Hiring Cheat Sheet-(regular hourly job)

➢ WHAT THE SUPERVISOR NEEDS TO DO UPON HIRING A STUDENT
  • Submit an Electronic Personnel Action Form (EPAF) in Bannerweb to Student Employment
  • Know when you can start working your student
    • Those who HAVE worked on campus before—can start right away
    • Those who HAVE NOT (new student employees)
      —Tell your student to bring their original social security card and photo ID (or passport or birth certificate...see page 15) to meet the I-9 to Student Employment/Financial Aid to complete employment paperwork before beginning work. (Int’l students must go to the Office of International Taxation x6007). Students will be issued a Release to Work form when done.
      —You must wait for a Release to Work form before the student can begin work. The university can be fined $1000 per student per day the employee works illegally.
What if you don’t know? The EPAF process can tell you if a student has worked before and Student Employment will send you an email notifying you if the student needs to come in to fill out paperwork. For a quicker response, email or call Student Employment with the ID.

➢ Once the student has completed all requirements, Student Employment...
  • Processes the EPAF and the status changes to Approved or you receive the Release to Work form. Either one is a notification that you can work the student.
  • An EPAF status of Completed – the student should now be able to access Bannerweb to enter their time on web time entry. The student needs to submit their time to the supervisor for approval by 10am on the Monday following a pay period and the supervisor needs to approve it by noon on the same Monday.

Contact Information and Office Hours (Subject to Change)

Lisa Williams-Nash, Advisor, Financial Aid
Ashley Rowlands, Operations Assistant, Financial Aid
Sarah Brunet Hall
studentjobs@richmond.edu
office: 289-8913
fax: 484-1650

Office Hours: M – F 8:30am-5:00pm, or by appointment
Students can complete tax paperwork in the Financial Aid Office

Please note: Time submittal, paychecks, and W-2 issues are handled by the Payroll Office in Maryland Hall, x8171.
Student Employment Supervisor's Manual
Revision 3

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Statement of Purpose

The purpose of the Student Employment program is to coordinate the various components of the program at the University of Richmond. Student Employment is a component of the Financial Aid Office which also works closely with the Payroll Office, Human Resource Services, International Education, the Office of International Taxation and the Career Development Center. The Financial Aid Office/Student Employment, hereafter referred to as Student Employment, facilitates the hiring process for students seeking on-campus employment and ensures adherence to pertinent employment laws and Federal Work-study (FWS) regulations.

Office Responsibilities

The Student Employment program is responsible for:

- Ensuring adherence to federal and state employment laws
- Ensuring adherence to Federal Work-study (FWS) regulations
- Advertising on-campus employment opportunities
- Planning and organizing the annual on-campus Student Job Fair
- Reviewing all Electronic Personnel Action Forms (EPAFs) in Bannerweb for accuracy and completeness
- Pulling the EPAFs from Bannerweb to Banner to set up new student jobs
- Notifying student supervisor contacts (hereafter referred to as supervisor) of students who need to complete pre-employment paperwork
- Processing non-international student pre-employment paperwork and maintaining a central file of tax & I-9 forms, student job descriptions, EPAFs and any performance evaluation/termination information which is received
- Processing longevity and merit increases
- Monitoring and reviewing student pay rates to ensure equity and continuity campus wide
- Monitoring FWS earnings to ensure students' earnings do not exceed FWS eligibility
- Allocating and monitoring departmental student employment budgets
- Providing employment verifications for previous and present student employees

Student Employment Website

Student Employment maintains a website on which the most current information relating to student employment is posted. This website can be found at studentjobs.richmond.edu. It is designed to provide information for both student employees and supervisors and includes the following sections:

- "Student Employment Programs – FWS vs. UWP" – an overview of the two different student employment programs at the University of Richmond
- "Job Opportunities" – a listing of the current job opportunities available on campus for students and link to the Annual Fall Job Fair information
- "How to Apply for a Job" – instructions for students on how to apply for an on-campus job, including a link to the Universal Student Employment Application, which can be completed, emailed and or printed directly from the website
- “Pre-Employment Paperwork” – explains the pre-employment paperwork which must be completed by all new University of Richmond student employees
• “International Students” – links to steps that the non-US citizen must complete in order to work on campus and remain in compliance while an employee
• “Payroll Information and Schedules” – includes a link to the Student Employment Payroll Calendar which has deadlines for each payroll period (academic year or summer)
• "Supervisor Information" – selected topics of importance for supervisors to serve as a quick, up-to-date and convenient reference source
• "Frequently Asked ?’s" – a list of frequently asked questions and their answers, divided into a student section and a supervisor's section
• “Contact” – Financial Aid Office contact information

Note: Most forms listed as exhibits in this manual are also available on the Student Employment website.
Student Employment Programs

The University of Richmond has two Student Employment programs: the Federal Work-study (FWS) program and the University Work Program (UWP). The primary difference between the two programs is that the FWS is partially (75%) supported by federal funds, and students earning these funds must be qualified to do so through the Financial Aid Office, whereas UWP is fully funded by the University of Richmond and/or grants. Students who did not apply for, who did not receive an FWS award, or have already earned all of their FWS award for the year will automatically be employed under UWP. Each program has its own specific account number to be used in conjunction with each departmental index. As supervisors are hiring students, it is important to distinguish between the two student employment programs and to adhere to the guidelines for each.

**Federal Work-study (FWS) Program – (Account –6312)**

FWS funds are used to pay student employees who have been awarded FWS money as part of their need-based financial aid package. The Financial Aid Office determines a student's eligibility to earn FWS funds, and determines the amount the student may earn. Not every student receiving need-based financial aid receives FWS funds as part of his or her aid package. Nor are students receiving FWS funds guaranteed a job; they must secure employment by one of the methods available through Student Employment. It is important to note that FWS funds may only be used during the academic year payroll schedule.

Students working under FWS may earn only the amount stipulated in their FWS award. During the hiring process, supervisors should ask FWS students if they are working any other jobs on campus since their earnings limit will be met by combining the total pay received from all on-campus jobs. Students cannot continue to work under the FWS program once they have reached their FWS earnings limit (unless the award is increased by the Financial Aid Office), but Student Employment will notify supervisors when FWS students have met their FWS earnings limit, and will switch students from FWS to UWP, if the department has UWP budget to pay the student. Otherwise, the student will need to be released from their position and may be replaced with another student who has an unearned FWS award. After a student has met his or her award, s/he can earn UWP in any department with available UWP funds.

A list of students who are eligible for FWS, listing their award amount, is distributed to supervisors in the summer prior to the fall semester. If a student is on the FWS list, supervisors should use the appropriate account number (-6312) on the Electronic Personnel Action Form (EPAF) in Bannerweb which sets up a new student job. The list of FWS students can change during the academic year as students receive or decline FWS packages. Therefore, Student Employment will maintain the most current list and will change the account number on EPAFs, if necessary. Supervisors must make note of any changes in account numbers as the EPAF status changes to “completed” because any changes to the index/account number will affect your budgets.

**University Work Program (UWP) – (Account –6311)**

Students who did not apply for, who did not receive an FWS award as part of their financial aid package, or have already earned all of their FWS award are paid from UWP funds. UWP is primarily funded by the University of Richmond and does not place limits on the amount of money a student may
earn. All students working during the summer payroll schedule are paid under UWP accounts since FWS funds are only used during the academic year. If a student is not listed on the FWS list provided by the Financial Aid Office, supervisors should use the UWP account number (-6311) on the EPAF or -6314 if the student is being paid from a non-Student Employment funded account. -6413 is reserved for students being paid from an index starting with 27, 28 or 29.xxx as they are Federal, State or private grants.

### Eligibility for Student Employment

**General Eligibility Criteria**

Students enrolled in any of the academic schools at the University of Richmond are eligible to work through the student employment program as long as they are enrolled on at least a half-time basis (usually 1.75 units or six credit hours). Students cannot be classified as Non-Degree Seeking (NDS) in Banner unless they are international exchange students who are seeking a degree in their home school. Students in the School of Professional and Continuing Studies (SPCS) must be enrolled in a degree or academic certificate program and be enrolled on at least a half-time basis (usually six credit hours) to be eligible to work through the student employment program.

When a student is no longer enrolled at the proper level (graduates, withdrawals, low enrollment), s/he is no longer eligible to work under the student employment program due to FICA exemption laws. But, because students are not exempt from paying FICA taxes during the summer payroll period, there are some exceptions to the enrollment requirements.

- students who wish to work in the summer do not have to be enrolled in summer classes as long as they were adequately enrolled during the previous spring semester. May graduates can therefore work the summer after they graduate.

or

- students do not have to be enrolled in summer classes as long as they will be adequately enrolled in the following fall semester. Entering freshmen can therefore work the summer before they start school.

International students cannot work at all after their program is over or they graduate unless OPT has been approved by International Education.

Be careful **not** to assume that a student can always work one semester after they graduate. This is not true. If a student graduates in December, they cannot work the following Spring. Also, if a student withdraws mid-semester, they must be terminated at the end of the applicable payroll period.

The Financial Aid Office recognizes the priority that academic responsibilities must take in the lives of student employees. Therefore, students on academic probation are encouraged not work on campus during the time of their probation.

**International Student Eligibility**

Non-Immigrant Visa Holders (NIVH) students must receive written permission from the Office of International Taxation to be eligible to work on campus. To be approved to work on campus, the student will be issued written authorization, which stipulates the maximum number of hours the student is allowed to work each week (typically 20 hours/week during the academic year). The steps that the
NIVH student must take to be allowed to work on campus are delineated in the International Student Employee section of this manual, and on the Student Employment website, International Students link.

NIVH students are strictly limited to working 20 hours per week while school is in session and 40 hours per week during official school and summer breaks (see the Student Employment website, International Students link for partial week limits). While it is the student's responsibility to adhere to the correct number of weekly work hours, supervisors are encouraged to assist in this effort as they determine work schedules for their NIVH student employees. Graduating NIVHs can only work through graduation day unless they are authorized by the Office of International Education to use their post-graduation Optional Practical Training (OPT) to work. Exchange students finishing their last semester can work only through the last day of the semester.

