STUDENT EMPLOYMENT



John Randle: Manager

Debbie Lunsted: Student Representative

STUDENT EMPLOYMENT 101



The Process from Start to Finish

POSTING A JOB

- School must make work study jobs reasonably available to all eligible students
- * Federal regulations require we keep track of student's job titles and job descriptions
- * To view postings on the web go under MyFSU
- **× Student Employment Channel**
- Job Vacancy Posting Form
- * https://wwws.ferris.edu/admissions/finan cialaid/studentemployment/jobs/

Student Employment

Job Vacancy Posting Form

Please identify (check 'yes') for at least one of the two employment types (Work-Study or Non-Financial Aid). If you do not include this information, the job will not be posted.

*Work Study:	Yes ○ No HELP?	
*Non-Financial Aid:	○ Yes ○ No HELP?	
*Job Title:	- Select A Job Title - ▼	
*Description:		^
*Number of Openings:	Post on Web HELP?	
*Department:	Academic Affairs 💌	
*Employing Area:		
*Hours:	HELP?	
*Building:	Alumni Building	
*Address:		
Room:		
*Term:	Y	
*Contact Person:		
Requirements:		
Comments:		
	Submit Vacancy	

NOTE*

If you have any problems, questions, or concerns about this form, contact the Student Employment Office x3922. If your job title or any other field does not fit the choices provided, please make a selection as dose as possible to our needs, then in the comment section let us know which field it is and what you need to have added. The Student Employment Office can make the change(s) before the job vacancy is posted and they can also amend the drop list so the selections will be available for your use in the future.

Student Employment

Job Title	Job ID	Description	ws	NFA	Employing Area
Clerical General Level I	7929	Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.	Y	N	Women's Basketball
Clerical General Level I	7926	Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.	Y	N	Volleyball Office
Clerical General Level I	7922	Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.	Y	N	Dean's Office
Clerical General Level I	7920	Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.	Y	N	Optometry Clinic
Clerical General Level I	7919	Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.	Y	N	Optometry Clinic
Computer Lab Assistant Level II	7953	Lab assistants have previous experience working in a computer laboratory used by many individuals, and knowledge of the policies and procedures within the computer lab. Assistants will work in the	Υ	N	Recreation Leisure Services and

Ferris State University Student Employment Application

Student:] Brutus Bulldog Student ID: XXX-XXX

Phone: 231-591-5555 Email: Bulldogb@ferris.edu

Job ID:9463 Job Title: Clerical General Level I

Funding Source: Departmental Budget Wage rate: \$7.40 - \$7.70

Work Study Award Amount: No Award

Enrolled Credit Hours: 16 International Student: No

Student Status: All hiring documents (I-9/W-4) are on file

Student Status: All hiring documents (I-9/W-4) are on file.

Resume Required: Employer requests a separate resume to be submitted with this application. For assistance creating or updating your resume, please contact the Office of Career Services located in Rankin 135.

Student's Class Schedule

Please shade or "X" the time you are in class and any other times you are NOT available to work.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00	365	34			9	100	1
9:00		11					ii
10:00		П					[i]
11:00							10
12:00							
1:00							
2:00							
3:00				2			7
4:00							
5:00			11				11
6:00							10
7:00							10
8:00							
9:00							

Please deliver or mail application to the Employer Contact:

Emily Jorgensen

Ferris State University, Off Campus Suite 7000

25 Michigan St NE

Big Rapids MI 49307

STUDENTS PROFILE

Ferris State University Education/Employment History

Student Brutus Bulldo	g	Student ID: XXX-XX-XXX
Academic Program: Socia	l Work	Grade Level: Sophomore
	Employment	History/Experience
Beginning: 8/2010	End: 1/2011	Employer: The Rock Cafe
		Job Title : Student Employee
the lunch food, and manage		
Beginning: 6/2011	End:/	Employer: Financial Aid Office
		Job Title: Student Employee
also work on scanning and	indexing paperwork.	s questions about financial aid and student employment. I
Licenses/Certificates / Other	er Comments: None	
Signature		Date

INTERVIEWING



- Create standard questions to ask all applicants
- * Discuss pay rate refer to pay rate scale
- Follow up with students in a timely manner
- * They need to know "Yes" or "No" and often are just waiting for a call

HIRING



- Electronic process of paper work
- Print off paperwork for new students
- * How to access hiring system:
 - + MyFSU
 - + My Workplace Tab
 - + Under "Student Employment Channel"
 - + Student Intent Hiring Form
- * Unless you have moved your channel to a different tab

HIRING



- We no longer require copies of student's I-9 documentation, just the completed I-9
- * Make sure they are originals
- * Make sure they are signed and valid (not expired)
- × W-4's
- Send only the I-9 and W-4 forms with paperwork within 3 days of first day of employment

THE I-9



- * Acceptable documents
- * Unlawful to require any specific document student must have choice
- * You need to see ACTUAL Social Security Card to confirm name & number matches, check to make sure student signed original card for W-4 (payroll purposes)
- Must complete from hire date to 3rd day of employment

