



# On-Campus Student Employment Handbook

2023-2024

Revised August 2023

## Introduction

On-campus student employment plays an important role in the Clark experience for many of our students. These positions offer opportunities for students to gain professional and leadership development experience, skills, and connections to a broader network of faculty and administrators on campus.

This handbook outlines policies and procedures for on-campus student employment at Clark. **All student employees are required to follow these policies** and should familiarize themselves with the material.

On-campus student employment is a collaborative effort among campus departments including the Office of Student Employment, Career Connections Center, Office of Financial Assistance, Payroll, and Human Resources. This guidebook will direct students to the appropriate office for handling specific questions.

## You Are Hired!

Students who have been offered an on-campus position are responsible for completing all required paperwork to the Office of Student Employment for undergraduates and Payroll for graduate students. Visit the “Bring Your IDs to Clark” section of our [Student Employment webpage](#).

Remote work is only allowed within the state of Massachusetts. If you would like to work in a different state during winter, spring, or summer break, your supervisor will need to request approval from the Office of Student Employment. Remote work is never allowed outside of the US in any circumstances.

**Your student employment record must be created** before you will be able to use Web Time Entry, our electronic timesheet portal housed in ClarkYOU and CUWeb, and you cannot begin working until you are able to access to your timesheet. If you cannot access an electronic timesheet, then it is likely that you haven’t submitted all necessary documents to the appropriate office.

***Please note: By law you must complete the USCIS Form I-9 and present your required identification documents within 3 business days of your first day of employment. You and your supervisor must ensure that your student employment record has been created and all paperwork has been processed before your first day of work. Your supervisor will be notified when your student employment record has been created.***

You should connect with your direct supervisor once all paperwork has been submitted to establish a work schedule. Your supervisor will discuss with you the weekly number of hours you are authorized to work. A variety of factors will affect your actual earnings, including requested time off, weather-related departmental closing, and/or the supervisor’s adjustment of the student’s weekly work schedule due to departmental budget adjustments.

## Tax Information

Please review the [Student Employment Verification Policy](#) in Appendix A.

Student earnings are subject to all federal and state taxes. Unless you are a full-time student currently enrolled in classes, your earnings are subject to the Social Security tax deduction.

For tax purposes, Clark University provides each student with a W-2 form listing all taxable earnings paid to the student. Your W-2 will reflect your taxable earnings for the preceding year. If you would like to receive your W-2 electronically, you will need to give consent to receive this information electronically. These forms are found online under your Student Employment tab on CUWeb. Otherwise, your W-2 will be mailed to your home address on file.

## US Student Requirements

Every US student must complete a W-4 form (federal tax withholding) and an M-4 for (for Massachusetts state tax withholding) as part of their employee paperwork. If you claim an exemption on either form, you will be required to complete a new form for each calendar year. You will receive an email reminder at the end of each year from the Payroll Office to update your tax withholding forms.

## International Student Requirements

International students will receive an email from Sprintax for tax reporting purposes. Working with the Payroll Office, you will submit your immigration information into the system and this will allow them to determine if you are eligible for treaty benefits, i.e., exempt from tax withholding. If you are eligible for treaty benefits, a form 8233 will be required for you to claim your tax exemption.

All students who have worked on-campus must file their taxes with the federal government by April 15 each year. International students can seek assistance with this process through the ISSO office.

## Federal Work Study Regulatory and Policy Information

### What Is Federal Work Study?

Federal work study is designed to assist students in meeting educational expenses and supplement classroom activities with work experience. The Office of Financial Assistance awards, based on financial need, as many participants as allowed by limited funding.

### Federal Regulations

#### 1. *Definition of Hourly Employment*

Since federal work study is a part-time employment program, students are paid on an hourly basis only, under an "hour's pay for an hour's work" arrangement. See the ["Guidelines for Work Hours"](#) section for more information.

## 2. Penalties for Fraud and Other Work Study Violations

Student employees should be aware of the following regulations that are published in the [Federal Student Aid Handbook](#): “Any person who knowingly and willfully makes false statements, furnishes false information, or conceals material information in connection with the assignment of [a Federal Student Aid] program loan or attempts to do so, will, upon conviction, be fined up to \$10,000 or imprisoned for up to one year, or both.”

### Pay Rates

All student employees must be paid at least \$15 per hour, the Massachusetts minimum wage. Pay rates for all on-campus positions are included in the job descriptions on Handshake.

If a student with federal work study does not earn their full amount, they will not need to “pay it back.” Unused federal work study has no effect on future determinations of work study allocation.