In order for an international student to be authorized for employment, the student must complete data entry information in FNIS (link provided by OIT) and the supervisor must email OIT confirming employment – listing department, job title and start date. Prior to beginning on-campus employment, the student must meet with OIT to sign employment and taxation paperwork, bringing to the meeting a passport with USCIS visa entry stamp, visa (I-20 or DS-2019), electronic I-94 card printed from the USCIS website, and the visa work authorization letter signed by Krittika Onsanit in International Education. A student who begins working on-campus prior to meeting with OIT is deemed to be working illegally in the United States; a status which can lead to deportation. OIT will provide information on how to apply for an SSN as this requires the student to go the Social Security Administration office to apply in person. The SSN card is usually mailed out 1-2 weeks after the application is submitted. Once the SSN is received, the individual must return to OIT and present the SSN card. Please note, while an individual may work and be paid before the SSN is issued, the IRS has been denying tax refunds to individuals who file income tax returns without an SSN.

**Student-Athlete Eligibility**

Student-athlete employment is governed by NCAA Bylaw 12.4.1. This rule permits student-athletes to be employed both on- and off-campus under the following conditions: (a) compensation must be paid only for work actually performed; (b) compensation must be at a rate commensurate with the going rate in that locality for similar services; and (c) compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of publicity, reputation, fame or personal following that he or she has obtained because of athletics ability. The NCAA no longer places a cap on the amount of money a student-athlete may earn, and regulations apply to all student-athletes (scholarship and nonscholarship) equally. As long as the employment meets the aforementioned conditions, it is permissible.

To confirm compliance with NCAA rules, student-athletes must report their employment to the University's Athletics Compliance Office prior to beginning an on- or off-campus job. The student-athlete must complete an electronic form through JumpForward.com which is then e-signed by the student-athlete and compliance personnel.

Please note that adherence to the NCAA regulations is the responsibility of the student-athlete, but is coordinated by the Athletics Compliance Office within the Athletics Department. Compliance with NCAA rules is of the highest priority for the Department of Athletics and the University of Richmond. Please contact the Athletics Compliance Office if there are specific questions regarding student-athlete employment.
Student Job Descriptions

Student Employment maintains a central file of job descriptions for all student jobs on campus. Supervisors must ensure that each student job has a corresponding job description that adequately describes the job duties and qualifications required. Job descriptions are used to clarify the supervisor's expectations of the student employee as well as to determine the most appropriate pay rate for the student job. Federal law also requires that all FWS positions have job descriptions. Supervisors should review their student job descriptions yearly to be sure that they accurately reflect the student job being performed. Requests to create a new student job must be accompanied by a detailed job description. A blank template is available on the Student Employment website. Never promise a particular wage rate to a student until the job description has been approved by Student Employment. Please plan ahead and be sure to avoid August, September and January as this is a busy time and job descriptions are the lowest priority.

Student Wage Rate Structure and Wage Changes

The student wage rate structure was created in an effort to provide a comprehensive and equitable basis for classifying student jobs. The rate of pay for each student job is determined by the specific job responsibilities and qualifications stipulated in the job description. For this reason, it is crucial that the job descriptions remain accurate and that the correct job title is used on the Electronic Personnel Action Form (EPAF).

Basic Wage Rate Structure

There are four wage levels and a summer hourly increase for student employees. The classification criteria for each of these levels are listed below. Because the rates assigned to each level are subject to change, they are not printed in this manual. Current wage rates are listed on the Student Employment website.

- **Level I**
  Duties are typically general in nature and most are assigned/specified by the supervisor. Job requires:
  - Skills and knowledge which can be learned on the job
    Examples: answering department/office telephone; knowing basic software programs (Word, Excel); filing; learning office routine; grading student quizzes on objective materials; sending mass mailings; understanding and adhering to departmental policies and regulations
  - Some independent decision-making in areas with low accountability
    Examples: responding to telephone and/or email inquiries; providing services and information to clients and referring to professional staff as needed; observing other student’s performance and providing constructive feedback
  - Moderate level of responsibility and judgment in a variety of tasks
    Examples: providing callers with detailed and accurate information on events or programs; maintaining general order and cleanliness of labs; instructing group exercise programs; maintaining computer records
  - Tasks which may be manual and/or repetitive in nature
    Examples: setting up audio/visual equipment; moving boxes into supply rooms; alphabetizing and filing documents.
- **Level II**
  Duties are moderately complex, and may involve coordinating the tasks of other student employees. Responsibilities may include tasks deemed undesirable or unpleasant and/or an exceptionally high volume of work. Job requires:
  - Skills at a level higher than those that can easily be learned on the job
    Examples: knowing specialized software programs (e.g., Access, Dreamweaver); demonstrating strong data entry skill; typing speed of 70+ wpm; creating lighting looks, cues and recording into computer; completing specific undergraduate class(es) in order to perform job
  - Independent decision-making on routine tasks with moderate accountability
    Examples: scheduling ushers for all events; solving ticketing problems; supervising other student workers who perform similar tasks
  - Sound judgment with subjective information in supervisor’s absence
    Examples: identifying students with consistent difficulty on assignments and alerting instructor; grading narrative and/or subjective homework assignments; knowing emergency procedures and being responsible for implementing them when needed
  - General instruction from supervisor with little follow-up required
    Examples: seeing project work through to completion after initial instruction; teaching students, faculty and staff in the use of office/department equipment; identifying and utilizing resources other than supervisor in order to complete assignments.

- **Level III**
  Duties are highly complex, may require specialized certification and/or training, may involve oversight and training of other student employees. Job requires:
  - Skills beyond those typically expected of an undergraduate student
    Examples: experience with HTML authoring, editors and design software; familiarity with system of legal citation
  - Independent problem-solving to complete tasks with high accountability
    Examples: making improvements to website coding to take advantage of latest technology; performing independent academic research for faculty; creating user instruction manual for use by faculty, staff and students
  - Initiative and decision-making in planning and prioritizing work load of self and other student employees
    Examples: supervising, training and scheduling work assignments for other student workers in department; anticipating problems and taking necessary action to solve quickly with minimal consequences; having thorough knowledge of all aspects of other student jobs and filling in when needed
  - Strong analytical abilities
    Examples: troubleshooting hardware/software problems experienced by all levels of users; solving complex problems/issues utilizing resources other than supervisor, research assistant positions for faculty.
  - Demonstrated leadership abilities
    Examples: leading faculty and staff in computer network training; ability to work in a collaborative environment with faculty, staff and students; resolving student worker disciplinary issues; performing evaluations on other student workers
  - Minimal supervision on most tasks with follow up needed only on highly complex tasks
    Examples: initiating projects appropriate to the job and seeing through to completion; performing highly technical and/or complex tasks after only initial instruction from supervisor.
• Level IV
  Duties are at a level equivalent to a University staff member. Job requires:
  ➢ Highly specialized skills with no additional training needed to complete highly complex tasks
    Examples: advanced programming skills such as C++, Perl, Java and/or JavaScript
  ➢ Independent judgment in decisions with high accountability and confidentiality
    Examples: working with the Web Manager in design and coding of University’s website;
    managing departmental budgetary issues
  ➢ High degree of mental activity
    Examples: design and code complex web-related applications
  ➢ May involve great deal of supervisory duties
    Examples: supervising large numbers of student workers and/or interns; overseeing all aspects of
    departmental student employment needs from hiring through termination
  ➢ Minimal supervision on all tasks
    Examples: ability to perform all duties of job in the event of extended absence of a supervisor,
    initiates and creates appropriate tasks for self and others.

Requests to reclassify student jobs (either to a higher or a lower pay rate) must be submitted electronically to Student Employment. Requests will be reviewed in the context of the above criteria and in conjunction with other student job descriptions to ensure equity among similar student jobs campus wide. Reclassifications will become effective on the first date of the pay period following the date of the reclassification approval.

Cost of Living/Market Increases (Base Wage Rate Increases)
Each year, Student Employment determines if the overall student wage rate structure should be increased to reflect cost of living and/or market adjustments. This decision is based on University staff pay rate increases as well as the pay rates for similar jobs off campus. Neither a cost of living nor market increase is guaranteed each year. Rather, they are given when necessary to keep the on-campus student pay rates competitive both internally and externally. Notification of these increases (when applicable) is made in writing to the supervisor and is normally implemented at the beginning of a new fiscal year or fall.

Longevity Increases
Longevity increases are designed to reward students for continuous employment within a department and to encourage retention. Students become eligible for a longevity increase by remaining employed in the same position/job level in the same department for two semesters of the year. Longevity increases are automatically added to the pay rates for eligible students at the beginning of the semester during which their employment anniversary date falls for that particular job. In the past, position control numbers were used to identify the student’s anniversary semester (see Position Control Numbers, page 22) but that information is now maintained on the base page of the job in Banner. Currently, the amount of the longevity increase is $0.10/hour. If the student has gone abroad and has not worked a full two semesters, the longevity increase will not be granted. You, as the student’s supervisor, know the actual semester work history of each student and whether they actually deserve the longevity increase. Please let Student Employment know, via email, if any of these students received, and should NOT have received, the longevity increase.

Merit Increases
Merit increases allow supervisors to reward students who perform at a level beyond expectation for a continued period of time. Students are eligible for merit increases at the same time they are eligible for longevity increases (the beginning of their anniversary semester). Additionally, in order to provide a
merit increase, supervisors must complete a Student Performance Evaluation (Exhibit 7 and available on the Student Employment website) with the student. The rating on the performance evaluation determines the amount of the merit increase. Currently, the ratings and corresponding increase amounts are as follows:

- "Competent" no merit increase
- "Commendable" receives a $.05 per hour merit increase
- "Exceptional" receives a $.10 per hour merit increase.

Merit increases will go into effect at the beginning of the semester in which the student’s anniversary date falls (for that particular job), assuming the Student Performance Evaluation is received in Student Employment in a timely manner (at least eight calendar days prior to a payday). Performance evaluations received after the start of the student’s anniversary semester will become effective the pay period in effect at the time of receipt (if Payroll has not been run) and will not be made retroactive.

