



SOUTHEAST MISSOURI  
STATE UNIVERSITY · 1873

# ***Student Employment*** ***Handbook***

Website information:  
Revised 10/14/16

<http://www.semo.edu/sfs/employment>

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## Contact Information

Student employment is supervised by Student Financial Services. Any and all questions related to student employment should be addressed to our office first. Kerri Saylor and Cassandra Hicks will be happy to assist you. Please contact us at (573) 651-2253 or (573) 986-7447 (or via e-mail at [sfsgrants@semo.edu](mailto:sfsgrants@semo.edu)). If you wish to visit us, our office is located in Academic Hall, Room 019. If you are mailing, please mail to MS 3740.

Career Services handles all postings of vacant positions. This office is located on the first floor of Academic Hall, Room 057. You can contact Career Services at (573) 651-2583.

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## Types of Student Employment

There are two types of student employment at Southeast: Federal Work Study and Regular Institutional Work. Federal Work Study is a federally funded program established to provide jobs for students who have financial need as demonstrated by their completion of a Free Application for Federal Student Aid (FAFSA). Students may be limited in earnings for this program. Students on Federal Work Study have two advantages over our Regular Institutional Work students: 1) When completing the FAFSA for the next academic school year, you can exclude your FWS earnings thus reducing your expected student contribution. 2) Since supervisors do not pay full salary from their budgets for Federal Work Study students, they usually prefer to hire a student who is eligible for Federal Work Study. Regular Institutional Work is funded through the University. Funds are allocated by University administration or grants, not Student Financial Services.

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## General Eligibility Requirements

To be eligible to participate in the student employment programs at Southeast Missouri State University, students must be enrolled in a degree-seeking program and must be enrolled in a minimum number of hours. Special, high school, provisionally admitted students, and students enrolled in the Intensive English Program are not eligible to work on campus.

- Citizens=6 hours
- International Undergraduate=12 hours
- International Graduate=9 hours
- International Graduate Assistant=6 hours

Any international exceptions must have a waiver from the International office. Any citizen exceptions must be graduating for the semester and have all required paperwork on file with the registrar's office.

Students who graduate at the end of a semester are eligible to work until the commencement ceremony unless they are enrolled at least half time for the next semester. This includes all semesters of enrollment. Students who drop below enrollment requirements at any point during the fall and spring semester lose their work eligibility. Supervisors will be notified that the student must cease employment by the end of the existing pay period in which the notice is received. Students receiving Federal Work Study funds will be converted to regular employment as of the date of withdrawal until the termination effective date.

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## Summer Eligibility Requirements

- Students are eligible to work during summer semester if they were either enrolled for six (6) or more credit hours in the spring semester **OR** will be enrolled in six (6) hours or more in the fall **OR** if they are enrolled in six (6) hours or more during the summer. High school seniors will need to be enrolled for the fall semester before employment can begin.
- Students who graduate in the spring semester are not eligible for summer student employment unless they are enrolled in summer courses or enrolled at least half time in fall courses.
- Students who graduate in the summer semester are eligible to work until commencement.
- During the summer, Christmas break, and spring break a student may work a maximum of 37.5 hours per week.
- During any period in which there is a 5 week break in enrollment (less than half-time), FICA taxes will be withheld from student earnings.

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## Multiple Jobs

Students may have more than one job on campus as long as the total number of hours worked does not exceed 20 hours per week. Student employees may not work more than five jobs concurrently in any one semester.

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## Family Member Employment

Student employees may not be under the direct supervision of a member of their immediate family.

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## **Pet Care Policy**

Student employees will adhere to the university policy regarding pets on campus.

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## **Job Description**

JOB TITLE: Student Worker

Number of hours per week: 1 – 20

DESCRIPTION OF DUTIES (GENERAL):

*(Duties may include but are not limited to – departments may have their own individual requirements)*

- Answering departmental telephones
- Filing departmental forms
- Preparing departmental correspondence
- Data entry into University software programs
- Scanning and indexing departmental documents
- Perform scheduled pick up and deliveries
- Provide secretarial assistance to department
- Greet departmental visitors
- Attend university sponsored events per department requirements
- Monitoring labs and students
- Overseeing and assisting other departmental staff
- Updating and maintaining departmental web and marketing information
- Grading student submitted work
- Distribute departmental mail
- Provide tutorial help

DESCRIPTION OF DUTIES (DEPARTMENT SPECIFIC):

*(Duties may include but are not limited to – departments may have their own individual requirements)*

- Create/design and layout of graphics
- Coordinating all photography and darkroom activities
- Modeling
- Care of cattle and farm equipment
- Daily upkeep of farm including cutting, raking and baling hay
- Collection and maintaining of lab specimen(s)
- Assemble and maintain laboratory equipment
- Watering, potting, replanting and upkeep of plants in greenhouse setting
- Assist Nurse Practitioners with patients obtaining vital signs
- Custodial duties as assigned by supervisor
- Ordering and maintaining materials for the various collections in the library
- On air announcing and music previewing
- Maintaining and trouble-shooting all video and production equipment
- Accompaniment for music/theatre productions
- Gather information from campus community for reporting
- Issue equipment and accept rental fees
- Concessions opening, sales and closing

