



Student Employee Handbook

Student Financial Services

Adrienne Hall Room 108

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Nashua, NH 03060

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Email: finaid@rivier.edu

www.rivier.edu/finaid

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Contact List

Office of Student Financial Services
Adrienne Hall
Phone: 603-897-8510
Fax: 603-897-8810
Email: finaid@rivier.edu
www.rivier.edu/finaid

- Awards Student Employment
- Processes and maintains Student Employment forms
- Maintains the Student Employment website

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

- Processes and maintains Student Employment forms
- Processes and maintains I9s
- Processes W4s
- Processes Summer Employment Opportunities
- Drug and Alcohol Policy
- Anti-Discrimination Policy
- Workplace Violence
- Holds annual training for supervisors

Payroll Office
Molloy Hall
Phone: 603-897-8221
Email: payroll@rivier.edu

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

Student Employment Program

The Student Employment 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.

Student Employment 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.

Student Employment Qualifications

In order to qualify for student employment, 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.

Student Employment Policies and Procedures

Student Employment Offer Letter

Each student who works on campus must receive an offer letter from their supervisor. An offer letter is required for each job a student works. The offer letter outlines the job being offered, number of hours per week and total amount of money the student will earn (if completing all hours for which the student is hired). It also outlines the expectations of the students including confidentiality and conduct. Once the offer letter is provided to the student, the student must

bring the letter to the Office of Human Resources, located in Molloy Hall, to have it signed off that they have completed their I9 and W4. The student then brings the offer letter to the Office of Student Financial Services to have the amount of projected earnings approved in their budget. Once all constituencies have signed off on the letter, the student can begin working.

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 Molloy 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 an offer letter 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.

Student Employment Financial Aid Awards

All new students are awarded student employment as part of their original award package. Returning students are not awarded student employment as part of their package. Once students have received an offer letter from their supervisor and have been signed off by the Office of Human Resources as having completed their I9 and W4, the Student Financial Services Office will add student employment funds to their award package. Students cannot work more than 19.5 hours per week.

Award Increase, Cancellation or Reduction

If the offer letter exceeds the amount of money a student can have in student employment earnings based on their Financial Aid Cost of Attendance, the offer letter will be rejected by the Office of Student Financial Services. A new offer letter can be given for a lesser amount, assuming the student has any room in their budget.

If, during the year, a student needs to increase or decrease their hours with a department, a revised offer letter needs to be created with the supervisor and again, signed off by the Office of Student Financial Services before a student can make any changes to their employment.

Student Employment Earnings and Timesheets

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

Timesheets for student employment 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. Timesheets must be submitted according to the pay schedule.

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 Molloy 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’ checks will get mailed to their home addresses.

The academic year payroll schedule can be found at:

<http://www.rivier.edu/admissions.aspx?menu=98&id=1142&act=1137>

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 the year. 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. Student employment employees MAY NOT volunteer hours at their student employment 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 offer letter.
- 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.