When students are promoted, they are given new positions. They become eligible for longevity and merit increases one year from the beginning of that new position’s semester. If the student is hired late in the semester, they will be considered hired in the next semester.
Student Employment Hiring Guidelines

Advertising Job Opportunities

Website Postings
Student Employment posts all available on-campus employment opportunities that they are notified of on the Student Employment website. Supervisors should notify Student Employment whenever a job becomes available so the job can be posted. The website lists details of available jobs – including department name, job title, contact information, pay rate and a link to the approved job description which lists the job duties and qualifications. Interested students are directed to contact supervisors via a direct email link from the job listing and/or by telephone. The job postings on the website can be found at http://studentjobs.richmond.edu/opportunities/current-openings.html

In order to keep the information on the website as accurate as possible, supervisors must notify Student Employment to remove the job listing as soon as they have received enough applications or the job is filled.

Student Job Fair
In addition to posting available jobs on the website throughout the year, Student Employment also sponsors an annual job fair at the beginning of each fall semester. All supervisors receive an invitation in the summer to participate in the Fall Job Fair. The Job Fair is typically held on the second day of classes. The Job Fair is an excellent opportunity to meet students personally and discuss their qualifications and interests in order to fill your open positions.

Student Employment Application and Departmental Supplements

In an effort to streamline application procedures for students, a universal Student Employment Application is available on the studentjobs.richmond.edu website. The application asks all of the general questions that supervisors should need, and allows students to complete the application and save it to apply to multiple departments. Students can complete, email and/or print a copy of the Student Employment Application, Exhibit 1, directly from the Student Employment website at studentjobs.richmond.edu/apply.htm. Individual departments may opt to create a one-page supplement to the application to gather additional job-specific information from applicants. Supervisors wishing to include their supplemental applications with the job position on the Student Employment website should send a copy (printed or electronic) to Student Employment with their ad request.

Electronic Personnel Action Forms (EPAF)

When a student is hired, the first step is for the supervisor to submit an Electronic Personnel Action Form (EPAF) in Bannerweb, Exhibit 2, which is routed to Student Employment for review and approval (and others, if necessary). Step by step EPAF instructions are located on the Supervisor tab of the Student Employment website. The EPAF process will tell you if a student has had a previous job on campus. If they have a current position on campus, you can assume that the student has already done pre-employment paperwork and is okay to begin work. If they haven’t, you must wait for the student to give you the Release to Work form or for the status of the EPAF to change to “Approved” (see table and flowchart below).

Upon receipt, Student Employment will check to see if the student is properly enrolled and has an established payroll record (completed pre-employment paperwork). If so, the EPAF will be processed,
as described below. If not, Student Employment will notify the supervisor (via email) that the student is not eligible to work on campus at all or notify them that the student must complete the tax withholding and I-9 forms before they can legally begin work. Please refer to the section entitled "Employment Paperwork", page 17, for a complete description of the pre-employment paperwork process students must follow.

Student Employment reviews the EPAF, including FWS status, and verifies the appropriate pay rate for the position. **It is crucial to pick the correct level EPAF and type, as the job level determines the pay rate.** EPAFs listing job titles that do not have a corresponding job description on file in Student Employment will not be processed until a job description has been submitted, reviewed, approved and assigned a wage level.

If a student changes to a new job title after the initial hire, the supervisor must submit a new EPAF to hire that student in the new position. Also submit a termination EPAF to eliminate the previous job (if that student will no longer work in that position).

The status of the EPAF in Bannerweb will change as it enters various steps as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting</td>
<td>You have saved the EPAF, but have not submitted it.</td>
</tr>
<tr>
<td>Pending</td>
<td>You have submitted the EPAF and either 1) SE hasn’t looked at it yet or 2) it has been returned for correction, or 3) the student needs to do Pre-employment paperwork before they can legally start working.</td>
</tr>
<tr>
<td>Approved</td>
<td>Student is approved to work, but WTE is not yet available. Supervisors should review the approved EPAF for any changes that may have been made and to note the pay rate and index/account number for budget tracking purposes.</td>
</tr>
<tr>
<td>Completed</td>
<td>Web Time Entry for the student should now be available and the student can now enter his/her hours into Bannerweb for the current pay period. Submit a late paper timesheet to Payroll if the deadline for the pay period has passed.</td>
</tr>
</tbody>
</table>
Summer Research/Fellowship Program

Some faculty and staff have research grants that employ student employees and are processed under the Summer Research/Fellowship Program. The position number for these jobs is STFELW. These grants/fellowships are generally requested as follows:

- Federal/state and private grants (paid from index 27xxx, 28xxx, or 29xxx)—Submit a “Sum Flwshp Funded by a 27, 28 or 29xxx grant index” EPAF for these jobs entering (in the comment area of the EPAF) the start & end date, hours per week, rate of pay, hours per week, total pay and who (with knowledge of hours worked) will be approving the student’s time. PI approval and Grants Accounting approval is required in the Routing area of the EPAF. Termination EPAFs are automatically incorporated into this EPAF.
- For non-27xxx, 28xxx, & 29xxx external grants—The advertising department (e.g. A&S, CCE, Jepson School, Chaplaincy, etc.) will submit a “Sum Flwshp Funded by a NON-27, 28 or 29xxx grant index” EPAF for these jobs. Termination EPAFs are automatically incorporated into this EPAF.
- Unaffiliated (non-UR related)—the student is not working for a UR faculty/staff member, and the experience occurs off-campus and in no way will benefit the university other than the educational benefit to the student. These payments are processed through Accounts Payable.

Alternative Payments Methods

There are several types of payment methods that can be used to pay student employees. Most students will be processed under the EPAF process and paid on an hourly basis by entering/submitting time to Payroll via Bannerweb. Some students, however, need to be paid a set amount for the work they perform (salaried or lump sum stipends), and others need to be paid for working a one-time event. The primary factor in choosing between using an alternative method payment vs. the normal EPAF/hourly time submittal process to establish a student's payroll record is whether or not the job is a one-time, short-term assignment or an on-going hourly job.

The procedures for processing payroll for salaried, lump sum and one-time events is different from those of regular hourly students and do not require a EPAF or Web Time Entry submittal. However, any payment to students for services rendered to the University must be paid through the student payroll, as these are taxable earnings. Therefore, all student employees must complete tax and I-9 forms (if they have not previously done so) before they can work and before a payroll record can be established, regardless of the method used to pay the student. Contact Student Employment if you are unsure whether the student is an active employee.

International Non-immigrant Visa Holders (NIVH) students who are being paid for work via lump sums or salary pays, are still bound to the hour per week work restriction (see International section, page 18), considering all jobs on campus combined, regardless of how they are being paid. You must ensure the student is approved to work prior to working him/her and that the student understands the hours work per week cannot exceed their total limit. Dates and hours worked must be included on the check request. For salary pays, it is necessary to communicate with Student Employment the approximate average hours per week that the student will work for the amount they are receiving and inform the student of this number ahead of time so they will include it in their weekly maximum hours total.
Memos/Emails Requesting Payment
Payment memos/emails are used to list multiple students who should all be paid for similar work on a lump sum or bi-weekly stipend basis. Student Residence Assistants (RAs) are a good example of this type of payment.

Information that must be present on these requests:

- Student’s Name
- Student’s UR ID Number
- Description of what the student is being paid for and when the student worked or will work (1st day/last day)
- Total amount to be paid
- Payment dispersion method (bi-weekly or lump sum to be paid after work completion)
- The date you would prefer the student to be paid (1st pay date/last pay date)
- Index and account number to charge to.

"Salaried" Student Payments
Students who will be paid a set amount on a regular basis, regardless of the number of hours worked, are often referred to as "salaried" student employees. The term "salaried" is used loosely, as they do not receive benefits and are still considered part-time employees. Examples of such positions include student residence hall staff (RAs), student government officers, Collegian staff, and so on. The supervisors for these positions determine how much the students should receive for the entire academic year or period, and then Student Employment divides that amount by the number of pays and the student is paid on each applicable student payday. Position control numbers entered in Banner for these positions are typically STSLRY or STxxRA (See Position Control Numbers for further explanation).

Lump Sum Payments
Students who will be paid a set amount at the end of a specified period (usually the end of the semester) for a specific job task can be paid on a lump sum basis. Examples of such positions include Yearbook, WDCE, WCGA, RCSGA and student groups. Position control numbers for these positions are typically STLUMP (See Position Control Numbers, page 22 for further explanation).

TAX ALERT! Be aware that requesting this type of payment may cause an undue tax burden to the student. Our student payroll is based on a bi-weekly schedule. Large lump sum payments would be taxed according to a bi-weekly tax table. If the lump sum payment is actually for services rendered over more than 2 weeks, it would benefit the student if you requested payment to be dispersed over several payrolls or on a bi-weekly basis.

One-time Event Payments-Check Requests
Students, who are working for a short, finite period of time, and not to be an on-going reoccurring job, will be paid for a one-time event. This allows the student to be paid without being added to the department's roster of regular student employees. This method provides more accurate payroll records for both the department and Student Employment. Students can be paid using the standard university check request form if the student is to be paid a set amount on a specific pay date. The check request must be sent directly to the Financial Aid Office (not Accounts Payable or Payroll). Supervisors need to consider that the wage rate needs to meet the minimum wage amount, pay time and ½ for any hours over 40 hours in one week and fall within the current wage rate structure which is listed on the Student Employment website.
Indexes that do not have dedicated student employment funds must be charged to a -6314 account number and department funds must be transferred into it to cover the expense (except 5 digit indexes and indexes that start with a 7 or higher). (See Account Number Definitions, listed in Exhibit 2 and the Student Employment Budgets section).

Please note that check requests for prizes, reimbursements of purchases, dues and other non-compensatory payments should be sent to Accounts Payable, as these payments are not for work performed and are not considered taxable income.

**Employment Paperwork**

The first time a student is hired through the University of Richmond's Student Employment Program, s/he must complete several forms that will be used to establish a payroll record. These forms (described below) need only be completed one time while the student is enrolled at the University, but **must complete these forms before s/he may begin working on campus.** Students must come to the Financial Aid Office to complete these forms M-F 8:30-5:00p.m. Due to international treaties and IRS documentation requirements, international students are required to complete their paperwork in the International Taxation Office. It is crucial that supervisors ensure that their student employees complete their I-9 and tax forms before they start working, as the federal penalty for failure to comply with this stipulation can be as high as $1000 per day that a student works illegally, per violation. Departments who intentionally, continually violate these requirements will be penalized via disciplinary means and/or via discontinuation or reduction of student employment budgets.