#### SKILLS/QUALIFICATIONS

- Basic computer skills
- Excellent telephone skills
- Good written communication skills
- Valid driver's license
- Ability to manage time well
- Friendly/courteous
- Detail oriented

#### EXPERIENCE

- No experience is required in most positions (on-the-job training)
- Department specific requirements may require:
  - Knowledge in specific department (i.e. Chemistry, Biology)
  - Specific computer related skills (i.e. hardware)
  - CPR and First Aid certification

## **Graduate Assistants**

Students already employed as Graduate Assistants may work as student workers but must have approval from the Vice Provost's office to do so. Their hourly wage rate cannot

exceed their current GA rate. Hours worked per week are determined by the Vice Provost's office. The [Approval to Work Additional Job](#) can be found on the School of Graduate Studies website.

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## Posting a Position

Career Services assists departments in listing position openings. Students that are being rehired in a department may do so without going through Career Services, but all other departments must post their position openings through this office. Please contact [Career Services](#) for more information.

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## Finding a Job

To search for a job, visit [Career Services](#) online. Campus and other local part-time jobs can be found on their website.

1. Once students have identified a job(s) in which they are interested, they should obtain a [Student Employment Work Referral](#) from Student Financial Services.

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## Required Paperwork for New Student Employees

When hired for a new position, students must take the [Student Employment Work Referral](#), which can be obtained from Student Financial Services, to the supervisor for completion. Each job must have a separate Student Employment Work Referral. Students should then bring the completed form to Student Financial Services along with the required I-9 documentation such as a picture ID and original, signed Social Security Card (or original birth certificate). [All students, including international students, must have a social security number to work on campus.](#) A [quick reference](#) is available to aid students and supervisors in completing the Student Employment Work Referral forms.

Students who are initial hires, have not previously worked on campus (Chartwells is not considered on-campus employment), must complete an [I-9 \(Immigration & Naturalization Form\)](#), present their original, signed Social Security Card (or original birth certificate) and picture ID (Driver's license or Student ID) for photo copying (or other acceptable documents as identified by the I-9), and also complete both the [Federal](#) and [State](#) W-4 forms at the time the completed Student Employment Work Referral is submitted to Student Financial Services.



International students must complete the international packet which can be found on our website. The supervisor is responsible for completing the work referral portion—our office will complete the remainder of the new hire paperwork.

Once all the documentation is obtained, it will need to be turned in to Student Financial Services. If a supervisor wishes to keep a copy of the work referral, a copy should be made before the Student Employment Work Referral is turned in.

If the Student Employment Work Referral or any accompanying forms are incomplete, the student and supervisor will be notified with a [Problem Notification](#). The student may not begin employment until all documentation has been received. Once it has been received, an e-mail will also be sent to the supervisor letting the supervisor know that the student has been cleared for employment. **STUDENTS ARE NOT ALLOWED TO START WORKING UNTIL THIS EMAIL IS RECEIVED.**

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## **Required Paperwork for Continuing Student Employees**

Work referrals will not expire. Supervisors are responsible for notifying Student Financial Services when a student is terminated, including graduation. If a student is not employed during the summer semester but plans on returning in the fall, they will still be considered an active employee and will not need to be terminated. Supervisors can access blank [Student Employment Work Referrals](#) on the web. Supervisors are encouraged to only print as needed so that any changes to the work referral can take effect quickly.

Please note that work referrals received at the beginning of the semesters can take several days to process, so please get them in early.

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## **Payroll Processing and Deadlines**

Payroll is not processed for students who do not have a current [Student Employment Work Referral](#) and/or any of the required forms on file with Student Financial Services by 5:00 PM the Friday before the end of the pay period. It is the responsibility of the supervisor and/or the person designated by the department of hire to enter payroll information by submitting an [Earnings Request Form](#) for retroactive pay for students who were unable to be processed due to missing or incomplete documentation on the previous time reports. The Earnings Request Form should include the dates and times that the student worked.

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## Pay Rates

All student employees must be paid at least the prevailing minimum wage. As of January 1, 2016 minimum wage is \$7.65. All departments set pay rates based on the parameters of the job. Raises are at the discretion of the department and supervisor.

Any position paying over \$10.20/hour must fill out a [Wage Rate Justification Form](#) and submit it through the proper channels of their department. This wage rate cap will be evaluated January 1 each year and will be increased proportionate to the minimum wage rate increase.

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## Timesheets

Students keep track of hours worked each day on student [timesheets](#) located on the portal. Supervisors must approve all timesheets before they are processed. The Tuesday after the pay period ends @ 12:00 noon is the deadline. Please note that the deadlines are subject to change based on the Human Resources calendar.

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## Maximum Hours

Student employees are students first and employees second. Therefore they are limited to a maximum of 20 hours per week while classes are in session. Students may not work during scheduled class times. This includes any week that a student has classes, regardless if there are only one or two days in the school week. During winter break, spring break and summer semester, students may work a maximum of 37.5 hours per week. These maximums apply to all students regardless of the number of jobs on campus.

