



STUDENT EMPLOYMENT SUPERVISOR MANUAL

Types of Work Study:

Northern Kentucky University administers the Federal and Institutional work study programs in accordance with the laws, federal and state regulations and instructions issued by or on behalf of the U.S. Department of Education and the U.S. Department of Labor, as well as our own institutional policies.

The **Federal Work Study (FWS)** program provides many departments on campus with funds to hire student workers with financial need. In order for the department to use this type of money, the students must qualify for and be awarded need based FWS aid. It is important for a student to complete their [Free Application for Federal Student Aid](#) (FAFSA) early and indicate that they are interested in receiving Federal Work Study. Once processed, students can check their financial aid to see if they were awarded FWS funds.

Institutional Work Study (IWS) is used when departments on campus hire students and use institutional funds to pay their salaries. These positions are based on the availability of funds in each department and do not depend on any financial need.

Student Requirements:

Determining a Student's Work Study Status:

The type of Work Study that a student is eligible for is able to be verified by the Office of Financial Assistance. Students who are not aware of their Work Study Status can fill out the online [student employment verification request form](#).

Enrollment:

NKU policy dictates that student workers must be enrolled for at least six (6) credit hours during the fall and spring semester. The student does not have to be enrolled in classes during the summer to maintain summer employment for a department, but must have been enrolled in the previous spring or intend to enroll for the upcoming fall.

US citizens are allowed to work a maximum of 25 hours a week during the Academic year and a maximum of 35 hours a week during the summer session and break sessions from school- Spring and Winter breaks.

International Students:

International students (F-1 status holders) are allowed to work up to a maximum of 20 hours a week during the academic year and must be enrolled in a minimum of twelve (12) hours per semester. Students may work up to 20 hours a week during the summer, if they are enrolled in six (6) or more credit hours. During official school breaks, students may work on campus up to 35 hours per week if they intend to return the following semester. The official breaks are Summer break, Spring break, Winter break as defined by the academic calendar.

Here is additional information on international student employment.

<https://inside.nku.edu/internationalstudents/immigration-information/f-1-immigration-information/student-employment.html>

Satisfactory Academic Progress Policy:

All FWS students must be meeting SAP- 2.0 GPA in 67% of their classes (determined by year) to remain in their FWS status. Please contact the Financial Aid office for additional questions on SAP.

Exams and Graduating Students:

A student employee is not able to work during a scheduled class or exam time period. A graduating student is able to work until the last Friday of exam week.

SUPERVISORS HIRING PROCEDURES

In order to post a position, you must be set up as a student hiring manager. If you do not have this access, please contact Human Resources hr@nku.edu or 859-572-5200.

Here is the [PeopleAdmin tutorial](#) to post a student position.

Students are not permitted to work until their background check has been completed and is clear. If a hiring proposal was not created through PeopleAdmin, hiring departments should send email to Ophelia Marks marks@nku.edu and Lauren Franzen franzenla@nku.edu giving the name and email address of the student. If the student is currently working on campus (and being paid through payroll) another background check is not needed.

1. After receiving the background check. Complete the following New Hire Paperwork. After completion, email the New Hire Paperwork to Student Employment (stuemployment@nku.edu). Due to the high nature of sensitive information included in the New Hire Paperwork, it is advised to utilize an [encrypted email](#).
 - [Employee Data Sheet](#)
 - [Student Hire PAR](#)
 - [Employment Eligibility Verification I-9 Form](#)
 - [Employee Authorization Agreement Direct Deposit](#)
 - [Student Lunch Waiver](#)
 - [Student Responsibilities](#)
 - [Supervisor Responsibilities](#)

Make sure to **include the proper state tax forms** in the New Hire Paperwork

- [W-4 Tax Form](#)

- [Ohio Tax Form](#)
- [Indiana Tax Form](#)
- [Kentucky and/or any other state. Do not use for OH or IN](#)

2. If employment is severed with a student, please complete the [separation process](#) electronically via MyNKU Manager Self-Service link.

To ensure timely processing, confirm that all New Hire Paperwork is completed and sent to student employment. When the completed packet is processed, the hiring department representative that submitted the paperwork will receive an email with the student's personnel number confirmation the student can begin working.

If paperwork is not completed properly, it will be returned to the supervisor with a checklist of missing documents. The student will not have the ability to enter worked time; and will delay the student being put on payroll and receiving a paycheck.

PAR DETAILS

- Position Number
 - Ties the student to a department, cost center, IWS/FWS etc.
 - Can be found on Labor Distribution or PBC reports or by calling Human Resources or Student Financial Assistance Office
- The number of hours per week (along with hourly rate) gives the encumbrance for a student
 - PBC calculation = Hourly rate x FTE x # of pay periods left in the fiscal year
 - The liquidation is based on the estimates NOT actual payroll
 - Encumbrances will stop at the students PAR "End Date". See below for more information.
 - Retroactive hires will get picked up for PBC from their entry into the system forward
- The End Date on PARS, both paper and electronic, **must be accurate**.
 - This end date should be the students last expected day of employment.
 - Students will not be authorized to work past the listed end date on the PAR, unless a new PAR is submitted to extend end date.
 - Students will not receive pay for any hours entered after the listed end date, unless a new PAR is submitted to extend end date.
- For questions regarding the encumbrance calculations, including how the PAR data is incorporated into the calculation, please contact the Senior Analyst of Budget and HR Integration in the Office of Financial Services.
- Grant/Cost Overrides – If there is a grant or cost center override, it is important to provide the grant number and cost center. In addition, it is mandatory to provide a start and end date of the grant cost center override on the PAR. This may or may not be different from the students end of assignment date. For questions regarding grants or cost overrides please contact the Senior Analyst of Budget and HR Integration in the Office of Financial Services.