



**2015-2016 Federal Work-Study Student Employment Off- Campus Not-for-Profit Student Agreement
REGULATIONS AND PROCEDURES FOR ADMINISTRATION OF
THE NATIONAL LOUIS UNIVERSITY FEDERAL WORK-STUDY
COMMUNITY SERVICE PROGRAM**

(Attachment A- Student form)

Agency Name: _____

Contact Person Name & Email Address: _____

Address: _____

Telephone Number: (_____) _____

Job Information

Job Title: _____ Hourly Wage: \$ _____

Authorized Start Date: _____ Employment End Date: _____

The 2015-2016 Academic Year Federal Work-Study award is valid from **July 1, 2015** until **June 30, 2016** ONLY. The student employee must have a valid Student Employment Authorization (SEA) form for the employment dates listed above. The Off-Campus Agency may either ask to see the students Financial Aid Award letter or an email from the Student Employment Coordinator confirming FWS eligibility and the award amount.

Maximum Allowed for 2015-2016 Academic Year Federal Work-Study Gross Earnings: \$ _____

I have read and reviewed the above Job Information section: _____
Student Employee Printed Name

Student Employee Signature

Date

OFF-CAMPUS AGENCY CERTIFICATION

I certify the above student will be employed in the job indicated above in accordance with the submitted job description and the conditions set forth in the contract signed by the Off-Campus Agency and NLU for the above stated employment period.

Any amount earned in excess of the maximum allowed FWS Award as indicated above will be paid in full by the Off-Campus Agency. Any hours worked before the student has completed all required FWS forms and prior to being authorized by NLU to work will be paid in full by the Off-Campus Agency.

Please provide the information listed below and a signature of **two people** authorized to review and sign for hours worked on the Weekly Timesheet. (Note: if a person not listed below signs the Weekly Timesheet, the student's paycheck may be delayed!)

Printed Name: _____ Printed Name: _____

Email: _____ Email: _____

Signature: _____ Signature: _____

Note, Per the Illinois Unemployment Insurance guidelines, any work positions that are paid and classified as student employment, such as Federal Work-Study, College Employment, Graduate Assistant and Harrison Fellow, etc., are not eligible for unemployment compensation, once the position has ended. Participation in the Federal Work-Study program does not constitute bona fide National Louis University employment status. Therefore, when you are no longer participating in the student employment program, you would not be eligible to request or receive unemployment compensation.



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UNIVERSITY**

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1000 Capitol Drive
Wheeling, Illinois 60090-7201www.nl.edu
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ELIGIBILITY AND PLACEMENT

NLU posts jobs online for eligible students to contact the Off-Campus Agency. The Off-Campus Agency places the student employees in positions described in the job description in which they are best qualified and which best meet the needs of the agency.

HIRING A STUDENT EMPLOYEE

When a student contacts an Off Campus Agency for an interview and placement consideration they will verify your eligibility by asking for a copy of your award letter and a copy of your course schedule or an email confirmation from the Student Employment Coordinator verifying your eligibility and FWS award. The supervisor should conduct the interview in such a manner as to determine if the student is suitable for the position. The supervisor decides if the student will be hired. The student has the opportunity to accept or reject the FWS student employee job. We recommend that you take time to really determine if you're compatible for the position, this will alleviate possible problems in the future. If the supervisor decides not to hire the student employee, the agency should inform you as soon as possible via email or phone.

TRAINING AND SUPERVISION

The Off-Campus Agency is responsible for on-the-job training, orientation and the supervision of all student employees.

