Student Employee Handbook

Texas State University
Career Services
November 9, 2012
**Introduction**

This handbook provides you with an overview in making the important transition to being a student and an employee while pursuing your degree. Each student worker is valued and depended upon. Integrity, honesty, and mutual respect are expected from student workers.

Working a campus job has several benefits.

- Student employment gives you the chance to earn money to help pay for your educational expenses.
- Your employer knows you are a college student first. Supervisors try to be as flexible as possible in scheduling work hours around your class schedule.
- Your part-time job can provide many valuable experiences. You will learn time management, responsibility, and gain leadership. Work experience enables you, to explore career options, discover strengths and weaknesses, likes and dislikes, and to see how your academic learning applies to the world of work. Future employers are impressed with students who have job experience.
- Student employment can help you develop skills that will help build a strong resume and assist you later in life. Your job adds a new dimension to your career planning and distinguishes your background from other job seekers. Your supervisor may be used as a future reference.
- Part-time employment enhances your education. You will see things from another point of view, which will help to develop your analytical and critical thinking skills.

You are to treat college employment as a regular job and are expected to conduct yourself in a responsible manner.
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Texas State University-San Marcos is a member of the Texas State University System. Publications will, upon request, be available in alternative format.
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Finding a Job On-Campus

For academic success, when working part-time on-campus you are limited to working up to 25 hours per week. International students are allowed to work up to 20 hours per week. You will find there are two types of on-campus positions, work-study or regular wage. In order to obtain a work-study position you must have applied and received work-study from Financial Aid and Scholarships. For more information about work-study eligibility contact Financial Aid or go to the website at http://www.finaid.txstate.edu/.

Jobs4Cats is a software program used by Career Services. Job and internship posting is only one part of the database, but all campus employers are required to post student worker jobs there.

Create Your Profile
You must have a Texas State Banner ID to use Jobs4Cats (i.e. A0#####)

1. Go to www.careerservices.txstate.edu and select “Students” or “Alumni”. Select First Time User in the Jobs4Cats login box.
2. Complete the required fields denoted by a red asterisk (*). Contact our office if your TX State Banner ID is not accepted. Our staff may have to add you to the firewall.
3. Remember your username and password.
4. Click “Register”, and complete the remaining required fields and click “Save”.

Searching for jobs
Begin your job search by using the “Jobs” menu. To create a unique search that you can save, select the first option to customize. Search results may be sorted by ID, title, organization name, position type, location and postdate. There are other selections in the drop down menu under “Jobs” that will automatically produce a list of jobs without adding any criteria.

1. Work Study
2. Internships
3. All Part-Time Jobs
4. Summer/Temporary Jobs
5. Graduate Student Jobs

The basic search option asks for a position type. The keyword search will not search for job titles. Use the Advance Search option (next to the search button) to add more criteria.
Apply for the jobs following the application instructions. After applying for a job, the campus employer will contact you if selected for an interview. Unless instructed otherwise in the job posting, follow up with employers about your application.

**How to Apply to Jobs**

Each job listing has application instructions. Some employers may ask you to submit documents like resumes, class schedules, cover letters or applications. Career Services has a generic application that some campus employers may use. It is a Microsoft Word document that is completed and then uploaded to your Jobs4Cats profile.

**Where is the Application for On-Campus Employment?**

Download the Application for Student Employment from the Resource Library of Jobs4Cats. You can find the Resource Library as a link in the left navigation pane when you login to Jobs4Cats. Open the folder entitled “Applications for On-Campus Employment”. Find the webpage link for “On-Campus Job Applications Web Page”.

**Job Search Agents**

Search agents can be created after you hit the “Search” when searching for jobs. The link to create an agent is located at the top of your search results. Select “Email me New Jobs for this Search”. One e-mail message will be sent every day listing any new jobs that were posted that match your search criteria. Regardless of the number of jobs posted, only one e-mail will be sent. Multiple job search agents can be listed within one e-mail, so create as many agents as you want. To view and make changes to your agents, select “My Activity” on the “My Account” dropdown. On the Job Agents tab is a list of your agents. You can remove them completely or just disable the e-mail notifications if you want to enable it again at a later time.

**Favorites**

Add jobs to your favorites list to easily return to them. is located on the left-side of the jobs list. There is also an “Add To Favorites” button at the top of each individual job listing page. Jobs in the favorites list are accessible as long as the job is active. Favorites may be sorted by various criteria just like job search results.

