBS AVAILABLE

On-campus jobs are as varied as the different offices and departments that service the University. Working in the Library, the Residential Life Office or the Recreation Center may be of interest to you. Or perhaps the Financial Aid Office, the Political Science Department, or the Student Activities Office might be more to your liking. Many of the jobs available on campus involve general clerical office duties. Typically students answer phones, file, use duplicating machines, sit at reception desks, prepare mailings, and act as messengers between offices. Some positions require keyboard skills; others require familiarity with computers/word processing or data entry. Some students work as front desk security for the residence halls or as safety patrols around campus. Other positions include science and computer lab assistants, lifeguards, sports referees, child care providers, and tutors. Wherever possible efforts will be made to match a student's interest with a job referral.

There are several student job categories on campus which provide work opportunities to all enrolled students. These include the Federal Work-Study Program and Undergraduate Assistant or Graduate Assistant. They are outlined below and will be referred to in other parts of this handbook.

Federal Work-Study Students eligible for Federal Work-Study are those who have applied for financial aid and been awarded a Federal Work-Study Grant. The student must be enrolled for a minimum of six credits per semester and in academic good standing. Jobs as described above are available year-round.

Undergraduate Assistant or Graduate Assistant All matriculated Hofstra students enrolled in a degree related program (minimum 3 credits) are eligible for hourly wage employment as an Undergraduate or Graduate Assistant. Employment is not based on financial aid status. Jobs are available year-round.

Graduate Assistantship All matriculated Hofstra graduate students pursuing a graduate degree on a full-time basis are eligible to apply for a Graduate Assistantship which includes a tuition waiver as part of the compensation. Please contact the Director of Student Employment for further details.

Other On-Campus Employment The Food/Dining Services and Bookstore at Hofstra are independently managed, have their own regulations, and do their own hiring. See area managers directly for employment opportunities and hiring requirements.

HOW TO GET A JOB ON CAMPUS

WHEN JOBS ARE AVAILABLE

The largest number of jobs is available in September, but that is also when the largest number of students is seeking employment. Jobs do become available throughout the year, and any student who is not immediately successful with an on-campus job search should continue to look. It is common at mid-semester to have open jobs. Employment on campus is also available during the summer. All jobs are filled on a first-come, first-served basis.

FEDERAL WORK-STUDY PROGRAM

Contact the Office of Student Employment. During the week before each semester, appointments are made for students to meet with an Employment Counselor at the Office of Student Employment. These appointments are scheduled at the beginning of the semester and provide information and referral to available Federal Work-Study jobs. Students must be referred by the Office of Student Employment and should not approach individual departments directly before referral. The student will receive a FWS Referral Authorization when sent on an interview. After the first few weeks of each semester, open positions are posted on the Hofstra Website and on file at the Office of Student Employment; however, students must see an Student Employment Counselor for the appropriate referral materials. No appointment is required to be referred to a job when jobs are posted.

Eligibility Students interested in becoming eligible for Federal Work-Study positions should file the Free Application for Federal Student Aid (FAFSA) form in the spring prior to the summer or academic year they want to work. The form is available online and at the Financial Aid Office on the second floor of Memorial Hall. This form must be filed for *each year* a student seeks eligibility. Renewal is not automatic.

Period of Employment For a Federal Work-Study job, your assignment to the position is valid until you leave that position, leave Hofstra, earn the full amount of your Federal Work-Study Grant, or May 31 of the academic year, whichever occurs first. You may continue working at the same position after your initial form expires, but to do so, you will need a new FWS Referral Authorization from the Office of Student Employment. To look for a different position, you will need a new FWS Referral Authorization as well.

UNDERGRADUATE AND GRADUATE ASSISTANT

Job Listings Undergraduate and Graduate Assistants can be hired directly by the departments that are seeking these student employees. These positions may also be posted on the Hofstra Student Employment website, in the Student Center and at the Office of Student Employment. Some departments post their own signs or ask for referrals from other students. Should you be interested in a job with Public Safety, the Library, Child Care Center, the Playhouse or the Computer Center, you may approach these departments directly for work as an Undergraduate or Graduate Assistant.

