



Saint Leo University

# STUDENT EMPLOYEE HANDBOOK 2021- 2022

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## Student Employment Contact Information

Human Resources  
Benedictine Hall, 3rd Floor  
[student.employment@saintleo.edu](mailto:student.employment@saintleo.edu)  
(352) 588-7226

## 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 a 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.

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 will assist you with achieving both your academic and professional goals.

### Student Employment Programs

There are three student employment programs available:

#### **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 their financial aid package. A student must have a completed and verified FAFSA on file, be enrolled at least 6 credits, maintain Satisfactory Academic Progress, and have remaining need to be eligible for Federal Work Study. Funding is limited. Federal Work Study awards may decrease during the academic year due to additional aid awarded in the form of grants and/or scholarships.

#### **Institutional Funded Employment**

Institutional funded employment provides job opportunities for students who are not eligible for federal work study. There are a limited number of positions each year that are institutionally funded. Please ensure you confirm with the hiring manager that the position you apply for is institutionally funded before accepting employment.

#### **Florida Work Experience Employment**

Limited funding from the state of Florida provides job opportunities for students demonstrating Florida residency and financial need. It is intended to help pay for students' educational expenses. Eligible students must meet all of Florida's Department of Education requirements.

## Payroll

Payroll documents will be required when you have been offered a job as a work study employee. Human Resources will provide these documents to you electronically through Workday. You may not begin work until payroll documentation is approved. There will be hiring fairs in which you are required to attend and provide original unexpired documentation.

There are two(s) pay scales for the 2021/22 academic year. Non-specialized positions pay minimum wage, which is currently \$10.00 per hour; and specialized positions pay \$10.50 per hour. Specialized positions are: certified lifeguards, dining services, lab assistants, LRC tutors, facilities management, newspaper editors, videography/photography, communication specialists, and phonathon supervisors.

Workday is utilized for wages and earning statements along with tracking your time. To access your earning statements visit the Workday website ([Workday.Saintleo.edu](http://Workday.Saintleo.edu)) using your Saint Leo University credentials.

You are responsible for ensuring that your time is entered daily and that your time log shows the actual hours worked. You are not permitted to log time in advance. You must submit your time by noon the following Monday to ensure that your wages are not delayed.

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.

## 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, the department will terminate employment, or the student may be transferred to departmental funding. Gross earnings are monitored online through the Workday website.

The student's hiring supervisor will be notified via Workday once a student has completed the hiring process. An offer letter must be accepted by the student via Workday along with completing onboarding tasks submitted electronically through Workday. Students must present to Human Resources their I-9 documentation to complete the hiring process. 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 log their time accurately and submit their worked hours in a timely manner; 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. By accepting a position within an area, you are entering a contract to work the terms of employment as outlined in the position. Only under special circumstances are students permitted to change jobs during or at the end of the semester, and only with the approval of the Human Resource Office.

## **Student Employment FAQ's**

### **How much will I earn?**

There are currently three (3) rates depending on the type of position and whether it requires certain specialization. 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.

**When can I start working?**

Once hired, students may begin Work Study employment for the 21-22 academic year on August 30, 2021. Work Study employment ends May 7, 2022.

**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](http://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 the Saint Leo Career Portal. Under the "Job Type" section, click "student" to search for student jobs that are currently available.

**What paperwork will I need to complete and submit?**

Human Resources and Payroll documents will be required after you have been offered a job as a work study employee. Human Resources will provide you with these tasks through Workday. You may not begin work until human resources and payroll documentation is submitted/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. All forms of documentation must to be original and not expired. [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 must be entered through the Workday website accurately based on 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 task through Workday to have your earnings deposited into your checking or savings account with any bank in the United States. Please review instructions regarding "Setting Up Payment Elections in Workday" on pages 7-8 to ensure that your direct deposit is set up correctly.

If you have further questions, please contact us at: (352) 588-7226 or via email at: [student.employment@saintleo.edu](mailto:student.employment@saintleo.edu)

## Acceptable Documentation

Employment authorization by the Human Resources Office is required to be cleared for employment.

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 ORIGINAL and UNEXPIRED.

