NSU Florida

NOVA SOUTHEASTERN UNIVERSITY

STUDENT EMPLOYMENT MANUAL

INTRODUCTION
Nova Southeastern University (NSU) participates in several types of student employment programs: the federally funded Federal Work-Study Program (FWS), the institutionally funded Nova Southeastern University Student Employment Program (NSE), and the Job Location and Development Program (JLD).

The objectives of the student employment programs are:

1. to offer jobs to students who need to earn funds to help pay for their educational expenses

2. to provide work experience that will enhance the students' educational and/or occupational goals

3. to provide services that would otherwise not exist for Nova Southeastern University or for other participating public or nonprofit organizations

Student Employment – Financial Aid and Academic Records (FAAR)
Student Employment is located in the One-Stop Shop inside of the Horvitz Administration Building, 1st Floor, Suite 144 on the Fort Lauderdale-Davie Campus.

Office Hours are Monday – Friday; 8:30 a.m. to 5:00 p.m.

- Student Employment Drop-In Advising Hours:
  - Mondays, Wednesdays, and Fridays; 9:00 a.m. to 1:00 p.m.
  - Tuesdays and Thursdays; 1:00 p.m. to 5:00 p.m.

Detailed information on student employment at NSU is available on our website at nova.edu/financial-aid/student-employment/index.html. For questions students may email us at StudentEmployment@nova.edu.

NOTICES OF NONDISCRIMINATION AND ACCREDITATION
Nova Southeastern University admits students of any race, color, sex, sexual orientation, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, telephone number: (404) 679-4501) to award associate's, bachelor's, master's, educational specialist, and doctoral degrees.

Table of Contents

FEDERAL WORK-STUDY PROGRAM **3**
OFF-CAMPUSFEDERAL WORK-STUDYPROGRAM 3
COMMUNITY SERVICE 3
21ST CENTUARY PROGRAM 4
JUNIOR ACHIEVEMENT OF SOUTH FLORIDA. 4
HANDSON SOUTH FLORIDA 4
YMCA – ADAPTIVE RECREATION PROGRAM. 4
FIREWALL CENTERS 5
NOVA STUDENT EMPLOYMENT PROGRAM (NSE) **5**
JOB LOCATION AND DEVELOPMENT PROGRAM (JLD) **5**
OTHER TYPES OF STUDENT EMPLOYMENT **5**
GRADUATE ASSISTANTSHIPS 6
RESIDENT ASSISTANTS 6
INTERNATIONAL STUDENT EMPLOYMENT **6**
EMPLOYER RESPONSIBILITIES **7**
STUDENT RESPONSIBILITIES **8**
APPLICATION AND INTERVIEWING PROCEDURES **10**
ACCEPTING A POSITION AND REQUIRED PAPERWORK **11**
FORM I-9 11
FORM W-4 11
HIRING PROCEDURES **11**
STUDENT EMPLOYEE VERIFICATION OF EMPLOYMENT **11**
WORKING HOURS AND NUMBER OF POSITIONS **11**
REST PERIODS AND LUNCH BREAKS **12**
PAYROLL PROCEDURES **12**
WAGES AND FICA TAXES **12**
WAGE INCREASES 13
FORM W-4 13
FICA TAXES 13
SUMMER STUDENT EMPLOYMENT PROCEDURES **14**
STUDENT PERFORMANCE STANDARDS **14**
TERMINATION PROCEDURES **14**
GRIEVANCE PROCEDURES **14**
BENEFITS **15**
POLICY ON SEXUAL HARASSMENT **15**
WORKERS' COMPENSATION **16**
UNEMPLOYMENT BENEFITS **17**
DISPLACEMENT OF REGULAR WORKERS **17**
POLITICAL INVOLVEMENT **17**
VOLUNTARY SERVICES **17**
FRAUD AND ETHICAL BEHAVIOR PROCEDURES FOR STUDENT EMPLOYMENT **17**
STUDENT EMPLOYMENT JOB CLASSIFICATIONS **19**
TEACHING (INSTRUCTIONAL) SUPPORT/RESEARCH 19
ADMINISTRATIVE/STUDENT SERVICES 20
ATHLETICS/RECREATION 21
TECHNICAL /LABORATORY/COMMUNICATIONS (TLCA) 22
INSTRUCTIONS FOR COMPLETING STUDENT EMPLOYEE TIME SHEET **23**
SAMPLE STUDENT EMPLOYEE BI-WEEKLY PAPER TIMESHEET **24**
SAMPLE STUDENT EMPLOYMENT CALENDAR & DEADLINE DATES **25**
SAMPLE CLASS SCHEDULE **26**
TAX FORM REQUIREMENTS FOR FOREIGN STUDENTS **27**

