



# Institute of Technology

West Virginia University

## 2017-2018 Student Worker Request

**"Supervisors should make every effort to utilize federal work-study funds first and foremost prior to utilizing state funds due to reductions in state funded support"**

Name of Department: \_\_\_\_\_

Building: \_\_\_\_\_ Room Number \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Number of students requested: \_\_\_\_\_

Email: \_\_\_\_\_ @mail.wvu.edu Date of Request \_\_\_\_\_

*Please select the appropriate fund(s) for the student to be paid:*

☐ WVU Tech Federal Work Study Fund Number 11481495

Full GL Funding String: \_\_\_\_\_  
Campus DA Fund Line Item Function Project

☐ Departmental GL Funding String: \_\_\_\_\_  
Campus DA Fund Line Item Function Project

☐ \*Poeta Account Number: \_\_\_\_\_

**JOB DESCRIPTION:** (Give a detailed job description of the duties required of this position.)

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**SKILLS NEEDED TO PERFORM THIS JOB:** (This section must be completed)

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**STUDENTS EMPLOYED IN THIS POSITION MAY BE ASKED TO WORK DURING THE FOLLOWING TIMES:** (circle all that apply) daytime evening weekend

**IF THERE ARE SPECIFIC STUDENTS YOU WOULD LIKE TO EMPLOY IN THIS POSITION, PLEASE LIST THEIR NAMES AND WVUIT ID #'S HERE:**

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I agree as an employer, I have read the back of this form and I will not work the student worker more than 20 hours per week during enrollment period, unless I have permission by Human Resource Office and Financial Aid Office.

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

### **Federal and State Funded Work Study**

- ✚ Departments wanting to employ any student worker must complete the Student Worker Request Form and return to the Financial Aid Office.
- ✚ Students interested in working must accept the award offer in STAR.
- ✚ The Financial Aid department will post all job openings online.
- ✚ The Student interested in working for your department will get and start the Student Worker Authorization form with your department. Please provide the correct \*account number to pay the student workers.
- ✚ Then the form is taken to the Financial Aid Office to be checked and for signature.
- ✚ Next, the student will take the Student Employment Work Authorization to Human Resources for processing and authorization. New hire employment forms must be completed if required. Tech HR will provide copies (2) of the authorized Student Employment Work Authorization Form to the Student as well as copies to Financial Aid.
- ✚ The student must take one copy of the Student Employment Work Authorization Form with all authorizations to the hiring department. No student employment will take place until the department receives this authorization. Supervisors in violation of employing students without this authorization may be subject to discipline.
- ✚ Student Workers will sign in and out of work on computer in MyTime.
- ✚ Student Workers can start on the first day of classes, August 16.
- ✚ Student Workers can work up to 20 hours per week.

**\*Please consult with your department head on the appropriate accounting string to be used.\***

### **International Student Employee (ISE) Work Hour Guidelines**

1. ISE's are permitted to work up to 20 hours per work week when school is in session.
2. ISE's are permitted to work up to 40 hours per work week during periods of break.
3. Periods of break are considered to be the Thanksgiving, Winter and Spring breaks; and during the Summer term.
4. The Summer term is considered by Immigration as a period of break. Therefore the ISE is permitted to work up to 40 hours during that time regardless of enrollment.
5. The individuals impacted by this process are all ISEs on either an F or J student VISA.
6. Non-compliance with the Immigration guidelines regarding allowable work hours will result in the following three "strike" process:
  - First Notice of Non-Compliance – Warning is sent and the ISE is counseled by OISS.
  - Second Notice of Non-Compliance – Warning is sent and the ISE is suspended from payroll for a period of two months or four pay cycles.
  - Third Notice of Non-Compliance – ISE is terminated from payroll and not eligible for rehire.