**State and Federal Tax Withholding Forms**

Student earnings are deemed taxable income, therefore students must complete both state and federal tax withholding forms, (Exhibits 4 and 5) before a payroll record can be established.

Students who are not Virginia residents must still complete Virginia state tax withholding forms, but may opt for exemption from Virginia state tax withholding if they meet any one of the conditions listed in the instructions on the back of the form.

**Employment Eligibility Verification (I-9) Form—Presenting Original Documents**

Students must also complete the Department of Homeland Security’s Employment Eligibility Verification form, commonly referred to as the I-9, (Exhibit 6). This form requires that the student provide proof of identity and proof of employment eligibility by presenting **original** documents. The I-9 stipulates that only original documents may be used to meet this legal requirement. No copies will be accepted.

Exhibit 6 lists acceptable unexpired I-9 documents. The employee can present one document from List A **OR** a combination of one document from list B and one from list C. The documents most commonly used are:

1) an **original** Social Security card **and** photo I.D. (driver's license, school I.D., etc.) **or**

2) an **original** birth certificate **and** photo I.D. (driver's license, school I.D., etc.) **or**

3) an **original** US Passport.

**Social Security Card Name Verification**

Besides verification of employment eligibility for the I-9, the Social Security Administration also requires that each payroll record be established with the employee's name entered (in Banner) **exactly** as
it appears on the Social Security card (even if it has a typo). Therefore, we request that if a student uses an original document other than the social security card to meet the I-9 documentation requirement, a copy or fax of his/her Social Security card also be submitted. This copy, however, will not prevent the student from working or being paid.

Students who do not have a Social Security card may apply for a free replacement or duplicate card at the local Social Security Administration office. The Student Employment website has directions to the closest office. The Social Security Administration will issue the student a receipt when they apply for the replacement card. This receipt can be used (for a maximum of 90 days) in lieu of the original card to meet the I-9 until the original card is received. The student can present this receipt to Financial Aid (or International Taxation, if international) to meet the I-9 (or to prove their how their name will be printed on the card). S/he will be given a Release to Work Form (described below), which signifies s/he is approved to work on campus. When the new card arrives, s/he must present the original card to Financial Aid (if the receipt was used to meet the I-9) or be terminated.

**Release to Work Form**

In order to give the supervisor immediate feedback of when a new student employee has completed the required paperwork, the Financial Aid Office (or the International Taxation Office, if the student is an NIVH) issues a Release to Work Form (Exhibit 3) as soon as the student is approved to work on campus. This form is given to the student, who is instructed to give it to their supervisor. The supervisor can then immediately begin working the student, even though the job may not be completely set up in Banner. The Bannerweb EPAF process also gives you immediate feedback as to whether the student has ever worked on campus.

A student employee only needs to complete pre-employment paperwork once while a student at the university. If the student has worked on campus before, they have previously completed their pre-employment paperwork, and therefore do not require another Release to Work form and can start working immediately.

**International Student Employees (Non-Immigrant Visa Holders (NIVH))**

Employing NIVH students on campus involves a myriad of laws and regulations. In today’s environment, the government is becoming more diligent in screening and tracking NIVH students who are here to receive an education. Therefore, the university is also required to be more diligent in tracking these students. And, due to tax treaties and conditions of the student visa for which the student was allowed to enter the United States, it is necessary to process NIVH students slightly different than US citizens.

For NIVH students who will work on campus for the first time, instead of completing their tax and I-9 paperwork in Student Employment, the NIVH student will complete paperwork in the Office of International Taxation (OIT). Specific instructions can be found at: [http://controller.richmond.edu/payroll/international/employment/student.html](http://controller.richmond.edu/payroll/international/employment/student.html). OIT works with Student Employment to complete Banner data entry. As with all new student employees who have not worked on campus before, they may not begin working for you unless you have received a “Release to Work” form (see previous “Employment Paperwork” section.)

International students do not qualify for Federal Work-study (FWS).
US Immigration and Customs Enforcement (ICE) restricts Non-Immigrant Visa Holders (NIVH) students, on F-1 or J-1 visas, from working more than 20 hours per week during the academic year. They may work full-time during academic breaks (see the Student Employment Website, International Link, for partial week limits). Eligibility to work is contingent upon the student remaining in status. “In status” is a commonly used term that means the student is pursuing a full course of study, maintaining a valid I-20 or DS-2019, not working illegally (i.e. not exceeding the 20/40 hour per week rule or working off-campus without authorization) or breaking any of the ICE rules and regulations by which the student must abide. If these students violate these terms, they violate their visa status and risk deportation.

Because of the risk to the student and to the University, and the fact that the law does not allow NIVH students to work over the limits at all, we determined that we must be proactive in ensuring these students are adhering to the requirements. Therefore any NIVH student who works more than their prescribed maximum hours will be terminated from the Student Employment program. This is tracked by the Office of International Taxation (OIT) and will apply to the first violation. NIVH students sign a statement (Exhibit 8) that they are aware of these work hour limitations and consequences.

An important item to note, as a supervisor, is that the hour-per-week limit is for all jobs worked on campus combined. So, if you have an NIVH student who is also working in another department, the combined total hours for all jobs cannot exceed 20 hours per week during the academic year and 40 hours per week during official breaks.

Also, students working in a salary position will have a set number of hours assigned to that job. Please discuss the hours assigned to your salary job with your student so that the student is aware of these limits. If a violation occurs, all supervisors will be notified of the student’s termination by OIT.

Because we are tracking weekly hours for internationals, it is very important that hours worked be submitted in the pay period for which they occur.
Guidelines for Managing Student Employment

Student Employment Budgets

As with other proposals to your budget(s), if you have a need for additional funding (essentially more student employment hours) you must submit this request using the Division Request for New Funds Form directly to the appropriate Vice President, Dean or Director. Follow the instructions provided by the Planning and Budget Office found on their website at http://businessoffice.richmond.edu/offices/planning-budget/requests.html. These requests for additional permanent student employment hours need not be submitted to Student Employment.

Supervisors must monitor their student employment budgets in the same manner in which they monitor other departmental budgets. Student work hours must be set knowing the student wage rate and within the confines of the student employment budget allocation. It is highly recommended that supervisors bi-weekly review their student employment budgets and expenditures to ensure that they are not over-utilizing funds and that no fraudulent use of funds is occurring (see Fraud Prevention Tips on the Student Employment website, Supervisor tab). If actual budget expenditures begin to exceed projections, the department may need to reduce student work hours in order to remain within the allocated budget. You may request temporary funding for the current FY, but funding is always based on the status of the overall student budgets at that time. There is no guarantee that additional funds can be made available during a given fiscal year if the department uses their entire budget before fiscal year ends. Current year requests are evaluated and up to the discretion of the Financial Aid Assistant Director based on need and available funds.

Student Employment will also be monitoring student employment budgets and, at mid-year, will notify departments that appear to be in danger of over-spending their student employment budgets. If you need additional access to Banner budget information/reports, please contact the Payroll Manager to request access.

All student earnings must be charged to a valid student employment account number. The majority of the student earnings will be charged to either account -6311 (UWP) or -6312 (FWS). To charge student earnings to an index that does not have a dedicated student account number associated with it (either -6311 or -6312), supervisors would use account number -6314 and supervisors must transfer their operating funds into these -6314 accounts in order to cover the charges, if underfunded. Account -6314 is a "student other" student help account number, and allows supervisors to pay student earnings from non-student employment funds while still allowing us to track student earnings in that account. Student Employment will automatically change any account numbers on EPAFs if a student has or doesn’t have FWS and check requests that are not valid student employment account numbers will be changed to -6314. Supervisors must ensure that the correct account number is indicated on the EPAF or check request to avoid negative account balances. Supervisors should also review rosters periodically to ensure the numbers are still applicable.
Requesting a New Student Position

Occasionally, supervisors may find they need to add a new position or revise an existing student position. If so, supervisors must submit the new or revised job description to Student Employment for review. Student Employment will then assign the appropriate wage rate to the new/revised position.

If the department has sufficient funds in the existing student employment budget to absorb the new/revised student job, the supervisor may then advertise and fill the position. However, if additional funds are necessary to compensate for the new job, a request for additional funds is made. Current year requests are evaluated and up to the discretion of Student Employment based on need and availability of funds. Permanent funds are requested through the process outlined above.

The newly approved position goes into effect during the current applicable pay period. Supervisors should not promise pay rates or pay increase effective dates before approval is received from Student Employment.

Job Title Changes/Job Title Additions/Promotions

Because the job title/duties are used to determine the wage rate and also used later for employment verifications, it is very important to communicate any changes to a student employee’s job title and/or duties to Student Employment. Examples of possible changes include students changing from one job to another within the department, students being given an additional job within the department and so on. If you are submitting an EPAF for a new job within a department, be sure to also submit a Termination EPAF if an old job should be closed. Failure to notify the Student Employment of these changes can result in students' hours being charged against invalid jobs and students being paid an incorrect pay rate.

Student Terminations

*If a student is leaving your department for any reason (except study abroad), please submit a Termination EPAF indicating the student’s last work day in the comment area of the EPAF with an effective date of the termination being the first day of the next pay period. Please make sure the student submits all time for the position during the applicable pay period and before the termination date of the EPAF. Accurate records of the termination is crucial so that the student's job record can be updated. This date is used in later employment verifications from potential employers (outside of the University).*

If the student has been terminated due to negative work performance or attendance problems, the supervisor is encouraged to forward information to Student Employment to be placed in the student’s file record in Banner. Then, other supervisors who are interviewing students in the future can consult with Student Employment to determine if any negative information has been placed in the file.