THE FRONT OF THE I-9

OMB No 1615-0047 Expires 08/31/12

Form I-9, Employment Eligibility Verification

Department of Homeland Security U.S. Citizenship and Immigration Services

Please 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 eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Print Nesse: Lest F		the rain reports of something	ee at the time employment begins.
	'less	Middle Jerini	Minden Name
Address (Dreet Name and Number)		Apr. s	Date of Sirik (month/day/year)
City State		Zip Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements use of false documents in connection with the completion of this form.	or Ass		
Employee's Signature			Deta (morehidar/year)
Preparer and/or Translator Certification. (To be possity of perjury, that I have assisted in the completion of this	e completed and eigned to form and that to the	f of Section 1 is prepared by a per best of my knowledge the informa	non other than the employee,) I attest, under tion is true and correct.
Preparer's Translator's Signature		Print Nema	
Address (Street Name and Number, City, State, Etp.	Code)		Date (month/day/year)
Section 2. Employer Review and Verification. 7 examine one document from List B and one from expiration date, if any, of the document(s). List A OR	List C, as listed or	n the reverse of this form,	and record the title, number and
Document title Issuing surbooky:			
Parameter #			
Expiration Date (If anyl):			
Document #: Expiration Date (if anyl):			
CERTIFICATION - I attest, under penalty of perjus the above-listed document(s) someon to be genuine as	ind to relate to the e est of my knowledg	employee named, that the es	nployee began employment on
	ee began employme		work in the United States. (State
employment agencies may omit the date the employe	Prot Name		work in the United States, (State
employment agencies may omit the date the employe lignature of Employer or Authorized Representative	Print Name	st)	
employment agencies may omit the date the employe signature of Employer or Authorized Representative Socialess or Organization Name and Address (Street Name and	Print Name d Number, City, State,	zat.) Zip Code)	Title
employment agencies may omit the date the employer regnature of Employer or Authorized Representative Suriness or Organization Name and Address (Street Name and Section 3. Updating and Reverification. To be o	Print Name d Number, City, State,	zat.) Ząc Code) sed by employer.	Title
employment agencies may omit the date the employer signature of Employer or Authorized Representative Sustiness or Organization Name and Address (Street Name and Section 3. Updating and Reverification. To be of A New Name (#applicable)	Prus Name d'Number, City, State, completed and sign	zat.) Zip Code) sed by employer. B. Dess of	Title Date (month/day/year) Relate (month/day/year) (if applicable)
employment agencies may omit the date the employe signature of Employer or Authorized Representative Sociates or Organization Name and Address (Street Name and Section 3. Updating and Reverification. To be of A New Name (pf applicable) C. H. employee's previous great of work suthorization has expit Document Title.	Print Name d Number, City, State, completed and sign and, provide the inform Document	zat.) Zip Code) sed by employer. B. Den of ustion below for the document the	Title Date (month/day/year) Relate (month/day/year) (if applicable) at establishes consut employment eligibility. Expiration Date (if say):
employment agencies may omit the date the employer registers of Employer or Authorized Representative Suniness or Organization Name and Address (Street Name and Section 3. Updating and Reverification. To be of A New Name (If applicable)	Print Name d Number, City, State, completed and sign ired, provide the inform Document	nat.) Zip Code) Defend by employer. Defend for the document the file of the comment the file of the comment the file of the comment the file of the	Title Date (month/day/year) Rebute (month/day/year) (if applicable) at establishes contest employasest eligibility. Expiration Date (if say):

Form 3-9 (Ren (08/31/12))

THE BACK OF THE I-9

LISTS OF ACCEPTABLE DOCUMENTS

LIST B
LISI D

TISTA

	LIST A	LIST B	LIST C			
	Documents that Establish Both Identity and Employment Eligibility O	Documents that Establish Identity OR AN	Documents that Establish Employment Eligibility			
1.	U.S. Passport (unexpired or expired)	Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)			
2.	Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	 Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350) 			
3.	An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	 Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal 			
4.	An unexpired Employment Authorization Document that contains	4. Voter's registration card	4. Native American tribal document			
	a photograph (Form I-766, I-688, I-688A, I-688B)	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)			
5.	An unexpired foreign passport with an unexpired Arrival-Departure	6. Military dependent's ID card	D Card for use of Resident Citizen in the United States (Form			
	Record, Form I-94, bearing the same name as the passport and containing	7. U.S. Coast Guard Merchant Mariner Card	I-179)			
	an endorsement of the alien's nonimmigrant status, if that status	8. Native American tribal document	Unexpired employment authorization document issued by			
	authorizes the alien to work for the employer	Driver's license issued by a Canadian government authority	DHS (other than those listed under List A)			
		For persons under age 18 who are unable to present a document listed above:				
		10. School record or report card				
		11. Clinic, doctor or hospital record				

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

TISTO

Pay extra attention to these areas

Department of Homeland Security U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification

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 documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Informa	ation and Verification (To	be completed and sig	ned by employ	ee at the time employment begins.
Print Name: Last	First			in Maiden Name
			2	3
Address (Street Name and Number)			Apt.#	Date of Birth (month/day/year)
Sity	State		Zip Code	Social Security #
I am aware that federal law imprisonment and/or fines fo use of false documents in con completion of this form.	or false statements or	A citizen e A noncitiz A lawful p	of the United State on national of the ermanent resident athorized to work	United States (see instructions)
mployee's Signature 6		Date (month/di		
Preparer and/or Translator (menalty of perjury, that I have assisted	Certification (To be completed in the completion of this form and	d and signed if Section 1 is a dishat to the best of my know	prepared by a per vledge the inform	son other than the employee.) I attest, und ation is true and correct.
Preparer's/Translator's Signa	INDERCOMPANY TO A PROPERTY OF THE PROPERTY OF	Print Name	AND ASSESSMENT OF THE PARTY OF	egyer or was Claim that there is the trade of the state o
Address (Street Name and N	Number, City, State, Zip Code)			Date (month/day/year)
expiration date, if any, of the d	ist B and one from List C, a locument(s).) OR	s listed on the reverse List B	of this form, a	camine one document from List A and record the title, number, and D List C
List A	locument(s).)	s listed on the reverse	of this form, a	ind record the title, number, and
List A Secure title: Socient #:	OR OR	s listed on the reverse	of this form, a	ind record the title, number, and
List A Comment title: Socient #: Expiration Date (if any):	OR OR	s listed on the reverse	of this form, a	ind record the title, number, and
List A Secure title: Source title: Source title: List A	OR OR	s listed on the reverse	of this form, a	ind record the title, number, and
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List A Comment title: Social authority: Document #: Expiration Date (if any): I attest, und the above-listed document(s) approach day/year) 10 Instance of Employer or Authorized Instances or Organization Name and Authorized Insta	occument(s).) OR Jer penalty of perjury, that I pear to be genuine and to rel and that to the best of my the date the employee began Representative Print N ddress (Street Name and Number, erification (To be complete	List B have examined the docate to the employee nare knowledge the employeemployment.) ame Cuy, State, Zip Code)	cument(s) presmed, that the eree is authorize	Ented by the above-named employee mployee began employment on d to work in the United States. (State Title Date (month/day/year)
Spiration date, if any, of the description of the d	der penalty of perjury, that I pear to be genuine and to rel and that to the best of my the date the employee began Representative Print N. ddress (Street Name and Number, erification (To be complete the authorization has expired, provint to the best of my knowledge, to the best of my knowledge, to the period of the period	List B have examined the docate to the employee nare knowledge the employeemployment.) anno Cary, State, Zip Code) and dand signed by employee the information below for Document fi: this employee is authorized.	and this form, to AN	D List C Ented by the above-named employee mployee began employment on d to work in the United States. (State Date (month/day/year) Rehire (month/day/year) (if applicable) and establishes current employment authorical

