

The background features various isometric geometric shapes in shades of orange, blue, pink, and green. There are also three circular icons: a book, a plus sign, and a piggy bank with coins.

Student Employee

Handbook

University of Florida
Student Financial Affairs
Student Employment Office

UF | UNIVERSITY of
FLORIDA

INTRODUCTION

Congratulations on your new position as a Student Assistant at the University of Florida. As a student employee, you will be earning income to contribute to your educational expenses while providing the campus with essential services. We hope that your job gives you the opportunity to gain valuable experience and skills while you earn your degree.

The Student Employee Handbook is intended to familiarize you with the policies and practices of the Student Employment Office and the University of Florida. We will inform you of the requirements you must meet to continue your employment and provide you with resources available to you as a UF student employee. If you have questions regarding the material in this handbook or about your employment in general, please feel free to visit the Student Employment Office in S-107 Criser Hall, call (352) 392-0296, or e-mail Student_Employment@sfa.ufl.edu.

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JOB CLASSIFICATIONS

There are two general categories of student employees on campus: Federal Work Study (FWS) and Student OPS. If you received Federal Work Study as part of your financial aid award package for the current academic year, you can be classified as a FWS student. If you did not receive FWS, you will be classified as Student OPS.

One of the main distinctions between these two job types is the source of funding. If you are a FWS student, your department pays twenty-five percent of your gross wages and the Federal Work Study Program covers the remaining seventy-five percent. If you are Student OPS, your earnings are funded one hundred percent by your employing department. If you were hired as a FWS student and earn your maximum award amount before the end of any given semester, notify your supervisor immediately so that he or she can determine if the departmental budget allows you to continue working as Student OPS.

In the event that you are no longer enrolled at least half-time, notify your supervisor so that he or she can re-classify you as regular OPS. You will no longer be considered a student for tax purposes and will be subject to FICA. Please see the Payroll section for more information on FICA taxes.

FEDERAL WORK STUDY PROGRAM

The purpose of the Federal Work Study Program (FWSP) is to provide students with part-time employment to help meet college costs and, if possible, provide work experience in a related field. FWSP is federally funded and need-based. Your eligibility is determined by the information you provide on the *Free Application for Federal Student Aid (FAFSA)*. Be sure to submit your FAFSA by the on-time deadline of March 15 each year to be considered for FWS aid. Students must maintain satisfactory academic progress each semester to continue to be eligible for FWS employment. For more information on the FAFSA or the submission process, please visit <http://www.fafsa.ed.gov/> or contact your Financial Aid Adviser.

FEDERAL WORK STUDY

Federal Community Service Program

ABOUT THE PROGRAM

The 1998 Reauthorization of the Higher Education Act of 1965 contained a new provision that required institutions to use part of their Federal Work Study allocation to pay students working in jobs that serve the larger community. The University of Florida partners with a number of local organizations to provide services designed to improve the quality of life for community residents, particularly low-income individuals. For a complete listing of the agencies that we partner with, please visit <http://www.sfa.ufl.edu/programs/employment/>.

HIRING AT A FCS AGENCY

If you have been hired to work at one of our designated Federal Community Service (FCS) agencies, you are subject to the same requirements and expectations as any other on-campus student employee. In particular, you must maintain half-time enrollment and a maintain satisfactory academic progress to continue employment. Your schedule must also adhere to the 20 hour per week limit. Please read through the handbook carefully for more information on your employment eligibility and requirements.

If you have not done so already, you will need to complete the Federal Community Service New Hire Information Form with your supervisor. Once your supervisor submits this form to the Student Employment Office, you will receive an e-mail at the address that you provided with the rest of your new hire paperwork.

Please read through the instructions carefully and complete the electronic forms in a timely manner. When you have submitted your electronic forms, you will need to come by the Student Employment Office to present original documents to use for the Form I-9 (please refer to page 17 for additional information) and complete the Loyalty Oath and Intellectual Property agreements. Please do not begin work until you receive the approval from the Student Employment Office.