FEDERAL WORK-STUDY PROGRAM

Federal Work-Study (FWS) is a federal financial aid work program funded by the United States Department of Education. A match of non-FWS funds is required in some cases. NSU administers this program in accordance with the laws, federal regulations, and instructions issued by, or on behalf of, the Department of Education, as well as its own institutional policies.

In order to qualify for a FWS award, students are required to file the Free Application for Federal Student Aid form (FAFSA) for the current academic year, and must also meet the following conditions:

1. be a citizen, national, or eligible non-citizen of the United States (students attending NSU on a visitor or student visa are not eligible to participate in this program)
2. demonstrate financial need through the financial aid application process,
3. be accepted for enrollment
4. maintain good standing and satisfactory academic progress while employed in the program
5. not be in default on any federal Title IV loan program and not owe a repayment of a federal grant or state grant or scholarship

Students must complete the FAFSA annually in order to participate in the FWS program. All FWS awards are given for the academic year (approximately August- April). Students wanting to participate in the program during the summer (May-August) must file a FAFSA for the current academic year.

Students who receive an award from this program and are interested in working will need to register for the student employment workshop, successfully complete the workshop, and apply for positions through JobX, the online student employment platform. Information is available at https://nova.edu/financial-aid/student-employment/index.html. There are work opportunities available both on campus and off campus; however, work-study jobs are subject to availability and are not guaranteed. Therefore, having a FWS award does not guarantee employment. FWS awards must be earned during the term it is awarded.

Note: No student may begin employment under the Federal Work-Study Program until first approved by Student Employment, followed by the Office of Human Resources.
According to federal regulations outlined in the Student Employment Federal Work-Study Periods of Nonattendance Policy, students employed under the Federal Work-Study Program (FWS) are not permitted to work during periods of nonattendance between semesters/terms. The only period of nonattendance during which students may work under the FWS program is the break between the summer and fall semesters/terms. However, special exceptions to this policy are granted to FWS students employed in a community service job.

If you wish for your FWS students to work during a period of nonattendance other than the break between the summer and fall semesters/terms, you may choose to fund your students through the NSU Student Employment Program (NSE). Students are still eligible to work during a semester/term due to a vacation from classes. Please check with your department for NSE funding.

OFF-CAMPUS FEDERAL WORK-STUDY PROGRAM

NSU offers Off-Campus Federal Work-Study Programs. Opportunities are posted on JobX, the online student employment platform. Eligible Off-Campus Work-Study sites may include private nonprofit organizations, local and county government agencies. Off-campus employment opportunities are designed to enhance the students' education experience through hands-on training that is academically relevant.

COMMUNITY SERVICE

Reauthorization of the Higher Education Act requires that community service job opportunities be made available to a portion of work-study eligible students. Institutions are required to spend a minimum of 7 percent of their work-study allocation on community service jobs.

Community service jobs are defined as jobs designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Included are such fields as health care, childcare, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement. Also included are support services to students with disabilities and activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling.

Community service jobs are offered by local nonprofit, governmental, and community-based organizations.

This community service requirement creates job opportunities for students at all levels of study. Students can earn extra money and provide a valuable service to the community. Part-time community service opportunities can be both on campus and in Broward, Miami- Dade, and Palm Beach Counties.

Students who have received a FWS award and are interested in pursuing a community service opportunity may apply for positions with the employers listed below through JobX.

