



WLU Student Employment

Student Employment Guide

General Guidelines as per WLU Student Policies and Procedures:

The student employment program is available to help students meet educational expenses through meaningful employment.

Jobs vary throughout the university and range from academic departments, athletic game operations, administrative support, library support, lab assistant, to campus tours.

Student employment offers a great opportunity to work a flexible schedule, gain work experience for your resume and make valuable connections with staff and faculty. WLU is committed to providing a safe and healthy working environment for student employees.

All qualified students receive fair and equal opportunity to enter and continue in WLU student employment based on eligibility and qualifications.

Student employees are not eligible for benefits.

All student on-campus job postings are in Handshake. Refer to page 6 of this handbook for instructions how to apply to a job posting.

Students can access their Handshake account and apply for jobs through this link: <https://westliberty.edu/jobs>.

Check back often for new job postings and opportunities.

Types of Employment:

- Federal Work Study paid hourly
- Personal Service paid hourly
- Grant Funded

Federal Work Study Requirements:

- Students must have a valid FAFSA on file with WLU.
- Students must have financial need. The Financial Aid Office will determine and approve eligibility. If a student is not eligible for Federal Work Study, they may still be eligible to apply and work on-campus personal service jobs.
- Students are required to meet Satisfactory Academic Progress to be eligible for financial aid and Federal Work Study. Go to <https://westliberty.edu/financial-aid/satisfactory-academic-progress-policy/> for more information regarding Satisfactory Academic Progress Policy and Procedures.
- Be an enrolled degree-seeking WLU student.
- Apply for an open job posting in Handshake.
- Federal Work Study pay is earned through an on-campus job, paid hourly, and is received in a biweekly paycheck.
- Federal Work Study money does not pay directly to your WLU semester invoice.
- Students cannot work more than 20 hours per week.
- Accept your Federal Work Study award in your WINS account.
- If a student meets the allotted Federal Work Study amount awarded and is not eligible for an increase, they will have to end their job unless the department can keep them on board and pay with Personal Service funds.

Personal Service Requirements:

- Be an enrolled WLU student.
- Apply for an open job posting in Handshake.
- Not need based.
- Pay is hourly and earned in a bi-weekly paycheck.
- Cannot work more than 20 hours per week.

Grant Funded Requirements:

- Grant funded students that are not hourly are paid from the information listed on the fixed pay form.
- A fixed pay form shows a sum of money that is spread out evenly over a length of predetermined time.
 - Example: \$100 per pay to not exceed \$1000 starting August 1, 2023 and ending May 1, 2024
- Grant funded students are not hourly and do not use a time clock or timesheet to record their time.

- **International Students Requirements:**
- Enrolled full time, at least 12 credits hours undergraduate and 9 credit hours for graduate.
- Not eligible for Federal Work Study.
- Must possess an I-20 or F-1/J-1 Visa on file in the Rollie Williams International Student Center.
- Valid social security card is required. International students hired for on-campus job can apply for a social security card. The Student Employment Coordinator will supply the hired international student with a letter to take to the Social Security Administration office to apply for the card.
- International students are eligible for WLU student employment.
- Can work up to 20 hours per week.
- Pay is hourly and received through a biweekly paycheck.
- If a student's home country does not have a tax treaty with the United States, a W-4 form needs completed. If the student's home country has a tax treaty, the student can complete Form 8233 and not have Federal income taxes withheld from their paychecks.

Summer Employment Requirements:

- Must be an enrolled WLU student for Summer and/or Fall classes.
- Must have a valid FAFSA on file for the year in which they enrolled.

Important Student Information:

- Students can apply for more than one job.
- Accepting Federal Work Study on your financial aid estimate letter or WINS account does not guarantee a job. Students **MUST** apply for a job online in Handshake (instructions below) and complete all necessary paperwork to be cleared to start working.
- Studies always come first. Connect with your supervisor immediately if you need to miss work due to a test or assignment that needs to be completed.

Required documentation for all students hired for WLU employment:

- Must be an enrolled WLU student.
- Show a social security card for payroll purposes.
- Show identification as required for the I-9 form.
- Complete all new hire paperwork.

myApps Accounts:

- Students hired for on-campus jobs will need to create a myApps account.
- This account will be required for students who use a time clock to log their work hours.
- myApps accounts also provide pay stubs and W-2 forms.

