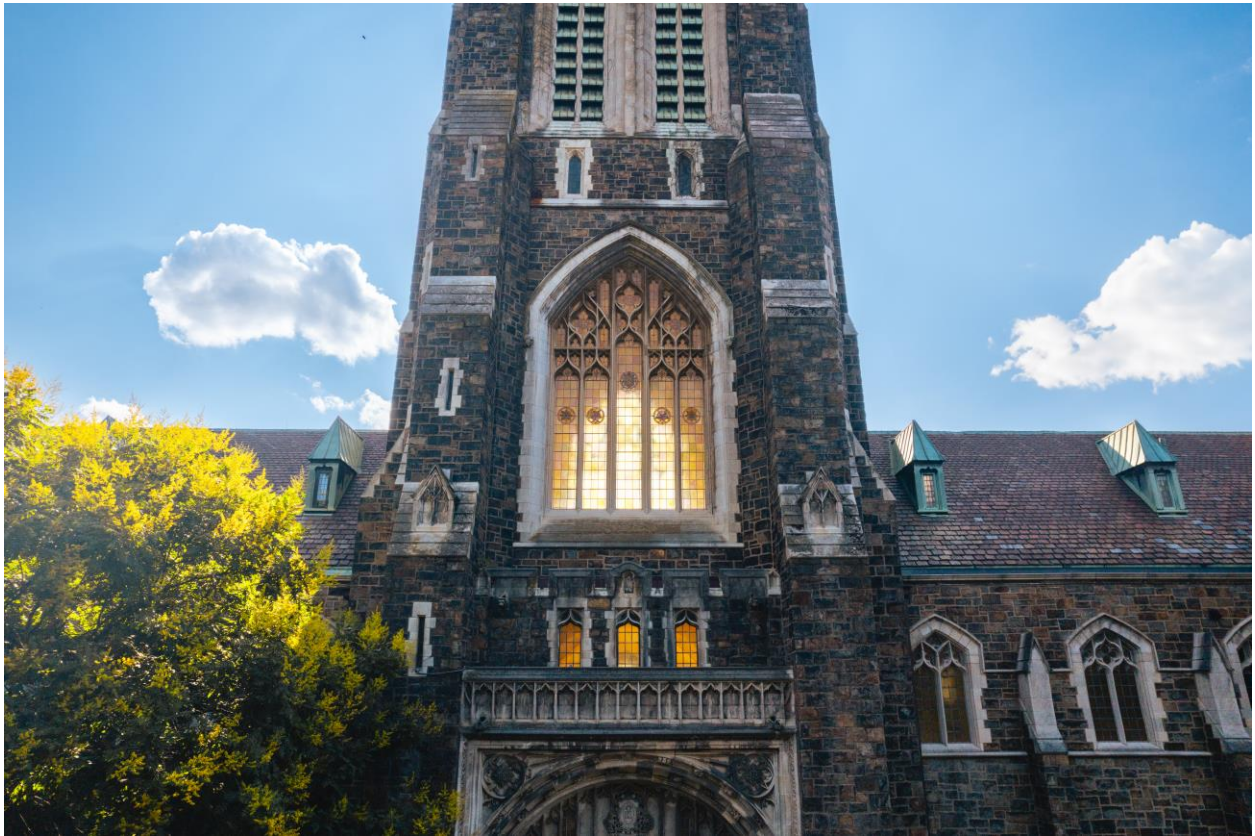


# Lehigh University

## Work-Study Handbook



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## **Introduction**

The Work-study (WS) Program provides employment opportunities for students who have financial need as determined by the Office of Financial Aid and allows students to earn money for college expenses. Utilizing work-study at Lehigh University can be a rewarding opportunity for students and their supervisors. We have many WS job opportunities across campus and are confident that students will be able to find a position that will fit their needs.

This program is administered by the Office of Financial Aid in conjunction with guidelines set forth by the federal government. The Office of Financial Aid along with Lehigh's Human Resources Office, Center for Career and Professional Development and Payroll Office provides guidance and resources to help guide both supervisors and student workers through the process from start to finish!

## **Program Eligibility**

The Office of Financial Aid determines eligibility for the work-study program. Students who have submitted a complete financial aid application and have financial need may be offered work-study as part of their financial aid award each academic year. If a student is eligible to receive work-study, it will be listed as part of their financial aid package in their financial aid offer letter. Students will need to accept the award on their Banner portal if they would like to take advantage of this portion of their financial aid offer. The standard award amount is \$2,500 but could be less depending on the student's level of financial need and other aid offered.

