

Student Employee Guide



EKU[®]

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EKU Student Employment

Introduction

Eastern Kentucky University (EKU) participates in student employment opportunities through Work-Study Programs governed by conditions and limitations of Federal Student Aid and laws and regulations of federal, state, and local governments. The Work-Study Program employs eligible undergraduate and graduate students of EKU.

The Work-Study Program at EKU serves three purposes:

1. Employs eligible students, enabling them to earn wages while pursuing a college education.
2. It is a part of the educational process whereby students acquire valuable, marketable skills.
3. Provides academically related work experience, which may have vocational value in post-college years.

Equal Employment Opportunity (EEO) Statement

Eastern Kentucky University is an Equal Opportunity employer and educational institution and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, disability, national origin, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g., athletics, academics, and housing) which it conducts, or in any employment policy or practice.

Work-Study Programs

EKU offers two Work-Study Programs, Federal Work-Study, and Institutional Work-Study. The Federal Work-Study Program is federally funded each fiscal year and is associated with a student's financial aid award for that academic fiscal year. The Institutional Work-Study Program is institutionally funded and is distributed to departments across the University each fiscal year. A department must have one or both funds to hire a student employee.

Student work-study eligibility is determined each academic term and is based on their enrollment (both Work-Study Programs) and their financial aid award (Federal Work-Study). Students may check their financial aid award status by logging into myEKU and clicking on the Big "E" Central card and then clicking on 'Aid: Scholarships, Grants, & Loans', or by contacting [Big E Central](#) or [Human Resources](#).

Federal Work-Study Program (FWS)

Federal Work-Study (FWS) provides the opportunity for eligible students to obtain on-campus employment as a part of the student's financial aid package. This program is federally funded and governed by federal regulations. As such, the employment of students is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA).

FWS Eligibility

- Students must **complete a FAFSA** and **accept the FWS award**.
- Students must be **enrolled at ECU at least half-time** for the semester in which they seek employment:
 - Minimum of 6 credit hours for Undergraduate Students
 - Minimum of 4.5 credit hours for Graduate Students

Accepted FWS Award

- Eligible students are awarded a dollar amount that can be earned via work-study.
- A student may only earn up to half of their award in the fall term. The remaining award may be earned in the spring term or the full award in spring if enrolled in the prior fall term.

Declined FWS Award

If a student is offered a financial aid award as part of their financial aid package and the student declines the award, the opportunity to work on campus for the entire academic year may be forfeited. Contact [Big E Central](#) for questions or additional information.

Institutional Work-Study (IWS)

Institutional Work-Study is designed to allow the opportunity for students to obtain employment at Eastern Kentucky University on campus or on extended campuses. This program is institutionally funded and abides by federal and state regulations.

IWS Eligibility

- Students must complete a FAFSA and accept the FWS award (if applicable).
- Students must be **enrolled full-time** for the semester in which they seek employment:
 - Minimum of 12 credit hours for Undergraduate Students; or in the graduating semester (confirmed by Academic Advisor)
 - Minimum of 9 credit hours for Graduate Students; or in the graduating semester (confirmed by Academic Advisor)

Work-Study Positions

The work-study position is selected and managed by the hiring department, Human Resources, and Financial Aid. Work-Study positions are only active per semester and may not exceed the semester end date (last day of the final's week). Work-Study positions may be renewed for the next semester if all eligibility requirements are met.

FEDWKS – Federal Work-Study

- Hourly position.
- Selected when a student candidate has a financial aid award that can be earned. Financial aid awards are need-based and may vary for each student and department.
- Financial Aid awards are approved by the Financial Aid Office.
- Students are only permitted one federal work-study position per semester.
- Students who are eligible for FWS may also be eligible for Institutional Work-Study (IWS). If eligible, the student can work under IWS funding to prevent exhausting FWS funds early.

INSWKS – Institutional Work-Study

- Hourly position.
- Selected when a student is enrolled full-time at ECU and is either not eligible for FEDWKS or has exhausted their federal aid award and can earn money hourly through ECU funds.
- Institutional (ECU) funds are allocated to individual departments each fiscal year. Departments are then responsible for requesting and managing their institutional work-study budget for their student employment needs.

INSSTF – Student Stipend

- Selected when a student is eligible for a stipend-based pay - a fixed regular sum of money that is paid in equal installments.
- Stipends are primarily used for assigned work or to cover expenses related to education, training, research, internships, etc.
- Stipends are not eligible to use federal funding but may use institutional, auxiliary, or grant funds.