WORKING AT A FCS AGENCY

If you are working with a Federal Community Service agency, you will be using a timecard to log your hours worked. You can download a blank timecard at <http://hr.ufl.edu/leave/forms/timecard.pdf>. You will be responsible for submitting your timecard to the Student Employment Office every two weeks. Please note that you and your supervisor must sign the timecard in order to process it for payroll. You must submit the timecard by noon every other Tuesday on non-payday weeks. However, due to accelerated payroll weeks, timecards will need to be submitted at a different day and time, please refer to the Federal Community Service Payroll Schedule at <http://www.sfa.ufl.edu/publications/forms/> for a listing of timecard submission deadlines. For a listing of pay periods and paydays, please see <http://www.fu.ufl.edu/departments/payroll-tax-services/>. If you submit your timecard late, your time will be paid out on the following paycheck.

Throughout the semester, you will also be responsible for tracking your FWS disbursements and notifying your supervisor if you approach your award maximum and/or have a financial aid hold that would impact your FWS award (e.g. verification). FWS students at Community Service Agencies do not have the option of continuing work once their FWS award has been exhausted for the semester and/or if they have a financial aid hold. If this occurs, you will need to stop working until you receive additional FWS aid and/or when the hold has been lifted. If you have any questions regarding your employment in the Federal Community Service Program, please contact the Student Employment Office.

FWS: CHECKING YOUR AWARD STATUS

To check if you have received Federal Work Study aid for this academic year, log in to your ISIS account and navigate to the Financial Aid option in the “My Online Services” menu. Select the Awards and Disbursements screen. If you were awarded FWS, it will be displayed here alongside your other financial aid. This screen will list how much FWS you have been awarded and also how much has been disbursed. Please check this screen often to ensure that you have not exceeded your award amount for the semester. When you approach your total award, notify your supervisor immediately so that he or she can modify your schedule or job classification as needed.

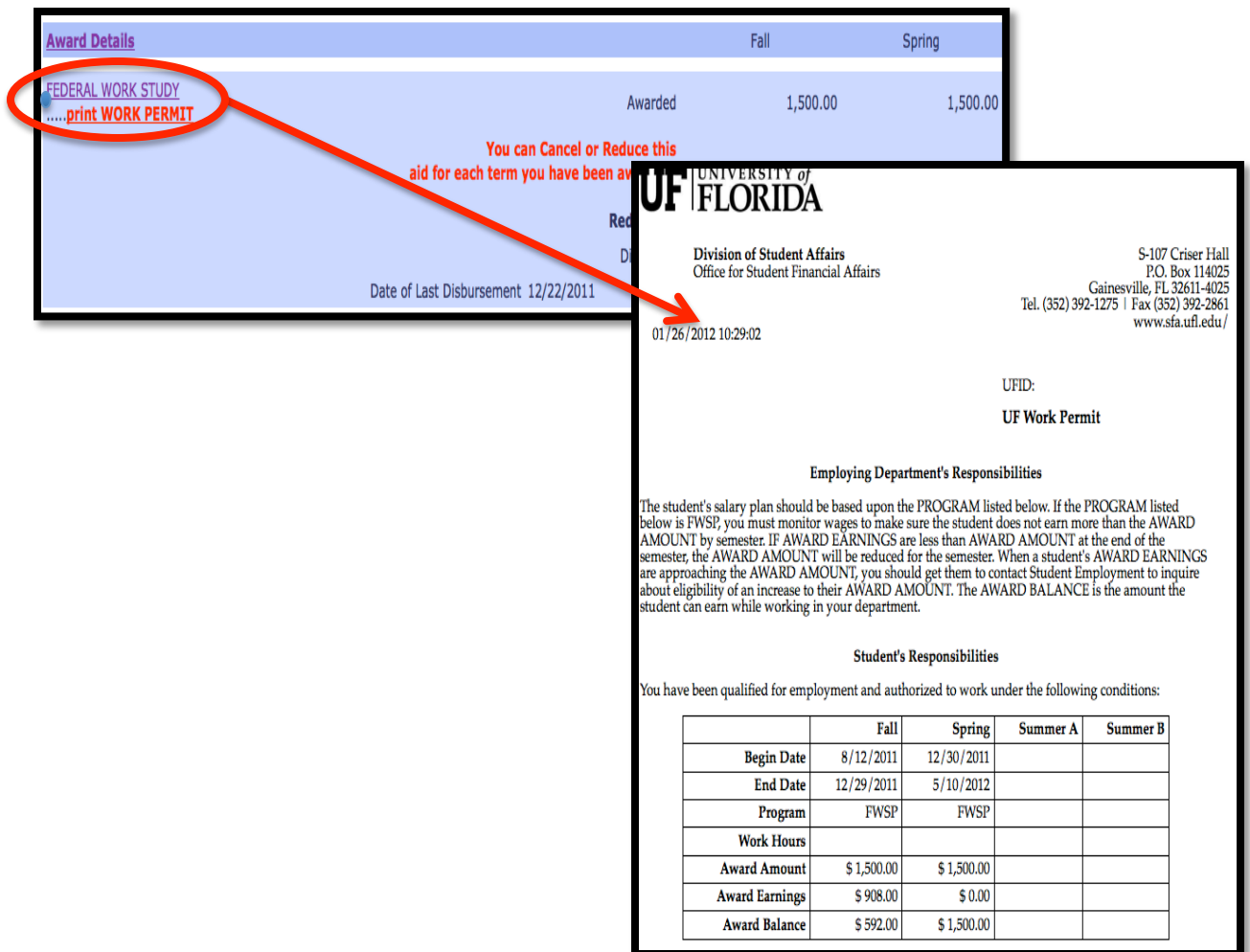
The screenshot shows the ISIS system interface. On the left, the 'My Online Services' menu is highlighted with a red circle. A red arrow points from this menu to the 'Awards and Disbursements' option, which is also circled in red. To the right, the 'Award Details' screen is shown. It features a table with columns for 'Fall' and 'Spring'. The table shows 'Awarded' amounts of 1,500.00 for both terms. Below the table, there is a section for 'Reduce to:' and 'Disbursed' amounts. A red arrow points from the 'Awards and Disbursements' menu option to the 'Awarded' row in the table. A red text box with an arrow points to the 'Awarded' row, stating: 'You can Cancel or Reduce this aid for each term you have been awarded.'