Students who are Federal Work Study eligible will have limited eligibility on the Federal Work Study program. Federal Work Study maximums are governed by several factors: a) the total amount of our allocated funds, b) the individual student's eligibility, and c) the amount of other types of aid a student receives. Thus, students may have large amounts of eligibility at time of hire that may be reduced based on receipt of other types of aid to the student.

When students on the Federal Institutional Work program have earned within \$500 of their maximum allowable work award, an e-mail will be sent to the student and the supervisor. Please pay attention to the dates in the e-mail sent. Oftentimes the e-mails are a pay period behind. The supervisor and student will need to decide on an appropriate course of action. This may include reducing the student's hours, termination, or converting the students' hours to regular work. Once the student runs out of Federal Work Study funds, their

employment will be automatically converted to regular employment. If the department does not wish to continue employing this individual because of this change, they must [contact Student Financial Services](#) immediately.

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## Overtime Pay

Student employees should never be scheduled in excess of 40 hours per week. However, there are emergency situations where a student may be required to work overtime. In these rare circumstances, a student employee who works overtime (beyond 40 hours per week) must be paid overtime pay. SFS should be notified immediately.

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## Stipends or Lump Sum Payments

All procedures are the same even for a one-time only payment to a student. All [necessary paperwork](#) must be completed before payment is made. Payment must be made bi-weekly. No monthly payment may be made to the student. All stipends and lump sum payments will be paid from Regular Institutional Work funds. Federal regulations prohibit this type of payment from Federal Work Study funds.

All stipend and lump sum payments must have a wage rate associated with them.

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## Paycheck Disbursement

Students are paid on a bi-weekly basis. Students should note that it could take up to four (4) weeks before they receive their first paycheck depending on their initial date of hire. Paychecks are distributed to the department indicated on the Student Employment Work Referral.

Check locations are important even if a student has direct deposit. Check location is important for many other reasons such as W-2's. Therefore, the check location will be changed to reflect the most current job submitted, unless indicated otherwise on the work referral. A student can change their check location at any time by sending an e-mail to [SFS](#) with the new check location. This may take one pay cycle for this change to be effective.

One check will be issued regardless of how many jobs a student may have. If the department does not receive the check, the department should [contact SFS](#) to see if the check was routed to a different department. Checks will be sent to the location of the most recent work referral.

Supervisors can also check PEAEMPL to determine what department the check was issued to. Students who want their check mailed should provide a self-addressed stamped envelope to the supervisor with instructions.

Students who want their paycheck deposited to their bank accounts may request this by completing the [Direct Deposit Form](#) available in Student Financial Services.

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## W-2 Forms

The Payroll Office issues W-2 forms by the end of January each year. Any questions concerning W-2's should be directed toward the payroll office.

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## Possible Reasons for Not Receiving a Check

- The student failed to complete a Student Employment Work Referral. A new [Student Employment Work Referral](#) is required for each new position at the university. It is the responsibility of the hiring supervisor to ensure that the student employee completes the Student Employment Work Referral and corresponding documents and that it is received by Student Financial Services by the appropriate deadline.
- The Student Employment Work Referral was not received in time to be processed before the bi-weekly cutoff date. If the Student Employment Work Referral was late, the supervisor will need to submit an [Earnings Request Form](#). During peak times (the beginning of the fall semester and spring semester), it may take up to three business days processing time in Student Financial Services. (Please see Payroll Processing and Deadlines for an explanation of Earnings Request Form.)
- Student Financial Services does not have a completed [I-9 Form](#) or [State](#) or [Federal](#) W-4 Form. Student may also be missing I-9 documentation such as picture ID and birth certificate or social security card.
- Time was not entered by the student or the supervisor failed to approve the student's time.

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## Benefits

- Unemployment benefits are not accrued as a result of student employment.

- Students are not eligible for sick leave, vacation, or holiday pay.
- Overtime is defined as work in excess of 40 hours per week. A student employee should never be scheduled for overtime work.
- Students who are paid through Federal Work Study funds cannot be compensated on a salary, commission, or fee arrangement.

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## **Breaks**

Students working a consecutive four (4) hour period are entitled to a 15-minute break with pay. Students working a full eight (8) hour day should receive two 15-minute breaks with pay and not less than a 30 minute lunch break without pay. Paid breaks may not be taken at the beginning or end of a work period and are not cumulative. Breaks should be taken when they will not place an undue burden on the department. Under no circumstances should students be paid for lunch breaks.

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## **Workmen's Compensation**

All injuries that occur on the job, no matter how minor, must be reported to the student's supervisor immediately. All job related injuries are covered by Workmen's Compensation; however, the proper paperwork must be completed before the benefits can be claimed. Contact the Benefits Office for further information.