Eligibility Requirements by Term

Eastern Kentucky University offers work-study program opportunities each semester, including the Winter and Summer sessions. Eligibility requirements must be met for the semester or session in which a student plans to commence working in a work-study position.

Eligibility Requirements by Term (Cont.)

Federal Work-Study				
	Fall	Winter	Spring	Summer
Work Hours Per Week*	1 to 20	Not Available**	1 to 20	Not Available**
Term Enrollment	Enrolled in Fall courses		Enrolled in Spring courses	
Minimum Course Enrollment	6 hours - Undergraduate 4.5 hours - Graduate		6 hours - Undergraduate 4.5 hours - Graduate	

*Hours per week are subject to the student's enrollment requirements and federal award eligibility.

** A notification will be sent out if Federal Work Study is available for Winter or Summer work study.

Institutional Work-Study				
	Fall	Winter	Spring	Summer
Work Hours Per Week*	1 to 20	1 to 29	1 to 20	1 to 29
Term Enrollment	Enrolled in Fall courses	Min. of 1 course in Winter, and/or full-time in Spring	Enrolled in Spring courses	Min. of 1 course in Summer, and/or full-time in Fall
Minimum Course Enrollment	12 hours - Undergraduate 9 hours - Graduate		12 hours - Undergraduate 9 hours - Graduate	

*Hours per week are subject to the student's enrollment requirements.

Work-Study Hours & Schedules

Academic Year (August to May)

- Students employed during the academic year (August-May) may not exceed 20 hours per week (Sunday – Saturday as outlined by the payroll calendar).
 - Exceptions:
 - Winter – up to 29 hours if not enrolled in a Winter course and enrolled in the following spring semester.
 - If enrolled in a Winter course, the maximum hours per week is 20.
 - Spring Break – up to 29 hours

Work-Study Hours & Schedules (cont.)

Summer (June to July)

- Students employed during the Summer session:
 - If enrolled in a Summer course, the maximum hours per week is 20.
 - If not enrolled in a Summer course and enrolled in the following Fall semester, the maximum hours per week is 29.

Multiple Jobs

- Students may have multiple jobs on campus; however, the total hours worked per week may not exceed the approved maximum for that semester or session.

Class Schedules & Work Schedules

- Work-Study positions permit EKU students to work flexible hours around their class schedule, as agreed upon between the student and supervisor each semester or session.
- Schedules may be changed if warranted and approved by the student's supervisor.
- Students may not work more than 10 hours on any day.
- Students may not work during a scheduled class time, even if the class is dismissed early or canceled by the instructor.
- A student may not work 15 minutes before or after class time to give the student ample travel time between classes and work.
 - If the University cancels classes or approves a condensed schedule campus-wide, then an exception may be made to work during the originally scheduled class time.

Breaks & Lunch

- If a student is scheduled to work 4 consecutive hours, they must receive a 10–15-minute paid break during this time.
- If a student is scheduled to work more than 5 consecutive hours, the student must take a minimum 30-minute unpaid break. The 30-minute unpaid lunch break is recommended to be scheduled between the 3rd and the 5th hour of work.

Affordable Care Act

- Due to the Affordable Care Act federal regulations, the University must offer health insurance benefits to any employee, including student employees, if they work an average of 30 hours per week or more in any rolling 12-month period (fiscal or calendar year). In addition, under EKU's policy, the University provides benefits when an employee averages 25+ hours of work per week.

International Student Employment

International students may obtain employment at Eastern Kentucky University through the institutionally funded work-study program. Employment documentation is required and can be obtained through the Social Security Administration (with Human Resources assistance) and EKU's Office of International Student and Scholar Services.

International students are not eligible for federally funded work-study positions. EKU's Work-Study Program is not eligible for visa sponsorship.

Student Employment Compensation

The student-employee compensation scale is established with four compensation levels which account for skills and experience, education, and seniority. Supervisors/Hiring Managers should consider the complexity of these facets when determining a student's compensation rate and should review returning student employees on an annual basis.

The student-employee compensation scale outlined in the chart below is the primary compensation model for ECU's student employees. Departments are permitted to have an internal student employee pay scale with approval from Human Resources.

