

Blue Ridge Community and Technical College

Student Employment Supervisor Guide

Q: How do I hire a student?

A: In order to acquire a student employee, you should:

1. List your job availability with the Human Resources Office by submitting a Student Employee Request Form. All positions must be advertised in accordance with Fair Labor Laws. The Human Resources Office will advertise the job on the Student Employment Website. Students have been advised to check for positions on this website and contact the supervisor for an interview.
2. Interview all interested applicants and select your desired future employee.
3. Complete the supervisor's section of the employee application, writing in your department name and the Banner Organization, Fund and Account numbers of the position for which the student is being hired. Please provide the name and e-mail of a contact designee; this will be the back up contact when the student supervisor is unavailable.
4. Send the completed application to the Human Resources Office. Tell the student that he/she will need to complete additional employment paperwork (I-9, Federal W-4, and state tax withholding forms) at the Human Resources Office.
5. Wait until you receive an e-mail confirmation that your student is eligible to begin work. Confirmation includes a master time sheet for you to reuse for this student for the current semester. **Students may NOT begin work without a confirmation from the Human Resources Office.**
6. The student needs to be notified as when to begin work. This notification should not occur until the supervisor has received confirmation from the Human Resources Office.
7. Notify the Human Resources Office when all the positions in your department are filled.

Q: What questions can I ask during a job interview?

A: You may ask the following:

- What is his/her first, last, and middle names?
- What is your present address?
- If hired, could you provide proof that you are at least 18?
- What languages do you speak or write fluently (only if job related)?
- Have you been convicted of any crime?
- Are you capable of performing the essential functions of the job with or without reasonable accommodations?
- Are you a citizen of the US? If hired could you prove eligibility?
- Please describe your academic, vocational, or professional education and the schools you have attended.

Q: What questions can I NOT ask during a job interview?

A: You may not ask the following:

- What is your sex?
- What is your race?
- What color are your hair, skin, and/or eyes?
- What is your Date of Birth, or how old are you?
- What is your ancestry, descent, and nationality?
- What is your native language?
- What is your marital status?
- Have you ever been arrested?
- What is your religious denomination?
- Are you disabled?
- Of what country are you a citizen?
- When did you become a citizen of the US?

Q: What is the definition of a student employee?

A: A student employee must be a degree seeking Blue Ridge CTC student enrolled at least half-time (6 credit hours during the fall or spring). An international student must be enrolled full-time (12 credit hours during the semester of employment). He/She cannot be a special high school student or a student that has graduated or has dropped below half-time enrollment. Individuals who do not qualify as student employees must contact Human Resources and the Payroll Office to receive the correct paperwork.

Q: How often must my student employee fill out an application?

A: At the beginning of every fall semester and summer term, a student employee must complete a student employment application, even if he/she may have worked in your office/department previously.

Q: When is a student “approved” to work?

A: Approval for all student employees must come from Charleston before they can begin working. This occurs after all required paperwork is submitted to the Human Resources Office. **This approval will then become communicated to the supervisor via email.** This email will also include the student’s master timesheet, student’s EPICS #, pay rate and cost center. If the student is a Federal Work Study employee, the FWS award amount will be included.

Do NOT allow the student to begin working until approval/authorization is received. If the student is allowed to work before approval and is injured on the job, the student would not be covered by the College’s insurance and would be able to sue the College. If a student is allowed to work before you have received the authorization e-mail and the student is not paid because he/she does not exist on the payroll, the student may sue the College under State Wage and Labor Laws.

Q: Which forms are to be completed the first time a student seeks employment?

- A:
1. The I-9 requires identification such as driver license, birth certificate, Social Security card or passport, to name a few. **These identifications must be originals and must be presented to the Human Resources Office for verification. The student must bring the I-9 to the Human Resources Office for verification and the Human Resources Office representative is the only person authorized to complete the identification section of the I-9.**
 2. The WV withholding certificate for WV residents (and for those who are out-of-state residents except for MD, PA, OH, KY or VA)
 3. Students who fall under number 2 above may elect to file WV Low-Income Earned Exclusion Certificate to not withhold WV State Income Tax.
 4. WV Certificate of non-residence for those student employees from KY, MD, OH, PA or VA.
 5. W-4 is completed only once unless the student employee claims “exempt” status. For those students, a new W-4 must be completed by Feb 15 of each calendar year.

Q: How do I fill out the timesheets?

