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Student Employment at Saint Leo University

Saint Leo University offers students the opportunity to work during the academic year. Student employment provides the hands on ability to learn marketable skills, gain career experience, and develop a network of contacts before students graduate.

Student employment is a real job in which the student will be paid per the approved pay scale. Having this part time job can also assist with reducing student loan debt. Though students may apply for multiple positions, students are permitted to work only one job.

Students' jobs are funded either by Federal Work Study (FWS) or by institutional funding. Students who are not awarded FWS may pursue available opportunities that do not require Federal Work Study eligibility. These positions are funded by Saint Leo.

We hope your employment here will enhance your learning and personal development. Your successful employment with Saint Leo University is important to us. As a student employee, it is essential that you are familiar with Saint Leo procedures and policies. This manual has been designed to outline some specific guidelines to assist you in better understanding our expectations of you. We hope that your employment with us will assist you with achieving both your academic and professional goals.

Student Employment Programs

There are two student employment programs available:

Institutionally Funded Employment
Institutionally funded employment provides part-time job opportunities for currently enrolled students, regardless of financial need. The hiring department pays 100% of the student wage. Please note that since institutionally funded positions are limited in number, they can be more difficult to obtain.

Federally Funded (Federal Work Study) Employment
Federally funded (Federal Work Study) employment provides job opportunities for students demonstrating financial need and is intended to help pay for students’ educational expenses. Federal work study eligibility is reviewed each year and is determined by the FAFSA (Free Application for Federal Student Aid). If a student is eligible for Federal Work Study, the work study award will be included in the financial aid package. Funding is limited.
Payroll

Payroll documents will be required when you have been offered a job as a work study employee. Your hiring supervisor will provide you with these forms. You may not begin work until payroll documentation is approved.

The student pay scale is based on position classification and the number of years of experience a student has been working within the same department.

ADP is utilized for wages and earning statements. To access your earning statements visit the ADP iPay website (https://ipay.adp.com/iPay/login.jsf). The registration code is STLEO-ADPNET.

You are responsible for ensuring that your timesheet is completed daily and that your timesheet shows the actual hours worked. Timely submission of timesheets will ensure that your wages are not delayed. Please include your ADP number on all timesheets.

When you near the maximum total number of work study hours allotted to you, your supervisor will notify you of how many more hours you have remaining until your eligibility is exhausted.
Acceptable Documentation

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

All documents must be UNEXPIRED.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documents that Establish Both Identity and Employment Authorization</strong></td>
<td><strong>Documents that Establish Identity</strong></td>
<td><strong>Documents that Establish Employment Authorization</strong></td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>(1) NOT VALID FOR EMPLOYMENT</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4. Voter's registration card</td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td>5. U.S. Military card or draft record</td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following:</td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>(1) The same name as the passport; and</td>
<td>8. Native American tribal document</td>
<td>5. Native American tribal document</td>
</tr>
<tr>
<td>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td>9. Driver's license issued by a Canadian government authority</td>
<td>6. U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td><strong>For persons under age 18 who are unable to present a document listed above:</strong></td>
<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td></td>
<td>10. School record or report card</td>
<td>8. Employment authorization document issued by the Department of Homeland Security</td>
</tr>
</tbody>
</table>
Student Rights and Responsibilities

It is the student’s responsibility to read the Student Employment webpages, paying special attention to the "important dates" section that lists semester start and end dates. Students must be enrolled and actively attending classes to qualify for student employment. Students may only hold one student employment job at a time.

If a student is awarded Federal Work Study, it is that student’s responsibility to keep track of cumulative FWS earnings and to advise the supervisor monthly of the balance. Once the FWS limit for the semester is reached, it is at the discretion of the employer to then transfer the student to their department funding account OR to terminate employment. Gross earnings are monitored through online iPai

The student’s hiring supervisor will be notified via email once a student has completed the hiring process and has been approved to start working. Students are not allowed to start working prior to this approval. Students may work a maximum of 20 hours per week determined by their official class schedule. Work is not allowed during scheduled class time even if class has been canceled. Students must keep accurate time sheets and submit them in a timely manner according to the payroll schedule; otherwise the student will be paid late. Infraction(s) regarding time sheet completion and submission may result in termination of employment.

If a student falsifies any time sheets, they will be terminated immediately and have disciplinary actions brought against them by Saint Leo University.

Students must adhere to the established work schedule. If time off is desired, permission must be sought from the hiring supervisor in advance. If a student is unable to make it to work on a scheduled work day, the hiring supervisor must be notified as far in advance as possible.

Students must adhere to all rules and policies established by the employer, including dress code. Students have an obligation to perform job duties satisfactorily. Employers will evaluate job performance, attendance, work ethics, behavior, and attitude annually. Evaluations can be used as reference for future employers even after graduation from Saint Leo University.

The employer has the right to terminate a student from the job if he/she determines that any of the above expectations are unsatisfactory.

Students are required to give notice to the employer before quitting. Only under special circumstances are students permitted to change jobs during the semester. If a student switches jobs, their pay rate is subject to change. All positions are paid according to the approved pay scale and may be higher or lower than the current position.
Student Employment FAQ's

How much will I earn?

All positions are paid according to the approved pay scale. Students holding Federal Work Study positions may not earn more than their awarded amount.

Can I work as many hours as I want?

No. Student employees work a maximum of 20 hours per week as determined by their official class schedule. Work is not allowed during scheduled class time even if the class has been canceled. Some positions will require fewer than 20 hours per week.

How do I apply to receive a Federal Work Study award?

If you are interested in applying for a Federal Work Study (FWS) award you must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. FWS is a limited fund and is awarded on a first come first served basis. Early FAFSA completion is strongly recommended.

How do I find a job?

Student employment positions are available through Saint Leo’s Employment portal. In the position type field click “Students” to see what jobs are currently available.

What paperwork will I need to complete and submit?

Payroll documents will be required after you have been offered a job as a work study employee. Your hiring supervisor will provide you with these forms. You may not begin work until payroll documentation is approved.

What documentation will I need to begin employment?

Student employment is a real job. You will need to provide identity documents in accordance with the U.S. Citizenship and Immigration Services (UCIS) statutes BEFORE you can begin work. Click here to learn about what documentation is accepted.

What if I do not have a United States Social Security Card?

A U.S. Social Security number is REQUIRED for ALL persons to be hired in the United States. Please click here for more information.
How do I record my time worked?

Time Sheets are required to accurately record the hours you work each day. Your supervisor will review time sheet protocol with you. It is your responsibility to accurately complete time sheets and submit them to your supervisor per the payroll schedule.

How will I receive my paycheck?

Direct Deposit is required for student employees to receive their pay. Complete the Direct Deposit form to have your earnings deposited into your checking or savings account with any bank in the United States.

If you have further questions, please contact us at: (800) 240-7658 or (352) 588-7165 or via email at: student.employment@saintleo.edu.

Student Employment Office Contact Information

Saint Leo University
Financial Aid Office
Saint Edward Hall
(800) 240-7658 or (352) 588-7403
student.employment@saintleo.edu