	Fall	Spring
Awarded	1,500.00	1,500.00
Accepted	Accepted	Accepted
Reduce to:	\$	\$
Disbursed	908.00	0.00

Date of Last Disbursement 12/22/2011

FWS: PRINTING YOUR UF WORK PERMIT

If you have FWS, you will be able to access the UF Work Permit. To print your UF Work Permit, log in to your ISIS account and navigate to the Awards and Disbursements screen. Under your Federal Work Study award, you will see a hyperlink that reads “print WORK PERMIT.” When you click on that hyperlink, your Work Permit will appear in a new window. If your Work Permit does not open, you may have a hold on our Federal Work Study aid. Contact the Student Employment Office or your Financial Aid Adviser to determine your FWS eligibility.



Award Details

Fall Spring

FEDERAL WORK STUDY
.....print WORK PERMIT

Awarded 1,500.00 1,500.00

You can Cancel or Reduce this aid for each term you have been awarded

Date of Last Disbursement 12/22/2011

UF FLORIDA

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UFID:
UF Work Permit

Employing Department's Responsibilities

The student's salary plan should be based upon the PROGRAM listed below. If the PROGRAM listed below is FWSP, you must monitor wages to make sure the student does not earn more than the AWARD AMOUNT by semester. IF AWARD EARNINGS are less than AWARD AMOUNT at the end of the semester, the AWARD AMOUNT will be reduced for the semester. When a student's AWARD EARNINGS are approaching the AWARD AMOUNT, you should get them to contact Student Employment to inquire about eligibility of an increase to their AWARD AMOUNT. The AWARD BALANCE is the amount the student can earn while working in your department.

Student's Responsibilities

You have been qualified for employment and authorized to work under the following conditions:

	Fall	Spring	Summer A	Summer B
Begin Date	8/12/2011	12/30/2011		
End Date	12/29/2011	5/10/2012		
Program	FWSP	FWSP		
Work Hours				
Award Amount	\$ 1,500.00	\$ 1,500.00		
Award Earnings	\$ 908.00	\$ 0.00		
Award Balance	\$ 592.00	\$ 1,500.00		

FWS: VERIFICATION

Verification is a review process established by the U.S. Department of Education to verify the accuracy of information students and their families report on the FAFSA. Students who have been awarded FWS and have also been selected for verification will not be allowed to print a UF Work Permit until their verification is complete. If you are selected for verification, check your UF e-mail or ISIS account to determine what documents you need to provide to Student Financial Affairs. Once the verification process is complete and if FWS is still part of your financial aid award package, you will be able to print your Work Permit from the Awards and Disbursements screen of ISIS.

