Student Employment Guide

2023 EDITION

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Student Employment Guide

Contents

Student Employment Guide

STUDENT EMPLOYMENT AT MARYMOUNT

This Student Employment Guide (Guide) was created to provide general guidelines about Student Employment. Students are expected to adhere to Marymount's Employee Policies and Procedures. While this Guide highlights key employment policies and pertinent information for student workers.

There are many opportunities for employment on campus for students. Students who work on campus fall into three (3) types of campus employment categories: (1) Federal Work Study; (2) Campus Employment; and (3) Graduate Assistantships). While applying does not guarantee a job, Marymount University is committed to working closely with students to assist them in their job search and addressing their employment needs.

Student Eligibility to Work
All students must be enrolled full-time during the Fall/Spring semesters to qualify for work. For undergraduates, the student must be registered with a minimum of 12 hours. Graduate students must be registered with a minimum of 9 hours. Full-time student status must be maintained at all time, with the exception of the summer sessions.

Federal Work Study Program (FWS)
The Federal Work Study program is a government-sponsored program that enables students to work part- time to help meet the cost of their education. Every year, Marymount's Office of Financial Aid offers FWS to students who qualify based on many factors including (but not limited to) the amount of income reported on a student's Free Application for Federal Student Aid (FAFSA); the amount of grants, scholarships, and/or loans that are applied to a student's account; and the amount of funding that is available for the school to distribute.

FWS Eligibility
For a student to qualify for the FWS program, the student must meet the following criteria:
1. Demonstrated financial need as determined by a processed Free Application for Federal Student Aid (FAFSA) of Renewal FAFSA.
2. Enrolled or accepted for enrollment.
3. Maintained satisfactory academic progress according to financial aid policy.
4. Citizen or permanent resident of the United States.
5. Have a Social Security Number.
6. The student's position under the Federal Work Study program must be free from political involvement.

Regardless of whether a student is hired under the Federal Work-Study (FWS) program or Campus Employment, all students must meet minimum eligibility criteria. During the Fall or Spring semesters, student applicants must have authorization to work on campus in the U.S., must be registered for classes, and must be in good judicial standing.

Note: Students on disciplinary probation at the time of application may not be eligible for employment. Special permission must be granted by the Dean of Students.

For summer semesters, students who will be taking courses in the Fall semester must have been registered in the Spring prior to the summer for which they are applying to work AND must be registered for classes for the fall semester. If a student is graduating in August, then the student must have been registered in the spring prior to the summer for which they are applying to work and be registered for the remaining degree requirements to be completed during the summer session.

FWS Awards

This award is an estimate of what you may earn during the academic year, the money cannot be applied to University charges, and money earned from a FWS job is not applied to a student's account. Students who wish to use their FWS award must apply to and interview for available work study jobs; when they begin working on-campus, they will automatically begin using the FWS Award. Meanwhile, students who wish to decline the award must notify the Office of Financial Aid in writing. For more information, please call the Office of Financial Aid at 703-284-1530 or visit their website.

The Financial Aid staff does not necessarily look at whether a student has previously used FWS funds when determining future awards. Therefore, a student can choose to decline a FWS award one year and then be granted and accept a FWS award the following year. However, the reverse is also true: Students with a FWS award one year may not receive it the following year depending on the aforementioned factors.

Campus Employment

The Campus Employment program is a Marymount-funded program that enables undergraduate and graduate students to work part- time on campus regardless of financial need. Students without a FWS award are hired under this program. This may include grant funded positions.

Federal Work Study vs. Campus Employment

Eligible students may be awarded FWS by the Financial Aid Office as appropriate. It is the supervisor's responsibility to monitor monthly earnings to ensure that the student does not exceed the total earnings limit. If the student exceeds the maximum award for the Fall or Spring semester, the employing department will be responsible for 100% of the student's earning beyond the authorized award. Unused federal work-study earnings cannot be carried from one employment period to the next.

Full-time students that are not eligible for FWS may be eligible for our campus employment program. Students will need a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) once hired. International Students will be eligible under the campus employment program given they will provide an SSN or ITIN.

Graduate Assistantships (GAs)

The Graduate Assistantship program is available to eligible graduate students. Note: In order to maximize the number of on-campus employment opportunities for as many students as possible, Graduate Assistants cannot work concurrently in a Campus Employment position. For additional information please e-mail Jason Craig, Graduate Assistant Coordinator, at jcraig@marymount.edu.