**NOTICE FOR INTERNATIONAL STUDENTS:** As an international student you will need to obtain a social security card prior to being hired at Saint Leo in order to complete a background check. International students will need to present to Human Resources their I-20, I-94, and passport in order to complete the I-9 verification process.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	OR	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	AND	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		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
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (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.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
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		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record			

## Setting Up Payment Elections In Workday

Welcome to Saint Leo University. As a new employee you will receive several tasks in Workday, one of which is setting up your payment elections. This process is required for payroll and the information entered here determines where your paycheck routes, so be careful when entering data in this section of Workday.

Manage Payment Elections Task:

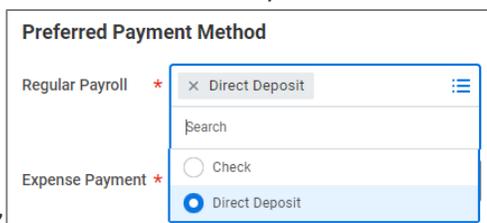
1. Log on to Workday.

2. Click the Inbox icon  located on the upper right side of the Workday homepage.

3. Select the "Payment Election Enrollment Event"  from the Inbox menu.

4. Using the dropdown menu, select your Preferred Payment Method. Workday defaults to Direct

Deposit, but you can change this by selecting "Check."



Preferred Payment Method

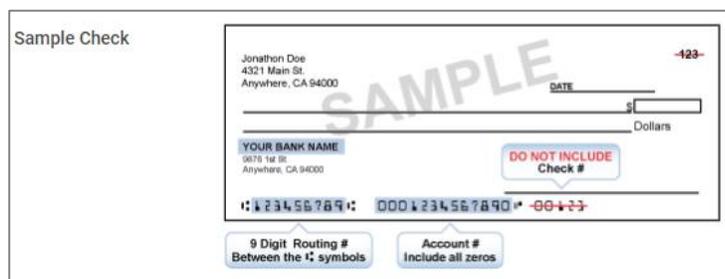
Regular Payroll \*  Direct Deposit

Expense Payment \*  Direct Deposit



**NOTE:** There are two Preferred Payment options; one for standard payroll and the other is for expense payments. Please make your preferred payment selections for both.

5.  If you have a checking account, refer to this sample check for your bank routing number and your account number.



Sample Check

Jonathon Doe  
4321 Main St.  
Anywhere, CA 94000

DATE \_\_\_\_\_

\_\_\_\_\_ Dollars

YOUR BANK NAME  
9876 1st St.  
Anywhere, CA 94000

DO NOT INCLUDE  
Check # \_\_\_\_\_

⑆ 123456789 ⑆ 0001234567890 ⑆ 00123

9 Digit Routing #  
Between the ⑆ symbols

Account #  
Include all zeros

-  **IMPORTANT:** If you do not have a check, please log on to your bank or your banking app to find the routing number.

(Continued)

6. Required fields are indicated by a red asterisk and are as follows:

a. **Routing Transit Number** - Unique 9-digit number.

Routing Transit Number \* 123456789

! **IMPORTANT:** Debit card numbers are not routing numbers. **Do not enter your debit or credit number in this field.**

b. **Bank Name:** Although not a required field, it is recommended that you enter your bank name.

Bank Name Test Data

c. **Account Type** - Select the appropriate account type for your direct deposit.

Account Type \*  Checking  
 Savings

d. **Account Number** – Enter your entire account number beginning with any zeros.

Account Number \* 0001234567890

! **IMPORTANT:** Debit card numbers are not account numbers. **Do not enter your debit or credit card number in this field.**

7. Double check your entries and click  . This information will be processed immediately.

If you need to make changes after submitting Payment Elections, please contact payroll directly at [payroll@saintleo.edu](mailto:payroll@saintleo.edu).

## What happens when the wrong banking information is entered in Workday?

! **!** If the wrong routing and/or account numbers are entered, your payroll deposit will be returned/rejected by our payroll processing company, ADP. ADP will notify the Saint Leo University payroll department via email of this return.

Saint Leo University Payroll will contact you via email about the return/rejection of your payroll funds. Once the money is returned to Saint Leo (which usually takes 3-4 days), Saint Leo will initiate a reversal and reissue process. You will then receive a paper check unless updated direct deposit banking information has been received.

All future payroll will be issued in the form of a paper check until new banking information is processed.