Period of Employment Undergraduate and Graduate Assistants may work year round. However, a completed Work Permit form must be submitted to the Office of Student Employment at the beginning of each Academic Year and Summer for you to continue working.

THE INTERVIEW

When you are referred by the Office of Student Employment to a department supervisor for a Federal Work-Study position, you will receive a FWS Referral Authorization which acts as your introduction to the supervisor and also certifies that you are eligible for the job. You should go to the interview as soon as possible after referral. Students seeking a Federal Work Study job must not approach a department supervisor without first going to the Office of Student Employment for a referral. Students who approach a department directly may be hired only as an Undergraduate Assistant or Graduate Assistant and the department will supply a Work Permit form to start the hiring process.

You should dress neatly and keep in mind that most jobs require you to interact with the campus community at large and sometimes the outside community. The interview is not the time for skimpy shorts, torn jeans or sloppy T-shirts. It is inappropriate to come to the interview loudly chewing gum or with a portable cassette player plugged in your ear or on roller-blades.

At the interview you will be asked about the times you are available to work, so you should have your class schedule with you. You will be told about the job duties and asked how your skills and abilities match with those which may be required for the job. In most cases a decision will be made at the interview whether or not to offer the job to you, and you should be prepared to accept or decline immediately. If you are not hired or decide not to accept the job, you should return to Student Employment to discuss alternatives.

COMPLETING THE HIRING PROCESS

If you are offered the job and you accept, you and the supervisor will both complete and sign the work assignment form, which you are required to return in a timely manner to the Office of Student Employment. If hired as a Federal Work-Study student you must return the FWS Referral Authorization; if hired as an Undergraduate or Graduate Assistant you must complete

and return a Work Permit (blue for undergraduate and green for graduate students). At that time you will receive a student employee registration card and appropriate payroll forms. No student can be paid until these forms are completed.

ONCE THE JOB IS YOURS: WHAT YOUR SUPERVISOR EXPECTS

Responsibilities and Work Performance Student jobs are real jobs, and you should take the commitment to work seriously. Once you begin work, you should again discuss what is expected of you with your supervisor. Each office has the right to set standards for its employees. Students should be advised when they are not performing the job as expected and given the opportunity to improve. Department supervisors may ask a student to leave a position if the student does not meet job responsibilities.

Schedule It is very important to work your agreed-upon days and hours and to arrive promptly. If you need time off, you should arrange this with your supervisor in advance. If you are ill, you should call as early in the day as possible. Supervisors understand that school is your top priority, but they are also responsible for seeing that the work of the department gets done. If you are frequently absent or late, absent without notifying your department, or frequently requesting time off, you may be asked to leave your position.

Communication Skills Ask your supervisor how you are expected to answer the telephone, how you should address the people in the department as well as visitors. Typical guidelines will be:

Answering
the
telephone:

You should say good morning (or afternoon), indicate the caller has reached Hofstra University, give the name of the department and offer assistance. Example: "Good morning, Hofstra Dean of Students Office. May I help you?" You should ask your supervisor how to use the office phone, as it is different from phones most students have used. Personal calls should not be made or received at work.

Transferring
a telephone
call:

If a caller asks to speak to someone specific, you should find out who is calling and the purpose of the call. A good way to handle this politely is to say: "May I ask who is calling?" and "May I ask what this is in reference to?" If you don't understand the person's name or will be taking a message, do not hesitate to ask the spelling of the name. Then say, "Please hold on," press the hold button of the phone and tell the information to the person being called. If the person being called is not

nearby, you may want to use the transfer line for this purpose. If the call cannot be accepted, get back on the line, give a reason, and offer to take a message. Then write down the message accurately.