Student Employment Guide

THE STUDENT HIRE PROCESS

The **Student Hire Process** uses the Workday platform to:
- Post jobs
- Apply for jobs
- Select and hire students
- Onboard new hires
- Manage funding
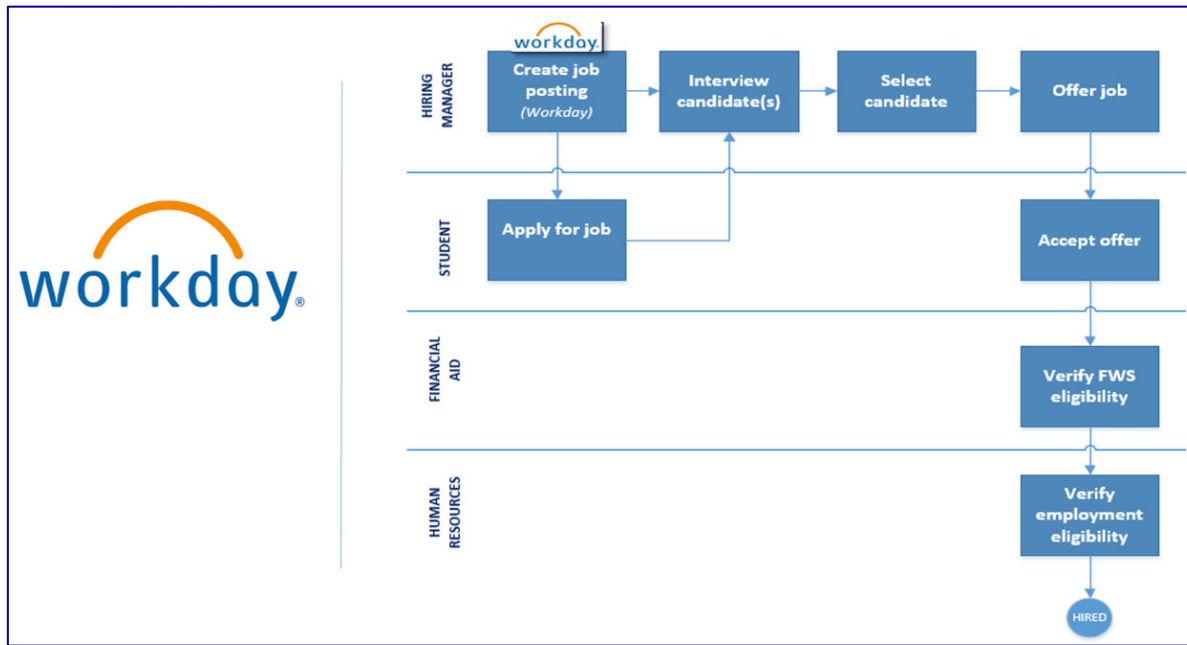
There are multiple offices that are involved in the hiring process as documented below. Most activities are driven by the Supervisor, or Hiring Manager, allowing greater control and visibility with the hire process. Both student and supervisor can login to Workday and track progress from applying to hiring to onboarding. The average time to onboard a hired student may take 2-3 days with one (Staff) FTE resource.

Note: International students also have additional eligibility requirements to consider for hire. Please refer to the International Students section of this Guide.

Student Employment Guide

Applying for a Position

There is one method of applying for a student worker position. To avoid duplicate applicant records, please be sure to apply using the internal site found in Workday. For first-time and returning student applicants, login to your Workday account and search for positions. It's that simple.

New or Returning?	Where to Apply
INTERNAL First-Time Student Worker OR Returning Student Worker OR Applying for additional position	1. Log into Workday 2. Go to Menu (Three lines on top left) 3. Click on Career 4. Under View click on Find Student Jobs 5. Locate position of interest and apply

If you have any questions or concerns, please email joc@marymount.edu.

After applying, students may track their status in Workday. Alerts may be sent to the applicant's email address, so students should frequently check emails.

Onboarding

Supervisors initiate the onboarding task in Workday where students will receive a host of tasks, including:

- Complete I-9 documentation
- Sign Confidentiality form
- Sign ITS form

ALL student workers will need to complete their tasks in Workday and then come in person to the HR office to provide their I-9 documentations (see APPENDIX B: Documentation for I-9 Form).

Student Employment Guide

KEY EMPLOYEE POLICIES

Confidentiality

Use of personal technology devices (e.g. smart phone, tablet) to perform University business or to capture/communicate university related subject matter must also protect the privacy rights of students as specified in the university policy on **Confidentiality of Student Records** and in relevant laws (e.g., FERPA, HIPPA, GLB) and regulations that govern disclosure of applicable information. Examples include communication via text message with members of the Marymount community (e.g. students and employees), taking pictures, recording/streaming video, or recording audio on university premises or at university events.

