

# **Student Workers**

**A guide to On-Campus Employment**

## Types of Student Employment

- Work Study (Federally Funded) – Work study students are paid from federal funds awarded by the Financial Aid Office. Please remember that this award is a set amount and employment is during the academic year only (while funds are available)
- Student Employment (University Funded) – Students are paid from the hiring department's budgets.

## Forms / Documents Required for Employment

- Work Study – Students must work with the Financial Aid Office and the Supervisor to complete all new hire paperwork.
- Trust Fund – Students should be prepared to complete the following new hire paperwork.
  - I-9 Employee Eligibility Verification Form  
To complete the I-9, (2) forms of original identification are needed. Typically employees provide a driver's license, social security card, birth certificate, or passport. **We must see the original document in order for the I-9 to be valid, we cannot accept copies or faxes.**
  - W-4 Federal Employee Withholding Allowance Certificate  
This form is for Federal Tax Withholding. If the student employee is unsure on how to fill out this form we typically request that they speak with their parents, or a Tax Accountant.
  - M-4 Massachusetts Employee Withholding Exemption Certificate  
This form is for State Tax Withholding. If the student employee is unsure on how to fill out this form we typically request that they speak with their parents, or a Tax Accountant.

\*All required forms must be completed and submitted to the Payroll Office before a student can begin working. All forms, as well as a hiring checklist, are available on our [forms](#) page.

## Taxes

Students claiming exempt status on their federal taxes must complete a new [W-4](#) each calendar year.

## Direct Deposit

All Trust Fund student employees are required by the Commonwealth of Massachusetts to have his/her check paid through electronic funds transfer (EFT). The Direct Deposit form is located on our forms page. Student employees should include a voided check or a copy of a check for verification of the transit/routing and account numbers. Deposit slips do not always have the correct (if any) transit/routing numbers so checks are required. Some banks provide a form with the information for direct deposit – this is acceptable as well.

In the rare instance that a physical pay check is generated, students may pick the check up in the Payroll Office after 12:00pm on pay day.

## **Student Pay Rates**

- Student pay rates/student wage structure is determined by Executive Committee

## **The 20 Hour Policy**

- In order to allow student employees a proper balance of academics and work/life, it is the policy of Fitchburg State University that student employees (work study, trust fund, and graduate assistants) only work up to 20 hours per week when classes are in session.
- Student employees may work up to 40 hours per week when classes are not in session (winter/spring/summer breaks).

## **Pay Day**

- The pay periods for student employees run on a Bi-Weekly cycle. Payday is every other Friday. Checks may be picked up after noon on that Friday and students need a picture ID to obtain their check. Any unclaimed paycheck will be mailed to the student's address on file one week after pay day.

## **Time and Attendance**

- Students are paid only for hours worked on campus or an approved off site facility with supervision.
- MassHR/SSTA (self-service time and attendance) Students may complete their attendance electronically through the Commonwealth of Massachusetts system. Their supervisor approves the hours worked through the MassHR/SSTA on-line payroll system.
- Students working in the proximity of a time collection device will swipe their assigned badges "in" to begin their shift and "out" when completing their shift.
- Payment Voucher: Some temporary employment or approved off site employment will be processed utilizing a signed *Student Payment Voucher*. Work must be completed, and vouchers must be signed by the supervisor. All payment vouchers must be submitted to the Payroll Office on Fridays, no later than 9:00am.

The voucher must include the following:

- Dates
- Hours Worked - Use the chart below to obtain the decimal equivalent to the minutes worked for entry on your payment voucher.
- Hourly Wage
- Account Number
- Employee Signature
- Supervisor Signature

### TIME CONVERSION CHART

MINUTES	=	DECIMAL
15		0.25
30		0.50
45		0.75
60		1.00

\*Please be sure to follow appropriate department rules as explained by your Supervisor regarding submitting your hours worked to Supervisor / Department Secretary for timely submission to Payroll.

\*\* FWS students are also required by the Financial Aid office to complete an in/out paper form with times/days worked in addition to the payroll attendance requirements.

### **Summer Employment**

Students working on a school break over 5 weeks (ex: summer) are subject to Medicare tax, and must also contribute to [OBRA](#) in lieu of social security during this time frame, unless enrolled in summer classes for at least 3 credits.