

Student Personnel Action Form (SPAF)

2007-08 Regular Student Employment

Effective through Academic Year 9/01/07-06/15/08

Central Washington University
Student Employment Office
Barge Hall, Room 103
509-963-3008

- ◆ SPAF is for Regular Student Employment in a student job at a CWU campus. Detailed information is on line at www.cwu.edu/~seo
- ◆ Read the Instruction Sheet before completing shaded areas of this form in ink, & check instructions to see if additional forms are needed.
- ◆ Students must be able to complete an I-9 and W-4 form, and be enrolled at least half-time to hold a university student job.
- ◆ Student Jobs are not eligible for retirement or health care benefits. Social Security tax (FICA) is not withheld during the academic year.

Student:

STUDENT NAME: _____ Student ID: _____

- I will NOT be at least 18 years old by my first day of work
- I am enrolled in a graduate master's degree program (MA, MS, etc.) and will register for 500 level and above courses.
- I have another CWU job and agree to notify & update each employer & coordinate my hours to not exceed maximum hours per week
- I have a current I-9 and W-4 form on file with Student Employment

"I have checked all applicable boxes above and read the attached Instruction Sheet and the online Student Employee Handbook. I will keep my CWU employers informed of all CWU jobs I hold and coordinate my hours to not exceed the maximum number of hours allowable per week. If I drop below half-time enrollment, I will promptly notify my on-campus employers and stop working. I understand my first paycheck will be delayed by one pay date if submission deadline of the first day of the pay period is missed. In accordance with FERPA regulations and university policies, I agree not to disclose any information I have access to as an employee of CWU, except to authorized personnel as required to carry out my job duties."

Student Signature Local Phone/Mailing Address / Email Date

Employer:

Employers are responsible for checking enrollment status, ensuring that the student qualifies as a Student Employee, and correctly completing required hiring documents before the student begins working. Read the Instruction Sheet first. Send completed documents to Student Employment promptly to make sure this student will appear on the payroll as soon as possible. **You must inform students that their first payday will be delayed if hiring documents are not submitted to Student Employment by the first day of the pay period in which they begin working.**

Dept: _____ Mail Stop: _____ Phone: _____

Student's Job Title: _____ #of Credits enrolled: _____ Earn Code: 331

(last possible end date: 6-15-08)

Work Begin Date: _____ End Date: _____ Hourly Wage Rate: \$ _____ Time Keep Location: _____
(minimum wage is \$7.93/hr through 12/31/2007, will increase 1/1/08)

Account Code: Dept. _____ Project ID _____ Account _____ 51815 seq _____ 2nd Account Code: Dept. _____ Project ID _____ Account _____ 51815 seq _____
(Use 2nd Acct code only if absolutely necessary)

"I have verified that this student is eligible to work as a student employee and informed the student when to expect their first paycheck. I have read and agree to monitor the student's employment in accordance with the Student Employment Supervisor's Manual. I will not schedule this student to work when s/he is scheduled to be in class, including finals weeks. I will notify the appropriate departments to remove computer and building access when employment ends."

Timekeeper: _____

Name Email Phone

Supervisor Signature Name Date

Appointing Authority Signature Printed Name and Title Date

Return completed form to Student Employment, MS 7496

(Student Employment will not return a copy to employer, please photocopy for your files)

Cr: _____ I-9 & W-4 eff dt: _____

Db Cl-i _____ Cl-c _____ Prob _____

Data Entry: _____ Date: _____

Student Instructions

Complete the following:

- ✓ STUDENT section of **Student Personnel Action Form (SPAF)**
- ✓ *If you have not worked on campus before, see Student Employment (SE) or your CWU Center supervisor. International students complete at International Studies & Programs (OISP):*
- ✓ **W-4 Form** (and provide copy of SS card for IRS purposes)
- ✓ **I-9 Form** (bring original ID, see list on SE website)
- ✓ **Public Employee Retirement System (PERS) Waiver Form** if you are a full time student & will work on campus more than 69 hours/month (about 15 hours per week)
- ✓ *If you have worked on campus before but need to update info:*
 - W-4:** update at Payroll for address or name; update at SE for marital status changes, or to change number of exemptions
 - I-9:** update if you have not enrolled at CWU for over one quarter. Update with your new form I-20 from OISP if your old I-20 has not expired. If expired, complete new I-9 at OISP.

Definitions

Half-Time = enrolled 6 or more credits (5 if in graduate master's program)

Full-Time = enrolled 12 or more credits (10 if graduate master's program)

Who Can Work

You can hold a student job while enrolled at least half-time at CWU.

You can work during term breaks as a student employee if you were enrolled at least half-time during the term before the break **AND** are pre-registered at least half-time for the term following the break.

