Student Employment Reference for Supervisors 2023 – 2024

Student Employment at Bryant: The Bryant University Student Employment Program provides opportunities for students in need of financial assistance to fund their personal and incidental expenses while enrolled in full-time study. Although Bryant University Student Employment awards are part of a student's financial aid package, this amount is not deducted from the balance on the student's billing statement, as are grants, scholarships, and education loans. The amount of the Bryant University Student Employment award in a student's financial aid package reflects an *average* amount a student might earn as a part-time student worker during the course of one academic year. Students are paid on a biweekly basis and for hours worked. Students may work no more than 20 hours per week during the school year. All on campus student employees must work on campus and be directly supervised by a Bryant University staff member. Students are expected to secure an on-campus position through their own efforts. On-campus jobs are not guaranteed.

Posting Current Job Openings: Supervisors are responsible for making certain that all student job openings are posted to the University's on-line Student Job Board at **https://info.bryant.edu/financial-aid**. Supervisors should notify Bryant's Student Employment Coordinator in the Financial Aid Office, of any student job openings available within their department. This is especially important at the beginning of each semester. The Office of Financial Aid will add each posting to the Student Job Board. All job postings should include the following: department name, a staff contact name, a staff contact phone number/e-mail, the job title, job description/qualifications (*from the job list*), required hours/week, and any other pertinent information. Students are expected to contact supervisors directly to inquire about positions. Once a position is filled, it is important that supervisors notify the Student Employment Coordinator in the Financial Aid Office to remove the job posting. The Bryant University Student Employment Coordinator (Financial Aid Office) can be reached at 6020 or apellegrino@bryant.edu.

Students Returning to Positions Held Last Year: Prior to the start of the fall semester each year, the Student Employment Coordinator will send supervisors an Excel listing of student workers from the prior year. It is not necessary to complete another payroll authorization form for previously employed student workers returning for the 2023-2024 academic year unless more than a semester has passed since the last time the student worked for you. If, for example, a student worked last fall, but spent the last spring semester in a program of study abroad, a new authorization form will be required.

Work-Study Eligibility is a Priority in Hiring Student Workers: The Bryant University Student Employment Program provides opportunities for students who have a documented financial need to earn funds to cover a portion of their education related expenses. When hiring a new student, supervisors are required to confirm that the prospective student worker is Work-Study-eligible, in which case *Bryant University Student Employment* is listed as an award on their financial aid statement for that year. This is a mandatory requirement, with very few exceptions. A very small number of on-campus student positions require a unique skill set, and as such make it particularly difficult for supervisors to find qualified candidates who happen to be Work-Study eligible. The Student Employment Coordinator in the Financial Aid Office can assist in these cases. On rare occasions, it may be necessary for the Student Employment Coordinator to issue a waiver of the Work-Study requirement for the supervisor to fill a student position.

One Job per Student: Students are permitted to hold only one primary job on campus. Supervisors are strongly encouraged to confirm with certainty that prospective student workers are not already working elsewhere on campus.

Hiring New Students: Upon receiving confirmation that the Department Head has authorized the hiring of one or more part-time student workers in your area, supervisors must be certain that the following steps are completed for each new hire **before** permitting the student to begin work:

- *Payroll Authorizations***:** Authorizations must be completed in full, including the job title and job number (*if there is not a job description that represents your student employee,*

please attach a job description that describes the purpose of the job, the duties and responsibilities and the job qualifications required). ALL AUTHORIZATION forms MUST BE TYPED. If you are hiring new students that have not worked on campus before, they will need to report to the Financial Aid Office with (1) a completed 2023-2024 Payroll Authorization, (2) a Form I-9, (3) Federal Form W-4, and (4) an RI State Form W-4. It will also be required to show original forms of identification detailed on the I-9 to the Financial Aid Office. STUDENTS SHOULD NOT BEGIN WORKING UNTIL ALL PAPERWORK IS COMPLETE AND AUTHORIZED BY THE FINANCIAL AID OFFICE. Students must be in the UKG payroll system to work. Students who are unable to punch (on-line via the UKG payroll system) are not permitted to work. Supervisors must complete the: (1) hourly pay rate, (2) account #, and (3) department alpha code in the box in the left-hand corner in order for the authorization to be approved.

- *I-9 and W-4 Forms*: Students who have not worked on campus previously are required by law to complete an I-9 Employment Eligibility Verification and Federal/State W-4 Employee's Withholding Allowance Certificates BEFORE STARTING WORK. They will need to produce *original* identification documents to the Financial Aid Office to complete this process. The Form I-9 must only be processed and signed by someone in the Financial Aid Office. See page 3 of the I-9 for a list of acceptable forms of identification. (NOTE: PHOTOCOPIES ARE NOT ACCEPTABLE). It is strongly recommended that you inform your students of this before they are hired, so that they can gather these documents. The Form W-4 is a required IRS documents that allows the student to arrange for appropriate taxes to be withheld from his/her pay.