**Uploading Documents**

Jobs4Cats will accept Microsoft Word documents and convert them to PDFs. Any documents that you upload should therefore be created as Word documents. Go to the menu item “My Account” and select “My Documents.” Select “Add” in any of the document fields to upload a new document. Manage your documents by updating or removing them. One resume must be identified as the default for referrals made by the Career Services
full-time staff. Your default resume should be one suited for any position for which you might be referred. You can track any referrals under “My Activity”. Upload resumes, cover letters, references, class schedules, applications and/or other documents. It can be useful to keep multiple types of each document for applying to multiple types of jobs. Only one unofficial transcript may be uploaded.

The Interview

Interviewing for any job can make anyone nervous. The better prepared you are, the better your chances will be of converting an interview into a job. You may consider these tips when interviewing for positions:

- Dress appropriately and be on time.
- Greet the interviewer with a smile and a firm handshake.
- Go to the interview alone.
- Avoid chewing gum or use of tobacco products.
- Maintain direct eye contact and speak slowly.
- Be enthusiastic and positive.
- Know your strengths and weaknesses.
- Ask specific questions about the job you’re applying for.
- Promote yourself. Convince the interviewer that you can do the job. It’s okay to tell the interviewer that you want the job.
- Ask when a decision will be made.
- Thank the interviewer for the interview.

Work Study

The Federal Work Study program provides funds for part-time employment to help needy students finance the cost of postsecondary education. Work study is not a program in which students are allowed to study on the job. It is a funding program to help pay for education, but the student must work in order to earn the funds.

How to Qualify for Work Study

- The student demonstrates "financial need," as determined by the Office of Student Financial Aid. The student must apply for financial aid with the Free Application for Federal Student Aid (FAFSA).
- The student is in good academic standing and is maintaining satisfactory academic progress.
- The student is enrolled on at least a half time basis of at least six semester hours during the Fall/Spring semesters, or at least three semester hours during each of the summer sessions, for a total of six semester hours.
- The student is a citizen of the United States, a U.S. national, permanent resident, or from a country with whom the U.S. has a treaty agreement. Students from Palau, Micronesia, and the Martial Islands may qualify for federal student aid. Additionally, some legal
residents (non-citizens) may qualify for state work-study programs under SB1528.  
www.thecb.state.tx.us/Agency/Topics.cfm**

**Please check with Financial Aid and Scholarships to be sure that you have been awarded work-study as a part of a financial aid package.

**HOW DOES WORK STUDY WORK?**
Once you have been awarded Work-Study by Financial Aid, you are required to find a job on campus that would be affiliated with the work-study program. You work and are paid as any other hourly employee on campus. Once the entire work study award for the semester is earned, the job normally ends.

**ARE FEDERAL WORK-STUDY JOBS ON OR OFF-CAMPUS?**
Both. If you work off campus, the work performed must be in the public interest. Your employer must be an approved community work study site. You can find a list of on and off-campus jobs on Jobs4Cats.

**ARE THERE ON CAMPUS NON-WORK STUDY JOBS AVAILABLE?**
Yes. Regular wage positions are available.

**HOW WILL I BE PAID?**
You will be paid by the hour. Paychecks are disbursed twice a month; the last working day of the month and the 15th of the month. Paychecks are distributed electronically through direct deposit to your banking institution.

**HOW MUCH CAN I MAKE?**
Your earnings will be at least the current federal minimum wage, which is $7.25 per hour; however, it may be higher depending on the type of work you do and the skills required. Your total FWS award depends on your financial need, the amount of other aid you will receive and the availability of funds at Texas State. You are strongly encouraged to monitor your earnings so that you do not exceed your FWS award amount. Don’t forget that your award is subject to tax withholdings. Remember, the amount you earn cannot exceed your total FWS award.

**WHEN MUST I STOP WORKING?**
Earning periods are posted on the Financial Aid website. Typically the last day to work is the graduation date for the semester.
You must stop working when you have earned your entire FWS award. Check with your supervisor for other options within the department if necessary.
Forms I-9 and W-4

Your campus employer may ask for a variety of forms before your official start date. Depending upon whether you have worked on campus before or if you are a student with a visa, your documentation may vary. The most commonly completed forms are Form W-4, Form I-9 and proof of selective service registration. Most departments have some timekeeping form to track your hours worked. Although, Texas State is using an electronic system (SAP) for time entry, there are deadlines associated with being paid properly and on time.

