



# Student Employee Manual

## **2024-2025 School Year**

On-Campus Student Employment  
& Federal Work-Study

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## Introduction

National studies indicate that students who work part-time on campus do as well as (if not better) academically than their non-working peers. At Goshen College, we believe having a part-time position on-campus for no more than 10 hours a week is an important part of the educational process and allows students to develop skills, provides a greater understanding of the world of employment, and assists with meeting financial responsibilities.

The Career Networks office manages on-campus job openings via the online job and internship bank, located at [www.goshen.edu/jobs](http://www.goshen.edu/jobs). This is the primary resource for all known positions, providing an efficient mechanism for students and departmental employers to intersect. To comply with Equal Opportunity guidelines, hiring departments are required to post their openings on the job bank.

Additional resources for all facets of the hiring process, including job description templates, applications, evaluation forms, and this manual can be found online in the Hiring Students section of the Faculty/Staff tab at [www.goshen.edu/careerserv](http://www.goshen.edu/careerserv).

Please contact the Career Networks office with any questions regarding the student employee program.



David Kendall  
Director of Career Networks

## Purpose of this manual

The Student Employment Manual provides information for students and their departmental employers regarding student employment policy for Goshen College, including federal Work-Study jobs. Corrections, changes, or suggestions may be sent to [davidk15@goshen.edu](mailto:davidk15@goshen.edu) (David Kendall, Director of Career Networks).

This manual is for informational purposes only and is not intended to be, and should not be interpreted as, a contract between the college and any employee. Goshen College reserves the right to add, amend, or revoke any of the contained rules, policies, regulations, and instructions or incorporate additional ones, with or without notice, as circumstances or the good of the college may require. *Failure to read this manual does not exempt student employees from adhering to the policies and requirements described herein.*

Note: Unless otherwise specified, the information applies to both work-study positions and to on-campus student employment positions that are not subsidized by the federal work-study program.

## Conditions of Employment

Goshen College makes every effort to employ as many students as possible, but there is no guarantee that a student will find a position. In an effort to give priority to the students with the greatest financial need, departments will give preference to hiring students eligible for federal Work-Study and international students.

### Domestic Students (U.S. Citizens):

The following criteria are required for an individual to be paid as a student employee of Goshen College working on-campus:

- Must be a degree seeking undergraduate, enrolled in either a full-time or part-time program.
- Incoming first-year students are eligible to work the summer before their first semester, as long as they are in a paid deposit status and have received a Goshen College account.
- Current students are eligible to work during the summer if enrolled in summer classes or identified by the Registrar's office as eligible to register for the upcoming fall semester.

A student meeting the above criteria will maintain eligibility for student employment until her/his graduation or withdrawal from school.

### International Students:

For legal **on-campus** employment, an international student must:

- Have a current F-1 SEVIS status.
- Obtain an original social security card

International students cannot be paid until they have a social security card. They may work up to 20 hours per week when school is in session and up to 40 hours per week during breaks and summer. To be eligible to work over the summer, international students must be enrolled in summer courses or be enrolled full-time for the fall semester.

For legal **off-campus** employment, an international student must:

- Possess an F-1 visa with a special work permit, or
- Be doing an approved internship that is a required part of their degree program.
- Students may also not volunteer off campus, unless very special circumstances are met.

Federal and state taxes are withheld, but social security and Medicare taxes are not withheld.

Please note that there can be severe ramifications for your F-1 student status if you **work or volunteer** off-campus without proper authorization. **Always confirm your plans** with the international student advisor, **prior** to working or volunteering.

For questions regarding employment of international students, contact:

Dan Koop Liechty, Ph.D., International Student Advisor

Administration 01

(574) 535-7002, [dankl@goshen.edu](mailto:dankl@goshen.edu)



## Student Employment Hiring & Orientation Checklist

All information applies to students with and without federal Work-Study eligibility.