## Payroll and Schedule Information

### Web Time Entry System

Web Time Entry (WTE) is the University electronic timesheet system. WTE is an easy way for student employees to enter their time worked, and for their approvers to review it and to approve it. Students are paid biweekly according to the [payroll schedule](#). You will need to sign in with your Clark ID and password to access the file.

***Best practice: Remember to submit timesheets for approval before leaving for holiday breaks!***

*Here is a brief outline of how the payroll system works:*

1. All students must turn in the employment documentation to the appropriate office.
2. Once the student has completed all necessary paperwork and has been established on the payroll system, both student and supervisor will be able to use the Web Time Entry System. Your supervisor will be the person approving the biweekly timesheets and will provide the necessary training to use WTE. Instructions for submitting timesheets are listed on the ["Submit Your Timesheet"](#) section of our webpage.
3. Students are required to complete an electronic timesheet for each biweekly pay period and submit it for approval prior to the payroll deadline. A WTE approver (typically the hiring supervisor) will approve the hours worked and submit the timesheet electronically for processing. Students must submit their electronic timesheet to their approver no later than **Monday at 10am** to give the approver the necessary time to review the hours worked by the student, approve the timesheet and submit it for processing. Approvers must have timesheets approved and submitted no later than Monday at 12pm.
4. Timesheets: Timesheets will close Monday at 12pm for all students. Once reviewed, your supervisor will electronically approve your timesheet. Failure to follow timesheet deadlines may result in disciplinary action.

The last work day for all students is Commencement (Sunday, May 19, 2024), or earlier if determined by your supervisor. The Summer Student Employment Program begins the day after Commencement, May 20, 2024.

### Guidelines for Work Hours

You will establish a weekly schedule with your supervisor at the beginning of each semester, except in a few positions that require a more flexible and unplanned schedule. As you establish a work schedule, particularly if

you are employed by multiple departments on campus, please keep in mind that there are limits on the hours per week students can work on campus.

- Students who are U.S. citizens can work *up to 25 hours per week* when classes are in session.
- International students can work *up to 20 hours per week* when classes are in session. If you believe you are eligible under U.S. immigration law to work more than 20 hours per week during the semester, please contact the ISSO at [jssso@clarku.edu](mailto:jssso@clarku.edu).
- Graduate students should consult with their graduate school on limitations of hours of work.

Your schedule and the award amount listed in your WTE are estimates of what you will work and earn in this position, and **NOT** a guarantee of payment. Requested time off, your availability to work during the semester, changes in department or University schedules, and/or changes in departmental budgets will affect your actual earnings. Supervisors can adjust schedules as needed and any changes should be clearly communicated to students in a timely fashion. You should consult with your direct supervisor for department policies on missed work hours; the ability to make up any missed hours is up to the discretion of the supervisor and is not guaranteed.

Students are not compensated fringe benefits such as sick leave, vacation, or holiday pay. As of June 2022, we no longer offer pay for absences due to COVID-19 exposure or illness. Brief interruptions in the daily work schedule, such as a rest or coffee break, are allowed if it is the employer's policy and practice to permit those interruptions for its regular hourly employees.

## Keys to a Successful On-Campus Employment Experience

### Policies and Expectations for Student Employees

- Complete and submit [all necessary paperwork](#) before beginning to work on campus.
- Submit electronic timesheets by the specified biweekly deadlines.
- Arrive on time and prepared for all scheduled shifts. If a student wishes to make a permanent or temporary change to their schedule, they should clear this change with their supervisor as far in advance as is possible. In the event that a student is unable to work a shift due to illness or an emergency, they should communicate this to their supervisor as soon as possible.
- Follow the dress code requirements for their department. As a baseline, students are expected to present a neat and professional appearance at all times.
- Adhere to the department's confidentiality agreement(s), if applicable.
- Follow specific policies and guidelines established by the hiring supervisor.

### Effectively Communicating with Your Supervisor

Establishing effective lines of communication is an important first step toward developing a professional working relationship with your supervisor. Clear and regular communication can improve your work experience, boost your job performance, and decrease the likelihood of future conflict or tension. Follow these tips to increase the effectiveness of your communication:

Ask Questions: Asking questions is a good way to make sure your work is completed in the way your supervisor wants. Do not assume it is a bad thing to seek clarification on an issue or a task you were assigned – questions are typically encouraged as long as you learn from the answers.