Things to watch for when completing I-9's

- Make sure you are completing a form with the correct expiration date. Currently, the date should read 8/31/12. There have been several versions recently but this is the one you should be using
- The Middle Initial field should be completed. If the is no middle initial the student should draw a line through that space.
- The Maiden name should be completed. If none or not applicable, the student should line through that space.
- 4) The Social Security number is not required. We cannot demand that the student complete this field. They will, however, have to produce the Social Security card for Payroll purposes. This may be confusing to the student but the bottom line is they are not required to fill out their SSN in this space.
- The student must check one of the 4 boxes in this field. This is very important and is often overlooked. Make sure all numbers and dates are filled out completely.
- The student signs between the two line next to "Employees signature".
- The date put here in section 1 of the I-9 form must be completed on or before the 1"day of accepting employment
- 8) The Preparer section is often times signed instead of section 1. This section should only be signed if you assisted in the completion of the form. Morethan the typical explaining how to complete it.
- 9) All documents submitted must be originals. We cannot request specific documents from students for section 2. Students must be shown the list of acceptable documentation and be allowed to choose what they wish to submit. If they choose I document from List A that is all they need. By completing list B and/or C in addition to list A the perception is that we have asked for additional documentation and this would be flagged in an audit of the I-9. Make sure section 2 is filled out clearly and accurately and never use white out. If an error is made, line through the error and correct then initial and date the form OR re-do the I-9.
- 10) In the certification section you must put the date that the student began working or plans to begin. This date must be the same or greater than the date in section 1
- 11) You as the employer must sign and date the form within 3 business days of the date employment begins. You are verifying that you personally saw the documents listed in the I-9. The signature and date must be originals. You can make copies of the I-9 with the Name, title and address already filled in.
- 12) Submit the I-9 forms to the Student Employment Office. I-9s are scanned and saved by Student Employment. Please do not save copies of I-9s or the associated documents in your area.

Example with Section 2 Part A complete

Department of Hometand Security
U.S. Citizenship and Immigration Services

Form I-9, Employment Eligibility Verification

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Castles I F	places Information 4	Vanification (%)	a completed and con-	d become de	
Print Name: Lan		First	e compietea ana signe		at the time employment begins.) Maiden Name
Bulldog		Brutus	E	B Middle Initial	Marach Name
	uff Road		٨	pe d	09/19/1990
Big Rap	oids	State MI		307	Social Security #
imprisonmen	hat federal law provides f t and/or fines for false sta ocuments in connection w f this form.	tements or	A citizen of th A noncitizen r A lawful penn An stien autho	or United States national of the Un- nament resident (Al orized to work (Al	I am (check one of the following): hod States (see instructions) lien #) lien # or Admission #) ble - month/day/year)
Employee's Signa	was Breatony Builds	go	Date (mondvidey-)		
Preparer and	or Translator Certificati	on (To be completed	and signed if Section 1 is pre-	pared by a person	citier than the employee) I ottest, under
	rs/Translator's Signature	the North State of St	Print Name	age one organisation	n to trac and Correct.
Adáres	s (Street Name and Number, City,	State, Zip Code)		T	Date (month/day/year)
expiration date Document title:	e, if any, of the document(s List A Passport	OR	List B	AND	f record the title, number, and List C
Issuing authority:	France			_	
Document #:	THX-1138			_	
Expiration Di Document #:	03/13/201	3		_	
Expiration D	ate (If any):				
the above-listed (month/days'year employment ag supature of finel	document(s) annear to be	renuine and to rela to the best of my employee began	te to the employee name knowledge the employee employment.)	d, that the emp	ed by the above-named employee, that loyee began employment on a work in the United States. (State
	signtion Name and Address (Since	Name and Number, 0			Date /www.hishami
CSS 201-	1201 S. State St. Big R	apids, MI 49307			8/20/12
Section 3. Up New Name (if a	dating and Reverification applicable)	(To be completed	l and signed by employe	The second second	hire (monthidayiyaar) (if applicable)
C. If employee's p	revious grant of work authorisati	on has expired, provid	e the information below for the	he document that o	establishes current employment authorization
Docume	ent Title:		Document #:		Expiration Date (if arg):
	naity of perjury, that to the best document(s) I have examined a				ted States, and if the employee presented
	oyer or Authorized Representativ				Date (month/day/year)

Example with Section 2 Parts B & C complete

OMB No. 1615-9047; Expires 08/31/12

Form I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

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future expiration date may also co	nstitute illegal disc	rimination.			
Section 1. Employee Information		o be completed			at the time employment begins.)
Print Name: Last Bulldog	First Brutus		_	Giddle Initial	Maiden Name
Address (Street Name and Number)	Diutus		B		O dela del
1234 Ruff Road			Apt. 6		09/19/1990
Big Rapids	State MI		z∍o 4930		Social Security #
I am aware that federal law provisimprisonment and/or fines for fals use of false documents in connecti completion of this form.	e statements or on with the		A citizen of the Un A noncitizen natio A lawful permane An alien authorize	nited States mal of the Uni nt resident (Al id to work (Ali	I am (check one of the following): ned States (see instructions) ien # or Admission #) ole - month/day/year)
Employee's Signature Brack Court Boo	l latage	Duce	(month/day/year)	8/20/12	
Preparer and/or Translator Certil penalty of perjury, that I have assisted in the Preparer's/Translator's Signature	ication (To be complete completion of this form a	nd that to the best	ction I is prepare of my knowledge i virt Name	id by a person the information	other than the employee.) I ottest, under n is true and correct.
regard a reaction o organize		Ι'	THE PERSON		
Address (Street Name and Number,	City, State, Zip Code)			0	lute (month/day/year)
Section 2. Employer Review and V examine one document from List B a expiration date, if any, of the docum	nd one from List C.	ompleted and : as listed on the	tigned by empi reverse of thi	loyer. Exan is form, and	tine one document from List A OR record the title, number, and
List A	OR	List B		AND	List C
Document title:		Driver's Lic			Social Security Card
Issuing authority:		State of Mic			State of Michigan
Document #:		(XX-XXX-X	XX-XXX		XXX-XXX-XXX
Expiration Date (if any):		09/19/20	15		N/A
Document #:					
Expiration Date (If any):					
the above-listed document(s) annear to (month/day/year) 08/21/2011 and employment agencies may omit the da	o be genuine and to re I that to the best of m te the employee began	rlate to the emp y knowledge th	loyee named, ti e employee is a	hat the emp	ed by the above-named employee, that loyee began employment on o work in the United States. (State
Signature of Employer or Authorized Represe Varyo Dino	ntative Print !	Jan	e Doe _		Supervisor
Business or Organization Name and Address CSS 201-1201 S. State			ode)		8/20/12
Section 3. Updating and Reverifica	ition (To be complet	ted and signed			
A. New Name (if applicable)				B. Date of Rel	nine (monthidayiyoar) (if applicable)
C. If employee's previous grant of work author	rization has expired, prov	ride the informatio	n below for the d	ocument that e	stablishes current employment authorization.
Document Title:		Document #:			Expiration Date (if any):
l attest, under penalty of perjury, that to the document(s), the document(s) I have exami	ned appear to be genuin			rk in the Unit	
Signature of Employer or Authorized Represe	ntative				Date (month/day/year)

UNITED STATES CITIZENS W-4 INSTRUCTIONS

A. Fill in the: Name, Social Security Number, Marital Status, Address, Sex, Birth Date, and City Resident Sections. (for City Resident—Are you registered to vote in Big Rapids?)