### Student

Obtain, complete, and return the following paperwork (please provide originals and not photos):

- Original Social Security card, show to *Accounting office (AD 10)*
- I-9 (Federal Employment Eligibility Form), *Accounting office*
- W-4. WH-4 (Federal, State, City Income Tax Forms), *Accounting office*
- [Vehicle Driver's Application](#) (if needed), *Physical Plant*
- Student Direct Deposit Form

### Supervisor

- Deactivate your job posting on the [GC Job and Internship Bank](#) (goshen.edu/jobs)
- Add the student to your department's payroll through GC Online

### Supervisor and student review together

Job description and duties:

- Student receives a copy of the job description
- Review how to complete basic duties and any special procedures
- Review use of telephones, computers and office equipment

Working hours:

- Schedule working hours per week
- Review department policy on attendance, arriving late, illness, and absence

Online timecards and payroll:

- Review timecard feature of GC Online and how to complete
- Student's responsibility vs. supervisor's responsibility (submission and approval)
- Date of first paycheck (last Wednesday of each month except December)
- Confirm student's hourly pay rate (see new pay scale for student employees)

Other:

- Confidentiality and importance of not sharing confidential information of any kind
- Additional departmental policies (appearance/dress, food, breaks, etc.)
- Awareness of Student Employee Manual (online at goshen.edu/careerserv)

## Accounting Documents

After getting a job and being set up as an employee by their supervisor, the following documents must be obtained and completed thoroughly and accurately before a student can get paid for working on campus.

### Social Security Card

All domestic and international students must have a valid social security card to be eligible for student employment. Present the original card to the Accounting office when turning in the other forms listed below. International students should speak with the international student advisor, Dan Koop Liechty, if they have questions (ext. 7002, [dankl@goshen.edu](mailto:dankl@goshen.edu)).

### Complete these forms and bring them to the Accounting Office (AD 10):

#### W4 [Click here to complete online](#)

Complete this form so the Accounting office can withhold the correct federal income tax. Many students are exempt from withholding, but must complete a W-4 to indicate their exemption. Students may ask the Accounting office for assistance in completing the form if they are not certain about their withholding status. **International students:** [click here for special W-4 instructions just for you](#).

**WH-4** [Click here to download and complete](#) This form serves the same purpose as the W-4, but for state and county income tax holding.

#### I-9, Employment Eligibility Verification [Click here to print and complete the form](#)

Required for all employees in order to comply with federal law (the Immigration Reform and Control Act of 1986). The student employee must provide original, current (unexpired) documentation which establishes both identity and employment eligibility. The student employee must complete Section 1 Employee Information and Verification and sign in ink. The signed form should be turned in to Accounting, who will complete Section 2 after viewing your identification cards and other documents required by the form.

**Direct Deposit Form** [Click here to print and complete the form](#) Student workers complete this form to receive their paycheck.

### New Health Insurance Form

New student employees are required to read over the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" form in the Accounting Office, AD 10, and sign a log sheet indicating they have received it.

### Driver's Form (Physical Plant)

Completed by students who will be required to drive a college vehicle as part of their job responsibilities.

### Name and Address Change (Registrar's Office, AD 14)

For permanent address or name changes, see the Registrar's Office. However, if there is a change in address to which paychecks should be mailed, also notify the Accounting Office.

## Guidelines for Wages & Hours

### Maximum Hours of Work

Student employees are first and foremost students. In recognition of this, all full-time students (including international students) are limited to no more than a total of 20 hours of work per week, with 10 hours being a recommended maximum amount. This also allows a more equitable distribution of student jobs.

### Working During Semester Breaks and Summers

All students can work full-time on-campus during breaks and summers (if not enrolled in classes), provided that they were enrolled during the semester preceding break and will be enrolled in the semester following the break. Federal Work-Study positions are not available during these times.

### Student Wages

All campus jobs have a base wage of at least \$9.25 per hour. On-campus jobs at Goshen College fall into three distinct categories or tiers. These tiers must be explicitly named in the job description with a rationale that explains why the position belongs in the designated tier.

As of January 1, 2022, each tier level can provide a .25¢ pay raise based on a departmental/student worker evaluation process offered at the end of a semester or at an evaluation period decided upon by the hiring department. Not all on-campus jobs have pathways to the higher tiers. If you have questions about whether the department you're seeking employment in offers all three advancement tiers, make sure to ask someone.