Dress Code

Student workers are Marymount employees who represent the University. As such, they are expected to make a professional impression.

Employees whose positions require a uniform will wear the assigned uniform while on duty. For those employers whose positions do not require a uniform, appropriate attire is required. Clothing is to be neat and clean, and personal grooming will be consistent in cleanliness and appearance. Revealing or suggestive clothing is inappropriate for the work place. Additional requirements may be dependent on the department and the position of the employee. Managerial staff shall ensure compliance with this policy. Any employee who does not comply with this policy may be subject to disciplinary action. When in doubt, ask your supervisor.

Workplace Relationships

As a University dedicated to fostering the dignity of each person, Marymount University strives to encourage academic excellence, professionalism, respect, integrity, diversity, faith, and service. The University seeks to create an environment that is free of exploitation and unlawful harassment or discrimination that undermines the integrity of the institution.

Students may not fraternize with Marymount Staff or Faculty in any manner. In addition, students may not work directly or indirectly for relatives. These policies are in place to ensure a comfortable workplace for all and to avoid any perceived conflicts of interest.

This policy is rooted in the recognition that faculty– or staff–student relationships may be inherently unequal and contain an element of superiority or power. Consensual relationships between faculty or staff and students may give rise to the perception by others that there is favoritism or bias in educational decisions affecting students. These perceptions undermine the spirit of trust and mutual respect that is important to the university environment. This policy further strives to provide an environment that is free from Sexual Harassment and Interpersonal Misconduct.

Reporting of possible violations of the policy may be made to Campus Safety, the Title IX Office, or through Ethics Point.

Refer to our MU Policies and Procedures to learn more about Nepotism, Fraternization, and Employment of Relatives.

On the Job Injuries

If a Student Worker is injured on the job, he/she shall be eligible for workers compensation benefits. Please reach out the hr@marymount.edu ASAP in the case of an injury. If an injury is life threatening or needs immediate attention, please call 911.

STUDENT WORKER EXPECTATIONS

The moment a student is employed, that student is an official representative of the University and is expected to act accordingly. In addition to adhering to all MU Employee Policies and Procedures, there are clear expectations of our student workers.

Code of Conduct

In their actions and interactions, members of the Marymount community will be guided by the highest standards of personal and professional conduct to support themselves. Specifically, the members of this community agree to:

- Comply with all federal, state, and local laws and regulations, and conduct themselves in accordance with the university's mission and values, policies and procedures, and Code of Ethics;
- Strive for quality, efficiency, and effectiveness in all endeavors aimed at achieving MU's mission and goals;
- Act honestly and responsibly at all times, holding themselves accountable for their actions;
- Maintain and promote an atmosphere of mutual respect, cooperation, and civility;
- Commit to the just treatment of others, applying policies fairly and making resources and services equally available to all members of the campus community;
- Steward the university resources carefully, ensuring that facilities, equipment, budget dollars, and personal time are used appropriately in support of Marymount's mission and goals;
- Refrain from making purchases, or otherwise committing university funds, in order to derive personal benefit;
- Respect the privacy of each individual and preserve the confidentiality of university records and other information entrusted to them;
- Avoid conflicts of interest, bribery, and coercion, and strive to avoid even the appearance of impropriety in connection with their roles and responsibilities at MU.

Job Assignment Period and Hours

Students are eligible to work up to twenty (20) hours per week for each position, provided the student does not exceed the earning limit. The weekly maximum number of hours for all student positions is twenty-eight (28) hours as a combination of all roles.

If the student meets the eligibility requirements listed above, they may work throughout the summer. Summer work is eligible for Campus Employment. **FWS may not be applied for summer work.** Students may work 20+ hours during the summer.

Student Employment Guide

Employee Systems and Networks

All Marymount employees use two (2) key systems to stay connected to their jobs – Workday and Okta. For ease of use from a cell phone, students are encouraged to download both apps to their phones. This will allow students to manage all post-hire transactions with a touch or swipe. Here's a little more about each system:

Workday

Workday is the University platform that houses all things for employment – jobs, time cards, pay slips, etc. This is every employee's system of record. As noted in the "Applying for Jobs" section, returning student workers will already have a Workday account. New student workers will be prompted to create a Workday account when applying for a new job.