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## **Affirmative Action/Equal Employment Opportunity**

Applications from all persons are welcomed: Women, minorities, disabled persons, and Vietnam era veterans are especially encouraged to apply. Southeast Missouri State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or status as a Vietnam era or disabled veteran in employment or in admission to or in the operation of its educational programs and activities as prescribed by Titles VI and VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, Executive Order 11246 as amended, The Rehabilitation Act of 1973, The Vietnam Era Veterans Readjustment Assistance Act of 1974, The Age Discrimination Acts of 1974-75, The Immigration Reform and Control Act of 1986, The Civil Rights Restoration Act of 1988 and 1991, and The Americans with Disabilities Act of 1992. Inquiries concerning the application of these regulations to the University may be directed to the University Affirmative Action Officer or

the Office for Civil Rights/Department of Education. Please direct equal employment opportunity inquiries to the Assistant to the President for Equity & Diversity Issues, Southeast Missouri State University, Academic Hall Room 302, One University Plaza MS 3375, Cape Girardeau, MO 63701-4799, (573) 651-2524.

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## Sexual Harassment

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended. It is therefore the policy of Southeast Missouri State University to provide an academic and work environment free of discriminatory intimidation whether based on sex, race, religion, or national origin. It is the expressed position of the University that harassment, whether sexual, racial, etc., generates a harmful atmosphere counter to the requirements of an academic and work environment necessary for free inquiry and personal growth and development to occur.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is expressly prohibited within the University, its activities, and programs when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or the basis for admission to, performance in, or completion of an educational program;
- Submission to or rejection of such conduct is used either explicitly or implicitly as the basis for employment or evaluative decisions affecting such individual, or;
- Such conduct has the purpose or effect of substantially interfering with the individual's work or academic performance, or creating an intimidating, hostile, or offensive working or learning environment.

Refer to the Southeast Business Policy and Procedure Manual Classification Code 03-05 for specific guidance. Employees found in violation of the policy shall be subject to disciplinary action and/or termination. Students found in violation of this policy shall be subject to the campus judicial system with disciplinary action, suspension, or dismissal as remedies. All questions related to this policy should be directed to the Assistant to the President for Equity Issues.

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## Confidentiality

Students who, in performing their on-campus job, have access to confidential information must complete the [Confidentiality Form](#). This form outlines the responsibilities of students

to not reveal any information they learn about other students, faculty, or staff in the course of their job. Students who violate this policy may be dismissed from their job. This form should be kept by the immediate supervisor and should not be returned to Student Financial Services. The completion of this form is at the discretion of the immediate supervisor.

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## Absences

Student employees should notify the supervisor no later than the beginning of the scheduled work period when they are unable to work. In the case of an extended absence, the anticipated duration should be reported to the supervisor as soon as possible. The supervisor is responsible for authorizing all absences.

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## Dress Code

There is no dress code for student employees. However, in many instances students work with the public and should represent the department and University in a professional manner. Students should discuss how they should dress for work with their immediate supervisor.

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## Homework

At no time should a student employee do homework or study for a test at work.

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## Grievance Procedures

Minor disagreements between student employees and their employers should be worked out without resorting to the formal grievance procedures described below. However, these procedures must be followed if there is a serious problem associated with student employment.

Normal review requires students with employment problems to bring them to the attention of their immediate supervisor in order to seek mutually satisfactory solutions. When problems cannot be resolved in this manner, students should bring their grievances to

Student Financial Services to either the Coordinator for Student Employment or the Director. Depending on the nature of the grievance, Student Financial Services may refer students to other persons for counsel.

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## Termination

While student on-campus employment is a learning experience for many, it is still a job and carries with it all the responsibilities of any job found off-campus. Students must maintain the proper attitude and behavior on the job and perform the required task in an acceptable manner.

A report will be sent to supervisors once a semester indicating students that have been on their payroll for more than 6 months but have not been paid. It is the supervisor's responsibility to notify our office that these students have been terminated.

Students who do not carry out their responsibilities after sufficient warning by the supervisor will be terminated from their job.

### *Reasons for termination:*

1. Failure to report to work.
2. Failure to report to work at scheduled times.
3. Poor attitude.
4. Insubordination.
5. Failure or inability to perform the tasks required.
6. Repeated tardiness.
7. Falsification of time sheets.
8. Theft or embezzlement.
9. Destruction of University property.
10. Threats or use of physical force.
11. Any illegal activities conducted on university property including alcohol or drug use.
12. Student communicates confidential job related information to unauthorized person(s).

### *Process for termination:*

1. All previous counseling or warnings must be documented and signed by both the supervisor and the student employee.
2. A Notice of Termination can be e-mailed to [Student Financial Services](#). You will need to include the student's name, Southeast ID, organization number, position number, date of termination, and the reasons for termination (if desired).



3. If the reason for termination is in items 7 through 12, the student's employment will be cancelled and the student notified in writing. The student will not be allowed to work on campus for two semesters following the termination.

***Other reasons for termination:***

1. Student chooses to resign.
2. Student drops below half-time enrollment.
3. Student earns the maximum award authorized.
4. Job is no longer necessary to department.