The tier process will be implemented when a job description and a standard student evaluation form has been approved by the Vice President of Finance.

Please see descriptions of each tier ranking below.

- Tier 1 - *Basic Skills* - Starts at the base wage of \$9.25.
  - These jobs require basic skills and a degree of training, but are considered entry level positions.
- Tier 2 - *Advanced Skills and Leadership* - Starts at the base wage of \$10.25.
  - These jobs require advanced skills and offer students a possibility for some leadership and higher level training.
- Tier 3 - *Leadership and Decision Making* - Starts at the base wage of \$11.25.
  - This tier requires a lot from the student in terms of advanced skills, leadership (possibly training other employees) and making departmental decisions. This tier is where a student's potential for earning is capped at \$12.00 per hour.

## Overtime and Benefits

The Bureau of Labor and Industries requires that non-exempt employees be paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked in excess of 40 hours in one week. Student employees are not eligible to earn compensation time and receive no paid leave for holidays, vacations, sick leave, or any other time off.

## Online Time Cards

- Time cards are completed through GC Online. Students should update their time card at the end of each work day. Paychecks are issued once per month on the last Wednesday. Time cards must be filled by 5pm the Wednesday preceding payday to receive payment.
- If time cards are not turned in by the deadline, the unpaid hours will be included on the student's next paycheck.
- Time cards need to be approved by the supervisor and filled out properly and completely. If the time card is not completed properly there may be a delay in payment.
- Students may make changes on time cards prior to approval by the supervisor. If a student needs to make changes after approval is given, contact the supervisor directly.

Student employees are expected to accurately report hours on time cards. The supervisor's approval certifies that the hours worked are correct. Falsified time cards are grounds for disciplinary action up to and including dismissal.

If you have questions about time cards, contact Janelle Martin in the Accounting office at (574) 535-7513.

## Expectations for Student Employees

Every on-campus position is a valued contribution to the operation of Goshen College. In addition, any paid position on campus is also a real job, one that can be used on a résumé, provide important employee references, and valuable experience required by today's employers. Take it seriously!

As a student employee, you are a representative of Goshen College, both on and off of campus. **Remember that what you say, how you dress, and how you act have the potential for both positive and negative impact on future employment.**

In accepting this position, you have assumed certain rights and responsibilities for which you will be held accountable. So that you may have a clear understanding of what is expected of you, the following expectations are outlined below.



## **Your rights as a student employee:**

- To be treated equitably and fairly by your supervisor and Goshen College.
- To know what's expected of you concerning your work schedule, duties, and other requirements made by your supervisor.
- To receive pay on the established schedule according to your hours worked, submitted, and approved by your supervisor.
- To be informed about your work performance through verbal communication and performance evaluations.
- To receive an explanation if you are terminated.

## **Your responsibilities as a student employee:**

### **Attendance**

- Report to work on time; ready to start working at the scheduled time. Let your supervisor know when you arrive for work.
- If you need to miss work for any reason, request permission from your supervisor well in advance.
- In case of an emergency or sudden illness, contact your supervisor within 30 minutes of your scheduled start time or as soon as possible. Your supervisor can answer questions about appropriate reasons and situations for missing work.
- Making up time for excused absences is at the discretion of the supervisor.

### **Appearance/Dress**

- Dress appropriately for your job as specified by your supervisor. In general, brief shorts, tank tops, mid-drift tops, workout pants/leggings, torn jeans, or bare feet are not acceptable office attire.

### **Competency**

- Always perform your assigned duties to the best of your ability.
- Follow instructions correctly and completely.
- If instructions are not clear, ask for clarification in order to complete each task accurately.
- If you are not able to complete an assignment because you don't have the necessary skills, tell your supervisor immediately.

### **Confidentiality**

- Confidential information includes: student records (grades), financial information, disciplinary information, social security numbers, address and phone numbers, or other personal information.
- Do not release or share confidential information about other students to anyone, including family members of the student, either by phone or in person. Unauthorized release of confidential information is a serious violation of the Family Rights and Privacy Act (FERPA).
- Do not discuss department issues with anyone outside the department.
- Do not remove files or other materials from the workplace.
- Respect the records as if they contained your own personal information.

