Student Employment Handbook

For Students

Kathryn Potts
Student Employment Specialist

312.567.6802 | seo1@iit.edu
# Table of Contents

- Introduction .............................................................................................................................................. 3
- General Information ................................................................................................................................. 3
- Eligibility for On-Campus Jobs ................................................................................................................... 4
- Application Procedures ............................................................................................................................. 4
- Offers of Employment ............................................................................................................................... 4
- Maximum Hours of Employment .............................................................................................................. 5
  - Periods of non-enrollment ................................................................................................................ 5
- Payroll Authorizations ............................................................................................................................... 5
- Payment Process ....................................................................................................................................... 5
- Timekeeping Processes ............................................................................................................................. 5
  - Employment Law ............................................................................................................................... 5
  - Timesheet Processes and Deadlines ................................................................................................. 6
  - Late Timesheets .................................................................................................................................... 6
- General Working Conditions ..................................................................................................................... 6
  - Benefits .............................................................................................................................................. 6
  - Workers’ Compensation Program ..................................................................................................... 7
  - Absences ............................................................................................................................................ 7
  - Breaks ................................................................................................................................................ 7
  - Driver’s Training Requirements ......................................................................................................... 7
  - Parking ............................................................................................................................................... 8
  - University Telephones ....................................................................................................................... 8
  - Use of Computers ................................................................................................................................ 8
- Federal Work-Study Program ..................................................................................................................... 8
  - Overview ............................................................................................................................................ 8
  - Determining FWS Eligibility .............................................................................................................. 9
  - Federal Work-Study Awards .............................................................................................................. 9
  - Accepting Awards ............................................................................................................................. 10
  - Finding Work ................................................................................................................................... 10
  - Changes in FWS Awards .................................................................................................................. 10
- International Student On-Campus Employment ..................................................................................... 10
- Student Employee Taxation Status ........................................................................................................ 11
- Termination Policies .................................................................................................................................. 11
- Drug-Free Environment .......................................................................................................................... 12
- Policy Prohibiting Sexual Harassment ................................................................................................. 12
- Smoking Policy ..................................................................................................................................... 13
- Contact Information ............................................................................................................................... 13
Introduction

Education is an investment that will last a lifetime. On-Campus Student Employment is an important step in the pursuit of personal and professional goals for all students. All Student Employment information and forms are available on the Student Employment page of the Career Services website, careerservices.iit.edu.

Illinois Institute of Technology believes work experience is a vital and significant component in preparing our students for a future career. Student employment is an opportunity to advance an individual’s work ethic, responsibility, and workplace knowledge. This belief reflects the university’s overall commitment to education and underscores its endorsement of self-development.

This manual applies to Illinois Tech student employment including Federal Work-Study (FWS) and Non-FWS positions. The content does not apply to students working as Teaching Assistants, Graduate Assistants or Research Assistants.

The purpose of the manual is to describe Illinois Tech’s current student employment policies and procedures, including those related to the Federal Work Study program, which are subject to review and change at any time.

General Information

- Students may not work in conflict with their scheduled class time.
- Students must be paid for all hours worked.
- Student employees are expected to work the date and time assigned and agreed upon with their supervisor. Student employees should notify their supervisor immediately if they are unable to work their regularly scheduled hours.
- Students must complete a timesheet at the end of each pay period worked through their MyIIT work portal. Late timesheets cannot be electronically submitted; a paper form must be completed and submitted directly to the Payroll Office.
- Students are not permitted to retain timesheets during the academic semester and submit them all at once.
- Students must wear work attire that is in accordance with the department or office’s dress code. Talk to your students about the dress code.
- Student employees must perform the designated job duties and follow the assigned departmental procedures in a satisfactory manner and be evaluated each semester.
- Students must adhere to the IIT Code of Conduct at all times. Alcohol, drugs, bullying, fighting, or any behavior deemed inappropriate is not permitted.
Supervisors are encouraged to work closely with their students to ensure that job responsibilities and work hours are clearly understood. If problems develop concerning employment, students should contact their supervisors.