	Level 1 \$8.00 - \$12.00	Level 2 \$9.50 - \$14.00	Level 3 \$11.00 - \$16.00	Level 4 \$12.50 - \$18.00
Skills and Knowledge	Minimum or no prior skills or knowledge required	Some skills or knowledge required	Specific skills and/or knowledge required	Specialized skills and/or knowledge are required (i.e., bachelor's degree, Certification, Expertise)
Work Responsibility and Duties	Entry-level positions require basic skills that may be performed with minimum or no work experience	Intermediate positions require several acquired skills. Duties are routine but moderately difficult	Advanced intermediate positions require skills, knowledge, and training. Duties are more complex (i.e., projects)	Specialized positions require skills, knowledge, and training through prior experience or related coursework (i.e., bachelor's degree, Certification, Expertise)
Decision Making	No decision-making responsibilities	Minimum to no decision-making responsibilities regarding routine assigned tasks	Occasional to minimum decision-making responsibilities regarding complex assigned tasks	Frequent decision-making responsibilities regarding assigned tasks
Supervision	Frequent, direct supervision is required	Occasional, direct supervision is required	Occasional to minimum supervision is required	Minimum or no supervision is required

Compensation Resources

- [Pay Scale Worksheet Tool](#)

Hiring Process

Work-Study positions are posted on ECU's Career Website at <https://careers.ecu.edu>. Work-Study positions are flexible by design to create opportunities to work on campus around class schedules. Work-Study positions may include, but are not limited to clerical, technology, farming, teaching, tutoring, labs, sports, resident advisors, and more.

Enrollment and/or financial aid award eligibility does not guarantee a work-study position. Students must meet the eligibility requirements (listed on page 3) and complete the hiring process below to be hired into a work-study position.

Hiring Process

1. Complete a job application on [ECU's career website](#).
2. The Hiring Manager conducts Interviews.
3. The Hiring Manager offers a contingent employment opportunity to their top student candidate(s).
4. The student candidate completes a background check via ECU's third-party background check vendor.
 - **Background Check** - The University is required to obtain a criminal background check on all offerees, internal and external, for positions of employment with the University. No candidate for a position shall commence employment until a satisfactory background check has been received by ECU Human Resources.
 - Students who have been employed by ECU within the past year may not be required to complete a new background check.
5. If the background check is cleared for employment at ECU, Human Resources (HR) will send a welcome letter, which will also prompt the student candidate for the next step.
6. Student candidate completes new hire paperwork.
 - New Hire Paperwork includes an I-9 form (verify employment eligibility), tax forms (federal, state, and local), and a direct deposit form. All forms are now available electronically through DocuSign.
 - If a student has worked for the University within the same calendar year, they do not need to complete the new hire paperwork, unless they have information that needs to be updated (tax forms, address, name change, etc.).
7. Student and Supervisor will receive an automated message from the PENGUIN system once cleared to begin working.

Student Employment Network

The Pogatshnik Employment for Graduate and Undergraduate Information Network – PENGUIN

PENGUIN is an electronic system used to process all work-study positions for EKU. It obtains student eligibility information and prior position information for easier job submissions and renewals.

Hiring managers/supervisors use the PENGUIN system AFTER they have received a copy of the student's welcome letter. The system will then route the electronic authorization to the hiring department's Financial Manager, then to Financial Aid (if Federal Work-Study is requested), and then to Human Resources for final approval and processing. The hiring manager/supervisor and the student will receive an automatic email once the student has been cleared for employment.

Timesheet Instructions

All hourly Work-Study positions are required to record all time worked. Stipend positions do not record time.

Your position will have a timesheet available via [myEKU](#), located in the Employee Card by clicking on the Web Time Entry link. Time must be entered truthfully, as falsification of timecards will result in immediate termination.

Instructions on how to enter time can be found on the Human Resources website at [Human Resources - Eastern Kentucky University](#) or click here [Web Time Entry \(Hourly\)](#).

Timesheets are due by 10:00 P.M. on Mondays following the pay period end date. A pay period is two weeks and begins on a Sunday and ends on a Saturday. If you experience any issues with recording your time, please contact Human Resources via email or phone, or stop by during office hours.

Payment & Pay Stubs

Work-study positions are paid two weeks in arrears, meaning a pay period ends and that time will be paid in 2 more weeks. Checkout the payroll calendars by visiting the Human Resources website at [Human Resources - Eastern Kentucky University](#) and locate the Compensation & Timekeeping card, then select Non-Exempt (hourly) Pay Schedule. The schedule includes pay period dates and their respective pay date.

Pay stubs are available on [myEKU](#) by clicking on Employee Dashboard in the Employee card.