(USE YOUR PERMANENT HOME ADDRESS - - NOT BIG RAPIDS - - DO NOT ABBREVIATE CITY NAMES)

B. For exemptions: Fill boxes as shown above.

#4 - Claim ONE (1) exemption if you want a bigger check now - - less tax refund at the end of the year

-OR-

Claim ZERO (0) exemptions if you want a smaller check now - - more tax refund back at the end of the year. (You might have to claim zero because your parents are still claiming you on their tax returns. If in doubt, ask them what you should claim.)

#6

If you want to claim EXEMPT from FEDERAL taxes, you must qualify under the new IRS Guidelines:

If your parents or another person can claim you as a dependant on their tax return, you will have to pay some income tax for that year, and you <u>CANNOT</u> be exempt from withholding if:

- 1. You have unearned income, such as interest on savings, and
- 2. Your wages plus this unearned income will be more than \$500.

Do NOT claim EXEMPT status on the W-4 if this change applies to you.

If you qualify to claim EXEMPT: Check the boxes for (a), (b), (c), fill in the current year (b), and then fill in the boxes with "9" for Federal, "1" for State, and "1" for City taxes.

C. Sign and date this form.

UNITED STATES W-4 FORM

FORM W-4 (F.S.C.—Rev. 2-1-87) EMPLOYEES WITHHOL Federal, State	DING ALLOWANCE CE and City Income Taxes				
1 PRINT FULL NAME (LAST, FIRST, MIDDLE)	2. Social Security Nun	withhold Note: If m	le	ngle rate separated,	or spouse
STREET ADDRESS CITY STAT	E ZIP CODE	☐ Male ☐ Female _		YR. Cit	g Rapids y Resident Yes No
4. Total number of allowances you are claiming**			FEDERAL	STATE	CITY
5. Additional amount, if any, you want deducted from each pay**			10	\$	\$
 6. I claim exemption from withholding because (see instructions at (a) Last year I did not owe any Federal income tax and had a AND (b) This year I do not expect to owe any Federal income tax income tax withheld. If both a and b apply, enter the year (c) If you entered "EXEMPT" on line 6b, are you a full-time state. 	and check boxes below the right to a full refund of ALL and expect to have a right ar effective and "EXEMPT	nat apply): . income tax withhel to a full refund of Al T" here Year	d, _L		
**See worksheet and instructions for Federal Form W-4					
Under penalties of perjury, I certify that I am entitled to the number of withholding, that I am entitled to claim the exempt status.	withholding allowances cl	aimed on this certific	cate, or if clair	ning exen	nption from
Employee's Signature			Da	te	
7. Employer's name and address (Employer complete 7, 8, and Ferris State University Big Banids MI 49307	9 only if sending to IRS	8. Office Code	9. E	mployer I 38-600	D number 5159

INTERNATIONAL W-4 INSTRUCTIONS

COMPLETE ALL INFORMATION 1-6, as noted on the form. Special instructions for international students are as follows:

- (1) Street address: This should be your permanent address.
 - If you will be graduating this year please use the address where you want your year-end tax statement (W-2) to be sent.
- (3) Single: You must check the box for "single" even if you are married.
- (4) Allowances:
 - Foderar, you should enter "1" in this box.
 - State & City: You should enter "0" in these boxes, or you may enoup owing
 - Write "Non-Resident Alien" or "NKA" on line 5 on the dotted line.
- (5) Additional Amount:

We cannot advise you about your tax withholding. However, the following may be helpful:

- If your total wages are less than the personal exemption amount (\$3,300 for 2006) you will have ZERO FEDERAL WITHHOLDING under the new rules. Also, if your only US source income for the year is wages that are less than \$3,300 you will not have to submit a Form 1040NR-EZ.
- If your total wages exceed \$3,300 you may owe taxes with your tax return and be subject to under withholding penalties and interest. The amount of under withholding will depend upon when the new payroll calculations are implemented in this year and your salary for the year.
- (6) Exemptions: Leave this section blank. You may not claim "Exempt."

***Other Notes:

What if I do not submit a new Form W-4 (for Returning Students **ONLY**)?

If you have previously submitted a Form W-4 to Payroll, which may include an additional withholding amount, your prior Form W-4 will remain effective. You should submit a new Form W-4 at least by the effective date of the new payroll calculations.

INTERNATIONAL W-4 FORM

FORM W-4 (F.S.C.—Rev. 2-1-87) EMPLOYEES WITHHOLE Federal, State	DING ALLOWANCE CE and City Income Taxes					
1	2. Social Security Nur		withhold a	☐ Marri t higher Si ied, but legally nresident alier	ngle rate	i, or spouse
STREET ADDRESS CITY STAT	E ZIP CODE	☐ Male ☐ Fema	le	Birth Date	YR.	Big Rapids City Resident Yes No
4. Total number of allowances you are claiming**				FEDERAL	STATE	CITY
5. Additional amount, if any, you want deducted from each pay**				\$	\$	\$
 6. I claim exemption from withholding because (see instructions at (a) Last year I did not owe any Federal income tax and had a AND (b) This year I do not expect to owe any Federal income tax at income tax withheld. If both a and b apply, enter the year (c) If you entered "EXEMPT" on line 6b, are you a full-time st 	right to a full refund of ALL and expect to have a right ar effective and "EXEMP"	income tax to a full refu "here Yea	ind of ALL			
**See worksheet and instructions for Federal Form W-4						
Under penalties of perjury, I certify that I am entitled to the number of withholding, that I am entitled to claim the exempt status.	withholding allowances cl	aimed on th	s certifica	te, or if clair	ming exe	emption from
Employee's Signature				Da	te	
7. Employer's name and address (Employer complete 7, 8, and Ferris State University Rig Rapids MI 49307	9 only if sending to IRS	8. Office	ce Code	9. E		D number 05159

DIRECT DEPOSIT

- × Log in to your MyFSU
- Click Academics and Services or Work PlaceTab
- ×Scroll down to Student Employment
- ×Student Employment Homepage
- **×Direct Deposit Form**

Direct Deposit Authorization

Ferris State University Payroll Office, PRK 257 (231) 591-2160 Phone (231) 591-2975 Fax