FWS: RECEIPT OF ADDITIONAL FINANCIAL AID

Federal Work Study aid is part of your overall federal financial aid package and can be affected by late receipt of additional aid such as scholarships and grants. If you receive money not initially reported which results in the loss of your FWS award, Student Employment will change your job classification from FWS to Student OPS. Your department will then need to decide if you can continue working as Student OPS. Please notify your supervisor immediately if your FWS aid has been reduced or removed from your financial aid package.

STUDENT EMPLOYMENT ELIGIBILITY AND RESTRICTIONS

Grade Point Average

As a student OPS employee, you must maintain a cumulative 2.0 grade point average. If your cumulative GPA falls below 2.0, you must petition to continue working. You can find the GPA petition at <http://www.sfa.ufl.edu/isis/empl-0011-10-08.pdf>.

Please take this form to your Academic Adviser for approval. Once approved, submit the form to the Student Employment Office or to your supervisor for further processing.

Satisfactory Academic Progress

If you are a Federal Work Study student, you must maintain satisfactory academic progress to continue working under the FWS program. If you are not under satisfactory academic progress, you must inform your supervisor so that an adjustment in your job classification can be made. In addition, you will need to contact your financial aid adviser to aid you in getting back on track.

Enrollment

To be classified as a student employee, you must remain enrolled at least half-time. To determine how many credits are required for your class and college, please refer to the chart below. If at any point your enrollment drops below half-time, please notify your supervisor.

	Total Credits To Be Considered Half-Time		
Classification	Fall*	Spring	Summer*
Undergraduate	6	6	6
Graduate	5	5	4
Law	5	5	3
Professional	1	1	1

**Note: The entire summer is considered a term. A student must be enrolled for A and B or C term.*

STUDENT EMPLOYMENT ELIGIBILITY AND RESTRICTIONS

TRADITIONAL UNDERGRADUATE		
TERM	TOTAL CREDITS REGISTERED BY TERM	MAXIMUM HOURS ELIGIBLE TO WORK WITHOUT HOURS EXTENSION FORM
FALL & SPRING	12+	20
	9-11	25
	6-8	31
	Below 6	Must be OPSN
SUMMER	12+	20
	9-11	25
	6-8	31
	Below 6	31 (if student was enrolled in the spring and will be enrolled in the upcoming fall term. *NOTE: Please leave under the appropriate STUDENT salary plan. Do NOT switch to OPSN.)
		Must be OPSN if the student was not a UF student in the spring and/or is not returning as a student in the upcoming fall term.
INNOVATION ACADEMY UNDERGRADUATE		
TERM	TOTAL CREDITS REGISTERED BY TERM	MAXIMUM HOURS ELIGIBLE TO WORK WITHOUT HOURS EXTENSION FORM
SPRING & SUMMER	12+	20
	9-11	25
	6-8	31
	Below 6	Must be OPSN
FALL	12+	20
	9-11	25
	6-8	31
	Below 6	31 (if student was enrolled in the summer and will be enrolled in the upcoming spring term. *NOTE: Please leave under the appropriate STUDENT salary plan. Do NOT switch to OPSN.)
		Must be OPSN if the student was not a UF student in the summer and/or is not returning as a student in the upcoming spring term.
GRADUATE		
TERM	TOTAL CREDITS REGISTERED BY TERM	MAXIMUM HOURS ELIGIBLE TO WORK WITHOUT HOURS EXTENSION FORM
FALL & SPRING	9+	20
	7-8	25
	5-6	31
	Below 5	Must be OPSN
SUMMER	7-8	20
	6-7	25
	4-5	31
	Below 4	Must be OPSN
NOTE:	A.) F-1 and J-1 students are limited to 20 hours during the Fall and Spring terms and are not eligible to submit an Hours Extension Petition form. During the Summer term, they are allowed to work 40 hours per week. B.) Students wanting to work more than the maximum hours permitted, will have to complete and submit an approved Hours Extension Form. Note: 31 hours is the maximum hours allowed to work per week.	