Student Employee Responsibilities

Student employee responsibilities are standard guidelines of expected student conduct while working as an employee of Eastern Kentucky University. These guidelines are established so that the respective University department can maintain efficient operation of that office or designated University area. Student employee responsibilities are not intended to restrict the rights of student employees, but rather to advise students of appropriate behavior while working for the University.

Student Conduct

Student employees are held accountable to the [student conduct standards](#) as set forth by Eastern Kentucky University. The standards below are specific to employment; however, failure to comply with any of these standards could result in loss of student employment with the University, and/or other disciplines up to expulsion from the University.

Appearance

Student employees are a representation of their respective departments and, ultimately, of Eastern Kentucky University. The appearance and manner in which a student dresses for work reflect the work area assigned and influences how the University is perceived. Each University department shall have the authority to define appropriate professional dress standards for its employees.

The overall general expectation of the University is that a student's work appearance should be neat, clean, dressed appropriately for their field of work, and of good personal hygiene.

Supervisors and department managers have the authority to counsel student employees regarding their work appearance, including advising on appropriate attire and dismissing the employee to return with appropriate attire for the work area.

Attendance

Work-Study positions are flexible to accommodate and prioritize the student's education first. Schedules should be set at the beginning of employment and the beginning of assignment renewals each semester or session. If a schedule change is needed altogether, or for an emergency, illness, or unforeseen circumstance, it is the responsibility of the student to communicate a change to their direct supervisor as soon as possible.

Excessive absences/tardiness, as well as no-call, no-shows will lead to termination of employment.

Confidentiality

Student employees often work in areas in which part of their job duties includes handling confidential and sensitive information. The student is held accountable to all University policies regarding confidentiality of information and records. A student's supervisor will provide appropriate training on the confidentiality of the information the student may encounter as part of the nature of the job.

Student employees are required to complete data trustees and FERPA training via Blackboard, as well as sign a confidentiality agreement before beginning work.

Phones

Student employees should refrain from accepting personal phone calls or texting while at work. If the student should receive a phone call or text that is considered urgent, the student should discreetly take the phone call/ message away from the work area and be brief about the matter. If the urgent phone call or text should require the student to leave in the middle of their scheduled work time, the student should bring the situation to their supervisor's attention immediately and discuss any necessary details regarding their work schedule, if necessary.

Social Media

Student employees should not be accessing social media while working and should exercise discretion before posting or communicating any derogatory, discriminating, or degrading comments about their work area/department or of the University in general, as it could result in loss of employment and possible expulsion from the University.

University Property

Student employees must abide by all University policies and regulations as set forth by Eastern Kentucky University. Any misuse or unauthorized use of University property will be handled in accordance with University policies.

Visitation

Student employees should not have visitors while they are working. If a student employee needs to visit with someone, the student should make those arrangements around their assigned work schedule before or after work hours. In the event a student should need to visit/meet with someone during their scheduled work hours, they should coordinate those arrangements through their direct supervisor.

Prohibited conduct while working for Eastern Kentucky University includes but is not limited to:

- Violation of University policy or federal, state, and/or local laws
- Discrimination, harassment, and/or retaliation
- Not completing work as assigned or refusing to complete assigned task(s)
- Engaging in unauthorized personal activities on work time
- Failing to provide accurate information.
- Sleeping on the job
- Absenteeism and/or tardiness
- Poor work quality

For more information on the Student Code of Conduct, please visit <https://www.eku.edu/student-conduct-and-community-standards/>.

Supervisor Responsibilities

Work-Study positions are often the first job in a student's career, and while education is the priority for student employees, supervisors are encouraged to empower their student employees to grow professionally, gain experience, and learn about the workforce.

It is the responsibility of the supervisor to communicate and set appropriate professional standards, including but not limited to, confidentiality, work expectations, work schedule, appropriate attire/appearance, tardiness and absences, phone calls, and visitations.

It is also the supervisor's responsibility to communicate any changes or issues with their employee promptly.

Supervisors may be perceived as a coach, a mentor, or even a leader. As such, supervisors are responsible for their employee's work performance and growth. Key focuses include proper, professional communication, performance reviews and improvement plans, and setting goals.

Supervisors do reserve the right to terminate a student's work-study position upon violation of any law or regulation, University policy or code of conduct, excessive absences/tardiness, or poor work performance. Human Resources should be consulted for any other dismissals outside of the aforementioned violations and informed of any termination in general.

Human Resources Contact Information

Website: [Student Employment: Guide for Students - Eastern Kentucky University](#)

Phone: (859) 622-5094

Email: eku.human.resources@eku.edu