**Form I-9 (Work Authorization)**
The form must be completed by the hiring department within three days of hire and sent to Human Resources with all the other necessary paperwork. There are several other acceptable documents that you may provide. Please find a copy of the I-9 form in the appendix for other options of documentation included on the U.S. Department of Justice “Employment Eligibility Verification Form.”

**W-4 Form (Income Tax Withholding)**
All work study and non-work study earnings are subject to federal income tax. Students must complete a W-4 Form when they are hired. A W-2 ”Wage and Tax Statement Form” will be provided to the student from the University by January 31st of the following calendar year. If you claim exempt status (no taxes withheld) you must complete a new W-4 Form by February 15th of each year. Otherwise, taxes will be withheld from your paycheck. For information as to how to complete your W-4, contact your parents and/or use this IRS information.

Students attending Texas State on visas may need additional documentation. See the international student hiring checklist in the appendix of this manual. For definitions of international student visa status visit the International Office at www.txstate.edu/international/visa_classifications_chart.htm.

**International Students and Social Security Numbers**
Are you currently in the United States to attend a college, language, vocational or nonacademic school with a nonimmigrant F-1, M-1, or J-1 student classification? Your school may ask you for your Social Security number. Some colleges and schools use Social Security numbers as student identification numbers. If you do not have a social security number, the college or school should be able to give you another identification number.
Social Security numbers generally are assigned to people who are authorized to work in the United States. Social Security numbers are used to report your wages to the government and determine eligibility for Social Security benefits. Social Security will not assign you a number just to enroll in a college or school.

**What do I have to do to work on campus?**

If you want to get a job on campus, you should contact your designated school official for international students. This official can tell you if you are eligible to work on campus and give you information about available jobs. Also, your school may approve certain limited off-campus employment, as permitted under Department of Homeland Security (DHS) regulations. If your school has authorized you to work either on or off campus, and you meet Social Security’s eligibility requirements described in the next section, you can get a Social Security number.

**How do I apply for a Social Security number?**

In general, only noncitizens who have permission to work from DHS can apply for a Social Security number. We suggest you wait until you are in the United States for at least 10 days before you apply for a Social Security number. Also, you should report to your school before applying for a number. Taking these actions will ensure we can verify your immigration status with the Department of Homeland Security (DHS).

To apply for a Social Security number:

- Complete an *Application For A Social Security Card* (Form SS-5); and
- Show us original documents proving your:
  - Work-authorized immigration status;
  - Age;
  - Identity; and
- Take your completed application and original documents to your local Social Security office.

**Immigration Status**

To prove your immigration status, you must show us the current U.S. immigration document, I-94, Arrival/Departure Record, issued to you when you arrived in the United States. If you are an F-1 or M-1 student, you also must show us your I-20, *Certificate of Eligibility for Nonimmigrant Student Status*. If you are a J-1 exchange visitor, you must show us your DS-2019, *Certificate of Eligibility for Exchange Visitor Status*. 
Work Eligibility
If you are an F-1 student and eligible to work on campus, you must provide a letter from your designated school official that:

- identifies you;
- confirms your current school status; and
- identifies your employer and the type of work you are, or will be, doing.

We also need to see evidence of that employment, such as a recent pay slip or a letter from your employer. Your supervisor must sign and date the employment letter. This letter must describe:

- Your job;
- Your employment start date;
- The number of hours you are, or will be, working; and
- Your supervisor’s name and telephone number.

If you are an F-1 student authorized to work in curricular practical training (CPT), you must provide us your Form I-20 with the employment page (page 3) completed and signed by your school’s designated official.

If you are an F-1 or M-1 student and have a work permit (Form I-766) from DHS, you must present it.

If you are a J-1 student, student intern or international visitor, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

We cannot process your application if:

- Your on-campus or CPT work begins more than 30 days from your application date; or
- The employment start date on your work permit from DHS (Form I-766) is a future date.

Age
You must present your foreign birth certificate if you have it or can get it within 10 business days. If not, we can consider other documents, such as your passport or document issued by DHS, as evidence of your age.