Forms: 2023-2024 Payroll Authorization form, I-9 form, 2024 Federal W4 form, 2024 RI W4 form, and the Direct Deposit form can be found within Banner Self Service.

Time Reporting: Student time sheets will be processed using the UKG time and attendance system. Training for the system is provided by the payroll department of Human Resources. If you have not yet been trained, please contact Shahara Proulx-Tracy at x6013 to schedule an appointment. The link for UKG is https://bryant.ultipro.com. UKG time sheets must be approved by 10:00 am Monday as indicated on the schedule.

Time Reporting, Two Jobs: On very rare and exceptional occasions, students who are working in more than one job in different departments will need to use paper time sheets. Students working in multiple departments will report hours worked in their primary job using the UKG system, while their secondary job will need to complete a paper time sheet.

Paper Timesheets: If required to use a paper timesheet, please note that all information on the top of the student timesheet must be typed (*Student Name, Payroll Period, Social Security Number, Pay Rate, and Department Alpha Code*). If this information is unclear, this timesheet will be returned as unpaid. It may be helpful to make labels with this information for each student at the beginning of the year. Supervisors should make sure that students fill in the timesheets with the week starting on Sunday and ending on Saturday with the corresponding dates. Times in and times out should be accurate. Keep the weeks separate on the timesheet so the total hours per week are also accurate. Timesheets with only total hours worked will not be processed.

Students working longer than a 6-hour shift are required to take a 30-minute ***unpaid*** break. Supervisors should ensure that these hours are noted on the student's timesheet prior to signing and forwarding to payroll. Supervisors should not hold timesheets. Timesheets should be submitted on the dates they are due and not held in the department.

The Human Resources Office must receive completed timesheets by 10:00 am on the date indicated on the payroll schedule (*usually every other Monday morning by 10:00 AM*). If the timesheet is not completed and submitted on time, the student will NOT receive payment until the next pay date. It is the supervisor's responsibility to complete timesheets on time to insure the timely compensation of Student Employees.

Student Timesheets and the 2023-2024 Student Payroll Schedule is available within Banner Self Service.

Direct deposit is required of all student employees. The direct deposit program eliminates the need for students to wait in line to pick up checks and again to cash it. Direct deposit also removes the worry of checks being lost, stolen, and the need to carry excess cash. Students

have the option of using an existing checking/savings account or opening a traditional checking/savings account at a local bank. Paystubs are available for review, download or printing from the UKG time and attendance system. The paystubs can be accessed through the same UKG login that is used to punch in timesheets https://bryant.ultipro.com. Any login questions can be directed to Human Resources.

2023 – 2024 Wage Rate as of January 1, 2024

The current minimum wage payrate is $14.00 per hour. As of January 1, 2024, student employees will be paid no less than $14.00 per hour for the remainder of the 2324 academic year. Please note that, as always, student payrate exceptions are not granted routinely and that they will continue to be considered only in very rare circumstances. If you have any questions, please contact the Student Employment Coordinator in the Financial Aid Office.

Office Budgets

Since paper timesheets are a single copy form, it is recommended that you photocopy them to maintain record of the student's hours for your department's records. It is the supervisor's responsibility to keep track of these hours for proper management of your office expense budget.

A reminder: When selecting pay rates for your student employees, remember that 100% of student employment is charged directly to your department's budget. It is suggested that if the wage increase will exceed your current budgetary limits, you should speak with your department head before hiring any students. This is especially important for years, like this, during which the minimum wage increases (i.e. 2024).

Notes

- *All exceptions to these policies are to be approved by the Student Employment Coordinator in the Financial Aid Office.*
- *All issues concerning student employees should be addressed to the Student Employment Coordinator in the Financial Aid Office.*
- *If there are new supervisors starting in your department, please have them contact the Student Employment Coordinator for a work-study update. The Financial Aid Office can arrange a meeting to explain how the University's student employment programs work.*

- *International students carrying an F-1 Student Visa are technically permitted to work on campus under certain restrictions. Supervisors interested in hiring an international student must contact the Student Employment Coordinator for specific instructions.*
- *The only approved means of compensating student employees at Bryant University is through the student payroll based on recorded hours worked. Stipends and salaries are prohibited.*

At any time there are questions, please feel free to call or e-mail the Student Employment Coordinator.

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