Tulane University
Student Employment Handbook
2014 -2015
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Student Employment Work Rules

The following rules apply to all student-workers in all jobs whether or not they are associated with the Federal Work Study program.

Work during classes
Students are not permitted to work during class time even if a class is cancelled. All student-workers must provide their supervisors with official class schedules at the beginning of each enrollment term.

Maximum work hours
During the academic year, students may work a maximum of 20 hours per week regardless of the number of jobs he or she had. If a student has more than one job, the total hours worked at all jobs may not exceed 20 per week. During summer, students may work up to 37.5 hours per week. Students are allowed a maximum of 1 work study job and 2 non work study jobs.

Biweekly pay schedule
Payment for jobs with hourly rates occurs on a biweekly schedule. The payroll biweekly pay calendar is located on the Student Employment webpage.

Honesty in reporting hours
In accordance with Federal Regulations, and Tulane’s student integrity policy, honesty in hours worked is required. Any student who reports time for payment that was not actually worked will be reported to the Office of Student Affairs or the Office of Financial Aid. These students are subject to termination from their jobs.

• Student-workers will record work time using the Kronos system.
• Supervisors or departmental administrators will instruct student-workers on using the Kronos system.
• If a student forgets to log in to Kronos for a shift, a time correction form must be submitted to the Payroll Department no later than the last day of the pay period during which the shift was worked.
• Students may not elect to postpone payments to a later pay period. They are expected to comply with timekeeping requirements.

Payment via direct deposit
All Tulane employees are required to make arrangements for direct deposit to receive payroll payments. Student-workers must complete the Authorization for Direct Deposit form; along with their other hiring forms (addressed in the next section) Biweekly payments are deposited directly into students’ bank accounts.
Student – Worker Rights and Responsibilities

Equal Opportunity and Anti-Discrimination Policies
Every student employed by Tulane University has the right to work in an environment free from all forms of harassment and discrimination including sexual harassment, sexual misconduct, and sexual violence. Tulane’s policies prohibiting harassment and discrimination are available online at http://tulane.edu/equity/upload/EO-Policy-8-2013.pdf. If a student has concerns about improper conduct or feels that he or she has been the victim of harassment or discrimination, the incident(s) should be reported. Reports can be made anonymously, but Tulane’s ability to resolve or address the concern may be limited.

Tulane does not discriminate in admission or employment on the basis of race, color, sex, religion, national origin, age, disability, genetic information, sexual orientation, gender identity, gender expression, pregnancy, marital status, military status, veteran status, or any other status or classification protected by federal, state or local law in its programs and activities. Individuals who have questions or want to report a concern can do so online (http://tulane.edu/concerns) or by contacting the following individuals designated to handle inquiries regarding Tulane’s non-discrimination policies:

Deborah Love, Title IX Coordinator
Tulane University
Office of Institutional Equity
200 Broadway St., Ste. 105A
New Orleans, LA 70118
dlove1@tulane.edu
(504) 862 – 8083

Wendy Stark, Deputy Title IX Coordinator
Office of Institutional Equity
200 Broadway St., Ste. 105A
New Orleans, LA 70118
wstark@tulane.edu
(504) 862 – 8083

Erica Woodley, Deputy Title IX Coordinator for Student Affairs
Tulane University
Division of Student Affairs
6823 St. Charles Avenue
Lavin-Bernick Center for University Life, Room G03
New Orleans, LA 70118
ewoodley@tulane.edu
(504) 314 - 2188

WFMO-Student Employment, June 2014
Every student employed by Tulane University has the right to:

- Work in a safe environment
- Work in an environment free from all forms of sexual harassment. If a student feels that he or she has been the victim of sexual harassment, the incident(s) should be reported to the Office of Institutional Equity (OIE). This can be done by calling (504) 862-8083 to schedule an appointment to speak with an OIE representative or online at http://tulane.edu/studentaffairs/concern.cfm.
- Activation in the payroll system in a timely manner once all paperwork is completed and submitted to the Employment Department.
- Payment for all work performed in a timely manner.
- Receive a copy of his or her job description from the hiring department that outlines duties and specified rate of pay.
- Receive a work schedule that specifies requirements (if any) for working during holidays, breaks, or exam and study periods.
- Evaluation of work from supervisors.
- Explanation for termination.

Every student employed by Tulane University has the responsibility to:

- Treat co-workers and supervisors with consideration and respect.
- Arrive at work on time and complete the scheduled shift.
- Follow departmental requirements with respect to the use of office equipment and supplies, appropriate attire, and the use of telephone and computers.
- Record your work time in Kronos for each shift (if paid hourly).
- Work the scheduled agreed upon at the time of hire.
- Give as much notice as possible (at least 2 weeks) if he or she decides to resign from a position.
Completion of Hiring Forms

Once a job offer is accepted, the student will receive instructions to complete his or her hiring forms. The following is the list of the required forms:

- W-2: Federal tax withholding form
- L-4: Louisiana State tax withholding form
- Authorization for Direct Deposit form (documentation of bank account and routing number should be submitted with the direct deposit set up form)
- I-9: Employment Authorization verification form

Special instructions regarding I-9 completion:

Once students have filled out the I-9 form electronically, they must come, in person, to the Workforce Management office to present supporting documentation for the information given on the form.