Eligibility for On-Campus Jobs
Domestic students, graduate and undergraduate, must be registered at least part-time. International students must be enrolled full-time, which is 9 credit hours for graduate students and 12 credit hours for undergraduate students. If the student is a TA or RA, enrollment must be for 6 credit hours. (For Chicago-Kent, the student must be enrolled for 9 credit hours during the fall and spring semesters or 6 credit hours during the summer semester.) Students who do not fit the credit hour requirement may still be hired as Part-Time Temporary employees through HR.

Application Procedures
1. Students interested in an on-campus job must sign up for a Jobs4Hawks account to view and apply for positions. This can be accessed through the Career Services Website. If you need assistance, visit the Career Services office in Hermann Hall, Room 113.

2. Students interested in Federal Work-Study must complete the FAFSA and be awarded Federal Work-Study. See the Federal Work-Study section below.

Working without the proper documentation is illegal. For this reason, beginning an on-campus job before submitting paperwork to the One Stop office and receiving approval from Student Employment will not be permitted.

Offers of Employment
Offers of employment are contingent upon evidence of identity and employment eligibility as required by the Immigration Reform and Control Act of 1986. This federal law requires that an I-9 Form be completed within three working days from your date of hire. You can obtain the information needed to complete an I-9 at www.uscis.gov or through the One Stop website.

If you have questions about acceptable documents please contact the One Stop Office Monday-Friday between 8:30 am and 5:00 pm.

After interviewing students and selecting the best candidate, the employer should present an employment offer to the student in writing, in the form of a
letter or email, which references the position and description submitted through the Jobs4Hawks database, the pay rate, start date, and other pertinent information, such as anticipated hours per week. Once the student accepts, the employer submit an Electronic Payroll Authorization Form for the selected student employee.

**Maximum Hours of Employment**

Student employees may work **no more than 20 hours per week** in **any** combination of positions or departments at Illinois Tech during any week in which regular classes are scheduled. This is inclusive for all student employees, regardless of employment status (FWS, Non-FWS, and international students in F-1 and J-1 status).

**Periods of non-enrollment**

The summer and breaks (i.e. winter break and spring break) are defined as periods of non-enrollment. During these time frames, students are allowed to work full-time: up to 40 hours per week (80 hours for the 2-week pay period).

**Payroll Authorizations**

The Student Employment Specialist processes payroll authorizations (PAs) for all students paid on an hourly basis or students paid through one-time payments. The Student Employment Specialist also processes PAs for lump sum and income tuition vouchers, commonly needed for research assistants, teaching assistants, and fellowship students.

**Payment Process**

All students are paid bi-weekly. Participation in direct deposit is strongly encouraged but not required. Students who do not set up direct deposit will have their paychecks mailed to their official mailing address. Mailing addresses can be viewed or updated via Banner Self-Service located on the Academics Tab of the MyIIT portal. Please note: There is a charge assessed for the replacement of lost or destroyed checks.

**Timekeeping Processes**

**Employment Law**

Supervisors are responsible for timely and accurate submission of all student timesheets. Illinois Labor Law requires that employees are paid within 13 days. Timesheets must be submitted on a timely a basis.

It is illegal for an employer to withhold an employee’s pay because she or he failed to submit her or his timesheet. Students who neglect to complete
timesheets on a regular basis may be subject to disciplinary action. Supervisors who neglect to approve timesheets may be subject to disciplinary action by the university.

**Timesheet Processes and Deadlines**

Once the department and student receive an approval email from the Student Employment Office, the student will be granted access to a timesheet through a Work tab in the MyIIT Portal. Students must complete a timesheet at the end of each pay period worked through their MyIIT. If students did not work during the two-week period, they are not required to submit a timesheet. Late timesheets cannot be electronically submitted; a paper form must be completed and submitted directly to the Payroll Office. Students are not permitted to retain timesheets during the academic semester and submit them all at once.

The timesheet and payment schedules follow the university payroll deadlines. This information can be found on the Payroll website on the Payroll Calendars and Deadlines page. The deadline for students to submit timesheets is the Monday before Friday pay date at 10 a.m., every two weeks. The deadline for approvers to approve timesheets is the Monday before Friday pay date at 4 p.m., every two weeks.

Step-by-step hiring processes and deadlines are available on the Student Employment section of the Career Services website, under Faculty & Staff. View the Approver EPAF and Web Timekeeping Manual and Student Employee Timesheet Manual for details.

