



Student Financial Services

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Student Employee and Federal College Work Study Employee Process

To begin the process of hiring a student employee to work on-campus during the fall 2015, winter 2016, or summer 2016, complete a *Student Employee Requisition Form*. This form is available at OUCareerLink.com (after you **log in** as an employer) under the announcements in the FAWI forms section. Return the completed form to the Office of Student Financial Services, 120 North Foundation Hall by Wednesday, July 15, 2015 in order for the Requisition form to be processed by August 31, 2015, which is the earliest date a student can begin employment for the fall. Any forms submitted after the deadline date will be processed as soon as possible.

All jobs are required to be posted on OUCareerLink for a minimum of 3 days. Departments are responsible to maintain all employment records and follow equal employment opportunity standards.

Federal Work Study (FWS) funds are available during fall/winter semesters. Only students with a **confirmed** FWS award can be hired utilizing FWS funds. A confirmed FWS list of potential employees is available to view at OUCareerLink.com. Students who do not have a Federal Work Study award can be hired utilizing departmental funds.

Students are eligible to participate in on-campus student employment if:

- enrolled at least half time in a degree seeking program during each semester seeking student employment
- have a valid Department of Homeland Security *Eligibility Verification Form (I-9)* on file in the Office of Student Financial Services
- a Work Referral has been received by the hiring supervisor

Students Cannot Begin Work Without a Work Referral

Students **cannot** begin working until authorized by the Office of Student Financial Services. The authorization will be sent to the department contact in the form of a *Work Referral*. *Work Referrals* are sent as soon as the Office of Student Financial Services determines the student's eligibility to work during the 2015-2016 fall/winter/summer semesters. Please read the *Work Referral* in its entirety. The beginning and ending dates of employment are specified on the *Work Referral*. Students cannot work before the beginning date or past the ending date. Working a student without a *Work Referral* violates U.S. Department of Homeland Security regulations and university policies. Violations of the regulation can result in audit findings and large financial fines assessed by the federal government.

Semester Employment Dates

<u>Semester</u>	<u>Begin Date</u>	<u>End Date</u>
Fall 2015	August 31, 2015	January 3, 2016
Winter 2016	January 4, 2016	May 1, 2016
Summer 2016	May 2, 2016	August 28, 2016

Limit on Employment Work Hours

Student employees, except international student employees, cannot work more than 25 hours per week during the fall and winter semesters when classes are in session, and 40 hours per week during weeks when classes are not in session and during the summer. International students are limited to 20 hours per week during the fall and winter semesters when classes are in session and 40 hours per week during weeks when classes are not in session and during the summer. The employment dates and employment hour limits for the 2015-2016 fall, winter, and summer sessions are as follows:

<u>Semester</u>	<u>Week Beginning Date</u>	<u>Week Ending Date</u>	<u>Employment Hour Limit*</u>
<u>Fall 2015</u>	August 31, 2015	September 6, 2015	25 hrs/week
	September 7, 2015	September 13, 2015	25 hrs/week
	September 14, 2015	September 20, 2015	25 hrs/week
	September 21, 2015	September 27, 2015	25 hrs/week

September 28, 2015	October 4, 2015	25 hrs/week
October 5, 2015	October 11, 2015	25 hrs/week
October 12, 2015	October 18, 2015	25 hrs/week
October 19, 2015	October 25, 2015	25 hrs/week
October 26, 2015	November 1, 2015	25 hrs/week
November 2, 2015	November 8, 2015	25 hrs/week
November 9, 2015	November 15, 2015	25 hrs/week
November 16, 2015	November 22, 2015	25 hrs/week
November 23, 2015	November 29, 2015	25 hrs/week
November 30, 2015	December 6, 2015	25 hrs/week
December 7, 2015	December 13, 2015	25 hrs/week
December 14, 2015	December 20, 2015	25 hrs/week
December 21, 2015	December 27, 2015	40 hrs/week
December 28, 2015	January 3, 2016	40 hrs/week