Okta

Multi-factor authentication (MFA) will be required to access your Marymount email account and other applications. The university has partnered with Okta to be our MFA provider. If your account is not currently linked with MFA through Okta, please go to http://marymount.okta.com/ to begin this process.

If you need assistance with accessing these systems, contact Information Technology Services at (703) 284-6990. Enter Prompt #2.

Time Entry

We strongly encourage hourly student workers to enter their time each day using Workday's Clock-In/Clock-Out feature. If students have downloaded the Workday app on their phone, they can clock in at the time the come in and leave each day. Time entry does not apply to stipend-based positions. Visit the Jobs on Campus Workday Job Aid Site and select "**Submit Time**" to learn more.

Important: **If time is not entered, a student will not be paid. Payroll will include past hours entered in the next payroll period.**

Annual Student Orientation

At the beginning of each Academic Year (Fall Semester) the Office of Human Resources will host an orientation for all student worker and supervisors. As there may be system updates and new procedures introduced, all are encouraged to attend. These sessions will be available on demand.

End Assignment or Terminate

Once students have completed an assignment and will be returning the following semester, hiring managers can "end assignment" in Workday. If students are graduating or planning on not returning to the university, hiring managers may terminate students in Workday.

Student Employment Guide

INTERNATIONAL STUDENTS

On Campus employment is available to all international students, including those who are in their first semester of study. The requirements for permission vary based on student visa type:

- Students on F-1 visas do not need to seek special permission to work on campus.
- Students on J-1 visas will need to seek special permission to work on campus before starting any on campus employment.

There are two (2) types of employment that count as on campus employment:

QUALIFIED EMPLOYMENT:
- On the school premises
    — Work that takes place at the school location could be for an on-campus commercial business, like a bookstore or cafeteria, as long as the work directly provides services for students.
- Educationally affiliated off-campus location
    — Work with an employer that is contractually affiliated with the school is on-campus employment including work sites not located on campus (Ex: research lab affiliated with the school).

UNQUALIFIED EMPLOYMENT:
- Employment located on-campus that does not directly involve services to students (such as construction work) does not qualify as on-campus employment.
- The Starbucks at the Ballston campus is not valid on campus employment.

Hours Permitted

All international students can work no more than 20 hours per week during academic semesters (fall, spring, and summer if first or last semester of study). During official school breaks, such as summer break, winter break, and spring break students may work more than 20 hours per week.

Social Security Number (SSN)

Students who do not have and will need to apply for an SSN will need to take the following steps and work with International Student & Scholar Services.

Steps to apply for SSN

It can take an additional two (2) weeks to allow for students to obtain their SSN before they are able to start working. All International students should plan ahead. **Students cannot start working until they have received the SSN.**

1. Request a wet signature* from the Hiring Department and ISSS on the SSN Support Letter.
2. Gather the required documents to take to the Social Security Administration:

• From the Registrar: A copy of the class schedule	• From the Employer: Offer Letter stating the supervisor, nature of the job, including a wet signature*
• From the Registrar: Enrollment Verification	
• Social Security Letter from ISSS	
• Current I-20	• I-94
• Passport	• Completed SS-5, Application for Social Security Card
• Visa	

3. Visit the SSA location in the area the student lives.
4. Wait for the SSN card to arrive in the mail.

* A wet signature means the paper is signed by pen. The Social Security Administration will not accept digitally signed letters.