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## **Student's Rights and Responsibilities**

- It is the student's responsibility to submit a signed [Student Employment Work Referral](#), [I-9](#), [Federal](#) and [State](#) W-4 Forms, an original signed Social Security Card, and a picture ID prior to commencing work.
- It is the student's responsibility to follow all instructions regarding the completion of a [time sheet](#).
- The student is expected to arrive at work on time and work the hours scheduled. Further, the student should notify his or her supervisor as early as possible in the event that he or she will be unable to work.
- It is the student's responsibility to perform an hour's work for an hour's pay. Even though a student has been given a work study award, the supervisor is under no obligation to employ the student. If the student is not performing the duties and responsibilities of the job, the supervisor can terminate the student's employment.
- The student has the right to expect that his or her hours worked will be submitted to the Payroll Office by the 12:00PM Tuesday deadline established by the Payroll Office.
- The student has the right to expect adequate training that will allow him or her to function satisfactorily in the job.
- The student was hired to do a job and do it well. The time a student is scheduled to work should not be used to study for a test or to do homework.
- The student is expected to always remember that confidentiality is of the utmost importance and to never share information that he or she has access to with anyone. Failure to follow this rule can result in immediate termination of employment.

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## Frequently Asked Questions

*What if I lost my Social Security Card or my mom has it locked away in our Safety Deposit Box?*

The Immigration and Naturalization Service requires a copy of your original, signed Social Security Card. If yours was lost or stolen or is at home locked away, you can apply for a duplicate card at the Social Security Administration Building, 2445 Cape Center Dr., Suite 101, Cape Girardeau.

*How do I fill out the W-4 forms?*

Student Financial Services is not trained to give you tax information. However, you can either contact the Payroll Office here on campus, a Tax Consultant, or your parents for assistance. You can call the Internal Revenue Service as well to help you answer questions at 1-800-829-1040. Remember, on all legal documents you are required to use a blue or black ink pen and not a pencil.

*Why are so many/so few taxes being taken out of my paycheck?*

The Payroll System uses the same guidelines and tables as all places of employment. The amount of tax withheld depends on two things: 1) what you have claimed on the W-4, and 2) the gross amount of your paycheck. As a rule, student employees working 20 hours a week at minimum wage do not gross enough for tax to be withheld. Students enrolled in at least six hours (3 during summer months) are exempt from paying FICA. International students are somewhat different and are handled on an individual basis.

*When and/or where can I get my paycheck?*

You will pick up your paycheck in the department you work. If you work in two or more departments, you need to specify where to deliver the check on the Student Employment Work Referral. You will be paid on Friday every two weeks throughout the year, unless payday falls on a holiday or a break period. You also have the option of having your check deposited into your checking or savings account. You must complete the [Direct Deposit Form](#), complete it, and attach a voided check.

*Am I on Federal Work Study? Why not? How can I be?*

In order to be awarded Federal Work Study, you must first complete the Free Application for Federal Student Aid ([FAFSA](#)) and indicate an interest in student employment by March 1 and show financial need. If you would like to be considered for Federal Work Study and you do have financial need as determined by Student Financial Services, you can be placed on a waiting list. You will be notified at a later date if you are awarded Federal Work Study.

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# I-9 Certification

## Student Employment Process

- *International students* must complete paperwork with SFS. Supervisors only need to complete Student Employment Referral Authorization.
- *Students that have worked* at the university before only need to complete a new work referral. No tax forms are needed unless the student wants to update the information already on the system.
- *Students that have never worked* at the university before will need to complete all documents in this packet. In addition, they will also need to submit I-9 documentation. ORIGINAL SOCIAL SECURITY CARD and a picture ID, such as a driver's license or a current, valid passport are examples of acceptable documents. Please see I-9 for other acceptable documentation.

## I-9 Certification

- Departments hiring 15 or more student workers per year are asked to complete own I-9's (as well as South Campuses).
- ORIGINAL documentation must be provided. Copies will not be accepted.
- EXPIRED documents cannot be used for I-9 verification purposes.
- Section 1 must be completely filled out and signed by the student.
- Section 2 must be completed and signed by the person viewing the original I-9 documents. Listed below is a sample of several different ways an I-9 can be completed.
- Copies of I-9 documentation must be attached.
- Start date on work referral and start date on I-9 must match.

### Section 2. Employer or Authorized Representative Review and Verification

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: Passport		Document Title: Drivers License OR /ID		Document Title: Soc Sec Card OR/Birth Cert
Issuing Authority: USA		Issuing Authority: MO /SEMO		Issuing Authority: SSA /MO
Document Number: A123456789		Document Number: C6201208734 /S0#		Document Number: 123456789 /124-86-5623
Expiration Date (if any)(mm/dd/yyyy): 12/24/18		Expiration Date (if any)(mm/dd/yyyy): 1/1/2015		Expiration Date (if any)(mm/dd/yyyy):

### Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **1/1/15** (See instructions for exemptions.)