Be Mindful of Timing: When you have something to discuss with your supervisor, make sure they are available to have an uninterrupted conversation. Sometimes these conversations can happen spontaneously, but other times scheduling a meeting in advance may be necessary.

Schedule Regular Meetings: Meeting with your supervisor on a regular basis helps you to stay on the same page and provides a space to discuss issues, challenges, and progress towards goals.

Come Prepared: When you have an upcoming meeting, write down or email your supervisor a list of discussion topics in advance to make sure nothing gets forgotten.

Proactively Raise Issues: If you are struggling to meet a deadline or need assistance completing a task, let your supervisor know. Supervisors prefer to have a proactive conversation and help you succeed rather than a discussion about unmet expectations after the fact.

## Taking Initiative at Work

Student workers are valuable assets to Clark University. As you gain experience in your position, taking initiative is a way to use your skills and experience to make a bigger contribution. These tips can help you identify opportunities for taking initiative:

Identify Unmet Needs and Potential Improvements: Familiarity and conscious observation of your work environment will help you identify opportunities for improvement that others may not have noticed or new solutions to existing problems. Different questions you might ask yourself include:

- Are there ways to improve the experience of those I work with or support?
- Are there small problems that could turn into bigger ones if they are not addressed?
- Are there communication barriers that prevent work from being done efficiently? How can these barriers be minimized or removed?

Expand Your Idea: If you have identified a possible improvement or solution to a problem, spend some time working out the details. What are the costs and resources associated? Are there risks? Are the benefits worth the effort it would take? The more feasible your plan is when you bring it to your supervisor, the higher its likelihood of success.

Seek Authorization: Check with your supervisor before implementing new ideas, no matter how beneficial you think they may be. It is important to avoid overstepping boundaries and secure your supervisor's support before working on something that may not be in your job description.

## Social Media

While there is no specific Clark University policy regarding social media usage and on-campus employment, it is recommended that you do not post about your position on any social media account, unless that is an explicit part of your job description. Check with your hiring manager about department expectations. Many

departments require students to sign confidentiality agreements which may include social media communication. When connecting with supervisors and co-workers on social media, it is best to stick to professional networking sites such as LinkedIn.

### Disciplinary Action

Students are expected to perform their job(s) to the best of their ability. If a problem arises, the supervisor should attempt to resolve the issue by speaking with the student first. If the problem continues, the supervisor should typically warn the student employee in writing at least once. If the problem persists, the supervisor should typically provide advance notice of termination and the reason(s) to the student in writing via email, with a copy to the Office of Student Employment. Note that a supervisor may terminate a student after a single infraction, depending on the circumstances.

Reasons for termination could be, but are not limited to: violation of confidentiality, dishonesty (including falsifying timesheets), poor work performance, habitual tardiness or absences. If a student is terminated from a position, it is unlikely that the student will be allowed to work another job for the remainder of the academic year.

If you are a student having an issue in your position and cannot resolve it with your supervisor, you are encouraged to meet with [Julie Bolduc](#), the Director of Student Employment, to discuss it. She can help you strategize ways to move forward, role play a conversation with your supervisor, or provide information for accessing on-campus resources for additional support.

### Contact Information for On-Campus Student Employment

- For questions regarding the student employment program, Handshake, applying for positions, or **undergraduate student** hiring documentation, please contact the Office of Student Employment, [oncampusemployment@clarku.edu](mailto:oncampusemployment@clarku.edu).
- **Graduate students** who have questions regarding hiring documentation, timesheets, or payroll should contact the Payroll Office, [payroll@clarku.edu](mailto:payroll@clarku.edu).
- For questions about **international student employment**, please contact the International Students and Scholars Office, [isso@clarku.edu](mailto:isso@clarku.edu).
- Contacts for resume and cover letter assistance:
  - If you are an undergraduate student, you should contact [careerlab@clarku.edu](mailto:careerlab@clarku.edu) or make an appointment on Handshake.
  - If you are an **SOM graduate student**, you should contact Kelly Kochis <[kkochis@clarku.edu](mailto:kkochis@clarku.edu)>, associate director, career services.
  - If you are an **IDCE graduate student**, you should contact Sharon Hanna <[shanna@clarku.edu](mailto:shanna@clarku.edu)>, director of career development and external relations.
  - If you are an **SPS graduate student**, you should contact your SPS Peer Advisor <[spsadvising@clarku.edu](mailto:spsadvising@clarku.edu)>.

