



**Student Employment
Student Handbook
2021-2022**

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A. COMMITMENTS

Roosevelt University is committed to offering an environment for working and learning in which students are treated with respect, dignity, and equal opportunity. University student employment promotes student engagement, strengthens connections to the Roosevelt community, enhances student life and success, provides professional development and training opportunities, and offers services and experiential learning along with financial support.

B. SUMMARY OF RESPONSIBILITIES

At the start of a student's employment, both the student and their supervisor should take time to review and communicate each of their expectations. Supervisors should also use this time to review and inform the student of the department's policies, as well as other policies and procedures that are mentioned in the Student Handbook and the Student Employment Handbook.

Students are expected to perform to the best of their ability. Should a student feel that they are not performing to their best ability or if their supervisor feels that the student's performance is not meeting expectations, then both parties are advised to meet and discuss courses of actions that may be taken to improve performance. Any concerns that either party has should be communicated immediately. Students are to ask for further guidance and clarity during times of uncertainty.

Students and supervisors are to perform in their roles with respect, integrity, and honesty as stated in the Student Code of Conduct and Employment Code of Conduct. Repeated instances of conflict between either party should be immediately brought to The Student Employment Program for documentation, guidance, and mediation. The Student Employment Program stands available to provide resources and guidance to both students and staff when needed.

C. STUDENT HIRING PROCESS

Students interested in working at Roosevelt University will follow a similar job searching and hiring process as they would outside of the university. Students will need to search for available jobs that they are interested in, apply to them with a resume (and sometimes other documents may be requested), and be formally offered the job by a hiring manager who represents an office or department at the university.

Students may view a visualized version of the searching and hiring process at Roosevelt University by visiting the Student Employment Program's website. Additional information and resources are also located on our website for prospective student employees and current student employees:

www.roosevelt.edu/current-students/finances/student-employment

Students may refer to this handbook for all full details and information regarding Student Employment and each step of the hiring process at Roosevelt University. Students will want to read the following sections in the following order:

Section Title	Location
Student Eligibility	on page 5
The Federal Work Study Program (for applicable FWS eligible students)	on page 7
Handshake	on page 10
Job Interviews	on page 10
Prehiring Process	on page 11
New Student Employee Onboarding	on page 11

D. STUDENT ELIGIBILITY

Students who wish to be eligible for employment with Roosevelt must meet all of the following requirements according to their student status and the term they will be employed for.

Enrollment Minimums

All students must stay enrolled in a minimum amount of credit hours in order to be eligible for employment during an academic term with Roosevelt University. Students must maintain each of the listed criteria during the term that they are employed:

- **Fall & Spring Term Eligibility**
 - Be actively enrolled in a degree/certificate seeking program at Roosevelt University.
 - Be enrolled in a minimum of 6 undergraduate level credit hours OR 3 graduate level credit hours for the current Fall/Spring terms (aka “Half-time credit”).
- **Summer Term Eligibility**
 - Must have met all eligibility requirements in the *Fall & Spring Term Eligibility*.
 - Be enrolled in a minimum of 6 undergraduate level credit hours OR 3 graduate level credit hours for the upcoming Fall term (aka “Half-time credit”).
- **Post-Graduate Eligibility**
 - Students who graduated in May and were eligible student employees during their final Spring term, according to the *Fall & Spring Term Eligibility*, are eligible to continue in their positions as student employees for the consecutive Summer term, but may not work beyond the end of that Summer term.
 - December graduates are not eligible for Student Employment after receiving their degree/certificate
 - International Students are not eligible for Student Employment after receiving their degree/certificate

Students who do not maintain minimal enrollment with Roosevelt University automatically terminate their eligibility for student employment and will be terminated from any student positions they hold. The Student Employment Program monitors students' enrollment status throughout the year.

International Students

International students are eligible for employment as long as they meet the Enrollment Minimums during the term they are employed, as well as the following components:

- A valid Social Security Number (SSN), issued by the Social Security Administration
- Work Authorization, issued by the Office of International Programs per working term

Students without an SSN may apply for one with the help of the Office of International Programs, but must first locate and be offered a job at Roosevelt University. For more information on applying for an SSN and obtaining work authorization from the Office of International Programs please see:

www.roosevelt.edu/current-students/finances/international-student-employment

Hiring departments must also appropriate the proper funding to fund the student's position, either departmental funds or grant based funds. International students are ineligible to receive FWS funds through the Federal Work Study Program due to their non-citizenship status.