Student Rosters

Student rosters are very important to accurately manage student employment records/wage rates. Prior to the start of each semester (fall, spring and summer) Student Employment will send supervisors a roster of all active student employees in their department (listed alphabetically by departmental index). These rosters allow supervisors to know which of their students’ wages have changed due to longevity, merit and/or base wage rate increases. Supervisors should also check the pay rates and index/account number to ensure they are still accurate for each student and email Student Employment with any changes that need to be made.
Position Control Numbers

In addition to listing the student's name, UR ID number and pay rate, these rosters also list the student's position control number. A position control number is assigned to each job a student has and will be carried over from year to year if the student remains in the same position. Older position control number indicates the year and semester of hire, the pay level and a sequential number which indicates the number of jobs at that pay level for that given semester. For example, a position control number of:

ST11SP-12

indicates that the student (ST) was hired in the year 2011 (11) in the spring semester (SP). The numbers to the right of the hyphen indicate the pay level (level 1 in this example) and the number of jobs this student acquired at this pay level in that semester (2 in this example). These position control numbers were developed to allow Student Employment to determine which students will be eligible for the anniversary longevity/merit increases at the start of each semester.

Jobs created under EPAFs no longer use this nomenclature because the longevity date is captured separately. STHRLY is used for most hourly positions, unless indicated otherwise. Some departments that hire a large number of students have been given their own position control number. If you would like to be considered for a unique position, contact Student Employment. STFELW is used for Summer Fellowship program hourly jobs but do not receive the summer bump up as their wage amount is determined solely by the grant or program.

Position control numbers, such as those listed below, are used for stipend/salaried and one-time payments. For more information on this payment methods, see the Alternative Payments section.

ST9999 One-time, or miscellaneous payments, usually for check requests
STSLRY Salary/stipend payments
STLUMP Lump sum/stipends payments to Intramural Officials
ST15RA Bi-weekly payments for Residence Assistant (year indicated)

Student Personnel Files

When supervisors create a personnel file for their student employees, students' personnel files must be kept separate from students' academic files (if both types of files are kept). This personnel file would contain the student's employment application, performance evaluation(s) and any other notes pertaining to the student's employment history. Departmental student personnel files will not contain their I-9 form and tax documentation (these forms are kept on file in Student Employment).

Records Retention

The length of time that student employment records must be retained is determined by two factors: federal employment law and Federal Work-study (FWS) regulations. Documents that must be retained include employment applications, performance evaluations (if applicable), payroll time documents, tax forms, and I-9 forms. FWS regulations stipulate that employment records be retained for five years after the student graduates and employment law stipulates the records be kept for three years following termination of employment. For the sake of convenience and ease, the Student Employment policy stipulates that all records should be retained for a five-year period following graduation. Using the
longer of the two retention time frames ensures that both the FWS and employment law regulations are met and eliminates the need to purge different records at different times.

**Performance Evaluations**

A universal student Performance Evaluation Form (Exhibit 7) has been created for supervisors to use with their student employees. This evaluation is designed to enhance communication between the student employee and the supervisor and to provide feedback to the student employee on job performance. Completing a performance evaluation for student employees is not mandatory; however, supervisors are strongly encouraged to use this tool to provide feedback to the student that will enhance their work experience. Supervisors who wish to complete student employment evaluations may request either a print version or electronic version of the form from Student Employment or print it from the Student Employment website. Further information regarding merit increases can be found in the Student Wage Rate Structure and Wage Increase section of this manual, under Merit Increases.

**Employment Verifications**

Frequently, Student Employment receives requests from potential employers and other agencies to verify employment information on former or even current student employees. Supervisors who receive employment verification requests directly should forward those requests to Student Employment for completion. Once Student Employment has received the student’s signed release from the company, we will verify the information that is available in the student's personnel records. Supervisors are discouraged from providing character/performance references on these employment verifications for former student employees unless required by the government during a personal background investigation. Letters of reference requested by the student are acceptable.

**Notes**
Student Payroll Policies

Student Payroll policies are set and enforced by the Payroll Office, a component of the Controller’s Office. However, FAO/Student Employment and the Payroll Office work very closely together to ensure that payroll policies and general student employment policies reinforce and supplement one another. Questions about any of the following payroll policies or practices should be addressed directly to the Payroll Office.

Payroll Schedule

The University of Richmond designates two distinct payroll periods: the academic year payroll and the summer payroll. Enrolled students working on campus during the academic year payroll are exempt from Social Security (FICA) tax withholding, while students working during the summer payroll period are not exempt from FICA and will have FICA taken out of their pay.

The payroll schedule is on the Payroll website and Student Employment website at studentjobs.richmond.edu, Payroll tab. The payroll schedule lists the deadlines for completing pre-employment paperwork/submitting EPAFs, the dates that Bannerweb Web Time Entry (WTE) submittals/approvals must be submitted to the Payroll Office, and the dates on which students will be paid. Student Employment and the Payroll Offices strictly adhere to the deadlines listed on the payroll schedule.

Student Time

A “Completed” status of an EPAF indicates that the student’s payroll record has been approved and the student may access Bannerweb to enter time worked. Supervisors will not see their student’s positions in Bannerweb until the student has opened their timesheet.

Student Web Time Entry (WTE)

The University has transitioned all hourly paid student staff to Web Time Entry as the method for reporting hours to Payroll.

Web Time Entry—Student Instructions—Reporting Time Worked via Bannerweb

*****VERY IMPORTANT***

Student employees must submit their Web time sheet before 10 a.m. on the Monday following the end of a pay period. After that deadline the time sheet is no longer available to update on the Web, and payment for those hours will be delayed by at least two weeks. The student will then need to submit the hours on a paper time sheet. Contact Payroll for further instructions.

Detailed instructions for entering time are available at: http://controller.richmond.edu/payroll/web-time-entry/students.html.
Web Time Entry—Supervisor Instructions—Approving Time

Each employee on Web Time Entry has a designated approver. Approvers choose a proxy who can approve Web Time Entry in their absence. The approver and proxy will be trained in the approval process on BannerWeb Time Entry. The Payroll Office strongly suggests approvers set a recurring reminder for every other Friday (or Monday at the latest) on their Outlook. This will ensure their employee's hours are submitted to Payroll by the Monday noon deadline.

For assigning a proxy, if you are NOT a banner user, please call the Help Desk @ 6400 to arrange for your proxy set up. Please be prepared with your network/email user ID and user ID for your proxy.

It is recommended that records be kept of time submitted to Payroll and verified against budget reports.

Detailed instructions for approving students are available on the Payroll Website at http://controller.richmond.edu/common/pdf/payroll/web-time-approval.pdf. Approvers have until 12 noon on the Monday deadline to approve web time sheets. Approvers can review the status of the student’s time sheet throughout the pay period and make the approval of the time sheet when the student has completed his shifts for the pay period.

FICA Withholding/Exemption

As noted in previous sections, students who are enrolled at least half time and seeking a degree are exempt from Social Security tax (FICA) withholding on their wages during the academic year. The FICA regulations state that a student's exemption is no longer valid if his/her enrollment drops below half time or if a student is working over an academic break of greater than five weeks (summer). Students who choose to work during the winter semester break will still be exempt from FICA withholding, as the break does not exceed five weeks. Exemption from FICA withholding is only available to students who work through the University's Student Employment Programs, not for students working for off-campus or contracted employers. Non-Immigrant Visa Holder students who do not meet the substantial presence test (refer to IRS Publication 519) are exempt from FICA withholding year round.

Overtime Payments

Students are not to be scheduled for more than 40 hours per week. But if worked, students must be paid overtime payments for any hours worked beyond forty in a given pay week. Each pay week runs from Sunday through Saturday. While overtime payments are required by law, supervisors are strongly urged to monitor their students' hours each week to avoid allowing an overtime situation to occur. Requests for overtime scheduling should be made in advance to Student Employment for approval. Please note that students working in more than one job will be paid for their total accumulated hours worked in all jobs and may fall into an overtime status without a supervisor's knowledge. For example, a student holding three 12-hour per week jobs on campus may fall into overtime category by working an extra five hours in one of the jobs. While each supervisor may think that the student is working only twelve to seventeen hours in his or her own department, the total number of hours has exceeded forty. Typically the overtime charges fall on the department in which the overtime hours occurred and are charged at a rate of one-and-one half times the regular pay rate. Overtime is not usually a problem during the academic year, but can become an issue during the summer pay periods (when students tend to work more hours per week). Frequent overtime payments can have an unexpected detrimental effect on a department's student employment budget and should be monitored closely.
Students are encouraged to work 20 hours or less during the school year to ensure academic success. Students must not work more than an average of 29 hours during the year look-back period. Please refer to the Student Employment website for the latest information on the Affordable Health Care look-back period. Additionally, FICA exemption laws, require that students are not allowed to work full-time during the academic year and FWS regulation state that students cannot work during his or her scheduled class time.

**Paycheck Distribution**

Paychecks are generated every other week according to the student payroll schedule, which is posted on the Student Employment website. During the academic year, all checks are mailed to the students' campus/local address, unless otherwise specified by the student. Students wishing to have their checks mailed to an address other than their campus/local address (during winter and spring breaks, for example) must provide a self-addressed envelope to the Payroll Office. Each spring the Payroll Office will notify supervisors and students with information regarding summer paycheck distribution.

Lost or misplaced checks should be reported to the Payroll Office immediately so a stop-payment order can be placed and a replacement check generated. Please see the Payroll website for any updates on Pay card (debit card) payment methods.

**Direct Deposit Option**

The convenience of direct deposit of paychecks is now available to student employees. We encourage all student employees to participate. Generally, the student’s funds can be directly deposited to any U.S. bank of your choice. To participate in direct deposit, the student should complete Direct Deposit Authorization form available on the Payroll Website, as well as in Payroll and Student Employment. They should read the disclosure statement carefully paying special attention to their responsibility to notify the Payroll Office of any changes to their banking information. We ask that a voided check to be returned with the form, if possible. The voided check gives us the bank routing and account information.

The first payroll after the form has been submitted to the Payroll Office will be a “pre-note” which is a test run to the bank and the student will still receive an actual check. With the following payroll, the funds will go directly into their account.

For more information regarding direct deposit, visit the Payroll Website.

**Notes**
Many of the policies that guide student employment practices are the same as those that guide University staff practices. Supervisors should refer to their Staff Guidelines manual (available on the Human Resource Services website at hr.richmond.edu, Talent Management tab) for guidance on these policies. Of particular note, supervisors should review policies regarding harassment and discrimination, equal opportunity and affirmative action and counseling and disciplinary procedures. Several policies have been adapted to apply specifically to student employees and are articulated below.