Name(please print)	Social Security Number	
	Faculty/Staff Student	
Deposit ticket or voided check requir	red	
NewChangeStop	Account Type: Checking Savings	
Institution Name	% of net check or \$	
Bank Routing/Transit Number:		
Account Number:	Institution phone #	
NewChangeStop	Account Type: Checking Savings	
Institution Name	% of net check or \$	
Bank Routing/Transit Number:		
Account Number:	Institution phone #	
* NOTE: Direct deposits become effective the SECOND PAYCHECK after this form is received by the FSU Payroll Offce. * When TRANSFERRING direct deposits between banks you will receive on "cashable check" I authorize Ferris State University to start crediting my account(s) at the financial institution(s) listed above for the purpose of automatically depositing funds as indicted above. I understand that if my account(s) at the financial institutions(s) listed above have been changed or closed, I must inform the FSU Payroll Office in writing. FSU is unable to refund rejected monies until they are credited to the FSU payroll account.		
Signature	Date	

STUDENT WAGE RATES

STUDENT WAGE RATE:

x Level 1 – Entry Level \$7	.40-\$7.70
-----------------------------	------------

×	Level 2 - Specialized/Technical	\$7.65-\$8.00
After 1 semester minimum		

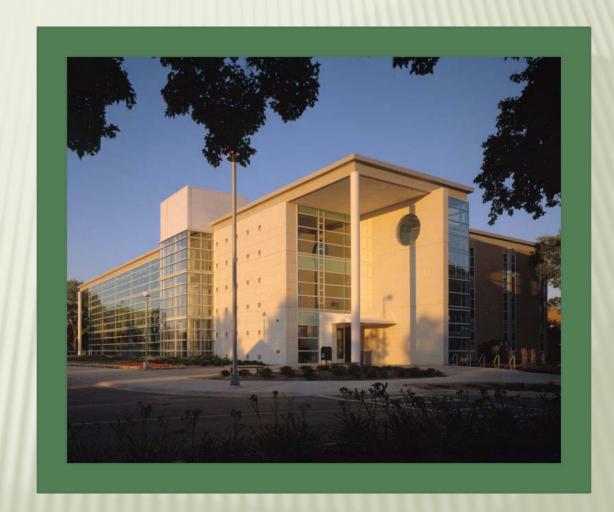
x Level 4 – Exceptions \$8.55-\$12.00

GENERAL STUDENT EMPLOYMENT INFORMATION

- * Students can not work during scheduled class time
- We do NOT need a copy of the student's Social Security Card: Liability
- Must be enrolled half-time can not be in Fast Track (must have completed high school)
- Maximum hours for students to work is 26 hours per week or 20 hours per week for international students
- * ALL students can work up to 40 hours per week during summer session and semester break between fall/winter
- Any deviation must be approved by Student Employment Office
- What happens if students exceed max hours?
 - + US Citizens?
 - + International Students?

DISCIPLINE/TERMINATIONS

- × Verbal Warning
- Written
 Warning
- **×** Documentation
- Notify Student Employment



INTENT TO HIRE SYSTEM



Student Employment







University News & Events

Sign Up for Summer Camps

Ferris State University's summer camps offer young students the opportunity to build athletic and academic skills. Campers may stay in residence halls at the Big Rapids campus or attend day activities on a commuter basis. Sign up today for a challenging and fun summer learning experience, and select from a variety of sports and academic interests.

Quick Links

Academic Colleges

Degrees and Majors

Campus Calendar

Contact Information

Directories & Maps

Ferris Catalog

President's Office

Video Feature



Diversity Initiatives





My Account Content Layout

Welcome Debbera S Lunsted You are currently logged in.

MyFSU











E-mail Calendar Groups Logout

cademics & Services Faculty Services Library Workplace University Life Help

Announcements There are no announcements **Event Announcements** There are no announcements **University Announcements** There are no announcements **Login Links Banner INB** COFE **Phone Bill** Technet E-Bill **Kronos: Time Entry**







Staff and Students

To Activate Your Email:

- 1. First, disable any popup blockers.
- 2. Next, click on the e-mail icon located at top riaht.
- 3. A dialog box opens up, regarding a



My Account Content Layout Welcome Debbera S Lunsted

You are currently logged in.













MvFSU Academics & Services

Faculty Services Library

Workplace

University Life Help

Employee Services

BENEFITS & DEDUCTIONS

Retirement Plans

Health Benefits Flexible Spending Accounts

Beneficiaries and Dependents

PAY INFORMATION

Direct Deposit Allocation

Earnings History

Pay Stub

Deductions History

HELPFUL LINKS

Admissions Online Application

Jobs Summary

Leave Balances

W4 Tax Exemptions or Allowances

Former Student Mail

Conflict of Interest

Student Employment Student Intent Hiring Form

Student Employment Home Page

Student jobs are posted on the following dates:

Fall Semester August 1 Spring Semester December 1 Summer Semester April 15

Job Vacancy Posting Form

View Job Postings

Hiring Process Overview

Banner End User Training

Internet Native Banner (INB)

PPRD

SAND

Approval Alerts

You have no documents pending approval

Finance Services

Budget Queries

Encumbrance Query

Requisition

Approve Documents

View Document

Budget Development

Finance Annoucements

There are no announcements

Banner Reports FOAP Structure

Hierarchy Reports

Vendor Addresses

WebFOCUS



Student Employment

Employment Login Form

The Student Intent to Hire Form will be processed electronically. Before starting, you will need to have the following information:

- Student ID Number
- Student Name
- · Employment Begin Date
- · Hire Date
- · Banner Index/Account Number
- Rate of Pay
- · Timekeeping Location
- · Employment Period

Note: Student employees are required to be enrolled at least half time.

Enter your MyFS	U Username and Password
Enter Username:	
Enter Password:	
	Login



STUDENT EMPLOYMENT PROCESS



Ferris Admissions Current Students Faculty & Staff Visitors Alumni & Giving Online Searching MyFSU

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ENTER STUDENT EMPLOYEE

Enter Student ID Number (CWID).

Enter Student ID Number (CWID):

Next Page >>

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Student Employment

Enter hiring semester



-Choose Semester

-Choose Year

Next Page >>

Ferris

Admissions

Current Students

Faculty & Staff

Visitors

Alumni & Giving

Online

Searching

MyFSU

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Student Intent to Hire

Verify Student Information

Please verify you have the correct student. If no name appears, you have either entered an incorrect number or the student record does not exist in the system for the term and year you selected. You may try again by clicking on "Incorrect Student". If this is the correct Student ID and Name, continue by clicking on the "Correct Information" button.