E. THE FEDERAL WORK STUDY PROGRAM

The Federal Work Study (FWS) Program is a federally funded financial aid program that gives eligible students the opportunity to earn the amount of their FWS Award as income through employment with the university, as well as work experience. Students may determine if they are eligible to participate in the FWS Program by reviewing their financial aid offers to see whether they have been offered the FWS Award for that academic year.

FWS Program Process

For an understanding of how the FWS Program operates, how a student becomes a part of the program, and participates within it, please read the subsections below in the following order. Students may also contact The Student Employment Program for more information (studentjobs@roosevelt.edu).

1. Eligibility for Consideration
2. Offer & Acceptance
3. Earning the FWS Award
4. Locating and Applying to FWS Jobs
5. Maintaining Eligibility (SAP)
6. Maximum Earnings & End of the Year

Eligibility for FWS Award Consideration

In order to be considered a potential recipient of the FWS Award and participant of the FWS Program for a given academic year, students must submit a Free Application for Federal Student Aid (FAFSA) to Roosevelt University, as the FAFSA is used to determine a student's level of financial need. Once submitted, Roosevelt University and Financial Aid Services will review the student's FAFSA and propose various forms of aid, and dollar amounts, to the student on their financial aid offer. These forms of aid may include grants, scholarships, loans, and the FWS Award, dependent on the student's level of financial need.

FWS Award Offer & Acceptance

When reviewing financial aid offers, students should look to see if they have been offered the FWS Award.

The lack of the FWS Award on a student's financial aid offer means the student was not eligible for the FWS Award that year. Eligibility may change year to year, especially if the student's level of financial need has changed. In this situation, students are still eligible for employment with Roosevelt University, but only through regular student employment, which is working part time for the university in other student positions that are not specifically for FWS eligible students. Students should contact Financial Aid Services for more information and help.

The presence of the FWS Award on a student's financial aid offer means the student was eligible for the FWS Award that year. Students who were offered the FWS Award, known as "FWS students", and plan to try to earn the amount through employment with Roosevelt University should then "accept" the offered

award, so that the university is authorized to pay that amount to the student once they begin working. The listed amount, or value, of the FWS Award is the maximum amount of money that the student may earn up to for that academic year through employment with Roosevelt University.

Earning the FWS Award

The FWS Award is NOT calculated and applied to students' bills and expenses, the deduction or the addition of the FWS Award will have no changes on the students' account or balance that they may owe to the university. While the FWS Award may appear as part of students' financial aid offer and as an "award", students are not automatically entitled to earn the amount of the FWS Award, like grants or scholarships. The FWS Award is considered as self-help aid that may be earned throughout the academic year, similar to an allowance.

To earn the amount within the FWS Award, awarded students must locate, apply for, and work within a "work study" or "FWS" position/job at the university. As students work, they will be paid an hourly wage for their work and will then receive a regular paycheck on a biweekly basis for the time they work, similar to working in a regular part time job. For an understanding of the university's student pay schedule, please see the policies under *Payroll, Time Reporting, and Timesheets (K)*.

The money for paychecks will come from their FWS Award and students will then see on their financial aid offers the amounts earned for the FWS Award increase over time, in relation to how much of the award they have earned by working. Earnings that students collect are NOT automatically applied to pay off any balances the student may have. Earnings may be used at a student's discretion.

Locating and Applying to FWS Jobs

Students will locate and apply to FWS positions with Roosevelt University by searching on the Handshake platform (roosevelt.joinhandshake.com), the university's online job board where all available student positions are posted for students to view and apply to.

Maintaining Eligibility (through the Academic year)/Satisfactory Academic Progress (SAP)

Students who are employed within a work study position as part of the FWS Program must maintain Satisfactory Academic Progress (SAP), in addition to maintaining Enrollment Minimums for that academic term with Roosevelt University. The Office of Financial Aid Services monitors academic progress and progress is assessed at the end of each term.

One of the conditions to maintain eligibility for financial aid (federal, state, and institutional scholarships, grants, loans, and work-study) is to meet the requirements of Satisfactory Academic Progress as defined by the federal government. This assessment of your academic record measures your progress towards earning a degree. It is calculated differently from your academic standing (see your Academic Advisor for how your academic standing is calculated). For the full definition and process of SAP, please check with the Office of Financial Aid Services. Additional components to meeting SAP are:

- Students must complete 67% of all of the Roosevelt University hours they register for/attempt towards their degree, earning grades of "A", "B", "C", "D", and "P" (completion ratio). Grades of "F", "IP", "I", "NP" and "W" do not count. Repeated courses count towards hours attempted and count in passed hours when a passing grade is received. Students may receive aid for only ONE repeat of a previously passed class. Remedial and ELP courses are counted in hours attempted and counted in hours passed when a passing grade is received.
- Students must maintain an overall cumulative Roosevelt grade point average of 2.0 or higher. Remedial and ELP courses are included in the grade point average calculation. When repeating a class, the highest grade is used in calculating students' grade point average.
- All periods of enrollment are included in these calculations whether or not students received financial aid during those periods. Transfer credits are included in the maximum time-frame calculation.