## APPENDIX: Student Employment Verification Policy

<b>Policy/Procedure</b>
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### Section 1. Purpose and Scope

Clark University believes that one component of a well-rounded educational experience for many students is to gain valuable career development and invaluable performance and behavioral modeling and expectations exposure by virtue of working in an on-campus job. This policy outlines how students, once they secure an opportunity, proceed with formalizing and beginning their campus employment experience.

### Section 2. Definitions

A Domestic Student is defined as a U.S. citizen or a lawful permanent resident.

An International Student is defined as a student lawfully in the U.S. pursuant to a valid visa. An International Student might also be an undocumented student, commonly referred to as a Deferred Action for Childhood Arrivals (DACA) student who was, through no fault of their own, unlawfully brought to the U.S. as a child and has lived virtually their entire life in the U.S.

### Section 3. Procedures and Enforcement

Before starting a job, students need to complete documentation as specified below based on their citizenship.

Note that while classes are in session, domestic student workers must not work more than 25 hours per week and international student workers no more than 20 hours per week (note that the 20-hour maximum is a U.S. immigration regulation limitation for F-1/J-1 students). Students are only allowed to work a maximum of 999 hours per year in totality, regardless of the number of jobs they hold, at Clark University. The reasoning is twofold:

- Student workers are students first and, as such, should place their academics before their on-campus employment opportunities.
- Student workers begin to transition beyond part-time workers and into a more professionalized full-time capacity once they meet or exceed 30 hours per week.

#### Domestic Students:

##### **Process for compensation:**

- **While it is possible to be hired without a Social Security Number, everyone must secure and present an SSN in order to remain an employed at Clark (see below for details).**
- **Form I-9 (Required):** This is a three-step process. A student must complete the Form I-9 and accompanying documentation.
  - [I-9 Section One](#) – this is to be completed by the student



- I-9 Section Two – this form is completed by the Office of Student Employment (for undergraduate students) or the Payroll Office (for graduate students) with the student present showing their original identifying documents
- Present original\* documents from the List of Acceptable documents accessible from the Form I-9 portal. Some of the most common options are:
  - Option 1: US Passport/Passport Card
  - Option 2: Picture ID (License or state ID) and Social Security Card
  - Option 3: Picture ID (License or state ID) and Birth Certificate
    - \*Note: Federal Regulations prohibit the use of any reproductions of the original documents. Please contact HR@clarku.edu
- **W-4 (Required):** This tax form mandates how much in taxes Payroll should be withholding from each paycheck for federal taxes
- **Form M-4 (Required):** This tax form mandates how much in taxes Payroll should be withholding from each paycheck for Massachusetts taxes. Even if your home state is not Massachusetts, you must complete this form.
- **Direct Deposit Authorization (Required):** This authorizes Clark University to deposit your paycheck directly into your bank account (checking or savings). In addition, students must supply a voided check or bank statement confirming bank's **routing** and **account number**.

### International Students:

F-1/J-1 students are eligible to work on-campus while attending classes. The work does not need to be related to the student's field of study. Students must maintain legal F-1/J-1 status while engaging in on-campus employment. Students may work up to 20 hours per week while school is in session (working more than 20 hours may jeopardize their visa status) and up to 40 hours per week during periods when school is not in session. All students are allowed to work until Commencement or the last day of classes, depending on the department budget.

F-1/J-1 students are also eligible to work off-campus, with certain limitations. The work generally falls under two categories: curricular practical training or optional practical training. Please be advised that students found working illegally risk having their visa revoked. Therefore, it is important to consult with the International Students and Scholars Office (ISSO) to ensure eligibility to work either on- or off-campus before officially starting employment. Note that off-campus employment is only allowed in the following circumstances:

- **Curricular Practical Training:** Curricular Practical Training (CPT) is paid or unpaid employment, an internship or similar experience that trains a student in a field of study and fulfills academic credit or part of the student's degree requirement.
- **Optional Practical Training:** Optional Practical Training (OPT) is work authorization that will allow a student to work in areas that are related to their major for up to one year or as many as 3 years depending on the degree, either before or after graduation.

### **Social Security Numbers (SSNs)**

A Social Security Number (SSN) is a nine-digit number issued for tax reasons by the U.S. Social Security Administration. Employers use Social Security Numbers to report salaries to the U.S. Government for tax purposes. Social Security Numbers are also used for a variety of other purposes, such as to check credit history.

Students holding F-1 and J-1 status who are employed in the U.S. must apply for an SSN. An SSN is issued to track earnings over a worker's lifetime. In order to issue an SSN, the Social Security Administration (SSA) requires evidence that the student:

- Is eligible to work in the U.S.
- Is a full-time student



- Has received a formal offer of on-campus employment, OR
- Has been authorized for off-campus employment through CPT, OPT, or Academic Training.

