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Contact List

Office of Financial Aid
Adrienne Hall
study contracts
Phone: 603-897-8510
Employment website
Fax: 603-897-8810
supervisors
Email: finaid@rivier.edu
employees
www.rivier.edu/finaid

- Awards work-study
- Processes and maintains work
- Maintains the Work Study
- Holds annual training for
- Holds training for new student

Office of Human Resources
employees
Malloy Hall
Phone: 603-897-8717
Email: hr@rivier.edu
Opportunities
www.rivier.edu/hr

- Participates in training new student
- Processes and maintains I9s
- Processes W4s
- Processes Summer Employment
- Drug and Alcohol Policy
- Anti-Discrimination Policy
- Workplace Violence

Payroll Office
Florence Hall
Phone: 603-897-8221
Email: jwesinger@rivier.edu
Verifications

- Maintains W4s
- Processes and releases paychecks
- Processes Direct Deposit Forms
- Processes Employment
- Sends out W-2s
Work Study Program

The work study program at Rivier University provides job opportunities to students, allowing them to earn money to help pay for educational and personal expenses. Employment includes on-campus positions as well as community service-based positions.

Work Study Program Objectives and Benefits

- To assist students in meeting educational and personal costs.
- To assist students in gaining valuable work experience
- Earnings are not factored in as income when applying for financial aid for future years.
- Working on campus helps students become more familiar with the Rivier University Community
- Students are shown to have a more solid connection to the university

Work Study Qualifications

In order to qualify for work study, a student must meet the following qualifications:

- Be enrolled at least half-time
- Maintain at least a 2.0 cumulative GPA
- Be a U.S. citizen, permanent resident or eligible non-citizen

Students can hold multiple positions at a time as long as they do not interfere with each other or their classes. Their first job is to be a student.

Work Study Policies and Procedures

Work Study Awards

All new resident students are awarded work study as part of their original award package. Returning students are not awarded work study as part of their package. Once they have found a job and completed a contract the amount of the contract will be added to their award. Students cannot work more than 19.5 hours per week.
Award Increase, Cancellation or Reduction

A student’s award may be increased per supervisor request in writing and when funds are available. The Director of the Financial Aid Office will make the final determination on a case-by-case basis. A student’s award may be cancelled or reduced based on the other funding needed to satisfy a student’s account in the Business Office.

Work Study Earnings and Timesheets

Student workers are paid $7.25/hour. They are paid in quarter-hour increments.

Timesheets for work study students are bi-weekly on a predetermined schedule set by the Payroll Office. Timesheets are reviewed for accuracy and signed off by the appropriate supervisor. If timesheets are not submitted on time or are not complete, the student will not be paid until the next pay period.

Students and supervisors should not be “pre-signing” blank timesheets. Timesheets must be filled in on each day worked and signed by the student on the first day they have hours to log. The supervisor should sign at the end of the pay period. Supervisors must be able to verify hours worked. Anyone who falsifies a timesheet will be subject to consequences by the Office of Human Resources up to and including termination.

Students can choose either to receive a paycheck or to enroll in Direct Deposit. If they choose Direct Deposit, paperwork needs to be completed with the Payroll Office (located in Florence Hall). Students must provide a voided check to Payroll when completing the paperwork. Resident students who do not enroll in Direct Deposit will have their paychecks put in their campus mailbox. Commuter students’ check will get mailed to their home addresses.

FALL 2012 SEMESTER

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New Hire Paperwork

A new student worker must complete the necessary paperwork before beginning their employment (including paid training). The required federal documents are completed with The Office of Human Resources located in Malloy Hall.

I9: This form is required for the University to document that each new employee is authorized to work in the United States. This form is completed once a student has a completed contract with a department and before the student begins working. To complete the I9, students must provide identification documents. These documents must be in original form. No copies will be accepted.

W4: This form is required so that the Payroll Office can deduct the correct amount of income tax from an employee’s pay.

Work Study Orientation

Each student who works on campus must attend Work Study Orientation. This orientation is offered once per academic year during move in weekend. If a student was unable to attend the orientation or did not think at the time they were interested in work study and now would like a job, they must complete the online orientation course. Once the Financial Aid Office has received confirmation of the student passing the course, the student will be able to complete the necessary paperwork and begin their employment.
Work Study Contracts

Rivier University requires a work study contract for each department for which a student works. A new contract needs to be completed for each semester. The purpose of the contract is to accurately reflect the amount of hours a student will be working for the department and how much they will earn throughout the semester. Once completed by the student and supervisor, it needs to be sent to the Office of Financial Aid for approval. Once approved, a copy will be sent back to the supervisor along with a copy to the payroll office. If the student has not yet completed an I9, W4 and/or confidentiality statement, the contract will be held until the forms are completed. If they haven’t already, students also must complete Work Study Orientation. Once everything is in place and the supervisor has received the contract back, the student can begin working.

Work Study Confidentiality and Code of Conduct Agreements

Rivier University requires confidentiality and code of conduct agreements for each student worker. This form will be distributed and collected by the Financial Aid Office. This form needs to be completed annually. This reinforces the sensitivity of the information to which student employees have access. The form will be housed in the Office of Financial Aid.

Hours Worked and Break Times

If the student is working between four and five hours, they are entitled to a 10 minute paid break. If a student works more than five hours, they are required to take a 30 minute lunch/dinner break. This break is unpaid and must be reported on the student’s timesheet.

Periods of Employment

Students are hired by semester. Students can work between the dates that are predetermined by the Payroll Office and outlined in the Payroll Schedule.

Summer Employment works differently. Please check with the Office of Human Resources for further information about summer employment.

Volunteering at Work

The Fair Labor Standards Act of 1938, as amended, prohibits Rivier University from accepting voluntary services from any paid employee. Work Study employees MAY NOT volunteer hours at their work study job.
Code of Conduct

As a student employee, you are expected to behave in a professional manner. This includes:

- Developing a positive relationship with your supervisor and other student workers in your office/department.
- Performing your job assignment in a serious and responsible manner.
- Following a predetermined work schedule that is acceptable to both you and your supervisor.
- Notifying your supervisor as soon as possible when illness or other circumstances prevent you from working and finding a substitute if necessary. Your position is very valuable to the efficiency and operation of the University.
- Dressing appropriately, being dependable and prompt and conducting yourself in a business-like manner. If you are in high-visibility area, you should consult your supervisor for the appropriate dress code.
- Discussing any work-related problems with the appropriate supervisor.
- Giving your supervisor at least one week’s notice before leaving a position.
- Not working more than the amount of hours stated in your contract.
- Using Rivier’s equipment or office supplies for work purposes only—no personal use.

Student employees must also adhere to the following terms:

- Student records are not to be removed from any Rivier office unless requested to do so by the appropriate supervisor.
- Student employees who are granted access to student record information are accountable for the protection of the information and its contents while it is in their possession.
- Student employees are prohibited from accessing or discussing personal record information of friends or peers.