Clark University On-Campus
Student Employment Handbook
2022-2023
Revised August 2022

Introduction
On-campus student employment plays an important role in the Clark experience for many of our students. These positions offer opportunities for students to gain professional and leadership development experience, skills, and connections to a broader network of faculty and administrators on campus.

This handbook outlines policies and procedures for seeking and retaining on-campus student employment at Clark. All student employees are required to follow these policies and should familiarize themselves with the material.

It is also important to note that students are NOT guaranteed jobs on campus. Working on campus is a competitive process. Students interested in obtaining a position for the academic year should not wait to apply. Please read the information on our Student Employment webpage for important information about how to apply to jobs and be the best candidate you can be.

On-campus student employment is a collaborative effort among campus departments including the Career Connections Center, Office of Financial Assistance, Payroll, and Human Resources. This guidebook will direct students to the appropriate office for handling specific questions.

On-Campus Student Employment Process
Applying for On-Campus Student Employment
All open positions are posted on Handshake. Most academic year on-campus employment positions are posted over the summer to begin at the start of the fall semester. Additional jobs are posted on a rolling basis as they become available throughout the year. As a student looking for on-campus employment, it is your responsibility to check Handshake and apply for open positions. Students passionate about finding employment for the academic year are encouraged to prepare and submit materials (resume, cover letter, etc.) as soon as possible.

All positions require a resume. Undergraduate students can easily upload documents to Handshake and receive feedback from a Career Connections Center staff member. They are also highly encouraged to make an appointment with the Career Lab staff for a one-on-one document (resume/cover letter) review. To make an appointment, go to Career Center/Appointments on Handshake.

Graduate students should consult with their department on options for resume review.

Please note resume feedback is intended to help students strengthen their application materials, but feedback is not required to apply for on-campus employment. In other words, if your document status is pending, you can still apply for positions through the browser. (You may have difficulty doing so through the Handshake app.) If you do not have a resume, please look at the resource guides here. To ensure materials are reviewed before fall classes begin, materials should be submitted by early August.
On-campus student employment opportunities are highly competitive and students are encouraged to apply for multiple positions that fit their interests and schedule. Students should make sure they meet the listed hiring qualifications in the position description before applying. Some positions will require only a resume, while others might require additional documentation, such as a cover letter or writing sample. Hiring managers for each position will review applications, select candidates to contact (and typically interview), and hire the best applicant for each position.

The status of your application will be updated in Handshake when a hiring decision has been made.

If you are a student returning to the same position as a previous year, there is no need to re-apply for the position (unless your supervisor has indicated otherwise).

If you see this notice in Handshake for a position, you are not eligible to apply for the position. It could be because of your school year, or your graduate program. When you see this notice, you should look for other jobs for which you are eligible.

After You Are Hired

Students who have been offered an on-campus position are responsible for completing all required paperwork and submitting it to the appropriate office. Visit the “Students Who Have Not Yet Worked on Campus” section of our Student Employment webpage for more details as well as Appendix A, our Student Employment Verification Policy.

Your student employment record must be created before you will be able to use Web Time Entry, our electronic timesheet portal housed in ClarkYOU, and you cannot begin working until you are able to access Web Time Entry. If you cannot access an electronic timesheet, then it is likely that you haven’t submitted all necessary documents to the appropriate office.

Please note: It is against the law for you to work more than one day on campus before you provide the I-9 and present your required identification. You and your supervisor must ensure that your student employment record has been created and all paperwork has been processed on or before your first day of work. Your supervisor will be notified when your student employment record has been created.

You should connect with your direct supervisor once all paperwork has been submitted to establish a work schedule. Your supervisor will discuss with you the weekly amount of hours you are authorized to work. A variety of factors will affect your actual earnings, including requested time off, weather-related departmental closing, and/or the supervisor’s adjustment of the student’s weekly work schedule due to departmental budget adjustments.
Tax Information

Please review the **Student Employment Verification Policy** in Appendix A.