Student Employment Guide

APPENDIX A: 2023 Payroll Schedule

Marymount University
Payroll Calendar 2023

Payroll # of the Year	Payroll # of the Month	2023 Quarter	Pay Period Start	Pay Period End	Time Entry Due (in Workday) Day	Time Entry Due (in Workday) Date	Pay Date Day	Pay Date Date	Holiday Reminders
26	3	4th	12/4/2022	12/17/2022	Tuesday	12/20/2022	Friday	12/30/2022	
1	1	1st	12/18/2022	12/31/2022	Tuesday	1/3/2023	Friday	1/13/2023	Christmas day observed December 26, 2022
2	2	1st	1/1/2023	1/14/2023	Tuesday	1/17/2023	Friday	1/27/2023	New Year's Day observed January 2, 2023
3	1	1st	1/15/2023	1/28/2023	Tuesday	1/31/2023	Friday	2/10/2023	MLK Day January 16, 2023
4	2	1st	1/29/2023	2/11/2023	Tuesday	2/14/2023	Friday	2/24/2023	
5	1	1st	2/12/2023	2/25/2023	Tuesday	2/28/2023	Friday	3/10/2023	
6	2	1st	2/26/2023	3/11/2023	Tuesday	3/14/2023	Friday	3/24/2023	
7	1	2nd	3/12/2023	3/25/2023	Tuesday	3/28/2023	Friday	4/7/2023	Good Friday (April 7, 2023)
8	2	2nd	3/26/2023	4/8/2023	Tuesday	4/11/2023	Friday	4/21/2023	
9	1	2nd	4/9/2023	4/22/2023	Tuesday	4/25/2023	Friday	5/5/2023	
10	2	2nd	4/23/2023	5/6/2023	Tuesday	5/9/2023	Friday	5/19/2023	
11	1	2nd	5/7/2023	5/20/2023	Tuesday	5/23/2023	Friday	6/2/2023	
12	2	2nd	5/21/2023	6/3/2023	Tuesday	6/6/2023	Friday	6/16/2023	Memorial Day May 29, 2023
13	3	2nd	6/4/2023	6/17/2023	Tuesday	6/20/2023	Friday	6/30/2023	
14	1	3rd	6/18/2023	7/1/2023	Wednesday	7/5/2023	Friday	7/14/2023	Juneteenth Jun 19, 2023
15	2	3rd	7/2/2023	7/15/2023	Tuesday	7/18/2023	Friday	7/28/2023	Independence Day July 4, 2023
16	1	3rd	7/16/2023	7/29/2023	Tuesday	8/1/2023	Friday	8/11/2023	
17	2	3rd	7/30/2023	8/12/2023	Tuesday	8/15/2023	Friday	8/25/2023	
18	1	3rd	8/13/2023	8/26/2023	Tuesday	8/29/2023	Friday	9/8/2023	
19	2	3rd	8/27/2023	9/9/2023	Tuesday	9/12/2023	Friday	9/22/2023	Labor Day September 4, 2023
20	1	4th	9/10/2023	9/23/2023	Tuesday	9/26/2023	Friday	10/6/2023	
21	2	4th	9/24/2023	10/7/2023	Tuesday	10/10/2023	Friday	10/20/2023	
22	1	4th	10/8/2023	10/21/2023	Tuesday	10/24/2023	Friday	11/3/2023	
23	2	4th	10/22/2023	11/4/2023	Tuesday	11/7/2023	Friday	11/17/2023	
24	1	4th	11/5/2023	11/18/2023	Tuesday	11/21/2023	Friday	12/1/2023	Veterans Day November 11, 2023
25	2	4th	11/19/2023	12/2/2023	Tuesday	12/5/2023	Friday	12/15/2023	Thanksgiving November 23-24, 2023
26	3	4th	12/3/2023	12/16/2023	Tuesday	12/19/2023	Friday	12/29/2023	
1	1	1st	12/17/2023	12/30/2023	Tuesday	1/2/2024	Friday	1/12/2024	Christmas Day December 25, 2023
2	2	1st	12/31/2023	1/13/2024	Tuesday	1/16/2024	Friday	1/26/2024	New Year's Day January 1, 2024
									Winter Holiday December 26th-29th, 2023

Student Employment Guide

APPENDIX B: Required Documentation for I-9 Form

All new employees are required by law to complete the I-9 Form, with Part I completed by the employee by the first day of employment; Part II completed by the employer within three (3) days of hire. Failure to do so will result in

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		4. Voter's registration card		
		5. U.S. Military card or draft record		4. Native American tribal document
		6. Military dependent's ID card		5. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		7. Employment authorization document issued by the Department of Homeland Security
		For persons under age 18 who are unable to present a document listed above:		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Student Employment Guide

APPENDIX C: Key Student Employment Contacts

DEPARTMENT	ITEMS	CONTACT INFORMATION
Human Resources	Hire Process Offer Letters Authorized Work Letters	Jobs on Campus: joc@marymount.edu Human Resources: hr@marymount.edu
Financial Aid	Federal Work Study Financial Aid Awards	Meghan Sutton msutton@marymount.edu
Graduate Assistants	Graduate Assistant Jobs (research-based only)	Jason Craig jcraig@marymount.edu
Internships	Paid Professional Internships Non-Paid Professional Internships	Center for Career Development BALL 2050 – Ballston Campus careerdev@marymount.edu (703) 284-5960
Payroll Office	Paycheck Inquiries Taxes Time Entry	Kristina Deemark payroll@marymount.edu
International & Scholar Student Services	International Student Work Requirements	Rowley 1004 – Main Campus isss@marymount.edu (703) 526-6922