Work Hours

The number of hours you may work per week depends on your current enrollment. Full-time students may not exceed 20 hours per week. To determine how many hours you may work based on your enrollment, please see the chart below.

Please note, international students are subject to different hours restrictions from those listed above. Please see the International Students section for more information.

STUDENT EMPLOYMENT FORMS

HOURS EXTENSION FORM

If you would like to work over the eligible work hours allowed per week, you may petition for more hours by submitting an Hours Extension Form. This form allows students to work up to 31 hours per week. You can find this form at <http://www.sfa.ufl.edu/isis/HoursExtension.pdf>.

Please take this form to your Academic Adviser for approval. Once approved, submit the form to the Student Employment Office for further processing. Keep in mind that the maximum hour restrictions discussed above refer to total hours, not individual appointments. If you have more than one job on campus, your total hours must adhere to these restrictions.

During winter break and summer break (if not enrolled at least half-time), you may work up to 31 hours per week. You do not need to complete an Hours Extension Form during these times. Please meet with your supervisor to discuss scheduling during these non-enrollment periods.

CLASS DISMISSAL FORM

Student employees are prohibited from working during scheduled classes or exams. Failure to comply with this policy may result in your dismissal. If you would like to work during a scheduled class or exam that has been cancelled, you must provide documentation from the instructor stating the name, date, and time of the cancelled class or exam. Once approved, submit the form to your supervisor. You can also use the Class Dismissal Form to document the cancellation. This form can be found at http://www.sfa.ufl.edu/isis/empl-0008-12_05.pdf.

STUDENT EMPLOYMENT & PAYROLL

Time Reporting

As a student employee, you will be reporting your time worked through the myUFL Time Reporting feature. To log your time, log in to myUFL (<http://my.ufl.edu>) using your GatorLink user ID and password. Navigate to My Self Service > Time Reporting. Please discuss with your supervisor whether you will be using the Web Clock or Report Weekly Punch Time. At the end of each pay period, your supervisor will review and approve your time worked. Employees who falsely report time worked shall be subject to dismissal.

*Reminder: If you are working with a Federal Community Service agency, you will be using a timecard to log your hours worked. (Please refer to page 5)

The image shows a screenshot of the myUFL Main Menu. The 'Main Menu' tab is selected and circled in red. Below it, the 'My Self Service' option is also circled in red. A red arrow points from 'My Self Service' to the 'Time Reporting' option in the sub-menu, which is also circled in red. To the right of the main menu is a 'Time Reporting Home' panel. This panel contains the following text: 'Report and Request Time', 'Review and enter your reported time. Submit a request to work overtime.', 'Report Weekly Elapsed Time', 'Web Clock', 'Report Weekly Punch Time', and 'Request Overtime'.

STUDENT EMPLOYMENT & PAYROLL

DIRECT DEPOSIT

The University of Florida's current direct deposit policy states, "All employees, including temporary hires and non-work study students, are required to participate in the Direct Deposit Program as a condition of employment, regardless of date of hire." According to federal regulations, FWS students are not required to participate in the direct deposit program, but are encouraged to do so. If you have not done so already, you will complete a Direct Deposit Form at the time of hire.

If you wish to change the account in which your paycheck is deposited, you may complete a new Direct Deposit Authorization Form at any time. You can find the form at <http://fa.ufl.edu/forms/pdf/fa-ps-dda.pdf>. Please fax your completed form to Payroll Services at (352) 846-0166

PAYCHECKS

All university employees are paid on a biweekly basis. Provided you complete payroll sign-up prior to the payroll-closing deadline, you should receive your first paycheck on the second payday following your initial date of hire and every other Friday thereafter. Your check will be directly deposited into your account (FWS students may opt out of direct deposit if desired). If you wish, you may print out a copy of your earnings statement from myUFL under My Self Service. For a complete listing of pay period dates and paydays, please visit <http://www.fa.ufl.edu/departments/payroll-tax-services/>.