Student earnings are subject to all federal and state taxes. Unless you are a full-time student currently enrolled in classes, your earnings are subject to the Social Security tax deduction.

Every student must complete a W-4 form as part of their employee paperwork. If you claim exempt on your W-4, you will be required to complete a new W-4 each year at the end of the fall semester. You will receive an email reminder at the end of each year from the Payroll Office to update your W-4 form.

For tax purposes, Clark University provides each student with a W-2 form listing all taxable earnings paid to the student. These forms are found online under your Student Employment tab on ClarkYOU. You will need to give consent to receive this information electronically should you wish to download your W-2. Your W-2 will reflect your taxable earnings for the preceding year.

Students must also complete an M-4 form. This form is also known as the Massachusetts State Tax withholding form. Students who anticipate an annual earning of less than $8,000 earned in Massachusetts during a calendar year can check the exempt box on this form to be exempt from withholding Massachusetts state taxes.

Federal Work Study Regulatory and Policy Information

Federal Regulations

1. **Definition of Hourly Employment**
   Since federal work study is a part-time employment program, students are paid on an hourly basis only, under an “hour’s pay for an hour’s work” arrangement.

   Students are not compensated fringe benefits such as sick leave, vacation, or holiday pay. As of June 2022, we no longer offer pay for absences due to COVID-19 exposure or illness. Brief interruptions in the daily work schedule, such as a rest or coffee break, are allowed if it is the employer’s policy and practice to permit those interruptions for its regular hourly employees.

2. **Penalties for Fraud and Other Work Study Violations**
   Student employees should be aware of the following regulations that are published in the [Federal Student Aid Handbook](#): “Any person who knowingly and willfully makes false statements, furnishes false information, or conceals material information in connection with the assignment of [a Federal Student Aid] program loan or attempts to do so, will, upon conviction, be fined up to $10,000 or imprisoned for up to one year, or both.”

Pay Rates

All student employees must be paid nothing below the Massachusetts **minimum wage**. Pay rates for all jobs are included in the job descriptions on Handshake.
International Students

International students are eligible for Clark University on-campus student employment opportunities. Because there may be certain restrictions regarding employment in the United States, international students must first speak to the International Students and Scholars Office to determine if they are eligible to work off campus.

Payroll and Schedule Information

Web Time Entry System

Web Time Entry (WTE) is the University electronic timesheet system. WTE is an easy way for student employees to enter their time worked, and for their approvers to review it and to approve it. Students are paid biweekly according to the payroll schedule.

Here is a brief outline of how the payroll system works:

1. All students must turn in the documentation referenced earlier in this document.
2. Once the student has completed all necessary paperwork and has been established on the payroll system, both student and supervisor will be able to use the Web Time Entry System. Your supervisor will be the person approving the biweekly timesheets and will provide the necessary training to use WTE. Instructions for submitting timesheets are here in the “Resources and Contacts for Students” section.
3. Students are required to complete an electronic timesheet for each biweekly pay period and submit it for approval prior to the payroll deadline. A WTE approver (typically the hiring supervisor) will approve the hours worked and submit the timesheet electronically for processing. Students must submit their electronic timesheet to their approver no later than Monday at 10am to give the approver the necessary time to review the hours worked by the student, approve the timesheet and submit it for processing. Approvers must have timesheets approved and submitted no later than Monday at 12pm.
4. All timesheets submitted must be approved by either the student’s approver, or the person who has been designated as a proxy for that approver. Please review the Payroll Calendar (link below) for timesheet submission dates. Late timesheets must still be approved online. After online approval, your supervisor will need to email the Payroll Office to let them know that there is a late timesheet to be processed. Once notified, the Payroll Office will process late timesheets. Please note that late timesheets may be subject to disciplinary action.

The Payroll Calendar and the Payroll Deadline Schedule can be downloaded here. Note that you will need to sign in with your Clark ID and password to access the file. Please remember to submit timesheets for approval before leaving for winter and summer breaks!