The offered amount represents the *maximum* amount a student may earn in work-study for the academic year or award period. The actual amount earned depends on the hours worked each week and the pay rate established by the employer. Once a student reaches the award limit, they must either stop working or obtain approval from their supervisor to continue working as a wage employee for that department. In the latter case, any wages earned above the work-study award will be paid 100% by the department.

Work-study awards are subject to change even after a student begins working. This is especially true if the student receives additional financial assistance, such as an outside scholarship or award that was not considered in the initial financial aid offer. If it is determined that the work-study award has to be reduced or canceled, the Office of Financial Aid will notify the student and the Supervisor of the adjustment.

## **Handshake/Finding a Job**

The financial aid office will assist you by providing you with tools to locate a work-study job; however, it is ultimately your responsibility to obtain a work-study position so that you are able to earn your work-study eligibility. Students are restricted to one work-study position at any given time as this helps to have jobs available for all eligible students.

All work-study positions can be viewed and applied for through the Lehigh Office of Career & Professional Development [Handshake](#) system. We also hold a Work-Study job fair annually, at the end of August, which we strongly encourage all students to attend.

After you find a work-study position that interests you, you should apply for the work-study position through Handshake. If the supervisor requests an interview, approach the interview seriously, dress appropriately and show that you are interested in the position. During the interview, be sure to ask about the office environment, job expectations and work hours, as well as any other questions you may have about this position.

Once you have been offered a work-study position, you will receive an official offer letter from your supervisor. The letter will be sent to you via email through Handshake. You will need to respond to the email to confirm your acceptance of the offer.

### **Hiring Process & Required Forms**

Once you have been offered and accepted a work-study position, you will need to complete the following:

- The Federal I9 form **NOTE:** The I9 form must be completed ***no later than 72 hours*** after the student's scheduled start date. Students must email [inl9@lehigh.edu](mailto:inl9@lehigh.edu) to begin the I-9 process. *If you have completed the I-9 process within the last 3 years, this does not need to be completed.*
- Submit the Required Payroll Forms. *If you have already completed these forms at Lehigh, you do not need to resubmit these forms annually unless you have changes/updates to make to these forms.*
  - W-4 Form
  - Certificate of Residency
- Worker's Compensation Form - Submit this form annually to your supervisor who will forward the form to the Risk Management Office
- Set up [Direct Deposit via Banner](#); If you have already set up direct deposit information via Banner, you do not need to resubmit this information unless you have changes to make.

Refer to the [Student Checklist](#) to review more information about these required documents.

### Additional steps for International Students

International students on an F-1 student visa are eligible to work on campus up to 20 hours per week if they are enrolled full-time and otherwise maintaining their F-1 status. International students on a J-1 exchange visitor visa are eligible to work on campus up to 20 hours per week with permission from Office of International Student and Scholars (OISS). OISS provides detailed information about on-campus employment, including a guide for completing new hire paperwork and information about applying for a Social Security number on the OISS website. Please contact OISS for any questions at [intnl@lehigh.edu](mailto:intnl@lehigh.edu).

- a) Prior to scheduling the I-9 appointment with HR, all first year, international students must complete the New Student Arrival form in iHome and receive confirmation from OISS that their SEVIS record is active. Note: Students not in their first semester will already have an active SEVIS record.
- b) J-1 exchange visitor visa holders must request permission to work on campus via [iHome](#) by receiving approval for a J-1 Student On-Campus Work Authorization e-form. This request must be made each academic year or if the student starts a new job. J-1 students must receive notification from OISS that the On-Campus Work Authorization request has been approved prior to completing the I-9 form with HR.

- c) All international students must complete the International Tax Information Form maintained by the Controller's Office.

### **Wage Levels**

Current wage levels range from \$9-\$12 per hour. Please reference the [Work-Study Wage Grid](#) to determine the number of hours you can work per week based on your allotted eligibility. You may hold only one position at a time, and you cannot earn more than your work-study award for the year. If your earnings do reach or exceed your award limit, your position will be terminated. It is your responsibility to budget and monitor your hours and earnings.

### **Establishing a Work Schedule**

Your work-study supervisor will work with you to establish a weekly schedule. Students are not permitted to work during any scheduled class times. If you have a class that was canceled, you must provide your supervisor with documentation to show that the class was canceled if you are able to work during that time.

The last day that a student can work is the last day of their exams for the given semester.

Remember that your supervisor needs your academic schedule. Please be aware that although the scheduling of hours can be flexible, federal guidelines state that you are not permitted to work more than 20 hours per week while school is in session. Most Lehigh work-study recipients work an average of 7.5 hours a week.