21ST CENTUARY PROGRAM

Nova Southeastern University has partnered with the Broward County School District for the 21st Century Afterschool Program to provide tutoring services, including math and reading to elementary school students. The 21st Century Community Learning Centers (21st CCLC) program is a key component of the "Every Student Succeeds Act". It is designed to help students meet state and local academic standards. The program funds academic enrichment and remediation services for children and their families. The 21st CCLC activities are offered before school, after school, on Saturdays and/or during the summer. It is offered at no cost to the students or their families.

These programs are available only to students who receive Federal Work-Study awards. The hours vary depending on the student's school schedules. A student must commit to a minimum of 10 hours per week (maximum is 20 hours a week). Each student must complete a paid orientation before being placed into one of two elementary schools throughout Broward County. Tutors are also required to complete a Level 2 Background check and fingerprinting after being interviewed.

JUNIOR ACHIEVEMENT OF SOUTH FLORIDA

Junior Achievement of South Florida (JA) is a local non-profit serving the South Florida area that empowers youth with the knowledge, ability, and confidence to navigate their futures, drive our economy and lead our community. JA provides real-world training in financial literacy including budgeting, spending, investing and the use of credit. JA offers cutting-edge skill-building opportunities that enable young people to explore meaningful, productive careers; teaches students how to start businesses; and introduces entrepreneurial values that strengthen workplaces. JA delivers over 20 various programs at JA World Huizenga Center at the Lillian S. Wells Pavilion, a first-class facility housing JA BizTown and JA Finance Park with the help of volunteers.

These programs are available only to students who receive Federal Work-Study awards. The hours vary depending on the student's school schedules. A student must commit to a minimum of 10 hours per week (maximum is 20 hours a week). Each student must complete a paid orientation before being placed at Junior Achievement of South Florida. FWS students are also required to complete a Level 2 Background check and fingerprinting after being interviewed.

HANDSON SOUTH FLORIDA

HandsOn South Florida is a local nonprofit organization dedicated to strengthening communities throughout Broward and Miami-Dade counties by connecting individuals, businesses, and community organizations with meaningful volunteer opportunities and resources. The organization works to bridge gaps in community needs by mobilizing volunteers, partnering with socially responsible businesses, and collaborating with local nonprofits, schools, and other community-based organizations. Through hands-on service projects, volunteer engagement, and community partnerships, HandsOn South Florida empowers individuals to make a positive impact on causes they care about. Its initiatives address a variety of local needs, including education, youth development, food insecurity, environmental sustainability, and support for underserved populations.

These programs are available only to students who receive Federal Work-Study awards. The hours vary depending on the student's school schedules. A student must commit to a minimum of 10 hours per week (maximum is 20 hours a week). Each student must complete a paid orientation before being placed at HandsOn South Florida. FWS students are also required to complete a Level 2 Background check and fingerprinting after being interviewed.

YMCA – ADAPTIVE RECREATION PROGRAM

The YMCA Adaptive Recreation Program provides inclusive recreational and athletic opportunities for individuals with intellectual and developmental

disabilities through its partnership with the Special Olympics program. The program serves athletes with a variety of disabilities and developmental needs, including, but not limited to, autism, cerebral palsy, and other related disabilities. The program is designed to create a supportive, welcoming, and encouraging environment where athletes of all ability levels can participate in physical activities, develop new skills, and build confidence. Through structured practices, sports instruction, and team-based activities, participants are introduced to a variety of sports-related skills while improving coordination, balance, strength, endurance, and overall physical fitness. Beyond athletic development, the program emphasizes teamwork, sportsmanship, social interaction, and personal growth.

These programs are available only to students who receive Federal Work-Study awards. The hours vary depending on the student's school schedules. A student must commit to a minimum of 10 hours per week (maximum is 20 hours a week). Each student must complete a paid orientation before being placed at YMCA – Adaptive Recreation Program. FWS students are also required to complete a Level 2 Background check and fingerprinting after being interviewed.