Identity
We can accept only certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information and preferably a recent photograph. Social Security will ask to see your current U.S. immigration documents. Acceptable immigration documents include your:

- Form I-551 (includes machine-readable immigrant visa with your unexpired foreign passport);
- Form I-94 with your unexpired foreign passport; or
- Form 1-766 (work permit card from DHS).

All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents. We also cannot accept a receipt showing
you applied for the document. We may use one document for two purposes. For example, we may use your DHS work permit as proof of both work eligibility and identity. However, you must provide at least two separate documents.

**Do I need a Social Security number before I start working?**

We do not require you to have a Social Security number before you start work. However, the Internal Revenue Service requires employers to report wages using a Social Security number. While you wait for your Social Security number, your employer can use a letter from us stating that you applied for a number. Your employer may use your immigration documents as proof of your authorization to work in the United States. Employers can find more information at Employer W-2 Filing Instructions & Information.

**Contacting Social Security**

Our website is a valuable resource for information about all of Social Security’s programs. There are a number of things you can do online. In addition to using our website, you can call us toll-free at 1-800-772-1213. We treat all calls confidentially. We can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. Generally, you’ll have a shorter wait time if you call during the week after Tuesday. We can provide information by automated phone service 24 hours a day. (You can use our automated response system to tell us a new address or request a replacement Medicare card.) If you are deaf or hard of hearing, you may call our TTY number, 1-800-325-0778.

We also want to make sure you receive accurate and courteous service. That is why we have a second Social Security representative monitor some telephone calls.
Ending Employment

The time will come when you have to leave your job or change positions. Because your former job may be used as a reference for another job in the future, keep the following items in mind. If you wish to quit your job, please give your supervisor a two-week notice and a letter of resignation. Call Career Services or visit the Career Services website for other job opportunities.

Exit Interview
In an effort to understand your reasons for leaving or for improving working conditions, your employer may ask you to participate in an exit interview. This is not like an employee appraisal, but is an opportunity for you to point out how much you enjoyed your position or it can be used as an opportunity to point out valid concerns that you had as an employee.

The last of the key factors of a positive work culture, is that of the application of a few basic success principles. These are:

- Take responsibility
- Set goals
- Use feedback to your advantage
- Practice persistence
- Commit to improvement
- Take action!
APPENDIX
01. POLICY STATEMENTS

01.01 This UPPS provides an organized procedure whereby: (a) students seeking part-time employment; and (b) the respective departments and offices of Texas State University-San Marcos seeking part-time student employees will receive maximum benefits from the Student Employment Program.

01.02 Specific objectives of the student employment policy are to:

a. provide information to both the student and the employing university department;

b. ensure compliance with state and university regulations, policies, and guidelines; and

c. complement and strengthen the educational program and support the educational goals of the student.

02. DEFINITIONS

02.01 Student Employee Titles and Descriptions:

a. **Undergraduate Instructional Assistants** are employed by an academic department and paid from faculty salaries, but are not reported as the "Teacher of Record." Undergraduate instructional assistants are responsible for a specific group of students and assign some portion of these same students' grades. Additional Texas State requirements include enrollment in six semester credit hours (SCH) in an undergraduate degree program (except for the final semester of enrollment), classification as an undergraduate student, and teaching duties. They are appointed via a Personnel Change Request (PCR) and paid an hourly rate on a semi-monthly basis from approved time entry.

b. **Regular Wage Student Employees** are student workers who do not meet the criteria for undergraduate instructional assistants and are not paid from federal or state Work Study funds. They are appointed via PCR and paid an hourly rate on a semi-monthly basis from approved time entry.
c. **Work Study Student Employees** are any student workers who do not meet the criteria for undergraduate instructional assistants and are paid from federal or state Work Study funds. They are appointed via PCR and paid an hourly rate on a semi-monthly basis from approved time entry.

02.02 **Account Manager** is either the account manager or a designee.

03. **NON-DISCRIMINATION**

03.01 Texas State University-San Marcos will not discriminate against any person in employment or exclude any person from participating in or receiving the benefits of any of its activities or programs on any basis prohibited by law, including race, color, age, national origin, religion, sex or disability, veterans’ status, or on the basis of sexual orientation. Equal employment opportunities shall include: personnel transactions of recruitment, employment, training, upgrading, promotion, demotion, termination, and salary.