Student employees do not receive benefits, so holiday and sick pay do not apply to student employees.

**Inclement Weather Policy**

In the event the University closes due to inclement weather, student employees will be paid for that day only under the following conditions (all three conditions must apply):

- The entire university is closed
- The student has regularly-scheduled hours on the day the University is closed
- The student is unable to make up the hours missed (due to closure) within the same work week.

Students whose hours and/or days vary during the week should not be paid for hours missed due to closure. Whether these students must make up the hours missed should be considered on an individual basis based on the student employee and departmental needs.

**Attendance Policy**

Each department has the ability to determine the attendance policy that is appropriate for their student employees. The variety of student jobs and departmental/office hours preclude the creation of a universal policy. Supervisors must communicate their attendance policy to their student employees and enforce the policy appropriately. However, supervisors are strongly encouraged to exercise scheduling flexibility during times of increased academic workload for their student employees when possible.

**Off-campus Community Service (FWS Only)**

The federal regulations for Federal Work-study (FWS) funds require that a certain percentage of an institution's FWS funds must be spent employing students in jobs that provide community service. Currently the required spending is 7% of the total FWS allocation. The regulations also define the types of jobs that qualify as community service for the purpose of meeting this regulation. The University of Richmond has several programs that allow FWS students to work in a community service setting. Presently such programs include Community Partners, the Center for Civic Engagement, Law Community Service, LINCs and UR Downtown. Each of these departments are required to provide the Financial Aid Office with contact information (company name, address and contact name) for each off-campus agency in which FWS students will be employed before placing any students at those sites. The Financial Aid Office then sends a contract to each agency, stipulating the details of the agreement between the University and the agency. These contracts are required under FWS regulations and must be signed and returned before any students may begin working in the agency.
Workers' Compensation

Like University staff, student employees are covered under the University's workers' compensation insurance should a work-related injury occur. Supervisors should become familiar with the University's workers' compensation reporting procedures listed in the Staff Guideline distributed to new University of Richmond staff employees through Human Resources. Any questions regarding work related injuries or workers' compensation for student employees should be addressed to the Safety Services and Risk Management Office.

Security Statement & Banner Access for Students

It is important that students working in departments with sensitive information understand the confidentiality of any information that they may see during the course of performing their job. A sample security statement is included (Exhibit 9) for the student to sign and place in his departmental file prior to access to any sensitive information.

Banner access should only be given to student employees when absolutely necessary. If given, the student ID and passwords are issued to the supervisors and not given to the student. When the student needs to use Banner, the supervisor must log them in to prevent off hours access. Also do not allow your student to use your Banner account to work from.

Notes
Pertinent Employment Laws/Regulations

The same laws and regulations that govern employment practices for staff at the University of Richmond also determine the student employment polices. Listed below are summaries of several of the most pertinent employment laws with which supervisors should become familiar. All descriptions are a summary of the information provided on the Department of Labor's website (http://www.dol.gov/index.htm) and the University's Staff Guidelines and Policies at http://hr.richmond.edu/talent/policies/index.html.

Immigration Reform and Control Act (IRCA)

The 1986 Immigration Reform and Control Act requires that employers verify that the employees that they hire are legally eligible to work in the United States. In order to verify eligibility, employers must examine original forms of identification and employment eligibility and complete the Employment Eligibility Verification Form (I-9). IRCA requires that the employee must produce the required documentation within three business days of his or her start date or must stop working until the documents are produced. Employers who fail to adhere to the requirements of the IRCA can be fined up to $1000 per employee per day found in violation of the requirement.

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) regulates the payment of minimum wage, overtime pay for hours worked beyond 40 per week, restrictions on the employment of children and periods of record keeping. All student employment policies and procedures at the University of Richmond comply with the stipulations of the FLSA.

Occupational Safety and Health Act (OSHA)

In general, the Occupational Safety and Health Act requires that employers providing a safe and healthful workplace for employees. The University's Safety & Risk Management Office monitors campus facilities and trains employees to ensure compliance with OSHA regulations. Standards that apply to University staff members also apply to student employees.

Equal Employment Opportunity Act (EEOA)

The U.S. Equal Employment Opportunity Commission enforces Federal laws prohibiting employment discrimination. These laws protect against employment discrimination when it involves unfair treatment because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information, harassment by managers, co-workers, disability or genetic information, denial of a reasonable workplace accommodation that you need because of your religious beliefs or disability, and retaliation because you complained about job discrimination, or assisted with a job discrimination investigation or lawsuit.
Americans with Disabilities Act (ADA)

The 1990 Americans with Disabilities Act prohibits discrimination against a qualified individual with a disability with regard to job application procedures, hiring, promotion, transfers, discharge, layoffs, training, compensation and fringe benefits. Supervisors must give equal consideration to applicants with disabilities if the applicant has the qualifications and skill required to perform the job with or without reasonable accommodations.

Ethics Compliance Policy

The University of Richmond is committed to complying with all applicable laws and regulations as well as maintaining the highest ethical standards of honesty and integrity. The goal of the compliance program is to facilitate this commitment. This Code applies to all parties representing the University, including student employees. In your role as an employee of the University, your conduct should be guided by the University’s Code of Organizational Ethics and Integrity which can be found at http://www.richmond.edu/compliance/code-of-ethics.pdf. More information on the compliance program can be found at www.richmond.edu/compliance.

All members of the University community are encouraged to discuss compliance-related questions or concerns directly with their supervisor, department chairs, deans, directors, or other members of the University administration. We also have a way to report concerns confidentially or anonymously through the Ethics and Compliance Helpline. More information on the Ethics and Compliance Helpline is available on the compliance website and at http://www.richmond.edu/compliance/code-of-ethics.pdf.

The University also has a policy prohibiting retaliation against individuals who raise compliance concerns and questions. It is also available on the compliance website. Please review the information referenced above and if you have questions about the University’s compliance program, feel free to contact your supervisor.

Sexual Abuse Reporting Policy

On July 1, 2012, Virginia law pertaining to mandatory reporting of suspected child abuse and neglect will be amended to include all Virginia Public and Private Institutions of higher learning. (Va. Code 63.2-1509) Therefore, the following policy has been implemented.

Any employee of the University of Richmond or a volunteer associated with any youth activity being conducted on University property has any reason to believe that a child is abused or is being neglected has a legal obligation to report information to Child Protective Services. If you fit in this category you are considered a “Mandatory Reporter”.

Each year in Virginia, 39,000 children are reported to local Child Protective Services for suspected abuse or neglect. Because of your position you may recognize indicators of maltreatment and request help and services for the child and his/her family.

Child abuse/neglect is defined as any child under the age of 18 whose parent or other person responsible for the child’s care:

- Causes or threatens to cause a non-accidental physical injury or mental injury.
• Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care.
• Abandons the child.
• Fails to provide adequate supervision in relation to the child’s age and developmental level.
• Commits or allows to be committed any illegal sexual act upon a child including incest, rape, fondling, indecent exposure, prostitution, or to be used in any explicit visual material.

As a mandatory reporter while acting in the capacity listed above, you have a duty to immediately report suspicions of child abuse/neglect. There are two options for the University of Richmond:

1) You may contact the University Police Department at 289-8715; they are designated as a liaison for the University and local Child Protective Services. URPD will collect information and contact Child Protective Services.

2) You may directly contact Child Protective Services thru the Virginia Child Abuse Hotline 1-800-552-7096.

As a mandatory reporter acting in good faith, you are immune from civil and criminal liability.

After a report is made a social worker will interview the child (parental consent may not be necessary) and all others involved. The social worker will complete an assessment determine the risk of harm and develop a safety and services plan within the family.

The University began this process at the beginning of summer 2012. An on-line awareness training component was phased in May and June of 2012. On-Line training has been selected to be the least intrusive to your time commitments and busy schedules. The expectation is that all mandatory reporters shall be provided this information and at some point complete the on-line training (> 1 hour, more information to be provided).

URPD is available to meet with groups with any further questions or discussions as to how to have those initial discussions with a child, etc. after the on-line training is completed.

Confidentiality Agreement (FERPA)

University of Richmond employees support a variety of university functions. Employees may, as part of their duties, need to access confidential individual information from various sources including, but not limited to, financial aid, personal health, tax, credit, bank, loan, personnel and academic records, and other information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Information Portability and Accountability Act (HIPAA) and the Gramm Leach-Bliley Act (GLB). With respect to these records and information, and all other confidential property, all student employees are required to read and agree to the following:

1. The employee acknowledges the confidentiality of all student, alumni, donor and employee information of University of Richmond and understands this information will not be revealed to, distributed to or discussed with anyone other than the appropriate, designated supervisor and other University officials as designated by the supervisor.
2. The employee will not attempt to alter, change, modify, add, or delete student or employee record information or University documents unless specifically instructed to do so by the employee’s supervisor or other University official.

3. The employee will access only the information specified and authorized by the supervisor. Access to information should be through normal office procedures for obtaining specific access to the information in written documents, computer files, student records, or other University information.

4. All procedures, creative work, written documents, records, and computer programs are created and documented according to standards set by the supervisor and the University of Richmond policies and materials are considered property of University of Richmond and not for public disclosure or use.

The employee understands that failure to abide fully by the above agreements is grounds for immediate discipline, up to and including dismissal from the work position and the University, as well as further disciplinary actions.

Notes
Sample Forms and Documents

Student Employment Application Form (FRONT) - Exhibit 1

UNIVERSITY OF RICHMOND
STUDENT EMPLOYMENT APPLICATION

Today's Date: __________________________

Department to Which You Are Applying: __________________________

Personal Information:

Name: __________________________ UR ID: __________________________

Local Address: __________________________ Email Address: __________________________

Local Phone #: __________________________ Best Time(s) to Call: __________________________

Permanent Address: __________________________

Permanent Phone #: __________________________

Emergency Contact: __________________________ Phone #: __________________________

Intended Major: __________________________ Minor: __________________________

Approximate GPA: __________________________ Expected Graduation Date: __________________________

Term(s) Applying For: Fall □ Spring □ Summer □ Date Available: __________________________

Number of Hours You Are Available to Work (per week): ________ Do you have a valid driver’s license? Yes □ No □

Are you eligible for Federal Work Study as part of your financial aid award? Yes □ No □

Have you ever been convicted of a felony? Yes □ No □ (If yes, please attach a full explanation of the circumstances.)