FIREWALL CENTERS

Firewall Centers provides an evidence-based after-school program designed to support students from high-need communities through academic assistance, mentorship, and positive youth development. The program serves elementary, middle, and high school students by creating a safe, structured, and supportive environment where students can strengthen their academic skills, build confidence, and develop meaningful relationships with caring mentors. Through individualized and small-group tutoring, students receive additional support in core academic subjects, including mathematics, reading, writing, and homework completion. The program focuses on addressing learning gaps, improving academic performance, strengthening study habits, and encouraging students to take an active role in their education. The program also provides opportunities for students to engage in enrichment activities, develop social skills, and explore their interests beyond the classroom.

These programs are available only to students who receive Federal Work-Study awards. The hours vary depending on the student's school schedules. A student must commit to a minimum of 10 hours per week (maximum is 20 hours a week). Each student must complete a paid orientation before being placed at Firewall Centers. FWS students are also required to complete a Level 2 Background check and fingerprinting after being interviewed.

NOVA STUDENT EMPLOYMENT PROGRAM (NSE)

The Nova Student Employment (NSE) Program provides on-campus employment to students' ineligible for need-based student employment, including international students. The program employs students on-campus only.

Opportunities under the NSE Program are open to all students regardless of financial need. Students interested in working on-campus will need to register for the student employment workshop, successfully complete the workshop, and apply for positions through JobX, the online student employment platform. Information is available at nova.edu/financial-aid/student-employment/index.html.

Students who are required to perform an internship as part of their degree requirements and choose NSU as their employer can receive payment through the NSE Program. To obtain additional information, students should contact their academic department and Student Employment.

Opportunities are offered through NSE to all fully accepted regular students (i.e. all admissions requirements/documents have been satisfied) working toward an eligible degree or certificate program. When permitted, students may work in the NSE Program even when attendance is less than part time.

JOB LOCATION AND DEVELOPMENT PROGRAM (JLD)

The purpose of the Job Location and Development Program is to locate and develop off-campus jobs for students at Nova Southeastern University. Opportunities are open to all in-school students regardless of financial need. These positions can either be part-time or full-time. Employers can be for profit or nonprofit. Students are also encouraged to participate in jobs that are community service oriented.

OTHER TYPES OF STUDENT EMPLOYMENT

The following types of student employment are also available to NSU students who meet eligible criteria.

Students employed in stipend positions may not hold another student employment position due to the level of commitment. Examples include but are not limited to Graduate Assistantships, Resident Assistants, and Teaching Assistantships.

Note: Individuals who have been hired and are currently working through the Office of Human Resources are not eligible to participate in the Student Employment Programs.

GRADUATE ASSISTANTSHIPS

Graduate Assistantships, also known as G.A.'s but are not the same as hourly Graduate Student Assistants, are handled by each college or department separately. Please contact the individual college's program office or department to inquire about Graduate Assistantships. Students employed in the graduate assistantship program are not eligible to work in any other student position, hourly or adjunct, within the university.

RESIDENT ASSISTANTS

Resident Assistants, also known as RA's, are employed for 20 hours per week assisting residents on their floor, providing educational and learning opportunities, and performing office duties as well as other specific duties as determined by the director of Residence Life.

Students employed in the resident assistant program are not eligible to work in any other student position, hourly or adjunct, within the university.

INTERNATIONAL STUDENT EMPLOYMENT

Eligible international students who have been admitted to the United States under a F-1 or J-1 visa may engage in on-campus employment under the Nova Southeastern University Student Employment (NSE) Program as long as the employment does not displace a United States citizen. Employment of international students is governed by the United States Citizenship and Immigration Service (USCIS) and the Immigration Control and Reform Act of 1986.

In order to be eligible to work in NSU's Student Employment program, international students must be enrolled full time in degree applicable courses. Degree applicable courses are courses that are required for a degree or certificate program.

International students will need to register for the student employment workshop, successfully complete the workshop, and apply for positions through JobX, the online student employment platform. Information is available at https://nova.edu/financial-aid/student-employment/index.html
Once an international student has been hired, they must present original documents for the purposes of the I-9 Employment Eligibility Verification Form. Documents that an international student must present as proof of employment eligibility include:

- I-20 Form
- I-94 Form
- Valid Passport
- Social Security Card

Federal regulations require that all documents presented for review must be originals. To avoid delays in beginning employment, students should have the appropriate documentation ready to be verified.