The last work day for all students is Sunday, May 21, 2023, or earlier if determined by your supervisor. The Summer Student Employment Program begins the day after commencement, May 22, 2023.

Guidelines for Work Hours

You will establish a weekly schedule with your supervisor at the beginning of each semester, except in a few positions that require a more flexible and unplanned schedule. As you establish a work schedule, particularly if you are employed by multiple departments on campus, please keep in mind that there are limits on the hours per week students can work on campus.

- Students who are U.S. citizens can work up to 25 hours per week when classes are in session.
• International students can work \textit{up to 20 hours per week} when classes are in session. If you believe you are eligible under U.S. immigration law to work more than 20 hours per week during the semester, please contact the ISSO at isso@clarku.edu.
• Graduate students should consult with their graduate school on limitations of hours of work.

Your schedule and the award amount listed in your WTE are estimates of what you will work and earn in this position, and \textbf{NOT} a guarantee of payment. Requested time off, your availability to work during the semester, changes in department or University schedules, and/or changes in departmental budgets will affect your actual earnings. Supervisors can adjust schedules as needed and any changes should be clearly communicated to students in a timely fashion. You should consult with your direct supervisor for department policies on missed work hours; the ability to make up any missed hours is up to the discretion of the supervisor and is not guaranteed.

Students are not compensated fringe benefits such as sick leave, vacation, or holiday pay. As of June 2022, we no longer offer pay for absences due to COVID-19 exposure or illness. Brief interruptions in the daily work schedule, such as a rest or coffee break, are allowed if it is the employer’s policy and practice to permit those interruptions for its regular hourly employees.

**Keys to a Successful On-Campus Employment Experience**

**Policies and Expectations for Student Employees**
• Complete and submit all necessary paperwork before beginning to work on campus.
• Submit electronic timesheets by the specified biweekly deadlines. Late timesheets will be paid in the following pay period.
• Arrive on time and prepared for all scheduled shifts. If a student wishes to make a permanent or temporary change to their schedule, they should clear this change with their supervisor as far in advance as is possible. In the event that a student is unable to work a shift due to illness or an emergency, they should communicate this to their supervisor as soon as possible.
• Follow the dress code requirements for their department. As a baseline, students are expected to present a neat and professional appearance at all times.
• Adhere to the department’s confidentiality agreement(s).
• If a student with Federal Work Study does not earn their full amount, they will not need to “pay it back.” Unused federal work study has no effect on future determinations of work study allocation.
• Follow specific policies and guidelines established by the hiring supervisor.

**Disciplinary Action**
Students are expected to perform their job(s) to the best of their ability. If a problem arises, the supervisor should attempt to resolve the issue by speaking with the student first. If the problem continues, the supervisor should typically warn the student employee in writing at least once. If the problem persists, the supervisor should typically provide advance notice of termination and the reason(s) to the student in writing via email, with a copy to the Office of Student Employment. Note that a supervisor may terminate a student after a single infraction, depending on the circumstances.
Reasons for termination could be, but are not limited to: violation of confidentiality, dishonesty (including falsifying timesheets), poor work performance, habitual tardiness or absences. If a student is terminated from a position, it is unlikely that the student will be allowed to work another job for the remainder of the academic year.

If you are a student having an issue in your position and cannot resolve it with your supervisor, you are encouraged to meet with Julie Bolduc, the Director of Student Employment, to discuss it. She can help you strategize ways to move forward, role play a conversation with your supervisor, or provide information for accessing on-campus resources for additional support.

**Effectively Communicating with Your Supervisor**

Establishing effective lines of communication is an important first step toward developing a professional working relationship with your supervisor. Clear and regular communication can improve your work experience, boost your job performance, and decrease the likelihood of future conflict or tension. Follow these tips to increase the effectiveness of your communication:

**Ask Questions:** Asking questions is a good way to make sure your work is completed in the way your supervisor wants. Do not assume it is a bad thing to seek clarification on an issue or a task you were assigned—questions are typically encouraged as long as you learn from the answers.