Maximum Earnings & End of the Year

Students who earn their entire FWS Award before the end of the academic year may or may be allowed to continue working and earning more money through the FWS Program. This will depend on the individual student's eligibility at the time they reach their maximum earnings and other factors associated with their hiring department. If a student reaches their maximum earnings, Financial Aid Services and The Student Employment Program will communicate with the student's hiring department to consider what options are currently available and convey this to the student.

Students who do not earn the entirety of their FWS Award by the end of the academic year do not have to pay that unearned amount back to the university. Any earnings the student managed to earn during the academic year is theirs to keep while leftover amounts are simply returned back to the Department of Education at no penalty. This will not affect the student's expenses or balance as the FWS Award is not included in those calculations.

F. HANDSHAKE

Handshake (roosevelt.joinhandshake.com) is an online job board available to only Roosevelt University students and alumni to locate employment within and outside of the university. All available student jobs at Roosevelt University are posted to Handshake for current students to see and apply to. For Student Employment position, students must have applied to a job on Handshake in order to be considered as an eligible applicant.

Students who need help logging onto Handshake or operating it may contact the Office of Career Development (career@roosevelt.edu) for assistance and guidance. Students may also view their website for further information:

www.roosevelt.edu/current-students/support-services/career

G. JOB INTERVIEWS

Students should expect the possibility of being invited to a job interview after they have applied to a job. Job interviews allow the hiring department and hiring manager to learn more about the student, their skills, and experiences, prior to making a decision on whether to offer the job to the student. Conversely, job interviews allow students to learn more about the hiring department and the job itself, prior to accepting an offer and actually working.

Students should take interviews seriously as interviews are often a student's first and only impression on the hiring department which they will use to gauge a student's work ethics and personality. Students should also prepare for what they will say in a job interview by having a general idea of what questions may be asked and how they can best respond. Students should have a good understanding of themselves, their skills, their experiences, their achievements, and abilities, prior to entering the job interview. Whether the job interview will be conducted in person or virtually, students should dress in either business casual or business formal attire to appear presentable and professional.

After a job interview has occurred, students can expect to hear back from the hiring manager on whether or not they would like to offer them the job. If offered, the hiring manager will provide students the next step in the hiring process.

Students with questions on what to expect during a job interview or would like to practice their job interviewing skills may contact the Office of Career Development (career@roosevelt.edu) for answers, assistance, and guidance.

H. PREHIRING PROCESS

Should students choose to accept a job offer, the hiring department will then provide them the next steps in order to finalize and process their hiring. That next step being the verification of whether the student has completed New Student Employee Onboarding and the submission of the student's hiring paperwork, both to be done by the department.

1. NEW STUDENT EMPLOYEE ONBOARDING

Students who are being hired by Roosevelt University for their first time are required to complete a one-time new employee orientation session called New Student Employee Onboarding. Onboarding is hosted and conducted by the Student Employment Program throughout the year. This session enables the university to:

1. Collect and verify the student's SSN
 - a. International students without an SSN will be directed by the Student Employment Program and Office of International Programs on how to apply and obtain one
2. Verify the student's legal work eligibility
3. Collect the student's tax withholding information
4. Collect the student's banking information for the direct depositing of their paychecks
5. Review institutional employee policy and other employee processes with the student
6. Ensure the student has completed any mandatory trainings and other certifications

Students who have never done Onboarding will be directed to contact the Student Employment Program (studentjobs@roosevelt.edu) to start and complete their one-time Onboarding session immediately as students are not permitted to begin working until they done Onboarding. Alternatively, the Student Employment Program may reach out to students to start and complete Onboarding well. Students can find more information and schedule a time to start their New Student Employee Onboarding session by visiting the Student Employment Program's website and looking under the "What to do once hired/Onboarding" tab:

www.roosevelt.edu/current-students/finances/student-employment

Once students have completed Onboarding, they will be directed to contact their hiring department and inform them that Onboarding has been completed. The student will then wait to receive work authorization via email from the Student Employment Program, permitting them to begin working. A copy of this authorizing email will also be sent to the hiring department.

Students who have already completed New Student Employee Onboarding at a prior time do not need to do it again. Instead, the student will wait to receive work authorization via email from the Student Employment Program, permitting them to begin working. A copy of this authorizing email will also be sent to the hiring department.