Semester	Week Beginning	Week Ending	Employment
Winter 2016	Date	Date	Hour Limit*
	January 4, 2016	January 10, 2016	25 hrs/week
	January 11, 2016	January 17, 2016	25 hrs/week
	January 18, 2016	January 24, 2016	25 hrs/week
	January 25, 2016	January 31, 2016	25 hrs/week
	February 1, 2016	February 7, 2016	25 hrs/week
	February 8, 2016	February 14, 2016	25 hrs/week
	February 15, 2016	February 21, 2016	25 hrs/week
	February 22, 2016	February 28, 2016	40 hrs/week
	February 29, 2016	March 6, 2016	25 hrs/week
	March 7, 2016	March 13, 2016	25 hrs/week
	March 14, 2016	March 20, 2016	25 hrs/week
	March 21, 2016	March 27, 2016	25 hrs/week
	March 28, 2016	April 3, 2016	25 hrs/week
	April 4, 2016	April 10, 2016	25 hrs/week
	April 11, 2016	April 17, 2016	25 hrs/week
	April 18, 2016	April 24, 2016	25 hrs/week
	April 25, 2016	May 1, 2016	25 hrs/week

Semester	Week Beginning	Week Ending	Employment
Summer 2016	Date	Date	Hour Limit*
	May 2, 2016	May 8, 2016	40 hrs/week
	May 9, 2016	May 15, 2016	40 hrs/week
	May 16, 2016	May 22, 2016	40 hrs/week
	May 23, 2016	May 29, 2016	40 hrs/week
	May 30, 2016	June 5, 2016	40 hrs/week
	June 6, 2016	June 12, 2016	40 hrs/week
	June 13, 2016	June 19, 2016	40 hrs/week
	June 20, 2016	June 26, 2016	40 hrs/week
	June 27, 2016	July 3, 2016	40 hrs/week
	July 4, 2016	July 10, 2016	40 hrs/week
	July 11, 2016	July 17, 2016	40 hrs/week
	July 18, 2016	July 24, 2016	40 hrs/week
	July 25, 2016	July 31, 2016	40 hrs/week
	August 1, 2016	August 7, 2016	40 hrs/week
	August 8, 2016	August 14, 2016	40 hrs/week
	August 15, 2016	August 21, 2016	40 hrs/week
	August 22, 2016	August 28, 2016	40 hrs/week

Semester	Week Beginning	Week Ending	Employment
Fall 2016	Date	Date	Hour Limit*
	August 29, 2016	September 4, 2016	25 hrs/week

*International students are limited to 20 hours per week during the fall and winter semesters when classes are in session and 40 hours per week during weeks when classes are not in session and during the summer.

Minimum Wage

The Office of Student Financial Services will only accept requisitions with an hourly rate at or above **\$8.50** per hour. Requisitions with an hourly rate under **\$8.50** per hour will not be processed.

Reporting Time and Payroll

All supervisors are required to maintain records and report accurate time worked for each student. Lump sum payments are not permitted. Information on Departmental Time Entry and the Student Payroll Calendar can be accessed at:

<http://www.oakland.edu/payroll/>

Working with Minors

If the hiring department requires its employees to undergo a criminal background check for the protection of participating minors, the hiring department is responsible to arrange for the background check and for any charges associated.

Manual Labor

If a student accepts a job that requires manual labor, the department is responsible to have the student complete a physical examination at Graham Health Center. Graham Health Center will charge the department for the physical and notify the department of the results.

Summer 2016 Student Employment

The winter 2016 semester employment end date is May 1, 2016. If you wish to continue the employment of a student for the summer of 2016, you must complete a Summer Student Employee Requisition Form available in February of 2016. The student cannot continue to work after May 1, 2016 unless the department supervisor has received a summer Work Referral from SFS.

Questions

Student Employment Q & A's are on the OUCareerLink website. The Q & A will answer the most common student employment questions. Please feel free to contact Laurie Alward-Diener if you have any additional questions regarding the student employment process. Laurie may be reached via email at alwarddiener@oakland.edu or by calling extension 2550.

Processing and informational forms found at www.OUCareerLink.com:

- 1516_FAWI_Requisition_Form_Student_Employment.docx
- 1516_FAWI_Student_Employment_Q_A.doc
- 1516_FAWI_Student_Employment_Process.doc
- Student_Pay_Rate_Change_Authorization_Form.doc
- Student_Special_Pay_Rate_Recommendation_Form.doc
- Work-Study_Tracking_Sheet.doc