Signature of Employer or Authorized Representative <b>John Doe</b>		Date (mm/dd/yyyy) <b>1/1/15</b>	Title of Employer or Authorized Representative <b>Director</b>	
Last Name (Family Name) <b>Doe</b>		First Name (Given Name) <b>John</b>		Employer's Business or Organization Name <b>Southeast Missouri State University</b>
Employer's Business or Organization Address (Street Number and Name) <b>One University Plaza</b>			City or Town <b>Cape Girardeau</b>	State <b>MO</b>
			Zip Code <b>63701</b>	

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## **Student Referral Section**

1. The student should enter their last name, first name, Southeast ID (Banner ID), Social Security Number, Southeast e-mail address, and Date of Birth.
  2. Please let us know where you would like your check and other paperwork sent. If the student wishes to change this at a later date, the student or supervisor can send an e-mail to [Student Financial Services](#) or pick up a “Student Payroll Information Change” form from our office.
  3. This box is for international students only. International students must enter their home country.
  4. Previous or Civil College Discipline. Please read the four options provided and mark the one that most accurately describes your situation. If any one of the first three are selected, the student must submit a statement of the actions, date and location of event.
  5. Student must sign and date work referral here.
- 

## **Employer Referral Section**

6. Department Name, Mail Stop, and extension should be entered. If the department wishes to enter the students’ time for them, the Dept. Time Entry box should be checked. .
7. If the Position number is unknown, please use the [Position Number table](#) provided. This file is in numeric order of organizational codes (This number is the same as the index for all non-grant-funded programs). If you are still unsure or do not see your index in the file, please leave this field blank. If your student is work-study eligible, we will make appropriate changes in our office. If you have questions about a students’ work-study eligibility, please contact [Student Financial Services](#). We will be happy to assist you.
8. Index of the department should be entered here. This is a 6-digit number and usually starts with a 1XXXXX. Grant-funded programs will start with a 2XXXXX. This information must be entered and cannot be left blank. Please enter the organization number here if you are a grant funded program (your index is 2XXXXX). Please note that all grant-funded accounts must be approved by the accounting office before they can be processed. This may delay the hiring process.
9. Please enter the name of the person approving/entering the time and the position number of the approver. This is **NOT** the Southeast ID. Supervisor position numbers can be found on personal timesheets. It usually starts with a F (faculty), S (staff), or G (grant) and is followed by a 5-digit number.

10. Lump Sum payments are one-time payments to students. The start and stop dates must correspond with the start and stop dates of a pay period. If no start/stop date is indicated, work referrals will be processed for the earliest pay period available. Supervisors must include the total amount the student is to be paid as well as the wage rate.
11. Stipend payments should be indicated here. This is where a student receives a set payment each bi-weekly pay period for the indicated length of time. The start and stop date must be included and must correspond with the start and stop dates of a pay period. Please indicate the full amount of the stipend here, put a / and indicate the number of pay periods. Example: Student is receiving \$1100 for the semester and there are 8 remaining pay periods. Write in \$1100/8. Please refer to the [Pay Periods](#) table to determine the number of remaining pay periods. If the stipend is for the fall & spring semesters, please include the Christmas break dates. This will help to ensure that the student's check amounts are equal throughout the school year. Adjustments to the payment may need to be made by SFS to adjust for payroll processing deadlines. Stipends must also include a wage rate.
12. The start date that the employee will start should be entered here. If this is left blank, we will process the work referral using the date the work referral was processed by Student Financial Services. If a student begins work prior to the start date a new work referral will need to be completed. Work referrals that do not indicate wage rates will be processed at the current minimum wage rate. Work referrals do not expire, so it is up to the supervisor to include a stop date. For example, if you hire a student their freshman year and you plan on employing the student for the next four years, you may leave the stop date blank. If you know the student will be graduating in 6 months, enter the stop date.
13. Please enter the Southeast ID of the direct supervisor of the student. Work referrals must be signed by the direct supervisor.

Every employee at the university must be E-verified through the Department of Labor. This requires the hire date to be within 3 days of the processing date. Since it can take up to 3 days to process, it is the policy of the university not to work a student until the work referral has been processed and an e-mail confirmation has been received. Failure to comply can result in a fine of \$100-\$1,000 per individual. Each infraction would be charged to the department responsible.

Supervisors will receive quarterly reports from SFS indicating the students who are listed under that Index. Any changes that need to be made can be submitted at that time.

Any wage rate paying over \$10.20/hr must include a Wage Rate Justification Form.

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# Student Work Referral Problem Notification

STUDENT EMPLOYMENT WORK REFERRAL  
PROBLEM NOTIFICATION

To: S0XXXX

From: Student Financial Services, MS3740

Date: XXXXXX

RE: Student Employment

We cannot continue to process the Student Employment Work Referral form for the student above due to the following:

\_XX\_ Federal W-4 not on file <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

\_XX\_ Missouri W-4 not on file <http://dor.mo.gov/forms/MO-W-4.pdf>

\_XX\_ Employment Eligibility Verification (I9) not on file. <http://www.uscis.gov/files/form/i-9.pdf> Student will need to come in to SFS with acceptable I-9 documents (i.e. picture ID & social security card or birth certificate).

\_XX\_ Social Security Card or Birth Certificate

\_XX\_ Picture ID (Driver's License or Student ID)

\_XX\_ Previous civil or college discipline not completed on referral. Student needs to call Student Financial Services, (573) 986-7447, to complete this.

\_XX\_ Student needs to provide a statement concerning the civil/college discipline incident. The statement should include the date, location and any actions regarding this discipline. This statement must be signed by the student.

\_XX\_ Any position paying over \$10.20/hour must fill out a [Wage Rate Justification Form](#) (attached) and submit it through the proper channels of their department. The work referral will be entered as is with a wage rate of \$10.20/hr until permission for the higher wage rate is granted.