EXEMPTION FROM FEDERAL WITHHOLDINGS

Students claiming "Exempt" from federal withholdings need to complete a new W-4 form at the beginning of each year. Your W-4 must be completed and received in the University Office of Human Resource Services by February 16th to ensure the continuation of your exempt tax withholding status for the year.

If your Form W-4 is not received in the University Office of Human Resource Services by February 16th, your tax withholding status will be changed to "single" with zero exemptions. This change is required by IRS regulations and will remain in place until you submit new forms. Tax refunds will not be made. For a current W-4 form, please visit <http://www.irs.gov/pub/irs-pdf/fw4.pdf>.

FICA TAXES

It is the policy of the University of Florida that students working as Federal Work Study and Student OPS must maintain at least half-time enrollment each term and work less than 32 hours per week in order to maintain exemption from FICA. The University of Florida's complete FICA policy is as follows:

1. Both graduate and undergraduate students are exempt from FICA taxes if they are enrolled in courses at least half-time and not working more than 32 hours per week. Students that work more than 32 hours per week will be considered career employees for the student FICA exemption and would be subject to FICA taxes. IRS Revenue Procedure 2005-11 defines the requirements for the student FICA exemption.
2. Nonresident Aliens that are currently on F-1 and J-1 visas are exempt from FICA taxes under IRC section 3121(b) (19). NRA students that fall out of status on their visas will be assessed FICA taxes retroactive to the beginning of the year.
3. J-2 and F-2 visa holders are subject to FICA taxes.
4. H1B1 visa holders are subject to FICA taxes.
5. Medical residents are also subject to FICA taxes.

INTERNATIONAL STUDENTS

Per the Department of Homeland Security, international students are authorized to work up to 20 hours per week while school is in session. They may work full-time (40 hours per week) during those periods when school is not in session or during the student's annual break. At the University of Florida, this applies to winter break and the summer term. International students do not have the option to submit an Hours Extension Form to increase their hours during the Fall and Spring semesters. Not complying with these guidelines for on-campus employment may be a violation of status that could result in the student having to leave the United States. For additional information and resources, please contact UF's International Center at (352) 392-5323 or visit their website at <http://www.ufic.ufl.edu/>.

If you are a student employee on an F-1 or J-1 Visa, it is important to keep your supervisor informed of any changes to your Visa status over the course of your employment. You must also maintain enrollment to continue working as a Student Assistant.

WORKPLACE POLICIES

ABSENCES

If you know in advance that you will be late or absent from work, it is your responsibility to notify your supervisor. If you have something unexpected happen that will cause you to miss work or be late, you must contact your supervisor to let them know when you expect to return. Consult with your supervisor regarding the specific attendance policy of your department.

APPEARANCE

Although UF has no specific dress code, student employees are expected to dress appropriately and in a manner consistent with UF's public interests. Please speak with your supervisor regarding acceptable attire in your work area.

BREAKS/REST PERIODS

Employees who work four consecutive hours are entitled to and should take a 15-minute rest period whenever possible. Rest periods may not be accumulated to extend your lunch break, arrive late, or leave early. Your lunch break is set by your supervisor. Employees at the University work a variety of schedules and are permitted varying amounts of time for lunch depending upon their regular working schedule. Please speak with your supervisor regarding your lunch and rest breaks.

INJURIES

If you get hurt during working hours, you, your immediate supervisor, and the departmental safety coordinator must contact the UF Worker's Compensation Office before you go to an authorized medical provider, unless your injury requires emergency medical care. The Worker's Compensation telephone number is (352) 392-4940; TDD 1-800-955-8771; FAX (352) 392-8329.

DRUG-FREE WORKPLACE POLICY

The following are required of the University of Florida and its employees:

1. An employee shall notify his or her supervisor or other appropriate management representative of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
2. The university shall notify any federal contracting agency within ten days of having received notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation in the workplace.
3. The university will take appropriate action against any employee who is convicted for a violation occurring in the workplace or will require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program.

