

**BEMIDJI STATE UNIVERSITY**

**ACADEMIC YEAR 2009-2010 STUDENT EMPLOYMENT REQUIREMENTS**

**Student employment policies:**

A student may be paid for multiple jobs on both the work study and payroll at the same time. A student is still limited to no more than 20 hours per week between all jobs regardless of the type or source of payroll funds.

Upon earning his or her full Work Study Program allocation, a Student Employee Supervisor may place the student on the Regular Payroll, provided the department has a Regular Payroll Allocation or the department chooses to utilize funds from its operating budget to employ a student.

NOTE: After Work Study and Regular Payroll allocations are fully committed, a department may employ a student on the Regular Payroll utilizing the department's own funds, only if approved by the Vice President of the area.

If Regular Payroll funds are not available through the allocation process or departmental funds, it may be necessary to request a Regular Payroll Supplemental allocation, seek assistance from a department that has Regular Payroll funds, employ another Work Study Program student, or terminate the Regular Payroll student employee. Volunteer work by a student is prohibited.

**Policy on Work Hour Limits**

The employment hours of student employees must follow the Federal and State labor agreement rules and laws. Students may not volunteer “extra hours” while employed in a department or be asked to put in more time than what they can be legally paid.

**STUDENT EMPLOYEE TIMECARD LIMITS:**

- Absolute Limit in Any One Day..... 8 Hrs
- Absolute Limit in Any One Week ..... 20 Hrs
- Absolute Limit on Any One Time Sheet ..... 40 Hrs
- Absolute Limit on # of Days on Timecard..... 10 Days

Full time hours (8 hrs per day, 40 hrs per week, 80 hrs per time card, 10 days per time card) are ONLY permitted during summer or semester breaks.

NOTE: Overtime or time-and-a-half pay is not permitted

**1. What happens if I do not spend my allocation or if I overspend my allocation?**

Regular payroll funds will be allocated to the departments using the Accounting Office budget system. Unspent funds will revert back to the general account and become part of the summer help allocation. An over-expenditure in regular payroll funds will be covered by an accounting transfer from the non-salary operating budget within the same cost center.

A Work Study allocation and expenditure report will continue to be periodically distributed to departments to assist with the budgeting process. Unspent Work Study funds may be rolled into the next fiscal year and are not "lost" to the campus. It is critical that Work Study students are given the opportunity to earn the amount committed to them on their financial aid award letters. If you anticipate over-expenditure in Work Study funds, you may request additional funds from your Vice President's Office. Over-expenditure in Work Study funds at the department level may require the student assignments to be changed to Regular Payroll.

2. **Wage Scale 2009 – 2010.**

Students will be paid according to the Campus-Wide Wage Scale as follows:

<u>Hours Worked</u>	<u>Wage per Hour</u>
1 – 250	\$7.50
251 – 500	\$7.75
501 – 750	\$8.00
751 – 1000	\$8.25
1000 +	\$8.50

3. **Must departments with their own funds, contracts and non M& E student employment accounts follow the campus-wide wage scale?**

It is the policy of the institution that the campus-wide wage scale be followed for all student employees regardless of the source of funds. The current student pay raise system recognizes an employee's length of service at the university. This system allows students to receive a higher compensation as their responsibilities increase over their years of employment at BSU. The BSU system provides a standard wage scale for all student employees, Federal and State Work Study as well as Regular Payroll. Other reasons include concerns of some bargaining units and the elimination of inequity, which results when the type of money or department of employment becomes the determining factor for a pay raise. In extenuating circumstances, the department may request an adjustment from their area Vice President.

4. **Academic year 2009-2010 student employment dates:**

August 24, 2009 – May 11, 2010

5. **The student payroll is for currently enrolled students only.**

Non-enrolled students or formerly enrolled students may not be employed on this payroll. To work over the semester break (December 21, 2009 through January 8, 2010) a student must be enrolled Spring Semester 2009.

Students should be encouraged to enroll full-time (12 undergraduate or 9 graduate credits), however, a student must be enrolled at least half-time (6 undergraduate or 3

graduate credits) to work on the student payroll. Audit classes do not count toward credits for work. **TIMESHEETS WILL CEASE TO BE PRINTED FOR STUDENTS WHO DROP BELOW HALF-TIME.** Federal and State Work Study students must enroll for the number of credits they indicated on the BSU Financial Aid application, and must remain in good academic standings. (Satisfactory academic progress policy for financial aid)

NOTE: Post Secondary Education Option Students (PSEO) are not eligible to work on the Student Payroll, regardless of the source of funds. PSEO students are not matriculated students and cannot participate in activities or student employment.

6. Student Regular Payroll Work Authorization Forms can be found online [www.bemidjistate.edu/offices/business/forms.cfm](http://www.bemidjistate.edu/offices/business/forms.cfm). Please use this Form when employing students on the Regular Payroll.
7. Regular M & E Payroll dollar allocations by the Vice Presidents will be entered in the department budgets. A payroll report will be sent out monthly, which will provide supervisors with a list of their student employees and their dollar balances.
8. A student may not earn more than the dollar amount authorized on the Federal or State Work Study Eligibility Certificate. **TIME SHEETS WILL NO LONGER PRINT ONCE THE MAXIMUM EARNINGS AMOUNT IS REACHED.**
9. Students are to take their completed Regular Payroll Work Authorization Forms and Work-Study Eligibility Certificates to the Student Payroll Office, (D203) to be placed on the payroll. **NEW** BSU student employees will need to complete the following forms at the Student Payroll Office:
  - a. I-9 Form- Employment Eligibility Verification Requirements. You must provide evidence of employment eligibility such as a passport, or a combination of driver's license or student ID **and** social security card or birth certificate for the employer.
  - b. W-4 Form - This IRS form is required for determining the number of exemptions to claim for Federal income tax purposes.
10. Time sheets are due in the Student Employment office (D203) on the last day of the pay period. **TIMESHEETS MUST BE SIGNED BY THE STUDENT AND THE STUDENT ROSTER (pink) SIGNED BY THE SUPERVISOR OR THE STUDENT WILL NOT BE PAID.** Students may not authorize the employment of other students or sign as a supervisor on the roster.