Pay Periods:

- All student employees receive pay on the same scheduled dates as all other state of WV employees.
- Pay dates are determined through the state of WV.
- Student employees receive pay biweekly for their hours worked.
- Refer to the pay calendar for pay dates and pay ranges:
<https://westliberty.edu/financial-aid/files/2023/02/Pay-Period-Calendar-2023-4-1.pdf>

Lunch breaks:

- When a student works a 5-hour shift, you should receive a 15-minute paid break.
- When a student works a 6 hour or more shifts, you are allotted two 15-minute breaks with pay and no less than a 30-minute lunch break without pay.
- Student workers cannot take paid work breaks at the beginning of a shift or the end of a shift.
- You must notify your supervisor when taking a break to make sure it is a feasible time to do so.

Working during holiday breaks:

- Student workers can only work during University holidays/closures if approved by their supervisor and the WLU President.

Expectations:

- Students need to show up to work on time.
- It is very important to report off to your supervisor when you cannot work your scheduled shift.
- Students need to limit their distractions – visitors and cell phone usage should be minimal.
- Students must maintain a professional attitude in the workplace at all times.
- Students must follow the supervisor’s guidelines for professional dress in the workplace.
- Students must keep all records and files confidential and are required to sign a confidentiality statement upon hire.
- Follow WLU Policies and Procedures: <https://westliberty.edu/human-resources/university-policy-procedure/>
- Follow WLU Student Employment Policies and Procedures:

University vehicles:

- Students who drive university vehicles for their on-campus job must follow the State of WV requirements. All drivers of WLU vehicles must complete the defensive driver’s training. There is a 30-minute driver’s training video that is required to view as well as an exam that you must receive 100% prior to using

a state vehicle.

- The supervisor will work with the student employee to complete the Defensive Driving training.

Injuries:

- Any student injured while working at a WLU on-campus student job must complete an Accident and Injury Investigation Report.
- This report needs submitted to Human Resources within 24 hours of incident.
<https://westliberty.edu/health-and-safety/accident-injury-investigation-report/>

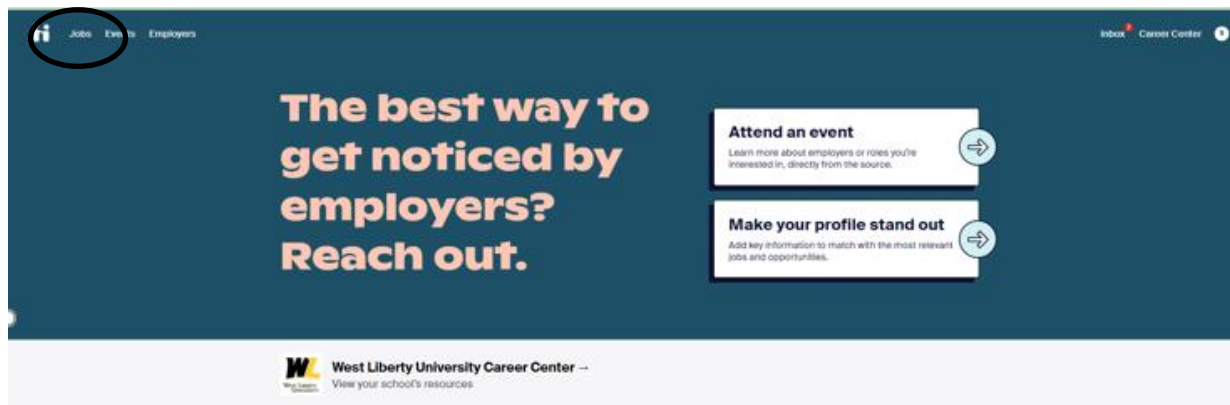
Job Separation or Termination:

- It is preferred to submit a two week written notice to their supervisor if a student is ending their student employment on-campus job.
- Immediate termination from a student job without advance notice can happen for violating university rules or policies, engaging in misconduct and/or have broken confidentiality.
- Student employees are at-will and work at the discretion of the hiring manager.