### Process for compensation:

- **While it is possible to be hired without a Social Security Number (SSN), everyone must secure and present an SSN in order to remain an employed at Clark (see below for details).**
- **Form I-9 (Required):** This is a three-step process. A student must complete the Form I-9 and accompanying documentation.
  - **I-9 Section One** – this is to be completed by the student
  - I-9 Section Two – this form is completed by the Office of Student Employment (for undergraduate students) or the Payroll Office (for graduate students) with the student present showing their original identifying documents
  - Present original\* documents from the List of Acceptable documents accessible from the Form I-9 portal. Some of the most common options are:
    - Option 1: US Passport/Passport Card
    - Option 2: Picture ID (License or state ID) and Social Security Card
    - Option 3: Picture ID (License or state ID) and Birth Certificate
      - \*Note: Federal Regulations prohibit the use of any reproductions of the original documents. Please contact HR@clarku.edu
- **Direct Deposit Authorization (Required):** This authorizes Clark University to deposit your paycheck directly into your bank account (checking or savings). In addition, students must supply a voided check or bank statement confirming bank's **routing** and **account number**.
- Sprintax: International students will be sent login credentials from the Payroll Office in order to determine possible treaty benefits.
- If a student does not have a SSN, the student should bring to the Office of Student Employment (for undergraduate students) or the Payroll Office (for graduate students) their appointment receipt from the SSA office in order to begin working.

### Process to Apply for SSN:

- International students who need to apply for their SSN need to complete application form SS-5 which can be found on the SSA website (<https://www.ssa.gov/forms/>).
- The student should bring this application to the local SSA office along with originals of the following:
  - SS-5
  - First page of I-20
  - I-94
  - Passport
  - Employment letter supplied by the Clark department that is hiring the student
  - Letter from Clark stating they are a Clark student. To request the letter from the ISSO, submit a Letter Request Form on the [ISSO Portal](#). Students can find the request in the Control Center of their ISSO Portal Profile.
- After the appointment is completed, the student will be given a receipt for their appointment. The student should bring to the Office of Student Employment (for undergraduate students) or the Payroll Office (for graduate students) their appointment receipt from the SSA office in order to begin working.
- It will then take 7-10 days to get their Social Security card. \*\*This card does not have to be presented to the Office of Student Employment or Payroll.\*\*
- The local SSA office is: Social Security Administration, 51 Myrtle Street, Worcester, MA 01608, telephone: 866-331-9069. For additional offices, click [here](#).

- When the student receives their SSN, they will submit it in one of two ways:
  - Uploading a picture of the card to the secure link provided on the [Student Employment webpage](#).
  - Going to the Payroll Office and speaking to a member of the payroll staff.

### **When to apply for the SSN:**

#### **F-1 Students**

- Students in F-1 status need a continued attendance I-20 before they can apply for a Social Security Number.
- You will receive your Continued Attendance I-20 after your submitted [Immigration Check-In](#) is processed. Students can find the Immigration Check-In Form in the Control Center of their ISSO Portal Profile.
- If you are a new student, it is recommended that you wait seven to 10 days after you receive your updated Continued Attendance I-20 before applying for your Social Security Number to allow for your immigration information to be updated in government databases.

#### **J-1 Students or Scholars**

- Students and scholars in J-1 status must also submit their [Immigration Check-In](#) and receive an updated DS-2019 prior to applying for a Social Security Number.
- New students and scholars should also wait seven to 10 days before applying.

#### **Students Without an SSN:**

Students can work for up to 30 days prior to receiving their SSN. On a monthly basis, students with a missing SSN will be contacted by the Office of Student Employment to check on the status of their application and to offer assistance with the process if needed.

Please note that after 30 days, if the SSN has not been provided, the student must contact the Office of Student Employment immediately; and will receive the following guidance:

- The student may be directed to suspend working immediately, with an inability to re-start working until the SSN comes in, or
- In exceptional circumstances beyond the control of the student, they may be granted additional time to procure the SSN while continuing to be allowed to work.
  - Note that, in this circumstance, students working beyond 30 days without a SSN will be working without the treaty benefits that would reduce or remove taxes – meaning that Clark will have to charge against their paychecks the maximum withholdings allowable.

## **Related Policies and Regulations**

## **History/Revision Information**

**Effective Date:**

**Last Amended Date:** August 1, 2023

**Next Review Date:** August 1, 2024