I. SCHEDULES, ATTENDANCE, AND MEALS

1. Individual Student Work Limits

- I.1.1.** Students may work up to a maximum of 15 hours within a single week, regardless of how many student positions they may hold.
- I.1.2.** Students may simultaneously hold multiple student positions, but must still adhere to the individual work limits (I.1.1) and ensure their cumulative weekly total hours from all held positions do not exceed that limit. To calculate the cumulative weekly total, the average number of hours per week the student is scheduled to work should be determined for each held position and summed.
- I.1.3.** Students who hold positions titled as “Graduate Assistant”, a part of Graduate Assistantships utilized by Colleges and Admissions, may work up to a maximum of 17 hours within a single week if the position is a full-time assistantship, as they require a dedication of 17 weekly hours. Part-time assistantships require a dedication of 9 weekly hours.
- I.1.4.** The Student Employment Program, or HR, may provide exemptions to individual work limits at their discretion.

2. Work Schedules

- I.2.1.** Supervisors may request class and work schedules, of other student positions that students may currently hold at Roosevelt University, to aid in the establishment of a mutually agreeable work schedule in which students will follow for the duration of their employment.
- I.2.2.** Supervisors ultimately establish students’ work schedules and approve of any schedule changes at any point in time. Supervisors should take students’ academic requirements, exam schedules, and times of holidays and academic breaks into consideration when establishing and approving work schedules.
- I.2.3.** Students are responsible for notifying supervisors if they are unable to adhere or are experiencing academic difficulty due to the established work schedules so that a mutually agreeable work schedule may be reestablished.
- I.2.4.** Students are prohibited from working during scheduled class times which are not officially cancelled.

3. Lunch Breaks

- I.3.1.** Students scheduled to work for less than 5 consecutive hours are not required to be given an unpaid uninterrupted “lunch” break.
- I.3.2.** Students scheduled to work for 5 consecutive hours, or more, and less than 7 and a half consecutive hours are required to be given at least a 30 minute unpaid uninterrupted “lunch” break. This lunch break should be given no later than 5 hours after they begun to work.
- I.3.3.** Students scheduled to work for more than 8 consecutive hours are required to be given at least a 1 hour unpaid uninterrupted “lunch” break. This lunch break should be given no later than 5 hours after they begun to work.
- I.3.4.** Students may never “opt out” of a lunch break.
- I.3.5.** Students’ supervisors may approve lunch breaks that are longer than the minimal duration, but lunch breaks of any duration will remain unpaid.
- I.3.6.** Students should be away from their workstations, when possible, while taking breaks to physically indicate that they are not working.

4. Attendance and Absences

- I.4.1.** Students are responsible for understanding and adhering to the hiring department’s attendance and absence policies. Students are responsible for notifying supervisors in a timely manner if they will be tardy or absent for a scheduled work shift.
- I.4.2.** Students are responsible for notifying supervisors in a timely manner if they will be absent for multiple consecutive work shifts and for requesting an extended leave of absence, in which they should specify its anticipated duration.
- I.4.3.** Supervisors may suggest solutions such as, but not limited to, time management coaching, reestablishing work schedules, or implementing a temporary leave of absence when addressing repeated instances of tardiness or absence.
- I.4.4.** Supervisors ultimately excuse and authorize instances of tardiness, absences, and extended leave of absences. Supervisors should take students’ academic needs into consideration when excusing or authorizing instances of tardiness, absences, and extended leaves of absence.
- I.4.5.** Repeated instances of unexcused tardiness or absences can serve as grounds for termination.

5. Time Off

- I.5.1.** Student employees are ineligible to request and receive vacation or other forms of paid time off. Students may request unpaid time off with their hiring department, but their supervisor is ultimately responsible for providing any approvals to such requests.

J. DRESS CODE AND BENEFITS

1. Dress Code

J.1.1. University dress code calls for all employees to maintain a professional and well-groomed appearance. Clothing should fit properly, be well-maintained, in clean condition, and respectable in nature. Additional guidelines may be defined by hiring departments depending on the nature of the job being performed and its associated safety regulations.

2. Benefits

J.2.1. Student employees are not eligible to receive employment benefits from Roosevelt University such as: overtime pay, paid holidays, vacation time, jury duty leave, sick leave, health plans, unemployment benefits, retirement benefits, or other benefits normally provided to non-student full-time and part-time university employees.