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Taking

Messages: When you take a message, the following information should be included: date and time of call, name of caller, purpose of call, phone number including area code if from outside, extension if a call from within Hofstra. You may also ask whether the person calling would prefer to leave a message on voice mail. Be sure to give all written messages to the person being called before leaving the office for the day (or leave them where they can be retrieved).

Addressing

People: This is a matter of department preference. When in doubt, you should always be formal until the person you are speaking to tells you not to be. A dean should be addressed as Dean [last name]. Teaching staff may be called Professor [last name]. Mr. and Ms. are always safe. Any of these before a last name is always appropriate; do not call a person by his/her first name unless you are asked to. Visitors to the office should always be addressed in a formal manner.

Dress You should dress neatly and appropriate to the area in which you work. Each office may set its own dress code, so it's best to ask. Neat school clothes are usually acceptable when no special instructions are given.

Equipment University equipment including telephones, computers, and copying machines is provided for university business, not personal use.

Confidentiality Student workers often have access to confidential material such as financial information, grades, telephone number, addresses, etc. The University maintains compliance with the Family Educational Rights and Privacy Act (FERPA) therefore, you are prohibited from sharing information with others or using it yourself for any reason not connected with office business. Under no circumstances are student employees permitted to release any personal, financial, or academic information concerning a university student or employee to anyone without the written consent of the student or employee. Refer any such requests to a supervisor. See <http://www.hofstra.edu/policies> for further information on FERPA.

All employees, including student employees are required to read and sign a Confidentiality

Agreement which will be kept on file in the office in which you are employed. See <http://www.hofstra.edu/policies> for further information on confidentiality.

Pledging and Work If you are pledging a sorority or fraternity, please remember that no pledging activities are permitted on the job. You may find that you are interacting with full members or other pledges at work, but while you are working, your relationship to these students must be strictly business.

ONCE THE JOB IS YOURS: WHAT YOU CAN EXPECT

Work Schedule Once you have arranged a schedule with your supervisor, you should expect to be able to work the agreed-upon number of hours and not be asked to work more or fewer hours on a regular basis. You cannot be required to work for no pay.

Job Responsibilities Your supervisor should clearly define your job responsibilities, including how you are expected to interact with other department staff, as well as how to respond to outside requests for information. You should not be asked to do personal errands for any Hofstra employee or student.

If your supervisor advises you that you are not performing your job in a satisfactory manner you should be told how you can improve the situation. Should job performance not improve the supervisor may ask you to leave your position.

Supervision You should not be working unsupervised. If your immediate supervisor is not physically present, you should be advised of a substitute to whom you can report and from whom you can receive supervision and instruction.

Resolving Problems If conflicts occur in any of the above situations, or you have some other type of problem with a supervisor or other member of the department where you work and the matter cannot be resolved in the department, you should contact the Director of the Office of Student Employment as soon as possible at 463-6782. You should also be aware that Hofstra does not tolerate sexual harassment or discrimination of any kind and if it occurs, it should be reported immediately to the Director of the Office of Student Employment.

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

If You Are Injured On the Job If you are injured while working, you should report the injury to your supervisor immediately. If medical attention is necessary, you should go to the Health Center. If assistance is required to go to the Health Center, contact the Public Safety Office 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.

WORK WEEK / HOURS

- *Federal Work-Study* The maximum number of hours of work per week permitted during the academic year is 20. Additional hours may be permitted when regular classes are not in session. These are announced by the Office of Student Employment prior to the applicable time period.
- *Undergraduate and Graduate Assistants* Flexible hours are permitted, however, when classes are in session, hours should not exceed 25 per week; and cannot exceed 35 hours per week when classes are in recess.

One Job Per Student Students are permitted to work in only one on-campus job at a time. Student jobs are considered part-time employment. The University is not in a position to offer full-time jobs to student employees, therefore, students are prohibited from combining part-time on-campus jobs to exceed 25 hours per week. Exceptions are made for a second job that is temporary or is fewer than 6 hours per week.