All students are required to have a Social Security Card in order to be placed on the payroll. International students needing to apply for a Social Security card must meet the following requirements:

1. Be hired for a NSU student employment position.
2. Complete section 1 of the electronic I-9 form and they must their submit original documents for authentication to the One Stop-Shop, located on the first floor in the Horvitz Administration Building.
3. An email will be sent to students and their supervisor from Student Employment when the letter of verification of employment is ready for pick-up.
4. Upon receiving the letter of verification of employment, the student must visit the Office of International Affairs (OIA) for signature from the Designated School Official (DSO), located on the second floor in the Horvitz Administration Building.
5. Upon receiving the letter of verification of employment with completed signatures, students must file an application for the Social Security Administration (SSA) card. The SSA can be contacted at 800-772-1213.
6. Once your Social Security Card has been received, you are required to present the signed Social Security Card to the One Stop-Shop, located on the first floor in the Horvitz Administration Building.

7. Submit a completed W-4 Form to the Office of Human Resources

International students must utilize the SharkTime time-keeping system. For student adjuncts, the supervisor must keep a record of hours worked.

USCIS regulations limit international students to working 20 hours per week during periods of enrollment. International students are eligible to take one vacation per year. Students must complete nine months or three consecutive terms (four-term programs) prior to taking the vacation as required by law. International students may work up to 37.5 hours per week during periods between terms that are 5 days or more in duration and during a vacation* (see Student Responsibilities, Page 10) for the definition of a vacation term) only if the student intends to register for the subsequent semester/term. Note: The hiring department reserves the right to reduce full-time hours.

***Students are required to contact the Office of International Affairs (OIA) at (954-262-7242) to obtain an authorized Reduced Course Load Form for vacation.**

Note: It is NSU Student Employment policy that students in three-semester programs are eligible to take a semester/term off from their studies if they have attended two consecutive semesters immediately preceding the semester/term off.

- Students enrolled in four-term programs are eligible to take a term off if they have attended three consecutive terms immediately preceding the semester/term off.
- Students enrolled in programs that do not have a term off are not eligible for a term of non-enrollment are not eligible for a semester/term off. Students who wish to take a semester/term off must intend to register for the subsequent term or session.

International students may not engage in on-campus employment after completion of their course of study and may not participate in the Student Employment program while on Optional Practical Training (OPT).

All other general student employment conditions and procedures as stated in this manual are to be followed in international student employment matters.

Supervisors are responsible for having knowledge and understanding of the conditions and procedures that govern international student employment.

EMPLOYER RESPONSIBILITIES

Each department is expected to request only the number of positions you are actively hiring for. Furthermore, employing departments are expected to provide meaningful work. Student Employment reserves the right to approve or deny requested student employment positions.

Each department must designate a student employment supervisor. The supervisor is responsible for overseeing the work assigned to and performed by each student employee and for complying with all procedures contained in this manual. Supervisors are also responsible for verifying student employee time, monitoring student employee earnings, and maintaining records for each student employee. These records must include:

1. a copy of the student employee's current class schedule, which must be updated each term. The supervisor and student must refer to this class schedule when designating the students' work hours. A student may not work during scheduled class time unless there is written approval from the instructor documented in the student's file. A copy of the approval must be sent, along with the student's time sheets, to the payroll office.

2. copies of student employment authorization forms and all other correspondence pertinent to the student employee.

Student employee supervisors are also responsible for the following:

1. hiring the student in JobX (prior to their beginning work) and to process all changes and/or updates to a student's employment status

2. ensuring that students have obtained approval to work by receiving a confirmation email from the Office of Human Resources and (if required) passing a background check

3. establishing a schedule of work hours that will be acceptable to both the student and the department

4. informing the student, in writing, of the duties and responsibilities of the position

5. providing the student with the orientation and

training necessary to perform assigned duties

6. supervising the development of good work habits

7. certifying and submitting student employee timecards in SharkTime on a timely basis

8. monitoring FWS student employee earnings to ensure that no student earns more than their awarded amount per term. Once a student has earned their allocated award amount the student must stop working immediately.