DEVELOPING WORK SCHEDULES

All student employees must be given the opportunity to earn their FWS awards in the Off-Campus Agency to which they have been hired. The student, together with the supervisor, should plan a work schedule that is compatible with his/her class schedule. Each term the student's must give the supervisor a copy of their class schedule to be compared with their work schedule to ensure there is no conflict. Student employees **cannot** work during scheduled class times. ***Federal regulations prohibit students from working during scheduled class time.***

TIME WORKED

The maximum number of hours a student employee can work each week is 20 hours. **Student employees cannot work more than 20 hours each week.** Accurate record keeping of hours worked, must be inputted on the timesheet each day worked. Students can only work when there is work available. Each day a student works 6 hours they must take a 30 minute unpaid break and include the break time on the weekly timesheet. If the Off-Campus Agency does not have work available, the student cannot work their scheduled time. If necessary, the student will need to be given a different placement when no work is available. Please contact NLU FWS Student Employment Coordinator via email at FWS@nl.edu or phone at 1.888.NLU.TODAY Ext. 5443 for assistance.

Note: If a student employee falsifies a timesheet the Office of Student Finance is obligated to report this incident of fraud to the U.S. Department of Education's Office of the Inspector General, which may result in a federal investigation. Falsification of a timesheet will result in immediate dismissal from the Federal Work-Study Student Employment Program. The student will not be eligible to work on or off campus for the remainder of their time at NLU. The student will be required to pay back all monies received from fraudulent reporting. Any person who knowingly makes a false statement or misrepresentation on a timesheet or any other document related to Student Employment is subject to penalties which may include fines up to \$10,000 or imprisonment under the United States Criminal Code and 20 U.S.C.1097. It is a federal offense to falsify hours and signatures. Anyone who does so can be fined & punished to the fullest extent of the law.

PAYROLL PROCEDURE

It is the responsibility of the student employee and Off-Campus Agency to keep an accurate record of hours worked each day and to complete and submit a timesheet each week directly to the Payroll Office. The student employee submits the timesheet the last day of the week worked to the supervisor, who will then review and verify the hours worked and approve it by signing it, prior to faxing it to NLU Payroll Office at 847.947.5854. *Time sheets must be submitted before

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12:00 p.m. (noon) **EACH** *Monday. *Unless otherwise noted on the Bi-Weekly Payroll Calendar. All original timesheets must be mailed to NLU's Student Finance Office each week. NLU Payroll Office pays the student employee. Timesheets received after the student's FWS Award is exhausted will not be processed and will be returned to the agency for payment.

RECORDS, REPORTS, TAXES AND WORKMEN'S COMPENSATION

NLU is the employer and is responsible for the collection and the keeping of official records. The Off-Campus Agency must retain a file for all student employees. The file must be kept for 4 years after the student graduates from NLU. The Off-Campus Agency will then send the file to the SEC at NLU. NLU collects all required documents for participation in the FWS Program, issues checks, and is responsible for the withholding of income tax. NLU will also provide for insurance coverage required by workmen's compensation laws. For more information regarding worker's compensation, contact Holly Battaglia in the Office of Human Resources via email at hbattaglia@nl.edu or via phone at Ext. 5519.

EVALUATION OF STUDENT EMPLOYEE

At the end of the academic year or when a student's FWS funds have been depleted, the Off-Campus Agency will submit an evaluation that will include recommendations and suggested changes for the FWS Student Employment Community Service Program. Any problems that arise concerning the student's work should be handled first by the supervisor, then the Off-Campus Agency representative, then by the NLU Program Coordinator. At any time during the year that a student is not fulfilling his/her responsibility, the student's job could be withdrawn by mutual consent of the parties of this contract; the student may also request that he/she be transferred.

EVALUATION OFF-CAMPUS AGENCY

At the end of the academic year or when a student employee's funding is exhausted, complete and submit the FWS Student Employment Exit Interview that will include recommendations and suggestions for the FWS CS Program. All information submitted on this form will be kept confidential however if any issues requires attention they will be addressed.

I hereby acknowledge that I understand the **Attachment A Student Form** and I will take responsibility for seeking clarification of any information that I am uncertain about from the Federal Work-Study Student Employee Coordinator in the Student Finance Office. The Coordinator can be reached via email at FWS@nl.edu or phone at 1.888.NLU.TODAY Ext. 5443. I understand that any violation can potentially lead to dismissal from NLU's FWS Student Employment Program.

STUDENT EMPLOYEE NAME

NLU ID #

STUDENT EMPLOYEE SIGNATURE

DATE

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