- Documents must be in their original form.
- Copies are not accepted.
- Documents must be unexpired
- The list of acceptable documents appears with the I-9 instructions on the page where the form is to be completed.
Job location resources

On and off campus jobs
- Jobs for students on Tulane’s campus and with local business are listed on the job posting website, College Central Network (CCN). Students may post resumes for employers to review on CCN as well.
- To access CCN register here: http://collegecentral.com/tulane/(see the appendix for registration information).
- Our annual job fair will be held on Tuesday, August 26, 2014 in the Qatar Ball Room of the Lavin-Bernick Center for University Life from 9:00a-2:00p. All students are invited to attend and apply for jobs in person.
- Students are encouraged to apply for multiple jobs to increase the chances of getting hired.

Types of jobs
There are many types of jobs available to students. Most are on campus while a number of them are off campus with agencies in the community.

On campus, students work in academic departments or other organizations such as the Howard Tilton Library, the Reily Center, or the campus bookstore to name just a few. Tutoring in local elementary schools is also an option. Off-campus jobs are usually jobs with agencies that provide a public or community service such as The Research Center for Children’s Hospital, the Center for Public Health, or the nearby Lambeth House retirement community.
Federal Work-Study Program

History
The Federal Work Study Program was originally part of the Economic Opportunity Act of 1964 and is now authorized by Title IV of the Higher Education Act of 1965. Its purpose is to provide opportunities for students to support themselves and pay for educational expenses. Federal Work-Study (FWS) jobs are paid with funds from the Federal Government. Students and universities, participating in the FWS program, are required to adhere to the rules and regulations, established by the Department of Education, that govern the program. Through the FWS program, students can work part-time, while enrolled in school, to help finance their college education.

Qualifications to receive Federal Work-Study awards include
- Financial need as determined by the Free Application for Federal Student Aid (FAFSA).
- Meeting all Federal eligibility requirements.
- Enrollment in no less than six hours in pursuit of a degree.
- Enrollment exceptions are allowed during summer.
- Satisfactory academic progress once enrolled.
- Eligibility to work in the United States.

Your work-study award and earnings
Before a student can begin a work-study job, he or she must have accepted a work-study award as part of the financial aid package offered. The Office of Financial Aid determines which students, based on need, are eligible to receive work-study awards as well the amount of work-study awards. Both graduate and undergraduate students may receive work-study awards.

Your specific award amount
The amount of the work-study award and the rate of pay for a given job determine how much time a student can work during an academic period. An academic period can be either the academic year, from the beginning of fall semester to the end of spring semester, or the summer period.

Example: Your work-study award is 3000.00 for Academic Year 2014-15. Your job pays $10.00 per hour. To determine how many hours you may work for the year just divide your work-study award by your pay rate. In this example you would have 300 hours to work for the academic year. Once a student has earned an amount equal to the award amount given by financial aid, he or she must stop working. Departments should advise students when to stop working.
**One work-study job per student**
Students may hold only one work-study job at any time. A student may hold 2 jobs other than his or her work-study job as long as that job is not paid with work-study funds.

**Changing jobs**
Students may change work-study jobs if. Before a student can be hired for a new work-study job, he or she must be released from the previous work-study job.

**Students are paid only for work performed**
There may be instances in which a job site is closed, such as holidays. Federal work-study funds only pay for work that is performed with the exception of large scale disasters. Thus, student – workers cannot receive holiday pay or pay for time scheduled when the work site is closed.
Useful References

Work-study awards
For questions about your work-study award contact the Office of Financial Aid at 504.865.5723 or finaid@tulane.edu.
Website: http://tulane.edu/financialaid/index.cfm

Job placement assistance
For questions regarding work-study job placement and non-work-study job placement contact:

Luis Behrhorst
Workforce Management – Student Employment
200 Broadway Street, Suite 122
New Orleans, LA 70118
Phone: 504.865.5280
Email: wmse@tulane.edu
URL: http://tulane.edu/wfmo/student-employment/index.cfm

Department of Education
Student aid information from the Department of Education:
http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp
Appendix

Using the College Central Network job posting board
Tulane maintains a College Central Network (CCN) job posting board at [http://collegecentral.com/tulane](http://collegecentral.com/tulane). Students can register to access the site where they can post resumes, search for jobs and find instructions to apply. It is recommended that students searching for jobs check the site regularly since employers post jobs on an ongoing basis.

The instructions that follow will assist you in navigating CCN.

Click the student icon on this screen to register and log in to CCN to begin your job search.
Click ‘Register Now’ to begin setting up your account.
On this screen, you will create your own Access ID and a Password and click ‘Continue Registration’. Be sure to remember or keep your Access ID and Password in a safe place.
Fill in all fields that are required on the ‘Registration Information’ screen and...
the preferences section. Then click ‘Submit Information’.
This is the page you will see after your information has been successfully submitted. Click on ‘My Home Page’ and you will be brought to the page where you can begin searching jobs and internships and managing your resume for employers to view.
Happy Job Searching!