04. **PROCEDURES FOR HIRING A STUDENT EMPLOYEE**

04.01 **Posting Vacant Positions**

Account managers will post their jobs and vacancies on the Career Services Web site.

04.02 **Hiring Decisions**

In all cases, the account manager will decide who is hired according to the position’s qualifications and standards.

04.03 **Appointment and Related Forms**

a. For all student employee appointments, the account manager must forward a PCR and the required support paperwork to the Human Resources-Master Data Center (HR-MDC). Instructions and forms are provided at the following link: http://www.hr.txstate.edu/hrmasterdatacenter.html.

b. If paid from federal or state Work Study funds, the student will complete the Work Study Eligibility Letter and forward to Financial Aid and Scholarships (FAS) and the account manager will send the PCR to the HR-MDC.

c. HR-MDC will not process the student appointment until the student submits all required paperwork. It is the account manager’s responsibility to ensure
required paperwork is completed and submitted to the HR-MDC by published deadlines.

d. In all cases, students with an hourly appointment cannot hold a monthly, salaried appointment at the same time.

04.04 Pay Rates and Budgets

a. Each of the job titles identified in Section 02.01 is paid in accordance with the pay schedule as shown in the University Pay Plan. Within that plan, the account manager will establish the hourly rate at which the student will be paid based on the student’s prior experience and degree of skill or training. The appropriate university vice president must approve any rate above the designated pay schedule limit for student workers.

b. The account manager will ensure that the departmental budget contains sufficient student wage funds to pay student employees hired on “regular student wages.”

c. For students hired on the Work Study program, the account manager will budget funds for the appropriate percentage of matching funds, as designated annually by President’s Cabinet for budget accounts with fund 20200010XX and above.

d. Career Services will provide the President's Cabinet with an annual report reflecting the student's name, division and hourly wage rate for those student employees paid on the October payroll at a rate higher than the designated pay schedule limit.

e. The overtime provisions in UPPS No. 04.04.16, Overtime and Compensatory Time Policy, apply to student employment.

f. If a student has multiple positions, the responsibility for overtime payment is prorated based on the number of hours worked in each appointment during the week in which the overtime occurred.

g. The account manager may not use Work Study funds to pay overtime. The responsible department is allocated overtime pay from a designated account by the account manager.

04.05 Eligibility for Employment

a. Regular Wage student employees must enroll for at least six semester credit hours in the fall and spring semesters unless the student is in the last semester of enrollment. During summer sessions and mini sessions, enrollment is not
required and the student may work a maximum of forty hours per week with the stipulation that they are enrolled in a minimum of six semester credit hours in the following fall semester. The appropriate university vice president will address exceptions on an individual basis. If employing a graduate level student as an hourly student employee, the student is required to be enrolled in nine semester credit hours unless the student is in the last semester of enrollment.

b. Student employees on work study must always enroll for at least six semester credit hours in the fall and spring semesters to retain eligibility for Work Study funds. They must complete a total of six semester hours within the summer sessions and mini session to retain eligibility for Work Study funds. Financial Aid and Scholarships will notify the student if eligibility could be in jeopardy should enrollment fall below six semester credit hours.

c. Eligible students are normally awarded federal or state Work Study funds for the nine-month academic year (fall and spring semesters) or summer sessions. The award period, as well as the amount, is reflected on the student’s My Awards page at My Financial Aid (CatsWeb http://catsweb.txstate.edu/catsweb/index.htm). From this page, the student must complete the Work-Study Eligibility Notification, present it to the employing department, and submit it to FAS before beginning work. One-half of the award is for the fall semester and one-half is for the spring semester unless otherwise indicated on My Financial Aid. The student can transfer one-half of fall semester award balances to the spring semester award. A summer federal or state Work Study award is separate from fall or spring. To apply for summer work-study funds, a student must, in addition to having a current year FAFSA on with FAS, complete a Summer Financial Aid Application, which requires a new Work Study Eligibility Notification. Summer session I balances can transfer to summer session II.

04.06 Continuous Employment

a. Once appointed via a PCR, the account manager needs to perform no action on student employees continuing employment in the same position unless there is a break in service. A break in employment is a full fall, spring, summer I, or summer II semester.

b. Students that do not work summer I and II require a separation PCR. The account manager must complete a separation PCR as soon as the last working day is confirmed.

c. If the student worked in the spring and will return to work in the fall, the account manager should process a rehire PCR. It is recommended that departments submit the rehire PCR as soon as the start date and funding information is known for the fall semester.
04.07 Separating Employees

a. The account manager will complete and submit a PCR to the HR-MDC whenever a student either voluntarily resigns or is terminated.

b. The account manager will make all separations effective the last day the student actually worked.