## **Public Relations**

Student employees represent Goshen College while at work. Listen carefully and give clear and polite responses to other students, Goshen College employees, and visitors. Make every effort to conduct yourself in a friendly, professional manner.

## **Attitude and Work Ethic**

- Remember that all work is valuable and offers important skills to be learned for future jobs.
- Report for work during your scheduled hours and do the work assigned by your supervisor. They depend on you!
- Extended personal phone calls and personal visitors to the workplace, as well as conducting personal business such as paying bills, checking email, corresponding by instant messaging and texting, and doing homework during work hours is considered inappropriate.
- Respond positively to constructive criticism.
- Establish good working relationships with your supervisor and other student coworkers.
- Always follow Goshen College and department policies and procedures.

## **Drug Free Workplace**

The Drug Free Workplace Act requires employers who contract with or receive grants from federal agencies to certify that they will meet certain requirements by providing a drug free workplace. No employee shall unlawfully manufacture, distribute, process, or use a controlled substance in the workplace. Violations will result in disciplinary action which may include, but is not limited to, suspension or termination.

## **Equipment and Supplies**

Equipment and supplies are to be used only for official college business. Use equipment only after receiving instructions and always keeping safety in mind.

## **Food**

Generally, food is not permitted near computers and may not be permitted at all in some work settings. Check with your supervisor for what is appropriate for your work setting.

## **Breaks**

Depending on your schedule, you may or may not qualify for breaks. For example, if your shift is four hours or less, you would most likely not get to take a break. Check with your supervisor about the length and frequency of breaks you may take.

## **Quitting/Termination**

As a student employee, you need to give your supervisor two weeks notice before quitting your job. This is considerate and gives your employer adequate time to find a replacement for you. Remember that your supervisor may be giving you a work reference in the future, so be careful not to “burn your bridges,” doing something that harms your relationship. Any student employee who consistently does not meet departmental work expectations may be terminated at the request of the employing department.

### **Actions which may result in disciplinary action:**

- Prioritizing homework or personal tasks before assigned duties
- Excessive lateness or absences
- Sloppy or unclean appearance or Not adhering to the dress policy
- Carelessness or lack of attention that results in injury to person, property, or public relations
- Inappropriate conduct including profanity, sexual misconduct and harassment
- Failure to work harmoniously with other employees
- Failure to serve the public with courtesy
- Sleeping on duty
- Excessive use of phone or personal device for purposes unrelated to job tasks

### **Actions which are grounds for immediate termination:**

- Breach of confidentiality
- Theft
- Physical violence, obscene language, or severe harassment when dealing with public or other staff members
- Being under the influence of drugs or alcohol while on duty
- Falsification of online time cards

## **Sexual and Other Harassment**

Communications and actions in the workplace which come within the definition of sexual harassment will not be tolerated. Examples are: unwelcome sexual advances, either verbal or physical, where:

- Submission to the advances is a term of condition or employment;
- Submission to or rejection of the advances is used as the basis for making employment decisions; or
- Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Racial or other harassment of employees or students based on the individual's background, religion, creed, or sexual orientation will not be tolerated.

This is an excerpt from the Goshen College Policy & Procedures for Sexual Harassment. To view the GC Title IX policy in its entirety, go to

<https://drive.google.com/file/d/183zYQicM9Xu3l0Fo18JpDSjcFZO7DjxT/view>.

If you feel you are being harassed sexually or in any other matter:

- Say NO! Say it firmly, without smiling or apologizing. Ignoring the situation will seldom make it go away.

- Write down and keep a record of what occurred. Include direct quotes, witnesses, and patterns to the harassing behavior. Save any cards, letters, or email messages sent, however harmless they may seem.
- Take action! Talk to someone you trust and inform them of the situation. This could be a friend, supervisor, professor, or someone from the list below.