GRIEVANCE PROCEDURES

Because UF encourages informal resolution of grievances and complaints, you should contact your immediate supervisor for help with resolution of any work-related concerns or misunderstandings. Should this type of informal resolution be unsuccessful, you should speak with the next level superior to discuss resolution. If the department is unable to resolve the problem, you may choose to initiate a formal grievance or complaint. Please contact the Student Employment Office for assistance.

RESIGNING

While we hope your employment with the University of Florida is positive and lasting, should you plan to voluntarily resign from your position, please give your supervisor at least two weeks notice. Additionally, you should submit a letter of resignation to your supervisor, specifying your last day of employment. Your supervisor will communicate this information to your department's payroll administrator.

WORKPLACE POLICIES

Sexual Harassment Policy

The University of Florida is committed to maintaining a safe and comfortable workplace and academic environment. The Sexual Harassment Policy is available in the Office of Human Resource Services and its website at www.hr.ufl.edu/eeo. Sexual harassment of employees, students, or visitors will not be tolerated by the university.

Sexual harassment occurs in a variety of situations that tend to share a commonality: the inappropriate introduction of sexual activities or comments in a situation where sex would otherwise be irrelevant. Sexual harassment is a form of sex discrimination and a violation of state and federal laws as well as of the policies and regulations of the university.

The university's policy is to protect all members of the community from sexual harassment. As a result, the responsibility for reporting incidents of sexual harassment also must rest with all members of the university community. Any employee or student who has knowledge of sexual harassment is encouraged to report it to the director of Institutional Equity and Diversity. Employees with supervisory responsibility who have knowledge of sexual harassment are required to report the matter directly to a university official. Any co-worker or student who has knowledge of sexual harassment is strongly encouraged to report it promptly. It is the university's goal to process complaints of harassment in a prompt and responsive manner to enable appropriate corrective action.

Call the Institutional Equity and Diversity Office at (352) 392-1075 with your questions or concerns about sexual harassment, including information about reporting procedures. For information about training related to sexual harassment prevention, please visit www.hr.ufl.edu/eeo/training.htm.

ADDITIONAL RESOURCES

NEW HIRE FORMS

New Hire Demographic Form:
<http://hr.ufl.edu/recruitment/forms/demographic%20form.pdf>

*Federal Community Service New Hire Information Form:
http://www.sfa.ufl.edu/isis/NewHireInformationForm_022212.pdf

I-9 Form:
http://www.hr.ufl.edu/recruitment/forms/i-9_2012expire.pdf

W-4 Form:
<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

HR-50 "Four-In-One" Form:
<http://www.hr.ufl.edu/recruitment/forms/fourinone.pdf>

OPS Application:
<http://www.hr.ufl.edu/recruitment/forms/opsapplication.pdf>

Direct Deposit Form:
<http://fa.ufl.edu/forms/pdf/fa-ps-dda.pdf>

*Required for Federal Community Service Students only

OTHER FORMS

Class Dismissal Form:
http://www.sfa.ufl.edu/isis/empl-0008-12_05.pdf

Class/Work Schedule:
<http://www.sfa.ufl.edu/isis/empl-0006-0103.pdf>

GPA Petition:
<http://www.sfa.ufl.edu/isis/empl-0011-10-08.pdf>

Hours Extension Form:
<http://www.sfa.ufl.edu/isis/HoursExtension.pdf>

Pay Rate Justification Form:
http://www.sfa.ufl.edu/isis/PayRateJustification_1_1_12.pdf

Timecard:
<http://hr.ufl.edu/leave/forms/timecard.pdf>

WEB RESOURCES

Career Resources Center:
<http://www.crc.ufl.edu/>

Institutional Equity and Diversity Office:
<http://www.hr.ufl.edu/eo/>

International Center: <http://www.ufic.ufl.edu>

ISIS: <http://www.isis.ufl.edu/>

MyUFL: <https://my.ufl.edu/ps/signon.html>

Office of Human Resource Services:
<http://hr.ufl.edu/>

Student Financial Affairs:
<http://www.sfa.ufl.edu/>

University Payroll Services: <http://fa.ufl.edu/payroll/>

For more information, please contact:

University of Florida's Student Employment Office
Student Financial Affairs
Division of Enrollment Management

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Student Employment Office
Student Employee Handbook
<http://www.sfa.ufl.edu/programs/employment/>