

A Year in the Life of a Student Employer

Posting Jobs

The saga begins with the selection and hiring of a student. Jobs can be posted at: www.finaid.wvu.edu/studentjobs

Locate Hiring Forms

Once you have interviewed a student, determined she/he meets your department need, discussed wages and scheduling, and you have come to an arrangement that benefits both, locate the hiring forms you will need from this web site.

<http://www.finaid.wvu.edu/studentjobs/employers/forms/index.php>

Hiring Forms include:

- [Student Information Form](#)
- [W-4 form](#)
- [I-9 form](#)
- Payroll: Sign up for Direct Deposit in [Web4U](#)
- Grant Funded or Non-Uniform: Complete [On-Campus Student Employment e-form](#).
- Work Study and Department Funded: Complete [NOAEPAF](#)
- [Criminal Conviction Verification](#), if required

Entering Time

Instruct student on how to enter time through the web at www.wvu.edu/web4u

Approving Time

When it is time to approve hours for your student employees, you will find all instructions for doing so at the Human Resources web site:

<http://www.acadweb.wvu.edu/hr/payroll/index.shtml>

Once at this site, you may click on [Web time Entry Approvals](#) for detailed instructions on how to approve time.

The approval deadline is 12:00 noon on the date specified by the [HR Payroll Schedule](#).

Student Paychecks

Student employee pay is distributed on regular university [pay dates](#). Students must complete the direct deposit information in [Web4U](#) for automatic payroll deposit. If the student does not sign up for automatic deposit, a paper check will be mailed to their W4 address. Students who do not elect to use direct deposit must be made aware of this information regarding mailed payroll checks, since many students use their permanent address on their W4.

FYI – A student's payroll check is not applied to his/her student account.

Pay Raises

All students are eligible for a pay raise *at least* after 300 hours or an academic year of satisfactory employment. Employers are responsible for keeping track of student work hours (PWRSTHR). To submit a pay raise for WS employees and departmentally funded employee, use NOAEPAF (RATE). Students are not eligible for retro-active pay increases. Wage schedules can be found on the Student Employment web site at www.finaid.wvu.edu/studentjobs

Pay Period Reports

A report indicating the amount of hours a student has worked each pay period is sent to the employer bi-monthly.

Work Study Students: Called the Departmental Pay Report – this report will list the hours the student is authorized to work, the remaining hours the student has remaining in their award, and information regarding whether or not the student has exceeded their work study award. The Student Employment Center mails out this report within one week of the timecard approval date.

Department Funded Students: The Budget Status Report is sent out monthly and will list the total amount earned by student hourly employees. Further into the report, the earnings are broken up by employee.

Terminating a Student Employee

Work Study Students and Department Funded Students: Use NOAEPAF (TERMJ)

End of Academic Year

Employers of work study students who would like to retain their current students for the following year must complete a Request for Work Study Students Form. This form is sent to departments during the middle of spring quarter. The Student Employment Center asks for prompt return of this completed form to enable the office to prepare and award those students work study for the following year (contingent on eligibility). The form allows employers to request graduate and undergraduate students as well and any new students required for the upcoming academic year.

Last Day Students are Eligible to Work

As most student employee positions are based on an academic year, the following dates are important to on-campus employers.

Work Study Students- May work full time after their last final until June 15 if they are not graduating seniors. After this date, the position is automatically terminated and any hours worked will be charged to the department budget.

Department Funded Students- May work full time after their last final if they will be returning to Western. There is no end date for these students but please note that all positions will be mass-terminated towards the end of spring quarter, with a *June 30 end date*. Those students who will continue employment after June 30 must be rehired for the next AY.