A: The Dept. # (# = Banner Org), name, the student’s name, job title, cost center, type code and EPIC’s number are all typed on the master time sheet which will be given to the supervisor by the Human Resources Office. You should make copies of it. This will require you to input the number of hours worked, calculate total earnings, date of the pay period and signature.

Q: What is a cost center?

A: A cost center is what is used by the State payroll system, EPICS, to recognize what Banner Budget to post the student payroll expense to. The cost center is tied to a Departmental Banner Org., Fund, and Account. If you are paying a student employee from your department’s budget, you will need to put the Banner Org #, the Fund #, and the Account # from which you will be paying the student employee on the Student Employment Application in the Supervisor Certification section. If you are paying the student employee from Federal Work Study Funds, you will need to put your departmental Banner Org #, Fund # 118000 and Account # 601920 on the Student Employment Application in the Supervisor Certification section.

Q: What is a type code?

A: A type code defines the employment. A type code of 81 is for Regular Student Employment, 888 for Federal Work Study, 94 for Resident Assistants, and 2 for various stipend employees.

Q: What is EPICS number?

A: The EPICS' number is the student employee's personal payroll identifier. It is the number used to track the student employee in the payroll system. A student employee can have both a FICA and a NON-FICA EPICS number. FICA EPICS' numbers are used only in the summer when FICA taxes are withheld from the student employee's pay.

Q: Why and when is FICA taken out of my student's paycheck?

A: FICA is Social Security and Medicare taxes. FICA is not withheld from the student employee's pay if he/she is enrolled at least half-time. If the student employee works during the summer for Blue Ridge CTC and is not enrolled in classes, FICA would be withheld from her/his pay. If the student employee is taking classes at least half-time (3 hours during the summer), then FICA would not be withheld from his/her paycheck.

Q: When and where are the timesheets turned in and when will my student employee be paid?

A: Timesheets are to be taken to the Human Resources Office, located in B01 by noon on the 10th and 25th of each month. For the timesheet turned in on the 10th the student will be paid on the 30/31st. For the timesheet turned in on the 25th, the student will be paid on the 15th/16th. **Do NOT allow your student employee to begin working before you receive approval notification from the Human Resources Office or the student employee will not receive a paycheck when it is expected.**

Q: Whom should I contact if I have questions about timesheets and payroll?

A: You should contact the Payroll Department at telephone number (304) 260-4380 X 2215, e-mail address pstevens@blueridgectc.edu.

Q: What happens if my student works over their allotted FWS hours?

A: Supervisor and students are responsible to monitor the hours worked for FWS funds awarded to the student. In some cases, Financial Aid will be able to award the student additional FWS funds, so check with the Human Resources Office to see if additional funds are available before terminating a student employee due to end of FWS funds. If funds are unavailable or the student cannot have additional FWS funds, the supervisor must choose whether to let the student go or to pay him/her from departmental funds. A new Student Employment Application will be required to place the student under departmental funds.

Q: Can my student employee work over-time, on College observed holidays, or on days when the College is closed due to inclement weather?

A: The student employee is strongly encouraged not to average more than 20 hours per week during the academic year. A student employee can work up to 40 hours per week during breaks in the academic year including the summer terms. Student employees are not generally permitted to work overtime, to work on days that the College is closed for inclement weather, or to work on College observed holidays. Requests for exemption from this rule must be made in advance in writing. If a student holds more than one job, including a stipend, the total hours worked per week for all positions cannot exceed 40.

Q: What are the guidelines that I must follow for hiring an international student?

A: During the school year, an international student **is only** allowed to work a maximum of **20 hours** per week per federal law, but he or she is allowed to work 40 hours per week during the summer break if not enrolled in classes and during other breaks when classes are not in session. Generally, an international student can work only on campus. If the student can provide evidence of economic hardship that is due his or her country of origin, he/she can work over 20 hours per week with legal counsel and proper approval from INS. In order to be eligible for employment, the international student must have an I-20 from Blue Ridge CTC, an F1 Visa and an unexpired foreign passport with an I-551 stamp or an INS Form I-94. International students must be hired for a position prior to receiving a letter to take to the Social Security Office where they will apply for a Social Security Card.

Q: My student earns a stipend. What do I do?