**Late Timesheets**

If a student employee misses a timesheet deadline, or if a supervisor misses the approval deadline, the student's payment may be delayed. Supervisors or department superusers are able to correct or override students' timesheets until 4 p.m. on the Monday prior to a Friday pay date. After that time, students must fill out a paper timesheet adjustment form: Timesheet Adjustment Time In/Time Out. The timesheet adjustment form must be printed, signed by the supervisor, and submitted to the Payroll Office in Tech Central, 4th floor, 4B9-1 by 4 p.m. on the Tuesday before the Friday pay date to ensure payment by Friday.

**General Working Conditions**

**Benefits**

Student Employees are not eligible for paid holiday, vacation, sick leave, unemployment insurance or medical benefits, or any other benefits. Student Employees are paid only for the actual hours worked.
Workers' Compensation Program
Student Employees are covered by workers' compensation insurance if they are injured during work hours and in the course of employment. All injuries should be reported immediately to the supervisor. The supervisor must provide the injured employee with a workers' compensation benefits claim form within 24 hours of notification.

All first aid care for a work-related injury should be provided by the Illinois Tech Health Center (for minor or First Aid injuries only) or Hospital Emergency Room (24 hour service). University Police (Emergency Ext. 911) should be called immediately in all cases involving serious or life-threatening injuries.

Absences
The supervisor should provide instructions for reporting absences according to procedures established by the employee’s department. Unforeseen absences due to illness or other uncontrollable circumstances should be reported immediately. Planned absences should be arranged in advance and approved by the supervisor.

Breaks
Student employees who work full time (8 hours in one day) must be provided an unpaid lunch break of at least 30 minutes. The lunch period must be given within 5 hours of beginning work. Students are also entitled to a paid 15-minute break period for each 4 hour periods of consecutive work. The 15-minute breaks can be given in conjunction with the lunch break or as separate breaks at the discretion of the employer. Students working fewer than 4 consecutive hours are not required to have a 15-minute break. Supervisors may determine when breaks are to be taken. Unused breaks are not cumulative or eligible for extra pay.

Driver’s Training Requirements
Student employees required to operate an Illinois Tech vehicle must possess a valid Illinois Driver's license. In addition, they are required to complete and pass an online Defensive Driver’s Training course, provided by Risk Management, within 90 days. Use of private vehicles for Illinois Tech business by student employees must be authorized by the immediate supervisor and a Form 261 (Authorization to use Privately Owned Vehicle) must be completed by the student employee and kept on file in the department. A Travel Request Form 1A must be approved and filed with the student’s immediate supervisor prior to any Illinois Tech business travel. Students must also pass a DMV check.
Parking
Student employees who wish to park on campus must purchase a Student parking permit. Student employees are NOT eligible to park in staff lots.

University Telephones
Telephones should be used for official university business. Personal long distance calls are not allowed from Illinois Tech telephones unless arrangements are made to use a calling card or have the call billed to the caller's home telephone.

Use of Computers
Students are to use computers located in their department for work only.

Federal Work-Study Program
Overview
The FWS Program offers part-time employment to matriculated students enrolled in minimum number of credit hours as indicated on the Financial Aid website. In order to be considered for FWS, students must complete the FAFSA. If the student is awarded FWS, they must indicate their acceptance of the award in their MyIIT portal under the Finances tab (clicking Financial Aid Awards) or by speaking with the Office of Financial Aid and accepting the specific award. Students can contact the Office of Financial Aid with any questions regarding eligibility.

The FWS award depends on the student’s financial need, the amount of other aid awarded, and the availability of FWS funds. Each institution participating in the FWS Program receives a specific FWS allocation from the federal government. Student FWS eligibility varies from year to year, based on the FAFSA. Students should not assume that if he/she had FWS one semester, it will continue through the following semester.

A student’s eligibility is determined by the Financial Aid Office and a FWS award is generated when financial need exists and funds are available. International students are not eligible for any federal financial aid awards (including Work-Study).

Hiring Departments will verify the student’s current FWS award amount and earnings paid to date as well as enrollment status (minimum of half-time) prior to approving and submitting payroll authorizations.

Students in the FWS program cannot have more than one FWS job. Students who attempt to work more than one FWS job risk termination of their second
position, since the department budgeted for the position with the FWS contribution.

