Supervisor Training

2012
Agenda

- Welcome
- Why do we meet here like this?
- Financial Aid Update by Sean Smith
- Payroll Update by Mary Dill
- HR Update by Betsy Sellers
- Student Employment Update by Lori Ann Banez
- WestmontLink Training Session (optional)
Pay Rates & TEA Dates

- OLP site is updated each semester with current TEA dates & student pay rate schedules
  - Student pay rates are based on number of years worked on campus or in off-campus work-study programs
  - Pay rate schedule is a guideline! If a wage you offer is accepted by the student, you have no obligation to increase that wage.
  - If you wish to pay a student a rate over $10/hr, you must receive approval from your departmental VP
  - Different rates for academic year and summer

http://www.westmont.edu/_offices/olp/supervisorsPage.html
TEA System Changes

- Student Employment Office now provides work authorization
  - Students get to work quicker!
  - More email notifications for supervisors
    - No more wondering why your student cannot begin
  - One office to call with concerns about your student not being approved
TEA System Changes

- Students provided I-9 form during TEA Approval
  - Please DO NOT provide paper form! With the “electronic” form we have:
    - greater compliance
    - fewer errors

- The I-9 form is changing! BUT according to the government, we should continue to use our current form (even though it will expire) until the new one is published.
Here’s what you need to look for:

- Student’s full name matches that on ID
- Student used PERMANENT address (not Westmont)
- Student used Date of Birth (not current date)
- Student SIGNED and DATED form
- IF student indicated a status of “lawful permanent resident” or “alien authorized to work”, he/she needs to provide additional documents numbers!
  - Call or email OLP – we can help you!
Here’s what you need to do:

- Scrutinize ORIGINAL, UNEXPIRED documents

- Fill in List A
  - Documents which establish BOTH identity and employment authorization (eligibility)
    - OR -

- Fill in List B & List C
  - Documents from List B establish identity
  - Documents from List C establish eligibility
Don’t forget to include...

- Document #’s
- Expiration Dates
- Certification Date (date student is to begin)
- Your signature and the date!
By law, the student should create and date their I-9 form within 1 day of the Certification Date, and you have 3 days from the student date in which to sign and date Section 2.

It is DISCRIMMINATION to ask for a specific type of document. Point students to the List of Acceptable Documents and let them choose which one/ones to provide.

You cannot use white out on this form!!!!
  ○ If you or your student makes an error, cross it out neatly, fix the error, then date and initial the change. Please note that dates on this form CANNOT be changed.
By signing the I-9 form, you “attest under penalty of perjury, that [you] have examined the document(s) presented by the... employee, that the... document(s) appear to be genuine and to relate to the employee named, that the employee began employment on __________ and that to the best of [your] knowledge the employee is authorized to work in the United States.”
I-9 Update

- 35% non-compliance this year compared with 65% last year

- Date compliance is the main issue
  - Use TEA date as Certification Date when possible
  - Make sure you sign *within 3 days* of receiving form!

- Need faculty members to understand importance of I-9 compliance
<table>
<thead>
<tr>
<th></th>
<th>Work-study students</th>
<th>Non-work-study students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of jobs</td>
<td>299 jobs held by under 200 students</td>
<td>545 jobs held by just over 300 students</td>
</tr>
<tr>
<td>Students holding more than one job simultaneously</td>
<td>37 students held more than one job simultaneously</td>
<td>98 students held more than one job simultaneously</td>
</tr>
<tr>
<td>Students holding 3 or more jobs simultaneously</td>
<td>8 students held 3 or more jobs simultaneously</td>
<td>37 students held 3 or more jobs simultaneously</td>
</tr>
</tbody>
</table>
Avg. hours worked: 5.8

Hours and wage needed to deplete work-study award:

8 hours/week at $8/hr

Number of students awarded work-study this year: 396

Number of work-study students who found employment: 204 (52%)
Did you know hiring work-study students is...

...a budget friendly way to provide more jobs for students and more support for you?
Take a look at it this way ....

You can hire
1 non-work-study student for 12 hours per week

- OR -

you can hire
2 work-study students, each for 8 hours for the same cost!
If you hire 3 non-work-study students 6 hours/week at $9/hour you pay $162/week.

For the same $162/week, you can hire 4 work-study students!

It’s like...
“Hire three, get one free!”
Annual

POP QUIZ!
NAME THREE BENEFITS TO HIRING A STUDENT WHO IS ELIGIBLE FOR FEDERAL WORK-STUDY FUNDS.

- Your budget gets a 33% “rebate” on their wages.
- Supports a student who really needs the funds to attend Westmont.
- Helps to ensure that our students and their families have a good overall Westmont experience.
- Work-study earnings don’t “count against” a student when they go to apply for financial aid for the next year.
- Helps Westmont to be "economically diverse" and accessible to students from all socio-economic backgrounds.
WHERE DOES MY STUDENT'S COMPLETED I-9 AND W-4 GO?

I-9's, with copies of documents stapled to them, go to OLP
W-4's go to Payroll
Question 3

WHEN ARE STUDENT EMPLOYEES ELIGIBLE FOR OVERTIME PAY?

Any hours worked over 8 in a day or 40 in a week are paid as overtime.
Question 4

Is it okay to use white out on an I-9 form as long as I initial next to it? Why or why not?

No, it is NEVER okay to use white out on an I-9
Question 5

HOW MANY DAYS DO I HAVE TO COMPLETE AN I-9 FORM ON A STUDENT EMPLOYEE?

You have 3 days from the date of hire (Certification Date) to complete, sign, and date Section 2 of an I-9 form.
Absolutely. The Student Pay Rates provided on the OLP website are a guideline.
Question 7

Should I give my student an I-9 form to fill out?

No, they will be provided with an electronic version of the form when they approve their TEA. Tell students to be looking for this during their TEA approval process!
ALL JOB POSTINGS
FOR ON-CAMPUS EMPLOYMENT, OFF-CAMPUS EMPLOYMENT, INTERNSHIPS AND VOLUNTEER/SERVING SOCIETY POSITIONS ARE NOW DONE ON WESTMONTLINK
WestmontLink is much more than just a place to post your jobs!

Stay after dismissal to learn how WestmontLink can make your job of hiring students EASIER!

WestmontLink Training