Students that have one or more missing requirements are not allowed to work on campus until they have completed the necessary documents. If you have any further questions, please contact SFS. Thank you for your timely attention to this matter.

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# Web Time Entry

Experience Southeast...*Experience Success*

## Web Time Entry Temporary and Student Employees

1. Access the Employee portal using your SE Key.
  2. Open Southeast Self Service.
  3. Click **Employee**.
  4. Click **Timesheet**.
  5. Select position wanting to enter time using radio button to the right of position.
  6. Select time sheet period from drop-down list, click  

  7. Click on the **Enter Hours** under the date column you wish to claim time.
  8. Type **Time In** and **Time Out** (in 15 minute intervals) and select **AM** or **PM**.  
Click 
- Note:** You must enter hours worked in order to get paid if no hours are present.
9. When finished with time sheet click **Preview** to verify time entries. To print timesheet, set printer to landscape.
  10. Click **Comments** to leave messages for the supervisor.
  11. Click **Submit**, enter verification information and click **OK**.

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# Confidentiality Agreement

As a student employee in \_\_\_\_\_, I understand that I will be working with sensitive and confidential information.

I understand that what I learn in this office about University students and University business must remain in this office and is not to be discussed with anyone else, including the student involved.

I also understand that I cannot access confidential information for any reason other than what I have been asked to do by my supervisor.

I understand that the “Students’ Code of Conduct” applies to my conduct at work as well as elsewhere on campus.

I understand that I am jeopardizing my employment and potentially subjecting the University to litigation for violation of the Family Educational Rights and Privacy Act (Buckley Amendment), if I break the confidentiality of this office. If I violate any portion of the Code of Conduct, I will be held accountable by the University Judicial system.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

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## Pay Periods

### 2015-2016

#### FALL PAY PERIODS

Schedule	Beginning	Ending	Ck Date
19	8/23/2015	9/5/2015	09/18/2015
20	9/6/2015	9/19/2015	10/2/2015
21	9/20/2015	10/3/2015	10/16/2015
22	10/4/2015	10/17/2015	10/30/2015
23	10/18/2015	10/31/2015	11/13/2015
24	11/1/2015	11/14/2015	11/27/2015
25	11/15/2015	11/28/2015	12/11/2015
26	11/29/2015	12/12/2015	12/25/2015

#### SPRING PAY PERIODS

Schedule	Beginning	Ending	Ck Date
1	12/13/2015	12/26/2015	1/8/2016
2	12/27/2015	1/9/2016	1/22/2016
3	1/10/2016	1/23/2016	2/5/2016
4	1/24/2016	2/6/2016	2/19/2016
5	2/7/2016	2/20/2016	3/4/2016
6	2/21/2016	3/5/2016	3/18/2016
7	3/6/2016	3/19/2016	4/1/2016
8	3/20/2016	4/2/2016	4/15/2016
9	4/3/2016	4/16/2016	4/29/2016
10	4/17/2016	4/30/2016	5/13/2016
11	5/1/2016	5/14/2016	5/27/2016

#### SUMMER PAY PERIODS

Schedule	Beginning	Ending	Ck Date
12	05/15/2016	5/28/2016	06/10/2016
13	5/29/2016	6/11/2016	6/24/2016
14	6/12/2016	6/25/2016	7/8/2016
15	6/26/2016	7/9/2016	7/22/2016
16	7/10/2016	7/23/2016	8/5/2016
17	7/24/2016	8/6/2016	8/19/2016
18	8/7/2016	8/20/2016	9/2/2016

### 2016-2017

#### FALL PAY PERIODS

Schedule	Beginning	Ending	Ck Date
19	8/21/2016	9/3/2016	9/16/2016
20	9/4/2016	9/17/2016	9/30/2016
21	9/18/2016	10/1/2016	10/14/2016
22	10/2/2016	10/15/2016	10/28/2016
23	10/16/2016	10/29/2016	11/11/2016
24	10/30/2016	11/12/2016	11/25/2016
25	11/13/2016	11/26/2016	12/9/2016
26	11/27/2016	12/10/2016	12/23/2016

#### SPRING PAY PERIODS

Schedule	Beginning	Ending	Ck Date
1	12/11/2016	12/24/2016	1/6/2017
2	12/25/2016	1/7/2017	1/20/2017
3	1/8/2017	1/21/2017	2/3/2017
4	1/22/2017	2/4/2017	2/17/2017
5	2/5/2017	2/18/2017	3/3/2017
6	2/19/2017	3/4/2017	3/17/2017
7	3/5/2017	3/18/2017	3/31/2017
8	3/19/2017	4/1/2017	4/14/2017
9	4/2/2017	4/15/2017	4/28/2017
10	4/16/2017	4/29/2017	5/12/2017
11	4/30/2017	5/13/2017	5/26/2017