If you are available to work during the Winter semester, you are permitted to do so, however the earnings will reduce the number of hours that you can work in the Spring semester.

### **Recording Hours Worked/Timeclock PLUS**

When the required forms are submitted and your supervisor has completed the Payroll Setup Form, you will receive an email from the Payroll Office with the subject line: **“Timeclock Plus - Employment Confirmation.”** It is at this point that you can begin working.

When you begin working, you will be required to record and track your hours through Timeclock Plus (TCP). [Follow the instructions to clock in and out of Timeclock Plus](#) when you report to work and leave for the day.

### **Getting Paid**

Student employment earnings are not credited against the Lehigh student account (like grants and loans) but are paid directly to the student via a paycheck. Work-study students are paid every two weeks for hours worked. If you have enrolled in Direct Deposit, your paycheck will be electronically deposited into your designated personal bank account. If you have not set up Direct Deposit, you will need to pick up your check at the Controller's Office located at 306 South New Street Suite 451.

## **Tax Information**

Money earned through the Federal Work-Study Program is subject to state and federal taxation. Federal and state tax withholding is calculated from information provided on the students IRS W-4 and Certificate of Residency form. Students will receive an email when their annual IRS W-2 form is available to be viewed on their Banner portal.

## **Expectations**

Your supervisor should review their expectations regarding job performance and work quality when you begin your work-study job. In general, it is expected and required that you:

- Perform all duties, meeting all job expectations as outlined in the job description and as instructed in job training from your work-study supervisor (or other supervisory staff, if applicable). Follow directions and ask questions if you need clarification or further information.
- Work with your supervisor to create a manageable schedule based on your academic, personal, athletic and/or other commitments, working no more than 20 hours per week during the semester(s) and report to your job as scheduled and as approved by your supervisor.
- Notify your supervisor immediately of anticipated absences or other tardiness as early in the workday as possible.
- Conduct yourself in a professional, respectful and courteous behavior to University personnel, students, parents and any other visitors
- Record your hours worked accurately and submit hours weekly through Timeclock PLUS
- Dress appropriately for the job (at the request and discretion of your work-study Supervisor)
- Refrain from conducting ALL personal matters during work hours (personal internet use, cell phone use and texting, studying, homework and/or socializing), unless approved by your supervisor. NOTE: Students who are permitted to use their personal devices to fulfill their work-study job duties must sign a Personal Device Waiver with their supervisor.
- Avoid having personal guests such as friends or roommates visit you at your workplace.
- Discuss any work-related issues or concerns with your supervisor.

If your behavior and/or performance is not meeting your supervisor's expectations or standards, your supervisor will address these concerns with you so that the problem can be rectified. If you have concerns about your position or the work you are doing, don't be afraid to ask your supervisor. If your behavior or performance does not improve after having conversations with your supervisor, you may be terminated from your position. Termination from a position may result in loss of work-study eligibility.

## **Privacy and Confidentiality**

As a work-study employee at Lehigh University, it is critical that you become familiar with and fully understand both the University's and federal government's policies on confidentiality, responsibility, and privacy during your employment. As a work-study student, it is expected and required that you:

- Must not, under any circumstances, release to any person(s), information about a student, staff, or faculty member unless your work-study position specifically requires you to do so
- Must not acquire student records of any kind that you do not need in order to perform your job
- Avoid exchanging information with anyone other than those permitted in the department/office in which you are working, or as instructed by your supervisor, in order to perform your job

- Avoid exchanging information about students that you may have learned while performing duties in your job
- Act in manner which displays the utmost confidentiality and respect of student records at all times
- Must strictly abide by all University, state and federal privacy regulations and policies (FERPA), including the handling of sensitive information containing personal identifying information (PII)

Failure to abide by the above responsibilities and confidentiality guidelines can result in disciplinary warnings, and/or termination from the work-study program.

**Work-study Program Resources and Contact Information**

<b><u>Question</u></b>	<b><u>Office</u></b>	<b><u>Email Address</u></b>	<b><u>Phone Number</u></b>
Work-study Eligibility	Office of Financial Aid	workstudy@lehigh.edu	610-758-3181
Payroll Forms	Payroll Office	inwage@lehigh.edu	610-758-3150
Handshake Questions	Center for Career and Professional Development	careercenter@lehigh.edu	610-758-3710
Timeclock PLUS	Payroll Office	inwage@lehigh.edu	610-758-3150
I-9 form	Human Resources Office	inl9@lehigh.edu	(610) 758-3900
Questions about Paycheck	Payroll Office	inwage@lehigh.edu	610-758-3150
Work-study Handbook	Office of Financial Aid	workstudy@lehigh.edu	610-758-3181