   Note: Supervisors may submit a SEAF to convert the student from FWS to NSE.

9. supervisors must ensure that students do not work after the last day of the term/semester or when the employment period ends

10. ensuring that each student employee does not exceed the maximum amount of hours allowed per week.
    - FWS- 20 hours per week; 40 hours bi-weekly
    - NSE - 20 hours per week; 40 hours bi-weekly

    Note: Overtime hours are **not** permitted at any time

11. ensuring that each student employees works only up to 37.5 hours per week, during periods of non-attendance

    Periods of Non-Attendance:
    - *are after the end of a term and before the start of the subsequent term provided that the time period between terms is at least five business days. Only students in NSE and FWS Community Service will be permitted to work between terms. FWS students cannot work in between terms except for the period between summer and fall.*

12. ensuring that each student employee works only up to 37.5 hours per week during their vacation *(see Student Responsibilities for the definition of a vacation/term off)

13. promptly notifying the manager of student employment when a student's employment is terminated by completing an online Student Employment Authorization Form (SEAF)

14. not allowing any graduating student to continue working after final exam of their final semester

15. having knowledge of, and complying with, the rules and procedures that govern international student employment

    Note: It is a federal offense to falsify any information on a student's payroll time sheet. Hours reported must be actual hours worked.

STUDENT RESPONSIBILITIES

Student employees are required to comply with the performance standards established by the department for which they work. Students who fail to perform in a satisfactory manner may be removed from their assignment and will no longer be eligible to participate in any of the student employment programs.

Students who accept a student employee position accept the responsibility of maintaining professional standards, and agree to:

I. Perform assignments in a serious and responsible manner. Student employees are required to adhere to the following rules and policies regarding the privacy and confidentiality of student records information:

   a. Student records, in whole or in part, are not to be removed from any university office by student employees unless they are requested to do so by their supervisor.

   b. Obtaining, possessing, using or attempting to use someone else's password regardless of how the password was obtained is strictly prohibited.

   c. Not securing confidential information, including passwords is strictly prohibited.

   d. Student employees granted accesses to student records are accountable for the protection of the information and contents while in their possession.

   e. Accessing personal record information and that of family members, friends, or peers, is prohibited.

   f. Discussing personal record information and that of family members, friends, or peers, is prohibited.

g. Discussing assignments outside the office is prohibited.

h. Making personal use of university equipment or office supplies is prohibited, except as designated by a supervisor.

i. When given a work assignment that requires the use of the student information system, student employees are to access student information only for the assignment on which they are working.

j. Student employees are prohibited from working with their own records.

k. Student employees in positions that involve accessing university systems to support other users who experience problems using these systems may be provided with separate, unique login IDs to be used only for work related purposes. Upon termination of their student employment positions, the work related accounts will be deleted.

l. Student employees in positions that provide support services to the wider NSU community and have access to such systems are NOT authorized in their roles as student employees to provide support to themselves or access their own data in those systems.

m. With regard to the University's official Learning Management System(s), student employees are NOT authorized to provide any support for courses that are related to the programs within which the student employees are enrolled. Should such situations arise, the student employees must notify their supervisors immediately.

Employees, employee/students, and student employees are strictly prohibited from unauthorized access, entry, alteration, tampering, falsification, copying, or distribution of academic, personnel, or payroll records. Violations shall include, but are not limited to, alteration of grades or any other records related to the academic performance of students' registrations, drops, withdrawals, or overrides, alteration of pay, vacation, sick, or leave balances, or assisting, attempting to assist, or conspiring to assist another employee or student in committing the offenses outlined above. Employees, employee/students, and student employees in violation of this policy will be dismissed for cause, as well as subjected to a student judicial review process which includes the possibility of expulsion from their academic program and the university.

II. Students must read, understand, and adhere to these rules and policies relative to privacy and confidentiality of student records information. Violation of the aforementioned rules or policies may subject a student employee to immediate termination of employment and dismissal from the NSU Student Employment Program:

1. Follow a predetermined work schedule that is acceptable to both the student and the employer and may not work during and report hours for scheduled class periods.