K. PAYROLL, TIME REPORTING, AND TIMESHEETS

1. Payroll and Pay Schedules

K.1.1. Student employees are paid on a biweekly basis (every two weeks) through repeating payroll cycles. An individual payroll cycle (aka “Pay Periods”, “Payroll Periods”, “Pay Cycle”) is two full weeks, or 14 days, in length, with its first day starting on Sunday of the first week and its fourteenth day occurring on Saturday of the second week. The pay date for a payroll cycle typically occurs the following Thursday after the cycle’s end (5th day after the cycle has ended). The pay date is when a student is paid for work conducted during the corresponding payroll cycle. This pay date may be move to another date if it occurs during a time the university is closed. Copies of payroll schedules are located on the Student Employment website.

2. Time Reporting for Students Paid by Stipend

K.2.1. Students paid by stipend are not required to record or report their worked hours to supervisors or to the university.

3. Time Reporting for Students Paid by Hourly Wage

K.3.1. Students paid by hourly wage are responsible for reporting their worked hours on an official Roosevelt University timesheet. Two types of official timesheets exist: (1) Online Timesheet, for standard time recording and reporting and (2) Paper Timesheet, for late time recording and reporting

K.3.2. Students are to record and report their worked hours on a timesheet accurately and honestly. Time recorded on a timesheet should reflect only the actual hours worked by students. This includes accurately recording the time and duration of breaks of any kind, as well as absences, late arrivals, and early departures. Students who complete and submit a timesheet with fraudulent or inaccurate time recorded time will be disciplined and may possibly be terminated.

K.3.3. Students are to complete one single timesheet per position and per payroll cycle. If students need to record and submit time for multiple weeks that span multiple payroll cycles, then numerous timesheets should be utilized for each payroll cycle that is involved.

K.3.4. Timesheets will only be accepted and processed by the Payroll Office which have been officially reviewed and approved by students’ formal supervisors. Supervisor approvals come in the form of electronic approval for online timesheets via RU ACCESS and written signature on paper timesheets.

K.3.5. Students experiencing technical issues while using the online timesheet system or have questions regarding timesheets may contact the Student Employment Program for assistance (studentjobs@roosevelt.edu).

4. Online Timesheet Policies & Procedures

- K.4.1.** Actively employed students have the ability to start, edit, and submit new online timesheets through the RU ACCESS website. Students who are or become inactive employees will only have access to view previously submitted online timesheets.
- K.4.2.** Students are to prioritize the use of online timesheets, over paper timesheets, for officially recording and reporting their worked hours.
- K.4.3.** Students are responsible for submitting their own online timesheets within each timesheet’s submission period. Failure to submit an online timesheet on time will result in it being considered late. Students will then need to adhere to the *Paper Timesheet Policies and Procedures* (5).
- K.4.4. Online Timesheet Submission Procedures** - New online timesheets are issued to students on the 1st day of the payroll cycle, allowing for any work done during the cycle to be documented. Online timesheets must then be submitted by students no later than 11:59 pm on the 14th day (red) of the cycle. Students may submit online timesheets on the assigned due date or before it. Online timesheets are then reviewed, by students’ supervisors, on the Sunday or Monday (yellow) following the 14th day of the cycle. Online timesheets that are not submitted by students before the end of the payroll cycle are considered late and will not allow the student to submit it. Students will then need to adhere to the *Paper Timesheet Submission Procedures* (K.5.4). Visual guides on how to fill out and submit online timesheets may be found on the Student Employment website.

	Payroll Cycle						
	SU	M	T	W	TR	F	SA
Pay Cycle 1	Day 1						
							Day 14
Pay Cycle 2	Day 1				Pay Day for Cycle 1		
							Day 14
Pay Cycle 3	Day 1 (Start of Cycle 3)				Pay Day for Cycle 2		

Legend:	Supervisor Timesheet Review Period	Alternating Pay Periods	Alternating Pay Periods	Pay Date	Timesheet Submission Deadline
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5. Paper Timesheet Policies & Procedures

- K.5.1.** Students are to only utilize paper timesheets when the use of online timesheets cannot accommodate traditional time recording and reporting or for late submissions.
- K.5.2.** Paper timesheets must include the written signature of the student and their supervisor, as proof of review and approval, in order to be eligible for processing by the Payroll office.
- K.5.3.** Students are responsible for ensuring safe and proper deliver of their paper timesheet to the Payroll office. Retaining personal copies of completed paper timesheets are highly encouraged.
- K.5.4. Paper Timesheet Submission Procedures** - Students may only obtain copies of a paper timesheet by request through their supervisor or the Student Employment Program at (studentjobs@roosevelt.edu). Once obtained, students may fill out the paper timesheet and present it to their supervisor for review and signed approval. Once signed, the paper timesheet must then be delivered to the Payroll office for processing and check disbursement. Depending on the time of delivery and receiving, the Payroll office may take 1-4 weeks to process the paper timesheet and disburse its corresponding paycheck to the student. This is in accordance with *The Payroll Office's Paper Timesheet Policy* (K.5.5).
- K.5.5. The Payroll Office's Paper Timesheet Policy** – The official mechanism for Roosevelt University student employees to report their time worked is RU Access. This online technology allows for the efficient submission, correction, and approval of timesheets and the transfer of data directly into Banner for payroll processing. You can log into RU Access from any computer, on campus or off. The use of paper timesheets is intended for exceptional situations where the student worker is unable to input/submit their time in RU Access prior to the deadline, usually due to illness or a family emergency. For this reason, Payroll will only process paper timesheets for student workers twice in one semester that will be paid IN THE CURRENT PAY PERIOD. The third submission of a paper timesheet will result in the delayed processing and payment of your hours on the next scheduled bi weekly pay date.