**Determining FWS Eligibility**
Beyond completing the FAFSA and having sufficient financial need, in order to be eligible for FWS, students must:

- Not be in default on a student loan
- Comply with the [Satisfactory Academic Progress Policy](#) of the university
- Complete all necessary paperwork

Students hired as Community Work Study students, employed by a federal, state, or local agency, must performed work in the public’s interest. Work in the public’s interest is defined as employment that benefits the national or community welfare, rather than a particular interest of any group.

Departments employing FWS students and students new to FWS employment are required to attend a training workshop.

**Federal Work-Study Awards**
The Federal Work-Study (FWS) award provides students with the opportunity to earn a portion of their educational expenses through on-campus employment. Undergraduate students are eligible for up to $2,500 through the FWS program for the academic year; graduate students are eligible for a FWS award that will vary depending on eligibility during each academic year. Upon finding employment, students can work up to 20 hours per week throughout the academic year. During official academic breaks students may work up to 40 hours. Students can choose to decline this award and opt to find alternative resources to cover their expenses through other means of employment, federal or private loans. Declining the FWS award will make the student ineligible to work in a federal work study position.

FWS earnings are limited to the amount specified in your award letter. Your earnings will be monitored and your employer will be notified by the work-study program coordinator when you are within $800 of your earning limit.

The Office of Financial Aid offers FWS awards to those students who demonstrate need based on the information provided on their FAFSA. The amount of funding received from the Department of Education is limited; therefore, a FWS offer does not guarantee employment. We strongly encourage students who are interested in work-study to seek employment in their first semester.
Accepting Awards
Students must accept their FWS awards on their MyIIT Portal in order to be hired into a FWS position. Please contact the Office of Financial Aid if you require assistance with this process.

There is a deadline for accepting work-study awards. Because FWS funds are limited and not all departments participate in the program, we strongly urge students to begin their job search upon arriving on campus for their first semester. The FWS program typically closes for the year early in the spring semester, and there is no guarantee students will be able to find employment that will allow them to earn the full amount of their awards.

The FWS student’s work schedule is set by the department. When assigning work hours, the department must consider the student’s class schedule and academic progress. Students may earn up to but not exceed their work-study award amount. As with all student employees, FWS students cannot provide voluntary services and must be paid for all work performed.

Finding Work
The Office of Financial Aid does not assign you to a position. You will need to identify employment opportunities, apply for positions, and interview on your own. We urge you to visit careerservices.iit.edu for information regarding employment opportunities. You can visit the Office of Financial Aid website for any questions you may have regarding applying for Federal Work-Study positions.

Changes in FWS Awards
Receipt of additional aid in the form of outside scholarships, sponsorships, tuition remission, changes to your Expected Family Contribution, etc., may affect your FWS award. The Financial Aid Office may adjust your financial aid award if you receive Financial Aid that exceeds your cost of attendance. The Financial Aid Office will contact students whose financial aid account has been adjusted. Work-Study student employees are required to notify their employer of any changes in their Federal Work-Study award.

International Student On-Campus Employment
International students can search for employment opportunities by following Step One of the Application Procedures (above) for Student Employment. Students must confirm work authorization with the International Center (I-Center), located in the MTCC, Room 202. Please review information on the International Center Website before meeting with I-Center staff.
As the I-Center website explains, the US government requires that international students obtain a Social Security Number (SSN) in order to work in the country. **However, international students are allowed to work for four weeks if an “applied for Social Security Card” receipt from the Social Security Administration has been submitted with their other I-9 paperwork.** If the Social Security Card has not been presented to the One Stop within that four-week time period, departments will receive an email from the Student Employment Office instructing them to suspend the student’s work until the Social Security Card is presented to the One Stop. The One Stop does not issue temporary Social Security Cards.

With proper work authorization, international students may be eligible to work off-campus as well. Contact I-Center staff for more information.

**Student Employee Taxation Status**

Newly hired students must complete a Federal/State W-4. If you do not submit a completed Form W–4, your employer must withhold at the highest rate—as if you were single and claimed no allowances (see page 10 of [this document](#) from the IRS). More information about completing Federal W-4 can be found on pages 3-12 of the [2015 Tax Withholding and Estimated Tax Form](#).