05. MAXIMUM ALLOWABLE WORK HOURS FOR A STUDENT EMPLOYEE

05.01 During Class Sessions

Student employees are limited to an average of twenty-five hours per week during the fall and spring semesters. The appropriate vice president must approve any hours worked in excess of twenty-five hours per week. International students on F-1 or J-2 visas are limited to an average of twenty hours per week. Violations will jeopardize the student’s visa status.

05.02 During University Breaks

During university breaks (when classes are not in session), student employees can work a maximum of forty hours per week if otherwise eligible. International students are entitled to one annual vacation period each year (typically the summer) and they may work up to forty hours per week during that time.

06. TIME REPORTS AND PAY DISTRIBUTION

06.01 Record Keeping Procedures

The account manager will train student employees on timekeeping procedures to comply with one of the processes listed below. The student must submit hours worked according to the schedule outlined in the Payroll and Tax Compliance Office memorandum distributed prior to September 1 of each year.

a. The student may enter time via the HR Timekeeping System for approval by the immediate supervisor. Entries are “saved and released” at the end of each work week. Supervisors are responsible for approving time entries to meet the published deadlines from the Payroll and Tax Compliance Office.

b. The student may record time on a Semi-Monthly Time Report signed by the employee and immediate supervisor, and entered into the HR Timekeeping System by the departmental time administrator. Current time report forms are available on the HR Web site. The time administrator must complete entry by the Payroll and Tax Compliance Office’s published deadlines.
06.02 Pay Distribution

a. All university payments are sent electronically via ACH or direct deposit unless the employee elects in writing to receive payment by check. Any employee that does not wish to participate in direct deposit should visit the Payroll and Tax Compliance Office to complete the required paperwork. The Payroll and Tax Compliance Office will transmit payroll according to its published dates.

b. Students may view their detailed pay statement via Employee Self Service in the HR Timekeeping System. Instructions are available on the Payroll and Tax Compliance Office Web site.

07. REVIEWERS OF THIS UPPS

07.01 Reviewers of this UPPS include the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Date</th>
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<tbody>
<tr>
<td>Director, Career Services</td>
<td>July 1 E3Y</td>
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<tr>
<td>Director, Human Resources</td>
<td>July 1 E3Y</td>
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<tr>
<td>Director, Payroll and Tax Compliance</td>
<td>July 1 E3Y</td>
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<tr>
<td>Director, Financial Aid and Scholarships</td>
<td>July 1 E3Y</td>
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<tr>
<td>Chief Diversity Officer and Director, Equity and Access</td>
<td>July 1 E3Y</td>
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<tr>
<td>Director, Faculty Records</td>
<td>July 1 E3Y</td>
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08. CERTIFICATION STATEMENT

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director of Career Services; senior reviewer of this UPPS

Assistant Vice President for Student Affairs

Vice President for Student Affairs

President
01. POLICY STATEMENTS

01.01 We at Texas State are committed to recruiting and retaining a heterogeneous and qualified student body, and providing services which enhance their personal development and contribute to the fulfillment of their goals. The following procedure contributes to the implementation of this policy.

01.02 This UPPS sets forth policies for the involuntary termination of student employees as defined in Section 02.01, UPPS No. 07.07.03. It also provides an organized procedure whereby student employees may present grievances.

02. PROCEDURE FOR HANDLING UNSATISFACTORY PERFORMANCE

02.01 Student employees who demonstrate either unsatisfactory work performance or unsatisfactory work attendance may be warned by the supervisor and given time to correct the problem, or be dismissed immediately (see Section 05.02).

Upon demonstration of unsatisfactory performance or attendance, the supervisor should immediately warn the student and allow a reasonable period for the student to improve his/her performance with the understanding that unless the student's work performance or attendance improves, his/her employment will be terminated. The supervisor should take steps toward improved communication or instruction enabling the student employee to achieve satisfactory performance.