**Be Mindful of Timing:** When you have something to discuss with your supervisor, make sure they are available to have an uninterrupted conversation. Sometimes these conversations can happen spontaneously, but other times scheduling a meeting in advance may be necessary.

**Schedule Regular Meetings:** Meeting with your supervisor on a regular basis helps you to stay on the same page and provides a space to discuss issues, challenges, and progress towards goals.

**Come Prepared:** When you have an upcoming meeting, write down or email your supervisor a list of discussion topics in advance to make sure nothing gets forgotten.

**Proactively Raise Issues:** If you are struggling to meet a deadline or need assistance completing a task, let your supervisor know. Supervisors prefer to have a proactive conversation and help you succeed rather than a discussion about unmet expectations after the fact.

**Social Media**

While there is no specific Clark University policy regarding social media usage and on-campus employment, it is recommended that you do not post about your position on any social media account, unless that is an explicit part of your job description. Check with your hiring manager about department expectations. Many departments require students to sign confidentiality agreements which may include social media communication. When connecting with supervisors and co-workers on social media, it is best to stick to professional networking sites such as LinkedIn.

**Taking Initiative at Work**

Student workers are valuable assets to Clark University. As you gain experience in your position, taking initiative is a way to use your skills and experience to make a bigger contribution. These tips can help you identify opportunities for taking initiative:
Identify Unmet Needs and Potential Improvements: Familiarity and conscious observation of your work environment will help you identify opportunities for improvement that others may not have noticed or new solutions to existing problems. Different questions you might ask yourself include:

- Are there ways to improve the experience of those I work with or support?
- Are there small problems that could turn into bigger ones if they are not addressed?
- Are there communication barriers that prevent work from being done efficiently? How can these barriers be minimized or removed?

Expand Your Idea: If you have identified a possible improvement or solution to a problem, spend some time working out the details. What are the costs and resources associated? Are there risks? Are the benefits worth the effort it would take? The more feasible your plan is when you bring it to your supervisor, the higher its likelihood of success.

Seek Authorization: Check with your supervisor before implementing new ideas, no matter how beneficial you think they may be. It is important to avoid overstepping boundaries and secure your supervisor’s support before working on something that may not be in your job description.

Contact Information for On-Campus Student Employment

- For questions regarding the student employment program, Handshake, or applying for positions, please contact oncampusemployment@clarku.edu.
- Undergraduate students who have questions regarding hiring documentation or their financial aid award should contact the Office of Financial Assistance at finaid@clarku.edu.
- Graduate students who have questions regarding hiring documentation or payroll should contact Payroll at payroll@clarku.edu.
- For questions about international student employment, please contact the International Students and Scholars Office at isso@clarku.edu.
APPENDIX: Student Employment Verification Policy

Policy/Procedure

Section 1. Purpose and Scope

Clark University believes that one component of a well-rounded educational experience for many students is to gain valuable career development and invaluable performance and behavioral modeling and expectations exposure by virtue of working in an on-campus job. This policy outlines how students, once they secure an opportunity, proceed with formalizing and beginning their campus employment experience.

Section 2. Definitions

A Domestic Student is defined as a U.S. citizen or a lawful permanent resident.

An International Student is defined as a student lawfully in the U.S. pursuant to a valid visa. An International Student might also be an undocumented student, commonly referred to as a Deferred Action for Childhood Arrivals (DACA) student who was, through no fault of their own, unlawfully brought to the U.S. as a child and has lived virtually their entire life in the U.S.

Section 3. Procedures and Enforcement

Before starting a job, students need to complete documentation as specified below based on their citizenship.