2. Work up to a total maximum of 20 hours per week (40 hours bi-weekly per payroll).

3. Work up to a total maximum of 37.5 hours per week only after the end of the semester and before the start of the subsequent semester provided that the time period between semesters is at least five business days. (This applies for NSE and FWS Community Service positions. FWS students cannot work during breaks except for the Summer to Fall Break)

4. Be enrolled continuously for one academic year before taking a vacation/term off *in order to be eligible to continue working.

5. Work up to a maximum of 37.5 hours per week during a vacation/term off *only when not enrolled in classes.

6. Not report unearned hours on their timesheet and to punch in/out from a location that is not your work station/area (unless approved by a supervisor due to unusual circumstances) through the SharkTime

7. Notify the supervisor, as soon as possible, when illness or other circumstances prevent the student from working.

8. Dress appropriately, be dependable and prompt, and conduct themselves in a businesslike manner. Students in high-visibility areas should consult their supervisors for the appropriate dress code.

9. Do not study or do homework assignments during working hours.

10. Discuss any work-related problems with the supervisor. If the problem cannot be resolved, the student should contact the manager of student employment.

11. Give the supervisor at least one week's notice before terminating a job assignment.

12. Do not work in any position until the employment has been approved by the Office of Human Resources.

13. Notify Enrollment and Student Services and the manager of student employment if their enrollment status drops below half time.

14. Stop working immediately upon earning their FWS award allocation for the semester unless the employing department can fund the students' earnings from departmental funds. (Students may resume working in a subsequent semester if eligible for FWS award for the new semester).

15. Must stop working immediately upon completion final exam of their final semester or the last day of employment period of their final semester, whichever date comes first. Students are not allowed to work during the period between course work completion and their graduation ceremony.

    Exception: students whose last courses for their terms are two weeks or less in duration (e.g., capstones or comprehensive exams) are permitted to work until the actual last days of the courses, and not the last days of the terms. These courses must be posted on the students' registration records.

16. Not employed in any other position through the Office of Human Resources while employed as a student employee.

Violation of the aforementioned rules or policies may subject a student employee to be terminated from their student employment position(s) and he/she will no longer be eligible to work in the Student Employment Programs.

***Vacation/Term off:**
Students who are enrolled in a three-semester program are eligible to take a semester or term off from their studies if they have attended two consecutive semesters immediately preceding the vacation/term off. Students in a four-term program must attend three consecutive terms preceding the vacation/term off. If a semester is comprised of multiple terms, a student must attend classes for the full semester. As an example, for an academic program that has a Term 1 and a Term 2 within a 16- week period (semester), a student must be enrolled for Term 1 and Term 2 to fulfill the requirement of having attended the semester.

Students who are enrolled in programs that are not eligible for a term of non-enrollment are not eligible for a vacation/term off. Students who wish to take a vacation/term off must intend to register for the subsequent semester/term. The student must complete the Student Employee Agreement Form and Intent to Re- enroll Form which can be found at http://www.nova.edu/financialaid/employment/forms/fws_enrollment_intent.pdf. Students on a vacation/term off may work up to 37.5 hours per week if they are not enrolled.

Note: It is a federal offense to falsify any information on the Student Employee Bi-Weekly Paper Timesheet. Hours reported must be actual hours worked.

APPLICATION AND INTERVIEWING PROCEDURES

Students may apply for student employment positions after completing the online Student Employment Workshop and passing the quiz on Canvas. This action will trigger JobX access, where Students can review Jobs and apply in JobX. The Student Employment Applications are done within the JobX system. Information about self-enrolling in the Student Employment Workshop and JobX can be found at: https://nova.edu/financial-aid/student-employment/index.html.

Students are permitted to work at any of NSU's campuses, regardless of academic major or level of study, provided that all employment qualifications are met. Students must be registered for at least one-degree applicable course. A degree applicable course is a course that is required for degree/certificate completion.

Note: International students must be registered full-time.