#### SUMMER PAY PERIODS

Schedule	Beginning	Ending	Ck Date
12	5/14/2017	5/27/2017	6/9/2017
13	5/28/2017	6/10/2017	6/23/2017
14	6/11/2017	6/24/2017	7/7/2017
15	6/25/2017	7/8/2017	7/21/2017
16	7/9/2017	7/22/2017	8/4/2017
17	7/23/2017	8/5/2017	8/18/2017
18	8/6/2017	8/19/2017	9/1/2017

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Index & Position Numbers

100001	9859	100246	9897	100397	9928	100619	9946
100009	9861	100247	9845	100404	9834	100623	9947
100040	9862	100254	9899	100422	9727	100791	9949
100058	9864	100258	9900	100428	9932	100792	9769
100067	9865	100265	9901	100440	9791	100797	9808
100072	9866	100266	9736	100442	9788	100798	9951
100074	9867	100268	9843	100443	9780	100800	9805
100094	9868	100271	9902	100444	9786	100801	9952
100097	9869	100273	9903	100447	9730	100803	9807
100101	9870	100277	9904	100455	9790	100809	9811
100106	9871	100281	9848	100456	9790	100810	9953
100119	9872	100288	9907	100457	9639	100818	9812
100122	9873	100298	9908	100481	9756	100830	9823
100132	9831	100302	9909	100482	9787	100835	9710
100144	9876	100304	9910	100483	9697	100878	9956
100145	9830	100313	9911	100484	9720	100879	9957
100149	9878	100314	9607	100485	9726	100882	9958
100151	9879	100315	9616	100486	9745	100895	9959
100154	9880	100318	9724	100487	9529	100897	9960
100156	9773	100322	9912	100489	9484	100916	9816
100157	9841	100325	9913	100494	9789	100923	9963
100159	9881	100333	9914	100499	9645	100928	9964
100164	9840	100336	9915	100500	9776	100938	9965
100165	9882	100342	9669	100518	9774	100950	9809
100171	9829	100345	9917	100519	9686	100992	9967
100173	9883	100355	9856	100526	9785	100993	9818
100180	9884	100358	9919	100535	9852	100994	9714
100187	9885	100362	9920	100537	9934	101007	9824
100190	9706	100364	9921	100542	9935	101009	9822
100193	9886	100366	9921	100545	9651	101023	9971
100199	9887	100368	9922	100546	9855	101059	9972
100202	9888	100369	9723	100547	9936	101107	9677
100205	9858	100372	9923	100550	9619	101116	9794
100210	9889	100373	9759	100551	9937	101118	9738
100212	9664	100375	9924	100595	9938	101125	9795
100221	9891	100380	9925	100599	9939	101130	9796
100225	9893	100386	9825	100603	9941	101134	9974
100231	9894	100387	9832	100616	9943	101143	9718
100232	9895	100390	9927	100617	9944	101150	9975
100239	9896	100395	9833	100618	9945	101154	9735

Index & Position Numbers

101156	9801
101158	9804
101160	9781
101163	9802
101164	9976
101165	9803
101171	9799
101185	9779
101201	9814
101202	9813
101207	9979
101210	9793
101211	9753
101212	9980
101217	9983
101219	9693
101220	9815
101221	9984
101228	9985
101236	9641
101241	9987
101242	9460
101244	9764
101247	9749
101248	9851
101249	9988
101459	9564
101853	9891
101869	9817
101920	9711
101924	9743
101930	9509
101952	9741
101968	9702
102153	9687
102197	9628
102220	9668
102294	9583
102305	9662
102320	9642

102333	9644
102458	9560
102469	9463
102565	9611
102622	9599
102670	9574
102802	9561
102806	9573
102810	9525
102835	9570
102839	9572
102849	9514
102853	9568
102893	9556
102995	9551
102996	9557
102997	9535
103016	9555
103088	9554
103102	9541
103117	9546
103135	9542
103182	9532
103184	9505
103188	9526
103191	9523
103199	9538
103200	9985
103201	9536
103218	9528
103223	9527
103228	9530
103240	9521
103242	9519
103254	9518
103255	9513
103258	9512
103263	9503
103273	9507
103302	9459

103313	9497
103319	9499
103325	9483
103339	9499
103340	9506
103351	9500
103371	9501
103408	9470
103414	9461
103417	9493
103427	9495
103428	9457
103435	9496
103458	9491
103459	9486
103483	9485
103509	9462

**WAGE RATE JUSTIFICATION MEMORANDUM**

**WAGE RATE JUSTIFICATION MEMORANDUM**

**DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**TO:** Student Employment Specialist

**RE: Student:** \_\_\_\_\_

**SO#** \_\_\_\_\_

**PROPOSED RATE OF PAY:** \_\_\_\_\_ **EFFECTIVE DATE:** \_\_\_\_\_

This memo is to justify paying the student referenced above in excess of \$10.20 / per hour.

**1. Duties / Responsibilities:**

**2. Qualifications / Experience / Education:**

**Comments:**

I hereby authorized the above pay rate.

\_\_\_\_\_  
**Supervisor's Signature**                      **Date**

\_\_\_\_\_  
**Dept. Head/Director or Dept. Chair**                      **Date**

\_\_\_\_\_  
**Dean or Administrative Director**                      **Date**

\_\_\_\_\_  
**President/Vice President/Provost**                      **Date**

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