Student ID Number	XXX-XX-XXX
Employee Name	Brutus Bulldog
Correct Information	
	Incorrect Student

Student Intent to Hire Form		
Enrolled Credits: 16		
Enter the following information (*	Indicates a required field).	
Student No.:	XXX-XX-XXX	
Employee First Name:	Brutus	
Employee Middle Name:	В	
Employee Last Name:	Bulldog	
*Starting Date(MM/DD/YY) Summer Semester: 05/13/12 Fall Semester: 08/19/12	08/19/12	
Badge Number (The last 9 digits) or WEB IDRequired for NEW hires.		
*Job Title:	Clerical General - Level II	
*TimeKeeping Location:	61300 Financial Aid	
*Reason for Hire:	Initial Hire	
Employment Period:	Academic Year 🔽	
Comments:		
	w.	
*Hiring Supervisor' Email Address:	YourEmail@ferris.edu	
Submit Reset		



Student Intent to Hire Form

The pay rate for this position is between \$ 7.65 and \$ 8.00.

*Pay Rate (No \$ sign): 7.65

Submit Reset

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Example of Student with Federal Work Study



Student Employment

Please complete ONE of the following sections.

Complete this section if you are hiring the student employee using work study funds.	Federal Work Study for Academic Year		
	Position Number:	S28501	
	FOAP:	26500-61318-6852-883	
	Complete Banner Index/Acct number. If no Banner Index exists, use FOAP.		
	Position Number:	S10000	
	Banner Index/Acct. No.:	Gxxxxx-6810	
	FOAP:		
Click he	ere to submit Banner Index/Acct. No	o. or FOAP	

Complete this section if you are	Non Work Study		
hiring the student employee out of your departmental budget. NOTE: You may use this section even if the student has been awarded work study.	Position Number:	S10000	
	Complete Banner Index/Acct number. If no Banner Index exists, use FOAP.		
	Banner Index/Acct. No.:		
	FOAP:		
Click here to submit Banner Index/Acct. No. or FOAP			

Example of Student with FerrisWork Study



Student Employment

	Please complete ONE of the following sections.				
Complete this section if you are hiring the student employee	Ferris Work Study for Summer				
using work study funds.	Position Number:	S38501			
	FOAP:	XXXXX-XXXXX-6859-XXX			
	Complete Banner Index/Acct. No FOAP.	. If no Banner Index exists, use			
	Position Number:	S10000			
	Banner Index/Acct. No.:				
	FOAP:				
Click here to submit Banner Index/Acct. No. or FOAP					
Complete this section if you are Non Work Study					
hiring the student employee out of your departmental	Position Number:	S10000			
budget. NOTE: You may use this section even if the student has been awarded work study.	Complete Banner Index/Acct number. If no Banner Index exists, use FOAP.				
	Banner Index/Acct. No.:				
	FOAP:				
Click here to submit Banner Index/Acct. No. or FOAP					

Example of Student with Non-Financial Aid



Student Employment

Complete this section if you are hiring the student employee	Non Work Study			
out of your departmental budget.	Position Number:	S10000		
	Complete Banner Index/Acct number. If no Banner Index exists, use FOAP.			
	Banner Index/Acct. No.:	Gxxxxx-6810		
	FOAP:			
Click here to submit Banner Index/Acct. No. or FOAP				

Student Intent to Hire

Review fields for co	orrect data:
Student Number:	XXX-XX-XXX
Student Name:	Brutus B. Bulldog
Postion Number:	S10000
Banner Index/Acct. No.:	
FOAP:	xxxxx-xxxxx-6810-xxx
Pay Code:	S1
Secondary Postion Number:	
Secondary Banner Index/Acct. No.:	
Secondary FOAP:	
Starting Date:	08/19/12
Badge Number or WEB ID:	
Job Title:	Clerical General - Level II
Rate:	7.65
Timekeeping Location:	61300 Financial Aid
Reason for Hire:	Initial Hire
Employment Period:	Academic Year
Originator's Email Address:	@ferris.edu
Hiring Supervisor's Email Address:	YourEmail@ferris.edu
Comments:	1
Click to edit!	Submit



Student Employment

Thank you. Your Student Intent Form has been successfully submitted for processing. You may check the current status for this student on the search student screen.

Return to Student Employment Process



STUDENT EMPLOYMENT PROCESS

Select the Desired Employment Action

Search for Student I Originated

Search for Student I Supervise

Cancel Student Assignment

Ferris Admissions Current Students Faculty & Staff Visitors Alumni & Giving Online Searching MyFSU

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PROCESS FOR INTERNATIONAL STUDENTS

- * Use Student ID
- * Process as normal

Student Intent to Hire Ferris State University Student Employment

Mail to: Student Employment
Timme Center for Student Services
CSS 101

C33 101			
Student Number:	XXX-XX-XXX		
First Name:	Brutus		
Middle Name:	В		
Last Name:	Bulldog		
Position Number:	S10000		
Budget Number:			
Pay Code:	S1		
Position Sec Number:			
Account Sec Number:			
Starting Date:	08/19/12		
Hire Date:	08/19/12		
Badge Number:			
Job Title:	Clerical General-Level II		
Rate:	7.65		
Timekeeping Location:	61300 Financial Aid		
Reason for Hire:	Initial Hire		
Employment Period:	. Academic Year		
Originator's Email Address:	YourEmail@ferris.edu		
Hiring Supervisor's Email Address:	YourEmail@ferris.edu		
Comments:	TEST for Training Session		

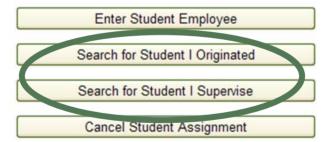
Print this copy and send it, along with the I-9

Submit after you have printed a copy of this page to undate the database



STUDENT EMPLOYMENT PROCESS

Select the Desired Employment Action



erris Admissions Current Students Faculty & Staff Visitors Alumni & Giving Online Searching MyFSU



Student Employment

Student Search - Originator

Search Criteria (Choose one of the options.)

- Enter CWID, Last Name, or First Name; then press "Search".
 Fill in all of the fields then press "Search".
 To display all records, leave all fields blank and press "Search".