Number of Hours You Can Work

See below or use the easy tutorial at www.cwu.edu/~seo/eligtutorial.html

It is **your responsibility** to stay within the following limits:

WHILE ENROLLED FULL TIME - 19 hours per week (with PERS waiver)

WHILE ENROLLED HALF-TIME - 69 hours per MONTH (15 per week)

DURING TERM BREAKS - 40 hours per week if you maintained full time enrollment during all current academic year terms prior to the break, and are pre-registered at least half time for the term immediately following the break; 69 hours per month for all others. See the easy tutorial on the Student Employment web site at www.cwu.edu/~seo/eligtutorial.html

Additional Information, Pay Periods and Pay Dates

You will be paid twice per month as follows:

Pay Period 1st - 15th (paid on the 25th of the same month)

Pay Period 16th - 31st (paid on the 10th of the following month)

Your first pay check will be delayed one pay date if Student Employment does not receive your Student Personnel Action Form (SPAF) by the first day of the Pay Period in which you begin working.

Please see the payroll designated deadlines on the Payroll Schedule located at <http://www.cwu.edu/~payroll> for details and contact Student Employment for questions on deadlines.

Pick up pay checks at the Cashier's office in Barge 104. Bring picture ID. Direct deposit is encouraged and available by contacting Payroll (2nd floor Mitchell Hall. You do not have to bank locally to enjoy direct deposit.

Employers must pay you for all hours worked. The Fair Labor Standards Act (FLSA) prohibits employers from accepting volunteer hours from any employee whom they have hired for pay.

Student jobs are temporary, hourly employment. You are hired on an hour-by-hour basis and you or your supervisor can terminate employment at any time. Dates listed on SPAF are not a guarantee of employment.

Visit the Student Employment web site www.cwu.edu/~seo for additional detailed information and updates, and to search our on-line Job Board.

Employer Instructions

This form is for REGULAR STUDENT EMPLOYMENT

- ✓ Check the student's enrollment status (must be at least half-time)
- ✓ Complete EMPLOYER section of **SPAF**
- ✓ Check to see if the student has the yellow 1/3 sheet "Pre-Employment Authorization Form. If not, send them to SE. (Note any authorization expiration date for international students.)
- ✓ CWU Center supervisors must complete the SPAF, W-4, I-9, PERS form, and provide the Drug & Alcohol statement if students have not worked on campus before. Complete a Background Check form if needed. **Submit forms together to avoid delays.**
 - ▶ Submit SPAF to Student Employment Barge 103, MS 7496
 - ▶ *See below for additional forms that may be required.*

General Information

Refer to the Student Employment Supervisor's Manual for additional assistance. Forms and the Student Employment Supervisor's Manual are available on-line at www.cwu.edu/~seo or by contacting your department secretary. Click on the "Employers" menu item.

You are responsible for ensuring that all required hiring forms are correctly completed prior to the student beginning work. The student may begin working once all hiring forms have been completed. Make sure that all forms are submitted to Student Employment immediately so your student will appear on the payroll at the earliest possible date. **You MUST inform your student of when to expect their first check.**

Do NOT schedule students to work when they are scheduled to be in class, including during finals weeks. Clearly communicate expectations.

Departments are limited to TWO account codes per student, and ONE pay rate per account code. SPAF's and/or Update forms **will be returned** if these limits are exceeded. PLEASE do not use more than one account code unless absolutely necessary. If possible, use one account and transfer funds into it from the other accounts to pay your students. Multiple account codes make the payroll process MUCH slower and more complex for everyone.

The number of hours students can work includes all on-campus jobs and off-campus Work-Study jobs combined. The limit is NOT per job. Work with the student to coordinate scheduling so hours limits are not exceeded.

Student Employment updates are posted on our web site, and you are responsible for checking regularly. See the monthly NEWS section frequently for new information.

Additional Forms

Public Employees Retirement System (PERS) Waiver Form

Allows full time students to work up to 19 hours per week on-campus. Center supervisors: send directly to Human Resources, MS 7425.

Background Check Form NEW! 2 Different Types see SEO web site

- 1) Required for students who will (*or may*) have unsupervised access to persons under 16, developmentally disabled or vulnerable adults. Collect form, prepare memo, forward the **memo** to Campus Police. Templates and instructions on SE web site. Do not send the form itself to Campus Police.
- 2) **NEW** Required for students who will have access to credit card information.

University Drug and Alcohol Statement

Center supervisors must provide this form to each student employee hired and it is provided at the time the I-9 and W-4 are completed in Student Employment.

The CWU Office of Auditing and Control will monitor employer & student compliance with all conditions of Student Employment. After 2 warnings, Employment will be canceled for students who exceed the hours limits.