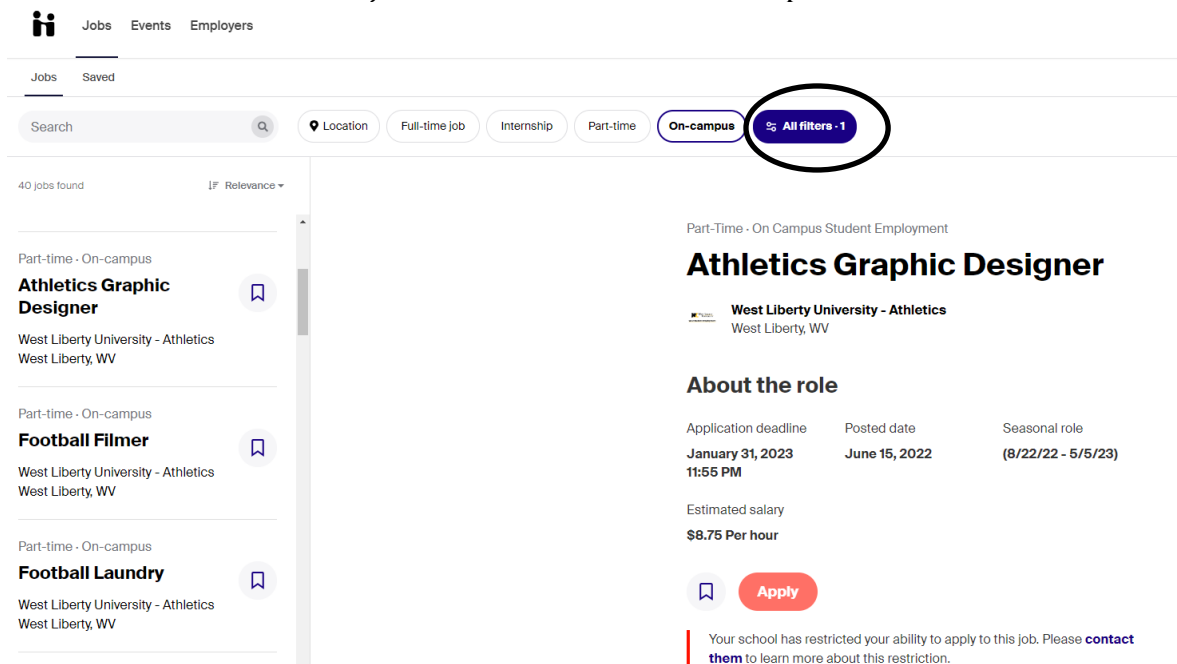
Please refer to the Student Employment website for additional information.

Applying for a Job and Completing Student Employment Paperwork:

1. Students can see job postings on the WLU's website at <https://westliberty.edu/jobs>.
2. Once logged into your Handshake account, click on "Jobs" in the upper left hand corner.



3. Click on "All Filters" in the job filter. Then select "On-Campus" and "Show Results"



4. You can now view all of the on-campus job opportunities available in Handshake by scrolling through the postings on the left hand scroll bar.

5. Once you find a job that interests you, click on the job and then select the purple “Quick Apply” button in the middle of the screen! You can apply for more than one job.
6. The supervisor of the position will receive notification once your application is complete.
7. Students are selected as hired for the job by the hiring manager and first time student workers (never worked before) will need to be added to payroll. They will receive an email from the Student Employment Coordinator with instructions on how to complete the required forms for payroll. This will be your employment “Onboarding Process”. Students that have worked a student employment job in the past will not have to complete all of the new hire forms again. Some forms such as updated tax forms may be required.
8. Student Employment paperwork can be found on the Financial Aid Office’s Student Employment webpage at <https://westliberty.edu/financial-aid/student-employment-forms/>
9. **STUDENTS CAN BEGIN WORKING ONLY WHEN THEY RECEIVE AN EMAIL NOTIFICATION FROM THE STUDENT EMPLOYMENT COORDINATOR WITH A START DATE.**

Contact Information

Susan Garrison
Student Employment Coordinator
Financial Aid Office
Shaw Hall 121
304.336.8020
studentemployment@westliberty.edu