CWID:	
Last name:	
First name:	

Search

Click on the student ID number

FERRIS STATE UNIVERSITY

Student Search Results - Specific

CWID	Last Name	First Name	Start Date	Timekeeping	Status	Next Approver
XXX-XX-XXX	Bulldog	Brutus	05/29/2007	61300	Complete	Complete
XXX-XX-XXX	Bulldog	Brutus	08/12/2007	61300	Complete	Complete
xxx-xx-xxx	Bulldog	Brutus	01/14/2008	61300	Complete	Complete
xxx-xx-xxx	Bulldog	Brutus	05/18/2008	61300	Denied / Canceled	Denied
XXX-XX-XXX	Bulldog	Brutus	05/18/2008	61300	Complete	Complete
XXX-XX-XXX	Bulldog	Brutus	05/18/2008	61300	Denied / Canceled	Denied
XXX-XX-XXX	ulldog	Brutus	08/24/2008	61300	Denied / Canceled	Denied

New Search | Menu

CLICK ON "REVIEW COMMENT HISTORY"

CWID:	XXX-XXX
Name:	Bulldog, Brutus B.
Badge Number:	
Start Date:	08/19/12
Suffix:	
Job Title:	CLRGN2
Salary Amount:	7.65
Earning Limit:	2400
Earn/Paid Amt:	0
Credit Hours:	16
Reason For Hire:	Initial Hire
Employment Period:	Academic Year
Timekeeping Location:	61300
Supervisor's E-mail Address:	YourEmail@ferris.edu
Position Number:	S10000
FOAP Number:	26500-61318-6852-881
Banner Index/Acct. No.:	
Secondary Position Number:	
Secondary FOAP Number:	
Secondary Banner Index/Acct. No.:	
Visa Type:	
Grade Level:	UG
Birth Country:	
Nationality:	
Authorization Expiration Dt:	0
Transaction Number:	20120625113310
Overall Status:	Pending
EAA Type:	Student Intent to Hire
Next Approver:	stuempl@ferris.edu

Review Comment History

COMMENT HISTORY



Student Employment

History Comments

Bulldog, Brutus xxx-xx-xxx

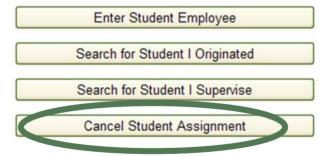
Status	Status Date	Approver's Email	Comments
Approved	06/25/2012	stuempl@ferris.edu	TEST.

Back | Originator List | New Search | Menu



STUDENT EMPLOYMENT PROCESS

Select the Desired Employment Action



Ferris Admissions Current Students Faculty & Staff Visitors Alumni & Giving Online Searching MyFSU

Myferris State University

back to
MyWORKPLACE Tab logout Ferris State University **Cancel Student Assignment** Student First Name: Student Middle Name: Student Last Name: Student Number: Timekeeping Location: 000 NONE Enter Your E-mail Address: Reason to Cancel Student Assignment: Submit Clear

KRONOS REQUIRED SIGN OFF

The Payroll Office, in conjunction with Student Employment, is in the process of creating new procedures to compliment an established policy regarding supervisor Kronos approvals. Supervisors have always been required to approve their student workers, yet this task has occasionally been forgotten. This creates a problem in that the Payroll Office "Sign Off" looks like an approval of the hours to an auditor. In truth, it is merely a way for Payroll to lock the system so student hours can be uploaded.

Federal Financial Aid regulations require that work study student's hours must be monitored and approved by their supervisors. In addition, vigilant supervisor attention to student hours in Kronos can prevent loss resulting from paying unworked hours.

In an effort to ensure that this policy is upheld, beginning July 1, 2012, students whose hours have not been approved by their supervisor will not receive a check until the hours are approved. The supervisor will need to call the Payroll Office, have a clerk lift the sign off, and then approve the hours. At that time the supervisor will be given a time to pick up the checks.

If you have any questions regarding this change, please feel free to contact the Payroll Office at ext. 2160 or Student Employment at ext. 3922.

Michael Grandy, Director of Accounting Services

IMPORTANT PAYROLL NUMBERS

Any questions regarding KRONOS

Amy Parks X-	-2	1	0	0
--------------	----	---	---	---

Sherry	Hickman	X-3892

ANY QUESTIONS?

SUPERVISING STUDENT EMPLOYEES

John Randle Manager of Student Employment The key to a positive experience for both student and employer is the effectiveness of training and supervising that takes place.

STUDENTS SEEK THE WORK EXPERIENCE TO PROVIDE

- * Opportunities for career development
- **×** Educational experiences
- * Opportunities to demonstrate social responsibility
- * Environments to serve others
- * Personal growth and skill training
- Self help income/less student loan debt

EMPLOYERS SEEK FROM THEIR STUDENT WORKERS...

Economical and effective staffing

*Opportunity to teach skills, work ethics, etc...

EXPECTATIONS

CLARITY OF EXPECTATIONS IS THE KEY

- * Without clear expectations you set yourself up for continually being amazed (dismayed).
- * People are not born understanding what is expected in your area.
- * Previous work experience doesn't count- can't generalize expectations.

EXPECTATION WORKSHEET

- Review prior to starting employment
- •Have student sign the form
 - ✓ Retain original
 - ✓ Copy to student
- State what will happen if expectations are not met

WORK WITH YOUR COLLEAGUES TO DETERMINE EXPECTATIONS WHICH MAY INCLUDE...

- * What is proper attire?
- * Who does the student report to?
- * How flexible is the schedule?
- * Are there grooming requirements?
- Can they use the phone? For what type of calls?
- * Can students use office equipment for personal use?

CONTINUED...

- Are friends/family allowed in the workplace when student is working?
- Are there secure items areas that students are not allowed in when supervisor is gone?
- If rules aren't followed, what are the consequences?
- What are the policies for missing work?
- * Are there evaluations?
- Are there times beyond the regular schedule that the student may be needed?
- * When a student finishes a task, what is expected of them?
- × Etc...

TRAINING

*Critical for students

TRAINING FOR JOB SPECIFIC SKILLS

Tools include...

- * Job description
- * Procedure manuals
- **×** Equipment manuals
- * Instructional videos and software
- * Workshops
- Conferences (free or low cost training)

THINK OF STUDENTS AS REAL STAFF MEMBERS

*You will be more likely to include them in training

METHODS OF TRAINING

ON THE JOB TRAINING

- *Does not mean "figure it out yourself".
- *Needs to be deliberate and well planned.
- *Schedule specific work station instruction.
- * Patience.

TRAINING MEETINGS

- *Groups of students or individuals
- * Promotes teamwork
- *Overcome communication problems

MODELING

- *Takes place whether you are aware or not
- Very powerful
- *What THEY see is what you get
- Exhibit high standards

COACHING

- * May need to start at square one.
 Fundamentals!
- Good coaches...
- * Teach
- * Allow practice
- Critique the practice
- * Suggest changes for improvement
- * Praise good effort
- × Promote teamwork

TRAINING FOR TRUST

- *Undertake early and review frequently
- * When training new students, include veterans
- * Explain to them that you trust them with duties that require professional behavior and that you fully expect them to live up to expectations.
- Importance of confidentiality

SUPERVISION

DEVELOPING RAPPORT

- *Feel at ease and help them feel at ease with you
- Express interest in their activities and families
- *Be patient. May take time for some

MAINTAINING IMPARTIALITY

- *Some students are easier to like
- *Avoid showing favoritism

BE A CO-LEARNER

- Be open to student's views on how to complete tasks
- You may benefit from their coursework

SHOW RESPECT

- * Separate the person from the behavior when responding to problems.
- * The behavior may not be worthy of respect but the person is.
- Confront shortfalls but don't degrade or embarrass.
- * Deal with in private.
- * Treat with respect but leave no doubt of what will occur if behavior doesn't change.