## Who can I go to?

Patty Hartshorn, Director of Health and Wellness & Title IX Coordinator  
(574) 535-7484  
[phartshorn@goshen.edu](mailto:phartshorn@goshen.edu)

Marlene Penner, Director of Human Resources  
*located in the basement of the Administration Building during Westlawn Renovation.*  
(574) 535-7507

## Contact Information

For questions about **payroll** and the **paperwork process**:

Janelle Martin, Accounts Receivable Clerk  
Administrative Building, AD 10  
(574) 535-7513  
[janellem@goshen.edu](mailto:janellem@goshen.edu)

For questions about **Federal Work-Study**:

Matt Wimmer, Director of Student Financial Aid  
Administration Building, 14E  
(574) 535-7525  
[mdwimmer@goshen.edu](mailto:mdwimmer@goshen.edu)

For questions about **on-campus student employment**:

David Kendall, Director of Career Networks  
Newcomer Center, Office 33  
(574) 535-7789  
[davidk15@goshen.edu](mailto:davidk15@goshen.edu)

For questions about **international students**:

Dan Koop Liechty, Ph.D., International Student Advisor  
Administration Building, 01  
(574) 535-7002  
[dankl@goshen.edu](mailto:dankl@goshen.edu)

Currently available on- and off-campus jobs can be viewed at [www.goshen.edu/jobs](http://www.goshen.edu/jobs)

## **Work-Study and Financial Aid**

1. Each year, the Financial Aid office will publish and deliver a comprehensive list of students who are eligible for federal Work-Study money. Each fall, departments will be required to fill open student positions with ONLY Work-Study eligible students, until all Work-Study eligible students have secured positions and enough hours projected over the year to fulfill their Work-Study amounts (\$1,000/yr). Through the GC Job and Internship Bank, the Career Networks office will stay in the loop of knowing all positions that are available and are waiting to be filled.
2. Exceptions to #1 must have VP approval, i.e. for those departments where special skills are needed and may not be available in the Work-Study pool.
3. VP members will also work with their departments to ensure that at least 25% of jobs in their departments each year are not filled until the fall semester, thus ensuring that new students (first year students and transfer students) opportunities to obtain appropriate campus jobs.
4. International students will be treated as if they are Work-Study eligible for purposes of having first access to jobs per #1 and will be included on the 'eligibility' list prepared by the Financial Aid office.

Updated: May 13, 2024

## Goshen College Authorization Agreement For Direct Deposit (ACH Credits)

**This authorization is required** in order for Goshen College to make payroll deposits directly into your bank account, as well as for student financial aid refunds and expense reimbursements.

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I hereby authorize Goshen College to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my *(select one below)*

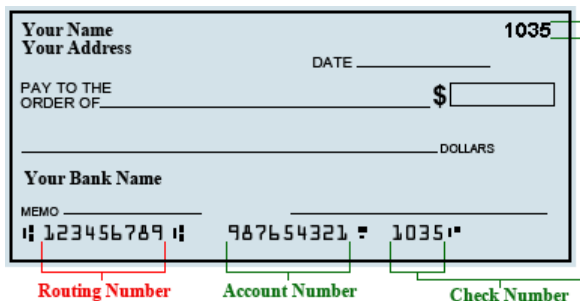
\_\_\_\_\_ **Checking account**                      \_\_\_\_\_ **Savings Account**

and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

**Financial Institution/Bank Name** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Routing # (9 digits)** \_\_\_\_\_ **Account #** \_\_\_\_\_



This authority is to remain in full force and effect until Goshen College has received written notification from me of its termination in such a time and manner as to afford Goshen College and DEPOSITORY a reasonable opportunity to act on it.

**Name** \_\_\_\_\_ **GC ID#** \_\_\_\_\_  
(please print)

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

# Student Employee Manual

## Acknowledgement of Receipt

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Student Name

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Position Title

I have read and understand the rules and expectations regarding on-campus student employment that have been set forth before me. I have a full understanding of this student employment position and will arrive at work ready to complete my assigned tasks.

I also acknowledge that my supervisor reviewed key points of the Student Employee Manual with me, informed me where to find the full-text version online, and encouraged me to thoroughly read the manual.

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Student's signature

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Supervisor's signature