- A: 1. Only supervisors who pay students from their departmental funds can pay student employees by stipend. Students earning FWS money must be paid on an hourly basis. Supervisors who pay their employees through stipends should write on the student employment application the exact amount of the stipend to be paid biweekly and the total number of stipends to be paid. Indicate the dates of employment and the dates that the first stipend and the last stipend are to be paid, keeping in mind that all student employees are paid in arrears. (Ex: If a student works from May 10th to May 24th, they will be paid on June 14th.) If the stipend is not paid semi-monthly, indicate dates for payment. (Ex: \$300 on October 15 and \$300 on December 15). All students being paid by a stipend must be approved prior to work being started.
2. If the employee or the supervisor decides to terminate employment, the Human Resources must be notified immediately and provided with a prorated amount of the stipend.

Q: What if I only have one applicant for the job and my job is federally funded? Do I have to hire them if I feel they will not work out for me?

A: No. You do not have to hire anyone that you do not believe to be capable of doing the job that you wish to be done. Just because your job is federally funded does not mean that you do not have a choice.

Q: If a student employee has worked for me in the past, can they receive a raise?

A: First year student employees start at the Year 1 rate and can receive a twenty cent increase in pay for each academic year (a fall semester and a spring semester) that they work in the same position. Raises are calculated at the beginning of the fall semester. In order for a semester of employment to be counted toward the raise, the employment must begin on or before the second Monday in September. If he/she moves to a new position, the student employee will receive the beginning wage for whichever category the position is in.

| Current Pay Scale | | | | |
|--------------------------|--------|--------|--------|--------|
| Levels | Year 1 | Year 2 | Year 3 | Year 4 |
| 1 | \$7.50 | \$7.75 | \$8.00 | \$8.25 |
| 2 | \$7.50 | \$7.75 | \$8.00 | \$8.25 |
| 3 | \$7.50 | \$7.75 | \$8.00 | \$8.25 |
| 4 | \$7.50 | \$7.75 | \$8.00 | \$8.25 |
| 5 | \$7.50 | \$7.75 | \$8.00 | \$8.25 |
| 6 | \$7.83 | \$8.08 | \$8.33 | \$8.58 |
| 7 | \$7.50 | \$7.75 | \$8.00 | \$8.25 |
| 8 | \$7.50 | \$7.75 | \$8.00 | \$8.25 |
| 9 | \$7.50 | \$7.75 | \$8.00 | \$8.25 |
| 0 | \$7.50 | \$7.75 | \$8.00 | \$8.25 |
| A | \$7.50 | \$7.75 | \$8.00 | \$8.25 |
| Community Service | \$7.83 | \$8.08 | \$8.33 | \$8.58 |

*** New Pay Scale 2007-2008 Academic Year no yearly pay raise increase ***

Only students who work the same job are eligible for a pay increase. Most students start at Level 1. Students working through the community service program start at Level 0. If you think that your student should start at a higher grade because this student employee performs specific and crucial job functions and you want to pay him/her more, the detailed job description, which you submit with each student employment request, will determine the wage. The Human Resources Office will determine whether the position merits the higher wage.

Q: How do I report my student employee's performance?

A: You are asked to complete a Student Employee Evaluation Form to evaluate your student employee's work at the end of the spring semester or at the separation of the employee from the position. You will evaluate the quality of your student employee's work and dependability on the job. The evaluations will be kept on file by the Human Resources Office and can be used if the student employee releases future employers to inquire about his/her experience here at Blue Ridge CTC.

Q: When do students have to stop working after certain academic terms end?

A: The last day that a continuing student may work is the last day in the payroll cycle that falls wholly or partially within that academic term. A student employee who is graduating or otherwise separating from Blue Ridge CTC must stop working on the last day that he/she attends classes or exams. The Human Resources Office issues general start and stop dates for spring, summer, and fall on a yearly basis.

Q: What can you tell me about summer employment?

A: If you are employing a student during Summer 1 and 2, have the student complete a summer application, so the Human Resources Office will know that the student intends to work during the summer term. The Human Resources Office will assume that all student employment ends at the end of the spring semester, unless otherwise notified. List your job opportunities with Human Resources Office by filling out a Student Employee Request Form and returning it to the Human Resources Office, which will then post the jobs. If you wish to advertise a job opening at anytime during the year, sent the Human Resources Office a Student Employee Request Form.

Q: How do I fire a student?

A: Student Employment at Blue Ridge CTC is on an "at will" basis, and a student employee may be dismissed for poor performance at the discretion of the supervisor. Blue Ridge CTC retains the right to dismiss any student employee on the grounds of inappropriate behavior or conduct.

See the Blue Ridge CTC Student Employment Policy for any further questions or contact the Human Resources Office.