Absolute Maximum Hours Per Week [Overtime Pay] No student employed by Hofstra University may work on campus more than 40 hours in any one week. Any student who is permitted to work by a supervisor beyond this maximum must be paid "time and one-half" for these extra hours. Occasionally, a situation may arise where a student is working in more than one department. In this circumstance, the student and the departments should be particularly careful not to exceed the 40-hour limit.

Required Break According to New York State labor laws, after 6 consecutive hours of work, you are required to take a break of at least ½ hour. As an hourly employee, you are not paid for this break.

Calendar Week The week used to define permitted hourly maximums is a calendar week running from Sunday to Saturday, except for jobs in Public Safety. The Public Safety week runs from Monday to Sunday.

GETTING PAID

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 you are on the Hofstra payroll, you do not have to file new forms while you continue as a Hofstra student unless you wish to make a change, either in exemptions, name, or address. All changes must be made at the Office of Student Employment. ALL student earnings are considered taxable income. You 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. 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.

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. Inappropriate time sheets are not accepted by the Office of Student Employment and will result in a delay in payment. Time sheets are to be submitted by the student employee Supervisor (or their designate) on a regular basis and not accumulated. No time sheet will be accepted if it has more than one calendar month of work dates listed. Federal Work-Study time sheets will not be paid on the Federal Work-Study budget if submitted more than two months after the dates 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, student's signature and appropriate supervisor's signature. Incomplete time sheets will be returned for corrections and will result in a delay in payment. Instructions for completing a time sheet are listed on the reverse side of each time sheet for easy reference.

Warning: *ANY STUDENT FOUND RESPONSIBLE FOR FORGING A SUPERVISOR'S SIGNATURE OR LISTING HOURS NOT WORKED WILL BE SUBJECT TO DISCIPLINARY ACTION INCLUDING DISMISSAL. STUDENTS FOUND RESPONSIBLE MAY BE BARRED FROM ALL FUTURE ON-CAMPUS EMPLOYMENT.*

Pay Periods The first pay period is the 1st to the 15th of the month. Federal Work-Study , Undergraduate Assistant and Graduate Assistant time sheets for this period are usually 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. Your Supervisor is required to sign and submit your time sheet.

The second pay period is the 16th of the month to the last day of the month. Federal Work-Study , Undergraduate Assistant and Graduate Assistant time sheets for this period are usually 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. Your Supervisor is required to sign and submit your time sheet.

Special Note: There are exceptions to the above time sheet submission dates due to calendar changes. Each Academic Year and Summer, a schedule of all related time sheet and payroll dates is issued and distributed to students and supervisors. The schedule supersedes the general guidelines.

Pay Dates Hofstra has a semi-monthly payroll, which is not equal to 2 weeks. The pay dates are 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. Hours worked for the first half of the month are paid on the last day 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 university housing may pick up their checks at the Payroll Office. All other students have their checks mailed to their home or off-campus address. Direct-deposit to your bank is available to all student employees after receiving a first pay check. Applications for Direct Deposit are available at the Payroll Office. Note: earnings cannot be applied to any University bill.

Problem With Paycheck Students who work and submit complete time sheets on appropriate dates and do not receive paychecks or whose paychecks appear incorrect, should immediately report this to the Payroll Office, and, if necessary, to the Office of Student Employment.

Late Time Sheets Time sheets submitted late are paid in addition to time sheets for the next following pay period

APPENDIX

FREQUENTLY ASKED QUESTIONS CONCERNING FEDERAL WORK-STUDY

How can I get a Federal Work-Study Grant?

The first step in getting a Federal Work-Study Grant is to apply for financial aid. Filing the FAFSA (Free Application for Federal Student Aid) will establish eligibility for Federal Work-Study as well as other types of Federal financial aid. Be sure to indicate interest in Work-Study where the question is asked. Once the form is processed, you must return required supporting documents to the Office of Financial and Academic Records. When everything is received, a Financial Aid counselor will review your file to determine your eligibility. This determination is then forwarded to the Office of Student Employment.