Are you a varsity student-athlete? Yes □ No □ (If yes, please note that all student athletes who secure on-campus employment must notify the Director of Compliance in the Athletic Department.)

Please list your computer skills and software package knowledge: __________________________

Previous Work Experience:

In chronological order, list jobs you have held beginning with the most recent first. Include internships and jobs without pay. Attach another sheet if necessary.

ON-CAMPUS Employment

Job Title: __________________________ Department: __________________________

Supervisor: __________________________ Dates Employed: __________________________

Paid Job? Yes □ No □ In teneship? Yes □ No □

Job Title: __________________________ Department: __________________________

Supervisor: __________________________ Dates Employed: __________________________

Paid Job? Yes □ No □ In teneship? Yes □ No □
OFF-CAMPUS Employment

Job Title: ___________________________ Employer: ___________________________
Supervisor: _________________________ Dates Employed: ________________________

Job Title: ___________________________ Employer: ___________________________
Supervisor: _________________________ Dates Employed: ________________________

Class Schedule and Other Activities: On the schedule below, please mark all times when you CANNOT work. Use a "C" to designate times that you are in class, and an "O" to designate times when other activities preclude you from working at that time. Place the appropriate letter in the block that most accurately reflects the time of your commitment (Classes or Other activities).

<table>
<thead>
<tr>
<th>Monday</th>
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Please list the names of the activities in which you participate that are represented by an "O" in the above chart:

________________________________________________________________________

How many hours would you like to work? ____________

I certify that the information provided on this application for employment is complete, factually correct and honestly presented. I understand that this document is an application for employment, separate and apart from my permanent educational record and is for the use of the hiring department and the Student Employment Office only. In consideration for my employment, I agree to conform to all rules and policies of the University of Richmond and the area for which I will be working.

Signature __________________________ Date ____________

For Departmental Use Only

Interviewed? Yes □ No □ If no, reason: __________________________

Hired? Yes □ No □ If no, reason: __________________________

Job Approval Form Sent? □ Release to Work Rec’d for new employees? □ Pink copy of PAF rec’d from Student Employment? □

Date of Termination: __________________________ Reason: __________________________

Student Employment Notified? □ (Note: Student Employment Office must be notified of any terminations which occur prior to the end of the academic and/or summer payroll period.)

2011.11.02
Account Number Definitions:

- 6311  Student is paid with University Work Program (UWP) funds
- 6312  Student is paid with Federal Work Study (FWS) funds (the student must be eligible to earn FWS funds per the Financial Aid Office for that academic year)
- 6314  Student is paid with funds provided by sources other than student employment budgets (requester must transfer funds into the xxxx-6314 account)
- 6413  Used by the Grants Accounting Manager for 27XXX, 28XXX, & 29XXX accounts

Please note:
- 6313  You may notice this account number on budget reports from the Accounting Office, but understand that this account is just used for calculating the 75% federal portion and does not affect student supervisors. Please ignore.
Student Employment Office
Release to Work
For New Student Employees
To be Given to the Supervisor of Your First Job On Campus

Student’s Name ___________________________ ID ___________________________

Student’s Employing Department ___________________________

☐ This student has completed the Federal I-9 requirements and is approved to work on campus. Web Time Entry (WTE) will be available for the student to enter hours in Bannerweb within 7 days.

☐ This student has temporarily met the required I-9 documentation and is approved to work on campus. However, the student still needs to bring in the ___________________________ within _____ days or will be terminated. WTE will be available for the student to enter hours in Bannerweb within 7 days.

Note to Supervisors:
*This assumes that you have submitted an Electronic Personnel Approval Form (EPAF) (or payment request) to set up the job for this student. Web Time Entry (WTE) will be available once the EPAF status changes to “Completed”.

Financial Aid Office Signature ___________________________ Date ___________________________
2013.08.26
Federal Tax Form - Exhibit 4

**Form W-4 (2015)**

**Purpose:** Complete Form W-4 so that your employer can accurately withheld taxes from your pay. Consider completing a new Form W-4 each year or when your personal or financial situation changes.

**Exemptions from withholding:** If you are exempt, complete line 3(b) and sign Form W-4. Your exemption applies for 2015 and subsequent tax years.

**Exemptions:** An exception is claimed for a dependent on your tax return or a non-dependent who is 65 or over.

**Note:** Individuals may be able to claim exemption from withholding if they are a dependent, or if the employed individual:
- is age 65 or older.
- is blind.
- will claim adjustments to income tax credits or withholding allowances on his or her tax return.

### Personal Allowances Worksheet (Keep for your records.)

**A.** Enter “1” for yourself if no one else can claim you as a dependent.

**B.** Enter “1” if:
- You are married, have only one job, and your spouse does not work, or
- Your wages from a second job are less than $1,500.

**C.** Enter “1” if your spouse. But, you may choose to enter “0” if you are married and have only one spouse or more than one job, (entering “0” may help you avoid having too little tax withheld.)

**D.** Enter number of dependents (other than yourself) who you claim on your tax return.

**E.** Enter “1” if you file as head of household on your tax return (see conditions under Head of Household above).

**F.** Enter “1” if you have at least $2,000 of child or dependent care expenses for which you plan to claim a credit.

**G.** Enter “1” if your total income will be less than $46,000 ($100,000 if married), enter “2” for each eligible child; then less “1” if you have two or more eligible children or less “2” if you have five or more eligible children.

**H.** If your total income will be between $46,000 and $84,000 ($100,000 and $160,000 if married), enter “3” for each eligible child.

**I.** If your total income will be between $84,000 and $106,000 ($160,000 and $200,000 if married), enter “4” for each eligible child.

**J.** Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.)

**K.** If you plan to itemize or claim adjustments to income and want to reduce the withholding, enter the Deductions and Adjustments Worksheet on page 2.

**L.** If you are single and have more than one job, and your spouse both work, and the combined earnings from all jobs exceed $20,000 ($40,000 if married), see the Two-Earner/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

---

**Employee’s Withholding Allowance Certificate**

**Note:** This form is not valid unless you sign it.

**For Privacy Act and Paperwork Reduction Act Notice, see page 2.**
FORM VA-4
COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TAXATION
PERSONAL EXEMPTION WORKSHEET
(See back for instructions)

1. If you wish to claim yourself, write “1” ...........................................................
2. If you are married and your spouse is not claimed on his or her own certificate, write “1” ...
3. Write the number of dependents you will be allowed to claim on your income tax return (do not include your spouse) ...........................................................
4. Subtotal Personal Exemptions (add lines 1 through 3) ..........................................
5. Exemptions for age
   (a) If you will be 65 or older on January 1, write “1” ............................................
   (b) If you claimed an exemption on line 2 and your spouse will be 65 or older on January 1, write “1” ...........................................................
6. Exemptions for blindness
   (a) If you are legally blind, write “1” .................................................................
   (b) If you claimed an exemption on line 2 and your spouse is legally blind, write “1” ...........................................................
7. Subtotal exemptions for age and blindness (add lines 5 through 6) .................
8. Total of Exemptions - add line 4 and line 7 ......................................................

Detach here and give the certificate to your employer. Keep the top portion for your records
FORM VA-4 EMPLOYEE’S VIRGINIA INCOME TAX WITHHOLDING EXEMPTION CERTIFICATE

Your Social Security Number Name

Street Address

City State Zip Code

COMPLETE THE APPLICABLE LINES BELOW
1. If subject to withholding, enter the number of exemptions claimed on:
   (a) Subtotal of Personal Exemptions - line 4 of the Personal Exemption Worksheet ...
   (b) Subtotal of Exemptions for Age and Blindness line 7 of the Personal Exemption Worksheet ...
   (c) Total Exemptions - line 8 of the Personal Exemption Worksheet ...

2. Enter the amount of additional withholding requested (see instructions) ...........

3. I certify that I am not subject to Virginia withholding. I meet the conditions set forth in the instructions □ (check here) ...

4. I certify that I am not subject to Virginia withholding. I meet the conditions set forth Under the Service member Civil Relief Act, as amended by the Military Spouses Residency Relief Act □ (check here) ...

Signature Date

EMPLOYER: Keep exemption certificates with your records. If you believe the employee has claimed too many exemptions, notify the Department of Taxation, P.O. Box 1115, Richmond, Virginia 23219-1115, telephone (804) 367-6037.
FORM VA-4 INSTRUCTIONS

Use this form to notify your employer whether you are subject to Virginia income tax withholding and how many exemptions you are allowed to claim. You must file this form with your employer when your employment begins. If you do not file this form, your employer must withhold Virginia income tax as if you had no exemptions.

PERSONAL EXEMPTION WORKSHEET

You may not claim more personal exemptions on form VA-4 than you are allowed to claim on your income tax return unless you have received written permission to do so from the Department of Taxation.

Line 1. You may claim an exemption for yourself.
Line 2. You may claim an exemption for your spouse if he or she is not already claimed on his or her own certificate.
Line 3. Enter the number of dependents you are allowed to claim on your income tax return.

NOTE: A spouse is not a dependent.

Line 5. If you will be age 65 or over by January 1, you may claim one exemption on Line 5(a). If you claim an exemption for your spouse on Line 2, and your spouse will also be age 65 or over by January 1, you may claim an additional exemption on Line 5(b).

Line 6. If you are legally blind, you may claim an exemption on Line 5(a). If you claimed an exemption for your spouse on Line 2, and your spouse is legally blind, you may claim an exemption on Line 6(b).

FORM VA-4

Be sure to enter your social security number, name and address in the spaces provided.

Line 1. If you are subject to withholding, enter the number of exemptions from:
(a) Subtotal of Personal Exemptions - line 4 of the Personal Exemption Worksheet
(b) Subtotal of Exemptions for Age and Blindness - line 7 of the Personal Exemption Worksheet
(c) Total Exemptions - line 8 of the Personal Exemption Worksheet

Line 2. If you wish to have additional tax withheld, and your employer has agreed to do so, enter the amount of additional tax on this line.