INAPPROPRIATE RELATIONSHIPS WITH STUDENTS

- * Hostile environments are unacceptable
- * Ask yourself, "if my son, daughter, brother, sister were here would I be uncomfortable?"
- * Make sure personal relationships keep a professional edge
- Don't party
- * Don't be best friends
- * Etc...

COMMUNICATING

*"I know you believe you understood what you think I said, but I am not sure you realized that what you heard is not what I meant."

EMPHASIZE NON-VERBAL COMMUNICATION

Be aware of:

- * Facial expressions
- * Eye contact or lack of it
- * Body language
- * Tone of voice

They all transmit feelings, reactions, attitudes and impressions. Avoid conveying unintentional messages.

DEVELOP LISTENING SKILLS

- *Think at 600 words/minute. Talk at 125 words/minute.
- **★** Easy for your mind to wander
- *Tend to fill in the blanks
- *Listening shows respect for thoughts and ideas

PRE-COMMUNICATION

CHECKLIST

- Stop and think it through before speaking
- * React honestly
- * Keep in mind the total impression-verbal and non-verbal
- Listen for ideas and meaning. Ask questions to make sure you understand it
- Create an uncritical atmosphere. Encourage questions
- Don't interrupt or contradict even if you disagree.
- * Point out errors courteously

MOTIVATING

DESIGN IN DEPENDENCE

- *Make your department rely on students
- *Work that trapeze without a net
- *Brings out responsibility

DESIGN IN RESPONSIBILITY

- * Delegate those back burner issues
- *Don't consider certain things as "student" tasks

MOTIVATING IS MOSTLY INTERNAL

- * Students are motivated by non pay pay
- * Being treated with consideration
- * Interesting job
- * Being complimented for good performance
- * Timely feedback/constructive criticism
- × Sense of work that matters

TREAT STUDENTS LIKE OTHER EMPLOYEES

- *Assume students to be responsible until they prove otherwise
- Certain area this can't be avoided-

Scheduling

EXTERNAL MOTIVATION

- Employment ladder that rewards initiative and good work
- *Higher pay
- *More challenging work
- *Supervisors who occasionally do the same work as students-CAUTION! You will be copied!

MOTIVATION IN LOW-LEVEL, UNPLEASANT TASKS

If work is especially boring or unpleasant the following should act as motivators...

- * Not letting others down.
- * Don't want to damage reputation as "can do" employees.
- * "It's rotten job but somebody has to do it" attitude.
- Use whatever works for you.
- * Must know your students to know what works.
- * Make it fun.
- Change things up.
- * Don't schedule hard or boring tasks for long durations.

SUPERVISORS REALLY MAKE A DIFFERENCE

- *Student work not just a means to a degree.
- *It's a significant part of the education experience.
- *Take satisfaction that you have had a positive impact.

DISCIPLINE

- Verbal Warning
- *Written Warning
- * Probation
- **×**Termination

DOCUMENTATION

*Document, document, document...
then document some more

*Be prepared to be questioned

75% OF TERMINATIONS ARE DUE TO NO SHOWS

- * Padding time cards
- * Using internet
- * Online games
- * Socializing- friends at workplace
- Coming in late
- * Suspected drunkenness
- * Disclosing confidential information
- * Attitude

REASONS FOR POOR JOB PERFORMANCE

- *Lack of knowledge
- *Lack of skills
- *Personal problems
- **x** Conflicts
- *Lack of motivation

REASONS STUDENTS DON'T COME TO WORK

- * Personality clashes
- *Poor work conditions
- * Bored
- *Don't feel needed
- *Not motivated
- Transportation/child care issues
- *Poor supervision

HOW TO BE PROACTIVE IN PROBLEM SOLVING

- Communicate with all employees including students
- Don't assume anything
- *Policy books

HOW TO BE ASSERTIVE WHEN PROBLEMS ARISE

- Confront immediately
- *Your performance depends on their performance

EVALUATIONS

- *Can do verbally or in written form.
- Example on Student Employment web page

WORK STUDY

- * Work study is need based financial aid program
- * Two sources: Federal and Ferris funded
- * How we distribute.
- Original awards go to students on a first come first serve basis.
- Work study wait list

* Where we stand:		
	11/12	12/13
FWS	659,408	637,768
FSU:	120,000	300,000

WORK STUDY CONTINUED

- * For hourly wages only
- * Grad, undergrad, professional
- * Community service requirement

WORK STUDY CONTINUED...

- *Job descriptions
- * Job posting requirements
- * No FICA if enrolled half time or more
- Doesn't count against you for financial aid purposes
- * Typically high numbers of jobs available

TRACKING WORK STUDY

BALANCES

- * Make sure you are aware of what account students are getting paid from.
- Department earnings reports sent out every pay period.
- * Other reports can be requested
- Notified when students are within \$200 of earning limit and when they run out.

NON-FINANCIAL AID

- * (Non-work study)
- * Does count against you for financial aid purposes
- * No FICA if enrolled at least half time
- Entirely funded through departmental budget
- * Typically has fewer jobs available

SUMMER EMPLOYMENT

- * FICA
- **×**5.65%
- *Non-enrollment
- *Less than half time enrollment

*(\$7.40 on campus = \$8.00 off campus)

CRIMINAL BACKGROUND CHECKS

- Must be for everyone in a given group
- Cant pick and choose
- No exceptions

STUDENT DRIVING REQUIREMENTS

- * FSU vehicles
- * Must have valid drivers license
- Must have less than 6 points
- * Must not have had an OUIL, DUID, Driving impaired, or Reckless Driving offense in the last three years.
- Must not have had driver's licenses suspended for a traffic related violation in the last three years.
- Must not have had two or more at fault accidents in the last three years.
- Must not have been convicted of a crime using a motor vehicle
- Send names and drivers license #'s of students who drive Ferris vehicles to Chris Weber.

POSTING REQUIREMENTS

- *Michigan Minimum wage poster
- *Youth employment standards

STIPENDS/ ONE TIME PAYS

- *Ferris does not recognize stipends
- Still must meet minimum wage requirements
- **★** Overtime regulations still apply



- * How we determine wages
- * Volunteering
- > Must be clear
- > Sign "volunteer" letter
- * Student employment handbook
- * Internships/ co-ops

MORE MISC...

Breaks/Lunches

- * Not required*
- No student policy
- * Use common sense
- * Not to be used to leave early and arrive late
- View posted jobs on MYFSU
- * Adding/changing job titles and descriptions
- Notification of students over 26 hours and student less than half time.
- *Refer to MI Department of Labor requirements for minors.