



2023-2024

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On-campus student employment plays an important role in the Clark experience for many of our students. These positions offer opportunities for students to gain professional and leadership development experience, skills, and connections to a broader network of faculty and administrators on campus.

This handbook outlines policies and procedures for on-campus student employment at Clark. and should familiarize themselves with the material.

On-campus student employment is a collaborative effort among campus departments including the Office of Student Employment, Career Connections Center, Office of Financial Assistance, Payroll, and Human Resources. This guidebook will direct students to the appropriate office for handling specific questions.

You Are Hired!

Students who have been offered an on-campus position are responsible for completing all required paperwork to the Office of Student Employment for undergraduates and Payroll for graduate students. Visit the “Bring Your IDs to Clark” section of our [Student Employment webpage](#).

Remote work is only allowed within the state of Massachusetts. If you would like to work in a different state during winter, spring, or summer break, your supervisor will need to request approval from the Office of Student Employment. Remote work is never allowed outside of the US in any circumstances.

before you will be able to use Web Time Entry, our electronic timesheet portal housed in ClarkYOU and CUWeb, and you cannot begin working until you are able to access to your timesheet. If you cannot access an electronic timesheet, then it is likely that you haven't submitted all necessary documents to the appropriate office.

Please note: **By law** you must complete the USCIS Form I-9 and present your required identification documents within 3 business days of your first day of employment. You and your supervisor must ensure that your student employment record has been created and all paperwork has been **processed** before your first day of work. Your supervisor will be notified when your student employment record has been created.

You should connect with your direct supervisor once all paperwork has been submitted to establish a work schedule. Your supervisor will discuss with you the weekly number of hours you are authorized to work. A variety of factors will affect your actual earnings, including requested time off, weather-related departmental closing, and/or the supervisor's adjustment of the student's weekly work schedule due to departmental budget adjustments.

Tax Information

Please review the _____ in Appendix A.

Student earnings are subject to all federal and state taxes. Unless you are a full-time student currently enrolled in classes, your earnings are subject to the Social Security tax deduction.

For tax purposes, Clark University provides each student with a W-2 form listing all taxable earnings paid to

2. Penalties for Fraud and Other Work Study Violations

Student employees should be aware of the following regulations that are published in the [Federal Student Aid Handbook](#): “Any person who knowingly and willfully makes false statements, furnishes false information, or conceals material information in connection with the assignment of [a Federal Student Aid] program loan or attempts to do so, will, upon conviction, be fined up to \$10,000 or imprisoned for up to one year, or both.”

departments require students to sign confidentiality agreements which may include social media communication. When connecting with supervisors and co-workers on social media, it is best to stick to professional networking sites such as LinkedIn.

Disciplinary Action

Students are expected to perform their job(s) to the best of their ability. If a problem arises, the supervisor should attempt to resolve the issue by speaking with the student first. If the problem continues, the supervisor should typically warn the student employee in writing at least once. If the problem persists, the supervisor should typically provide advance notice of termination and the reason(s) to the student in writing via email, with a copy to the Office of Student Employment. Note that a supervisor may terminate a student after a single infraction, depending on the circumstances.

Reasons for termination could be, but are not limited to: violation of confidentiality, dishonesty (including falsifying timesheets), poor work performance, habitual tardiness or absences. If a student is terminated from a position, it is unlikely that the student will be allowed to work another job for the remainder of the academic year.

If you are a student having an issue in your position and cannot resolve it with your supervisor, you are encouraged to meet with [Julie Bolduc](#), the Director of Student Employment, to discuss it. She can help you strategize ways to move forward, role play a conversation with your supervisor, or provide information for accessing on-campus resources for additional support.

Clark University believes that one component of a well-rounded educational experience for many students is to gain valuable career development and invaluable performance and behavioral modeling and expectations exposure by virtue of working on-campus job. This policy outlines how students, once they secure an opportunity, proceed with formalizing and beginning their campus employment experience.

A Domestic Student is defined as a U.S. citizen or a lawful permanent resident.

- o I-9 Section Two – this form is completed by the Office of Student Employment (for undergraduate students) or the Payroll Office (for graduate students) with the student present showing their original identifying documents
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- o Has received a formal offer of on-campus employment, OR
- o Has been authorized for off-campus employment through CPT, OPT, or Academic Training.

Process for compensation:

- x While it is possible to be hired without a Social Security Number (SSN), everyone must secure and present an SSN in order to remain an employed at Clark (see below for details).
- x Form I-9 (Required): This is a three-step process. A student must complete the Form I-9 and accompanying