Continuing students who wish to change their withholding status can submit a new W-4 to the One Stop office or directly to the Payroll Office.

To be excluded from Social Security and Medicare taxes a student employee must be an undergraduate student enrolled in 12 credits per semester OR a graduate student enrolled in 6 credits per semester.

**Termination Policies**

Student employees may terminate their campus jobs for a legitimate reason and remain in good academic standing. Student-initiated termination requires that, two weeks prior to the termination date (if applicable), the student informs his/her supervisor and cites the reason for terminating. The department must submit a termination PA when the student’s employment is terminated, regardless of reason.

**Supervisor-initiated termination requires that the supervisor adhere to the following guidelines.**

1. Serious effort should be made by the supervisor to improve performance of the student before termination becomes necessary.
2. A minimum of one conference and one written warning notice must be given to the student, although there may be instances where immediate termination is warranted.
3. Reasons for terminating student employment include, but are not limited to:
   - Completed entire job (no need for subsequent work)
   - Excessive absenteeism or tardiness
   - Absenteeism or tardiness without notifying the supervisor
   - Failure to work assigned schedule
   - Alteration of timesheets or theft
   - Unsatisfactory job performance
   - Other inappropriate student conduct

4. Upon termination, the supervisor must notify the student employee in writing, email or printed letter, indicating the reason for termination and the effective termination date. Supervisors of the Downtown Campus follow other procedures.

Drug-Free Environment

Illinois Tech is dedicated to providing the best academic and professional experience that can be offered to its students, faculty, and staff. The use of illegal drugs and the abuse of alcohol are known to be at cross-purposes to this mission and are not tolerated on campus. Violation of campus regulations concerning the possession, sale, use, or distribution of dangerous drugs or alcohol may subject the student to: expulsion, suspension, probation, or withdrawal of financial aid.

Illinois Tech is fully committed to achieving an alcohol and other drug-free environment for its students and employees. It is campus policy to vigorously pursue, via the campus judicial process, all violations of alcohol and other drug abuse. In addition, unlawful possession or distribution of illicit drugs and alcohol may be subject to federal, state or local laws. Please refer to the IIT Public Safety department for more detailed information.

Policy Prohibiting Sexual Harassment

Illinois Tech is fully committed to creating and maintaining an environment in which faculty, staff, and students work together in an atmosphere of mutual respect and unconstrained academic interchange. All faculty, staff, and administrators are held accountable to maintain a working and learning environment free from sexual harassment for students and employees. Sexual harassment can include, but is not limited to the following:
   - Explicit use of derogatory terms of a sexual nature
   - Use of images that demean one’s sex; obscene gestures
   - Unwelcome personal attention or touching of a sexual nature
   - Direct physical advances which are inappropriate and unwanted
   - Sexist jokes about one’s clothing, body, or sexual activities
• Request for sex in exchange for grades, letters of recommendation, pay increase or promotions, or employment opportunities

Student employees who believe they have been subjected to sexual harassment as defined in this policy (Sexual Harassment Policy No. E. 2.00) are encouraged to seek counsel, as appropriate, of faculty members, residence hall advisers, chairmen, deans, supervisors, department heads or administrative officers of the university. The office of Student Affairs on Main Campus or the office of Academic Administration and Student Affairs on Downtown Campus, Human Resources, and the Counseling Center are particularly appropriate.

Smoking Policy
Smoking is not permitted in, or within 15 feet of, any campus facility.

Contact Information

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Services</td>
<td>Tech Central, 3424 S. State, 4th Floor</td>
<td>312.567.3787</td>
<td><a href="mailto:payroll@iit.edu">payroll@iit.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Perlstein Hall, Room 206</td>
<td>312.567.7219</td>
<td><a href="mailto:finaid@iit.edu">finaid@iit.edu</a></td>
</tr>
<tr>
<td>Student Employment</td>
<td>Tech Central, 3424 S. State, 4th Floor</td>
<td>312.567.6802</td>
<td><a href="mailto:seo1@iit.edu">seo1@iit.edu</a></td>
</tr>
<tr>
<td>One Stop Office</td>
<td>MTCC Room 106</td>
<td>312.567.3810</td>
<td><a href="mailto:onestop@iit.edu">onestop@iit.edu</a></td>
</tr>
</tbody>
</table>