L. STUDENT EMPLOYEE CLASSIFICATIONS & WAGES

1. Employee Classifications

L.1.1. All student positions are considered part time nonexempt positions.

L.1.2. There are two types of employee classifications for students, Stipend Employees and Hourly Employees, which compensate employed students by stipend or by hourly wage. For more information on payment structure for student employees, please see *Student Paychecks and Disbursement (M)*.

2. Stipend Employees

L.2.1. Student positions that compensate by stipend, such as Graduate Assistants, Research Assistants, and Residence Hall Assistants (RA), may also include nonmonetary forms of compensation like tuition waivers or room and board.

3. Hourly Employees

L.3.1. Student positions that compensate by hourly wage are classified further into two sub-classifications based on whether they are a part of the FWS Program or not. Hourly positions part of the FWS Program are known as FWS positions while positions not part of the FWS Program are known as NON FWS positions.

4. Wages

L.4.1. Pay increases based on merit or length of employment are prohibited. Positions must follow their assigned hourly rate of pay.

L.4.2. The assigned hourly pay rate of all hourly positions are determined by The Student Employment Program based upon following guidelines:

	Level 1	Level 2
<i>Education/Skills/Experience</i>	No experience to limited experience needed	Demonstrated relevant experience/skills needed
<i>Level of Supervision</i>	Requires a close level of supervision	Supervision is available, but individual works independently
<i>Independent Judgment, Decision-Making, Problem-Solving</i>	Judgment, problem-solving and decision-making are based on strict procedures and predetermine guidelines	Judgment, problem-solving and decision-making are outside of general guidelines and may require independent judgement
<i>Communication</i>	Communicating to a limited audience	Communicating more complex messages to a wider audience
2021/2022 Pay Rate	\$15.00 per hour	\$16.00 per hour

M. STUDENT PAYCHECKS AND DISBURSEMENT

1. Paychecks and W-2 Forms

M.1.1. Students may view paystub and paycheck information online on RU ACCESS.

M.1.2. Paycheck earnings may be FICA exempt for students, but are subject to applicable federal and states taxes.

M.1.3. Students will receive a W-2 form at the end of the tax year from Roosevelt University for tax filing purposes. Employers are legally required to provide employees a copy of their W-2 form by the end of January 31st. W-2 forms that are mailed to employees, must be posted marked on or before January 31st, but maybe arrive in employees' mailboxes after this deadline.

M.1.4. Students may go to [irs.gov](https://www.irs.gov) or consult a 3rd party tax advisor for additional tax filing information and guidance.

2. Paychecks for Students Paid by Hourly Wage

M.2.1. Students paid by hourly wage will receive paychecks of value equal to the amount of hours logged on timesheets associated with that paycheck multiplied by the assigned hourly rate of pay for the student's position.

(E.g. Hourly Rate x Number of Hours Worked = Paycheck's Dollar Value)

Students who work and hold multiple positions may receive a single paycheck with a combined value for those multiple positions. Students should view their paystubs to see the details of each paycheck and the hours or positions that paycheck is for.

3. Paychecks for Students Paid by Stipend

M.3.1. Students paid by stipend will receive paychecks of value equal to a pre-calculated fraction of their total guaranteed stipend amount. A student's total stipend amount is divided into equal amounts relative to the number of payroll periods the student will be employed for. Over the course of each payroll period, the student will be paid a portion of their total stipend and the end of each payroll period until their position term ends.

(E.g. Total Stipend Amount / Number of Payroll Periods student is employed for = Paycheck's Dollar Value)

Students who work and hold multiple positions may receive a single paycheck with a combined value for those multiple positions. Students should view their paystubs to see the details of each paycheck and the hours or positions that paycheck is for.