How do I know whether I have been awarded a Federal Work-Study Grant?

You will receive an Award Letter from Hofstra University indicating any financial aid you have been awarded. If you are eligible for Federal Work-Study, it will be listed with a dollar amount on the award letter. The dollar amount is the maximum a student may earn for the academic year on the Federal Work-Study Program. Summer Grants are awarded separately upon request if sufficient need exists. Students who do not qualify for Federal Work-Study can work on campus as an Undergraduate or Graduate Assistant. See a Student Employment counselor for further details.

If I receive a Federal Work-Study Grant, will that amount be deducted from my University bill?

Unlike other forms of financial aid, the amount awarded to you as a Federal Work-Study Grant is an ELIGIBILITY ONLY. There is no guarantee that you will receive all or even part of this money. The only way you can receive any of the grant is to obtain a Federal Work-Study job. If you do, you are paid directly by check for your actual hours of work, but cannot earn more than the amount of your grant. You decide how the money will be spent.

Is there a Federal Work-Study job for every eligible student?

Unfortunately, no. Students are placed in jobs on a first-come, first-served basis once eligibility has been determined. Federal Work-Study funds are awarded to each school by the government, not directly to each student. Once the funds granted to the school for this purpose are earned by students, the government does not award additional funds until the following year. When awards are distributed, the school does not know how many students will actually choose to work or how many hours they will work, so more students receive awards than can work, to ensure that the funds are used. However, it has been our experience that most students who are interested in working as Federal Work-Study students are placed in jobs within the first two months of the academic year.

Do I have to work?

You do not have to work, but working is the only way you have access to the grant money. If you do not work at a Federal Work-Study job during the year you are awarded a grant, you will not earn any part of that grant. If you get a Federal Work-Study job at any time during the grant year, you will start earning the grant amount.

Must I accept the job offered to me?

You will have an opportunity to consider the jobs available at the time you want to start working. After interviewing with a department supervisor, you decide whether or not to accept the job. If you decide not to accept a job, you may consider other jobs which are available, on a first-come, first-served basis.

Am I paid to study?

Federal Work-Study jobs are real jobs with real responsibilities. You are paid to work. A few jobs may include time when you may read, but most do not.

If I don't use all the award money this year, can I use the Federal Work-Study grant I got this year to work next year? If I have a grant this year, will I have one next year?

Federal Work-Study is a form of financial aid and, like other forms of financial aid, may be used only in the year for which it was awarded. You must reapply for this, as well as all other types of aid, each year. There is no guarantee that you will receive a grant each year, as it is part of your total financial aid package and will be influenced by other types of aid you receive (including loans), family income and your non-Federal Work-Study income during the previous year. All of these items are variable and can impact your eligibility.

Can I return to the same job each year?

If you are eligible for a Federal Work-Study grant and want to return to the same department, you may return, assuming that the department wants you back. You must apply for financial aid each year and you must get the appropriate paperwork from the Office of Student Employment at the beginning of each year. You do not need new paperwork if you are continuing a job from fall to spring semester.

OTHER EMPLOYMENT OPPORTUNITIES AVAILABLE FOR STUDENTS

Off-Campus Employment The Career Center maintains listings of off campus employment including part-time and summer jobs. These off-campus jobs are available to all Hofstra students and represent opportunities in nearby business offices, shopping malls, and restaurants. Positions in other Long Island and New York City locations are also listed.

Internships Internship opportunities to work in a professional environment directly related to students' career goals are also available at The Career Center. There are a variety of industries that support salaried and unpaid internships. Academic credit may be made available by a department chairperson or professor. The Career Center is located in R. Lowe Hall on south campus, telephone 463-6060.