03. PROCEDURE FOR HANDLING NON-DISCIPLINARY TERMINATION

03.01 Termination is warranted for reasons of budget constraints, completion of a project, lack of work, or other such valid reasons unrelated to job performance. In these instances, employers must provide the student with a written notice at least one (1) week prior to the termination date. This notice must state the reason for termination.

04. GRIEVANCE PROCEDURE

04.01 Student employees have the right to appeal matters regarding their employment which they believe are unjust, improper or unwarranted. The procedure for resolving such complaints and differences is as follows:
Step I: The student should meet with his/her supervisor as soon as is reasonably possible after there is an awareness of the concern and an earnest attempt should be made by both parties to resolve the problem. However, if the student has already met with the immediate supervisor to resolve the problem then he/she need not repeat this step.

Step II: If the student does not feel the situation has been satisfactorily resolved, he/she should discuss the problem with the department head or account manager within five (5) class days of completion of Step I, unless that person is the same party the student met with in Step I. In this event, the student should be referred to the department head's/account manager's immediate supervisor for resolution.

Step III: Should the student still feel the problem has not been satisfactorily resolved after following Steps I and II, he/she should file a written grievance (Attachment II) with the Dean of Students within five (5) class days of completion of Step II. (Student Employment Grievance Forms are available from the Dean of Students Office, LBJ Student Center Room 5-9.2.) An investigation will be conducted by the Dean of Students and a written decision rendered within ten (10) working days after the investigation is completed. The decision of the Dean of Students is final and binding on all parties. If a grievance should be filed against the Dean of Students, the investigation should be conducted by the Vice President for Student Affairs or his/her designee.

04.02 Students are encouraged to seek advice and assistance from the Dean of Students Office. If a student experiences delays or a lack of employer responsiveness, he/she may proceed to the next step in the above-mentioned procedure.
05. PROCEDURES FOR TERMINATION

05.01 Career Services must be notified of the termination of student employees using a Student Termination Form (see Attachment I). This form should be completed and signed by the account manager and must indicate the last date of service. The data from this form will assist the Career Services Office in future employment verification of prior state service. Generally, the period of employment is considered for the duration of the semester, although employment may carry over from one semester to another. (Work-study students are permitted to work until they meet their award limit, unless the account manager makes other budgeting provisions.) The decision to continue employing a student from semester to semester is the sole prerogative of the employer. Student employees should be advised upon their hire of the anticipated length of their employment so they can plan accordingly.

05.02 Departments should provide at least one (1) week's written notice prior to releasing students from their work, except in cases of flagrant, willful violation of University rules, gross misconduct/insubordination, or violation of applicable statutes.

05.03 Student employees should give at least one (1) week's notice to their employer when resigning from a University job. All university properties such as keys, uniforms, and tools must be returned to employers before final paychecks are released.

05.04 Procedures for processing resignations are handled the same way as terminations, with the exception of attaching a letter of resignation to the student's Termination Form.

06. NOTIFICATION

06.01 Students will be notified of this policy and procedure through reference to this UPPS in the student handbook.
07. REVIEWERS OF THIS UPPS

07.01 Reviewers of this UPPS include the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Date</th>
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<tbody>
<tr>
<td>Mr. Curt Schafer</td>
<td>December 1 E4Y</td>
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<tr>
<td>Director of Career Services</td>
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<tr>
<td>Dr. John Garrison</td>
<td>December 1 E4Y</td>
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<tr>
<td>Dean of Students</td>
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<tr>
<td>Ms. Shannon Fitzpatrick</td>
<td>December 1 E4Y</td>
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<td>Attorney for Students</td>
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07. CERTIFICATION OF STATEMENT

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Mr. Curt Schafer, Director, Career Services Office; senior reviewer of this UPPS

Dr. Greg Snodgrass, Assistant Vice President for Student Affairs and Director of Counseling Center

Dr. James D. Studer, Vice President for Student Affairs

Dr. Denise M. Trauth, President
Web Page Links

Payroll Deadlines
http://www.txstate.edu/payroll/resourcesforms/calendars/deadlines.html
Office of Payroll and Tax Compliance
J.C. Kellam Building, Suite 582
512.245.2543

International Student Hiring Checklist
http://www.hr.txstate.edu/Forms/newhireforms.html
Human Resources Master Data Center
J.C. Kellam Building, Suite 340
512.245.2557

Form I-9
http://www.uscis.gov
U. S. Citizenship and Immigration Services

Form W-4

Internal Revenue Service