4. Paycheck Disbursement

M.4.1. Student's paychecks are disbursed in one of two ways, by direct deposit (EFT) or by paper paycheck. Students who do not enroll in direct deposit will have their paychecks disbursed to them by paper paycheck.

M.4.2. Paychecks are disbursed on the regularly scheduled pay dates which typically occurs the following Thursday after a payroll cycle's end (5th day after the cycle has ended). This pay date may be rescheduled to another date if it occurs on a date the university is closed. Copies of payroll schedules are located on the Student Employment website.

M.4.3. Direct Deposit

M.4.3.1. Paychecks may only be electronically deposited into an American financial institution account (bank account).

M.4.3.2. Students may enroll, change, or cancel, the direct depositing of their pay check allocations at any time by completing and submitting the appropriate Direct Deposit Enrollment Change form to Payroll office or to The Student Employment Program. The Direct Deposit Enrollment Change form may only be obtained by requesting with The Student Employment Program (studentjobs@roosevelt.edu).

M.4.3.3. Direct deposit enrollments, changes, and cancellations required a minimum of 7 business days to process be processed. Students may view their current direct deposit allocation details on RU ACCESS.

M.4.4. Paper Paycheck

M.4.4.1. Students are given a 2 day period to pick up disbursed paychecks from the respective campus that their job is located at. This 2 day period begins at the start of regular business hours (9am) on the scheduled pay date and closes at the end of regular business hours (5pm) the following day.

M.4.4.2. Students may only pick up their own paper paychecks. Students must bring valid photo identification, such as a student ID, to confirm their identity at the time of pick up.

M.4.4.3. Students who do not pick up their paper paychecks within the 2 day period will then have checks mailed to their current mailing address. If no mailing address is listed for the student, the paper paycheck will be mailed to their permanent address.

M.4.4.4. Students may view and update their current mailing address, and other contract information, on RU ACCESS.

M.4.4.5. Paper paychecks may only be mailed to addresses within the United States.

N. EMPLOYEE POLICIES

- 1. Equal Employment Opportunities** - No person shall be discriminated against regarding employment because of age, ancestry, citizenship, color, creed, disability, gender, gender identity, marital status, military status, national origin, parental status, race, religion, sexual orientation, source of income, unfavorable discharge from military service, veteran status, or as a result of being the victim of domestic or sexual violence. For the complete policy, please view the Student Handbook. This policy shall extend to recruitment, hiring, training, compensation, promotion, demotion, transfer, layoff, termination, and other terms and conditions of employment. This policy includes the commitment to maintaining a work environment that is free from unlawful harassment.
- 2. Student Code of Conduct** - The Roosevelt University Code of Student Conduct makes explicit those activities which are contrary to the general interest of the Roosevelt community or which threaten to disrupt the teaching and learning which members of community are engaged. Students enrolled in the university are expected to conduct themselves in a manner compatible with the university's function as an educational institution. For the complete policy, please view the Student Handbook.
- 3. Employment Code of Conduct** - Roosevelt University strives to create a positive work environment that values employees as individuals, meets their needs, and respects their rights. University employees are expected to meet their responsibilities to be productive contributors to the mission of the University, support the areas in which they work, and conduct themselves in a manner compatible with the University's function as an educational institution.
- 4. Family Educational Rights and Privacy Act of 1974 Policy (FERPA)** - The Family Educational Rights and Privacy Act (FERPA) was executed in 1974 "to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal methods." To receive more information, you may visit the Student's Rights page on the university website.
- 5. Roosevelt University Sexual Assault Procedures and Title IX** - Roosevelt University is committed to providing a safe and secure learning and working environment for all students, faculty and staff. Roosevelt University subscribes to a zero tolerance policy for sexual violence. The members of our community have the right to be free from harassment, abuse, violence or threats of violence on and off campus. Title IX is there to protect college students from discrimination of any kind based on sex. This extends, of course, to those who are victims of sexual assault and sexual misconduct. Please visit the Sexual Respect and Title IX webpages for more information at www.roosevelt.edu/title-ix.