Line 3. If you are not subject to Virginia withholding, check the box on this line. You are not subject to withholding if you meet any one of the conditions listed below. You must file with your employer for each calendar year for which you claim exemption from Virginia withholding.

(a) You had no liability for Virginia income tax last year and you do not expect to have any liability for this year.
(b) You expect your Virginia adjusted gross income to be less than the amount shown below for your filing status:

<table>
<thead>
<tr>
<th>Filing Status</th>
<th>Taxable Years 2009, 2008 and Beyond</th>
<th>Taxable Years 2009 and 2008</th>
<th>Taxable Years 2010 and 2011</th>
<th>Taxable Years 2012 and Beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$7,000</td>
<td>$11,250</td>
<td>$11,850</td>
<td>$11,650</td>
</tr>
<tr>
<td>Married</td>
<td>$14,000</td>
<td>$22,500</td>
<td>$23,300</td>
<td>$23,000</td>
</tr>
<tr>
<td>Married, filing a separate return</td>
<td>$7,000</td>
<td>$11,250</td>
<td>$11,850</td>
<td>$11,650</td>
</tr>
</tbody>
</table>

(c) You live in Kentucky or the District of Columbia and commute on a daily basis to your place of employment in Virginia.
(d) You are a domiciliary or legal resident of Maryland, Pennsylvania or West Virginia whose only Virginia source income is from salaries and wages and such salaries and wages are subject to income tax by your state of domicile.

Line 4. Under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act, you may be exempt from Virginia income tax on your wages if (i) your spouse is a member of the armed forces present in Virginia in compliance with military orders; (ii) you are present in Virginia solely to be with your spouse; and (iii) you maintain your domicile in another state. If you claim exemption under the SCRA check the box on Line 4 and attach a copy of your spousal military identification card to Form VA-4.
Employment Eligibility Verification (I-9) (FRONT) Form - Exhibit 6

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment but not before accepting a job offer.)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street Number and Name)</td>
<td>Apt. Number</td>
<td>City or Town</td>
<td>State</td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
<td>U.S. Social Security Number</td>
<td>E-mail Address</td>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): ____________________________

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: ____________________________

2. Form I-94 Admission Number: ____________________________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: ____________________________

Country of Issuance: ____________________________

Some aliens may write "NA" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: ____________________________

Date (mm/dd/yyyy): ____________________________

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: ____________________________

Date (mm/dd/yyyy): ____________________________

Last Name (Family Name) ____________________________

First Name (Given Name): ____________________________

Address (Street Number and Name) ____________________________

City or Town ____________________________

State ____________________________

Zip Code ____________________________

FORM I-9 Barcode
Do Not Write In This Space

Employer Completes Next Page

Page 7 of 9
Employment Eligibility Verification (I-9) Form (BACK) Exhibit 6 cont.

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

Employers or their authorized representatives must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A and one document from List B or a combination of one document from List A and one document from List C as listed on the “Lists of Acceptable Documents” on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date. (Fairs)

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Authority:</td>
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<td>Document Number:</td>
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<td>Expiration Date (mm/dd/yyyy):</td>
</tr>
</tbody>
</table>

### 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): __________________

(See Instructions for Exemptions)

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name)</td>
<td>First Name (Given Name)</td>
<td>Employer’s Business or Organization Name</td>
</tr>
<tr>
<td>University of Richmond</td>
<td>28 Westhampton Way</td>
<td>City or Town</td>
</tr>
<tr>
<td>University of Richmond</td>
<td>VA</td>
<td>State</td>
</tr>
<tr>
<td>23273</td>
<td>Zip Code</td>
<td></td>
</tr>
</tbody>
</table>

### Section 3. Reverification and Rehires

(To be completed and signed by employer or authorized representative)

A. In case of applicable, Last Name (Family Name) First Name (Given Name) Middle Initial Date of Rehire (Applicable) (mm/dd/yyyy)

B. If employee’s previous grant of employment authorization has expired, provide the information for the document from List A or List B the employee presented that establishes current employment authorization in the space provided below.

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Number</th>
<th>Expiration Date (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

C. I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Date (mm/dd/yyyy)</th>
<th>Print Name of Employer or Authorized Representative</th>
</tr>
</thead>
</table>
Student Performance Evaluation Form (FRONT) - Exhibit 7

UNIVERSITY OF RICHMOND
STUDENT EMPLOYMENT PERFORMANCE EVALUATION

Student's Name: ___________________________ UR ID #: __________________

Department: ___________________________ Date of Evaluation: ________________

Period Covered by This Evaluation: _______________________________________

The purpose of the Student Employment Performance Evaluation is to facilitate communication between student employee and supervisor. It is designed to provide constructive feedback to the student employee on work performance, and thus maximize the employment experience for both student employee and supervisor.

Please use the following rating scale to evaluate this student employee's level of performance:

   4 – Exceptional  3 – Commendable  2 – Competent  1 – Inadequate

(If an area does not apply to this student's job, mark "N/A" by the appropriate question)

   ___________________________ ___________________________
   Dependability – adheres to established work schedule, notifies supervisor if late, makes up hours if schedule changes are necessary

   ___________________________ ___________________________
   Attitude – demonstrates interest in work assignments, cooperates with other student employees and University staff, accepts corrections/clarifications willingly

   ___________________________ ___________________________
   Adaptability – willing to adjust schedule and/or work assignments to meet the changing needs of the department, learns new skills to meet changing needs of work assignments

   ___________________________ ___________________________
   Initiative – takes actions necessary to accomplish job assignments, seeks additional responsibilities when appropriate, suggests improvements to work process if applicable

   ___________________________ ___________________________
   Judgement – makes sound decisions and/or conclusions relating to work assignments, seeks supplementary resources to complete work assignments if necessary, shares pertinent information about work assignments with supervisor or other student employees

   ___________________________ ___________________________
   Productivity – completes work assignments in a timely manner, seeks additional work assignments upon completion of primary assignments, works quietly and efficiently without engaging in conversations irrelevant to work assignment

   ___________________________ ___________________________
   Work Quality – completes work assignments accurately, seeks clarification when necessary, submits work assignment in a neat and organized manner

   ___________________________ ___________________________
   Job Knowledge – completes work assignments with general instruction and minimal follow up required, demonstrates skills required for work assignments, adheres to departmental policies and procedures

   ___________________________ ___________________________
   Leadership – delegates work assignments to other student workers appropriately, trains other student employees thoroughly, acts as a role model for other student employees
1. How long has the employee worked in current position?

2. What skills does the employee demonstrate on the job?

3. What skills does the employee need to develop the most?

4. Which skills demonstrated on this job can be applied to the employee's future career goals?

5. Additional Supervisor Comments:

6. Additional Student Employee Comments:

Evaluation Total Score: _______ Number of Applicable Questions: _______ Average Score: _______

By signing below, both supervisor and student employee acknowledge that the information contained in this evaluation was discussed sufficiently. This evaluation will be placed in the student's permanent employment record but is not part of his/her academic record.

Supervisor's Signature: __________________________

Student Employee Signature: _____________________
International Student Employment  
IRS Regulation of Non-Immigrant Visa Holder Work Hours

To be approved to work on campus, a non-immigrant visa holding student must follow US Immigration and Customs Enforcement regulations which stipulate the maximum number of hours the NIVH student is allowed to work each week.

A student in F-1 or J-1 visa status may work:
- 20 hours per week while school is in session.
- 40 hours per week during official school breaks and the summer (see the Student Employment Web Site, http://oncampus.richmond.edu/workin/intl.htm for partial week limits).

While supervisors have been informed of this policy, it is the student’s responsibility to adhere to the correct number of weekly work hours. If a student has concerns about the number of work hours a supervisor has required, the student should contact the Student Employment Office in Financial Aid, prior to working the hours.

To remain “in status” and eligible to work, a NIVH student must adhere to the 20/40 hour per week rule. The total number of work hours is for all combined jobs worked on campus each week. (For example, if a student has two jobs during the school year and in the same week works 10 hours in one job and 11 hours in the second job, the student would be violation of the US government regulations because the student worked 21 total hours.)

Also, if you will be employed in a salary (RA, Drill Instructor, etc.) or lump sum payment situation, contact Student Employment if you are unsure of how many hours to attribute to that week’s total hours.

A NIVH student who works more than the prescribed maximum hours will be terminated from the Student Employment program. THIS WILL APPLY TO THE FIRST VIOLATION. There are no second chances. The student’s supervisor(s) will be notified of the student’s termination.

Student’s Signature  Date

I understand the information provided above. I understand that my eligibility to work is contingent upon my remaining in status. I understand that if I exceed my eligible employment hours, I will be terminated from the student employment program upon my first violation. I have received a copy of this document for my records.

☐ Student Copy  ☐ OIT Copy  ☐ Student Employment Copy
UNIVERSITY OF RICHMOND

INFORMATION SECURITY STATEMENT

It is the policy of the University of Richmond to view information as a business asset. Misuse or damage of information may be as costly to the University as would misuse or damage of physical property. Your responsibility for the protection of University information is outlined below. Please read it carefully before signing.

1. I will use University information and third-party proprietary information in my custody only for the performance of official University business in the _______________ office.

2. I will not alter or in any way change University information except in the performance of the duties of my job.

3. I will not divulge University or third-party information whether in electronic or printed format, to anyone unless their relationship with the University as an employee, customer, or contracted temporary employee warrants it.

4. I will maintain confidentiality of all data or information in accordance with the policies and procedures of the University, the _______________ office, and any state or federal laws.

5. I will not intentionally attempt to gain access to information or facilities to which I am not specifically authorized.

6. I will use the data processing facilities of the University only in a manner consistent with my job function and for conducting official University business. I will maintain a secure workstation environment.

7. I am aware that any user IDs or passwords assigned to me are to be used only by me and are not to be divulged to any other party.

8. I am aware that failure to comply with any of the above noted conditions may result in my being disciplined or terminated from my position. I am also aware that the University retains the right to pursue prosecution when misuse of its information and computing resources is suspected.

I understand my responsibilities with respect to ensuring appropriate security, confidentiality, use, and disclosure of official University data.

NAME_________________________ PHONE__________

DEPARTMENT/SCHOOL________________________

DEPARTMENT HEAD________________________ DATE________

(signature)

STUDENT________________________ DATE________

(signature)