Note that while classes are in session, domestic student workers must not work more than 25 hours per week and international student workers no more than 20 hours per week (note that the 20-hour maximum is a U.S. immigrational regulation limitation for F-1/J-1 students). Students are only allowed to work a maximum of 999 hours per year in totality, regardless of the number of jobs they hold, at Clark University. The reasoning is twofold:

- Student workers are students first and, as such, should place their academics before their on-campus employment opportunities.
- Student workers begin to transition beyond part-time workers and into a more professionalized full-time capacity once they meet or exceed 30 hours per week.

Domestic Students:

Process for compensation:

- While it is possible to be hired without a Social Security Number, everyone must secure and present an SSN in order to remain an employed at Clark (see below for details).
- Form I-9 (Required): This is a three-step process. A student must complete the Form I-9 and accompanying documentation.
  - I-9 Section One – this is to be completed by the student
  - I-9 Section Two – this form is completed by the Financial Assistance Office (for undergraduate students) or the Payroll Office (for graduate students) with the student present showing their original identifying documents
International F-1/J-1 are may work up status (students)

- Present original* documents from the List of Acceptable documents accessible from the Form I-9 portal. Some of the most common options are:
  - Option 1: US Passport/Passport Card
  - Option 2: Picture ID (License or state ID) and Social Security Card
  - Option 3: Picture ID (License or state ID) and Birth Certificate
  - *Note: Federal Regulations prohibit the use of any reproductions of the original documents. Please contact HR@clarku.edu

- **W-4 (Required)**: This tax form mandates how much in taxes Payroll should be withholding from each paycheck for federal taxes

- **Form M-4 (Required)**: This tax form mandates how much in taxes Payroll should be withholding from each paycheck for Massachusetts taxes. Even if your home state is not Massachusetts, you must complete this form.

- **Direct Deposit Authorization (Required)**: This authorizes Clark University to deposit your paycheck directly into your bank account (checking or savings). In addition, students must supply a voided check or bank statement confirming bank’s **routing** and **account number**.

**International Students:**

F-1/J-1 students are eligible to work on-campus while attending classes. The work does not need to be related to the student’s field of study. Students must maintain legal F-1/J-1 status while engaging in on-campus employment. Students may work up to 20 hours per week while school is in session (working more than 20 hours may jeopardize their visa status) and up to 40 hours per week during periods when school is not in session. All students are allowed to work until Commencement or the last day of classes, depending on the department budget.

F-1/J-1 students are also eligible to work off-campus, with certain limitations. The work generally falls under two categories: curricular practical training or optional practical training. Please be advised that students found working illegally risk having their visa revoked. Therefore, it is important to consult with the International Students and Scholars Office (ISSO) to ensure eligibility to work either on- or off-campus before officially starting employment. Note that off-campus employment is only allowed in the following circumstances:

- **Curricular Practical Training**: Curricular Practical Training (CPT) is paid or unpaid employment, an internship or similar experience that trains a student in a field of study and fulfills academic credit or part of the student’s degree requirement.

- **Optional Practical Training**: Optional Practical Training (OPT) is work authorization that will allow a student to work in areas that are related to their major for up to one year or as many as 3 years depending on the degree, either before or after graduation.

**Social Security Numbers (SSNs)**

A Social Security Number (SSN) is a nine-digit number issued for tax reasons by the U.S. Social Security Administration. Employers use Social Security Numbers to report salaries to the U.S. Government for tax purposes. Social Security Numbers are also used for a variety of other purposes, such as to check credit history.

Students holding F-1 and J-1 status who are employed in the U.S. must apply for an SSN. An SSN is issued to track earnings over a worker’s lifetime. In order to issue an SSN, the Social Security Administration (SSA) requires evidence that the student:

- Is eligible to work in the U.S.
- Is a full-time student
- Has received a formal offer of on-campus employment, OR
- Has been authorized for off-campus employment through CPT, OPT, or Academic Training.
Process for compensation:

- **While it is possible to be hired without a Social Security Number (SSN), everyone must secure and present an SSN in order to remain an employed at Clark (see below for details).**
- **Form I-9 (Required):** This is a three-step process. A student must complete the Form I-9 and accompanying documentation.
  - I-9 Section One – this is to be completed by the student
  - I-9 Section Two – this form is completed by the Financial Assistance Office (for undergraduate students) or the Payroll Office (for graduate students) with the student present showing their original identifying documents
  - Present original* documents from the List of Acceptable documents accessible from the Form I-9 portal.
    - Option 1: US Passport/Passport Card
    - Option 2: Picture ID (License or state ID) and Social Security Card
    - Option 3: Picture ID (License or state ID) and Birth Certificate
    - *Note: Federal Regulations prohibit the use of any reproductions of the original documents. Please contact HR@clarku.edu.
- **Direct Deposit Authorization (Required):** This authorizes Clark University to deposit your paycheck directly into your bank account (checking or savings). In addition, students must supply a voided check or bank statement confirming bank’s routing and account number.
- FNIS: International students will be sent login credentials in order to determine possible treaty benefits.
- If a student does not have a SSN, the student should bring to the Financial Assistance Office (for undergraduate students) or the Payroll Office (for graduate students) their appointment receipt from the SSA office in order to begin working.

Process to Apply for SSN:

- International students who need to apply for their SSN need to complete application form SS-5 which can be found on the SSA website ([https://www.ssa.gov/forms/](https://www.ssa.gov/forms)).
- The student should bring this application to the local SSA office along with originals of the following:
  - SS-5
  - First page of I-20
  - I-94
  - Passport
  - Employment letter supplied by the Clark department that is hiring the student
  - Letter from Clark stating they are a Clark student. To request the letter from the ISSO, submit a Letter Request Form on the **ISSO Portal**. Students can find the request in the Control Center of their ISSO Portal Profile.
- After the appointment is completed, the student will be given a receipt for their appointment. The student should bring to the Financial Assistance Office (for undergraduate students) or the Payroll Office (for graduate students) their appointment receipt from the SSA office in order to begin working.
- It will then take 7-10 days to get their Social Security card. **This card does not have to be presented to Payroll.**
- The local SSA office is: Social Security Administration, 51 Myrtle Street, Worcester, MA 01608, telephone: 866-331-9069. For additional offices, click here.
- When the student receives their SSN, they will submit it in one of two ways:
  - Uploading a picture of the card to the secure link provided on the **Student Employment webpage**.
  - Going to the Payroll Office and speaking to a member of the payroll staff.
When to apply for the SSN:

F-1 Students
- Students in F-1 status need a continued attendance I-20 before they can apply for a Social Security Number.
- You will receive your Continued Attendance I-20 after your submitted Immigration Check-In is processed. Students can the Immigration Check-In Form in the Control Center of their ISSO Portal Profile.
- If you are a new student, it is recommended that you wait seven to 10 days after you receive your updated Continued Attendance I-20 before applying for your Social Security Number to allow for your immigration information to be updated in government databases.

J-1 Students or Scholars
- Students and scholars in J-1 status must also submit their Immigration Check-In and receive an updated DS-2019 prior to applying for a Social Security Number.
- New students and scholars should also wait seven to 10 days before applying.

Students Without an SSN:
Students can work for up to 30 days prior to receiving their SSN. On a monthly basis, students with a missing SSN will be contacted by the Office of Student Employment to check on the status of their application and to offer assistance with the process if needed.

Please note that after 30 days, if the SSN has not been provided, the student must contact the Office of Student Employment immediately; and will receive the following guidance:
- The student may be directed to suspend working immediately, with an inability to re-start working until the SSN comes in, or
- In exceptional circumstances beyond the control of the student, they may be granted additional time to procure the SSN while continuing to be allowed to work.
  - Note that, in this circumstance, students working beyond 30 days without a SSN will be working without the treaty benefits that would reduce or remove taxes – meaning that Clark will have to charge against their paychecks the maximum withholdings allowable.

Related Policies and Regulations

History/Revision Information

Responsible Office/Division: Office of Student Employment and Office of Human Resources

Effective Date:
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