6. **Drug and Alcohol-Free Policy** - University policy prohibits the unlawful manufacture, dispensation, distribution, sale, possession or use of a controlled substance or alcohol by students, faculty and staff in the workplace or while conducting University business or activities. Consistent with federal, state and local laws, the University will impose disciplinary sanctions upon students and employees who violate this policy. Students in violation of the policy may be required by the University to receive treatment, change housing assignments, or be suspended or expelled. Faculty and staff in violation of this policy may be required to receive treatment. The University may exercise disciplinary actions against faculty and staff in violation of this policy, up to and including termination. For the complete policy, please view the Student Handbook.
7. **Anti-Harassment Policy** - Roosevelt University is committed to the preservation of the dignity and worth of all members of the University community. To ensure an environment for working and learning in which all individuals (faculty, staff, students, and visitors) are treated with respect, harassment in any form is unacceptable and cannot be tolerated. Retaliation is also prohibited against persons filing a complaint, reporting a case of harassment, witnessing a case of harassment or cooperating in an investigation. An employee who is found to have engaged in unlawful harassment shall be subject to discipline up to and including termination in accordance with the procedures applicable to such employee. For the complete policy, please view the Student Handbook.
8. **Whistleblower Policy** - Roosevelt University recognizes its obligation to its employees and constituents to maintain the highest ethical standards. To protect the integrity of the University's learning community, and to ensure the highest standards of conduct by and among members of the University community, the University will investigate any alleged Improper Activity by its employees or students. Anyone found to have engaged in an Improper Activity is subject to disciplinary action by the University up to and including dismissal or expulsion, and civil or criminal prosecution when warranted. For the complete policy, please view the Student Handbook.
9. **Safety/Workplace Injuries** - All injuries that occur on the job, however minor, must be reported on an accident/incident report form immediately or as soon as physically possible. The forms must be completed and signed in the presence of a security guard. The security guards will then hand-deliver the incident report to the Office of Human Resources within 24 hours of the incident. The Human Resources department will then file the report with the University's Workers' Compensation carrier for processing.
10. **Dispute Resolution Process** – Students discuss any problems with their immediate supervisor. If the supervisor is not available or if the student is not comfortable speaking with their supervisor, the student should contact The Student Employment Program, Students may be asked to submit a brief written summary to address their concerns to The Student Employment Program.

11. Terminations - Students are at-will employees in the state of Illinois and can have their jobs terminated at any time for any reason without prior notice. Both the student and employing department will receive notification in writing of the termination when initiated by the Student Employment Program. Reason for termination and the effective date will be given.

N.11.1. Termination Categories - There are broad categories under which a student termination could fall:

N.11.1.1. The student may be terminated by The Student Employment Program.

N.11.1.2. The student may voluntarily terminate their employment.

N.11.1.3. The employing department may initiate an involuntary termination.

N.11.1.4. The student's academic enrollment falls below half-time.

N.11.1.5. The student fails to maintain Satisfactory Academic Progress.

N.11.1.6. The student has not worked for 3 consecutive pay periods and a leave of absence was not approved.

N.11.1.7. The student has violated the Code of Student Conduct or has engaged in any other inappropriate conduct.

N.11.2. Voluntary Termination - A student may discontinue their employment at any time without penalty if a two-week courtesy notice is given to their supervisor. The student should submit a written resignation directly to their supervisor, informing them of their intent to resign and the future date they expect to cease working.

N.11.3. Involuntary Termination - A student's employment may be terminated for violations of Roosevelt's Code of Student Conduct. Serious violations leading to immediate discharge may be disciplinary for review. If an employee's conduct is disrespectful or harmful to a student, community member, colleague, individual work group, or the university, the supervisor will review the incident with that employee. Pertinent facts and circumstances will be reviewed and, if a problem does exist, coaching or aid as appropriate will be provided to help overcome or resolve the situation. The nature and extent of coaching and aid will vary with individual circumstances.

N.11.4. Terminating a Student Worker - For a student who falls under the "voluntary" or "involuntary" termination category, supervisors should complete a paper PAF and select "Termination" as the reason for the PAF. Supervisors and employing departments should contact The Student Employment prior to enacting any student terminations.

O. OVERPAYMENT PROTOCOL

If the university discovers that a student was overpaid, the following procedures will take place in order to assess the overpayment and guide the student through the overpayment and returning process:

1. The following individuals must be notified via email of the overpayment: Director of Accounting and Payroll (Budgeting), Executive Assistant to the Vice President of Human Resources, and the Assistant Vice President of Human Resources.
2. The Student Employment Program will work with Human Resources and Payroll to identify the cause of the overpayment to prevent it from occurring again.
3. The Student Employment Program will work with Payroll to identify the specific amount and pay date(s) of the overpayment and the process for the student employee to return the overpayment.
4. The Student Employment Program will communicate to the student regarding the overpayment and the process for returning it to the university.

P. LEGAL NOTICE

The policies, benefits and procedures described herein do not constitute an offer of an employment contract or an employment contract. Student employees remain employed at-will. Nothing prevents the staff member or Roosevelt University from terminating employment at any time. These policies, benefits and procedures may be modified without notice at any time at the discretion of Roosevelt University leadership. From time to time sections of this document will be revised and updated and other materials from Human Resources will become natural additions or supplements to it. The current, governing documents may always be found on the University website.