Students select the jobs and are provided with the contact information through JobX. Supervisors select applicants and set up interviews with the students through JobX. Students who are not selected should receive an email from the supervisor.

Students who wish to apply for, change their student employment position, or make any type of changes to their employment must be registered for classes within two months of the start of the subsequent term in order to be eligible for the aforementioned.

New or incoming students may not work as student employees until the first day of the term of enrollment in their program.

Students will be paid according to the schedule of when paperwork is received (see Pay Calendar).

ACCEPTING A POSITION AND REQUIRED PAPERWORK

All students who have applied in JobX, have been offered, and accepted a position are required to provide the hiring supervisor with the Form I-9 and original documents.

Form I-9

Students complete Section 1 (Employee information and Attestation) of the I-9. Main campus students must present original unexpired identification documents (refer to the List of Acceptable Documents on the last page of the I-9) to the OSS representative. Section 2 will be completed by the hiring supervisor or the hiring departments designated I-9 facilitator.
Important Note: students may not present photocopies, printed photos, or faxed copies of the original identification documents.

Form W-4

Students' names and social security numbers on the W-4 must be identical to the information shown on their social security cards. If the records at the Social Security Administration (SSA) are incorrect, students will need to update their information at SSA. Student will receive an email notification once hired to complete the W-4 through Self-Service Banner.

HIRING PROCEDURES

When a supervisor has selected and offered a position:

- Collect the I-9 and required documents from the student to be submitted through Banner Workflow.
- Complete the JobX hire form.

A notice of clearance will be sent to the supervisor/contact via email from hr4u@nova.edu within 1-3 business days of receipt or creation of the last item that completes the students' files. Students are not permitted to engage in employment in any position until the supervisor/contact receives the clearance notice. The clearance procedures also apply to students who may be changing or adding a position.

STUDENT EMPLOYEE VERIFICATION OF EMPLOYMENT

Requests for verification of employment must be accompanied by a signed release form from the inquiring agency or the Authorized to Release Information form. This form can be obtained by contacting studentemployment@nova.edu. Process time is 2-3 business days.

Please note that Student Employment will provide title, date of employment and rate of pay information only. Requests for payments received will be provided by the Office of Human Resources.

WORKING HOURS AND NUMBER OF POSITIONS

It is the policy of the NSU Office of Student Employment that during a term:

- All student employees are permitted to work a maximum of **two** student employment positions, **not to exceed a total of 20 hours per week. (40 hours per pay period).**
- Students may hold only **one FWS** student employment position, **not to exceed a total of 20 hours per week (40 hours per pay period**). Students cannot hold two FWS positions simultaneously.
- Students may hold **two NSE** student employment positions or **one NSE & one FWS** student employment position, **not to exceed a total of 20 hours per week (40 hours per pay period).**
- Overtime is not permitted.

However, students must work the number of approved hours that was entered on the JobX hire form and approved by Human Resources.

Note: Exceptions may be considered for jobs funded under a contractual agreement between NSU and another entity. Approval is required from the Office of

Student Employment.

Students may work up to 37.5 hours per week only after the end of a term. The break between terms must be five business days or more (i.e. after the end of one term and before the start of the subsequent term). This applies to NSE and FWS Community Service positions. FWS students cannot work during breaks except for the Summer to Fall Break.

Students may work up to 37.5 hours per week during an eligible vacation/term off if they are not enrolled.

Federal regulations limit international student employees to working maximum of 20 hours per week during periods of enrollment.

Students are permitted to work only during regularly scheduled office hours. Only those students who are in certain positions such as a Resident Assistant are exempt from this rule.

Students may not work during scheduled class time. (see Employer Responsibilities, Page 7).

Students who violate the maximum number of hours policy will receive a written warning for the first offense. Further violations of this policy will be cause for termination from the Student Employment Programs.

REST PERIODS AND LUNCH BREAKS

Mandatory Breaks (must be recorded in SharkTime):

- Students working more than 5 hours but fewer than 7 hours in one day must take a **30-minute unpaid break** and clock out in SharkTime.
- Students working 7 hours or more in one day must take a **1-hour unpaid break** and clock out in SharkTime.
- Adjunct and bi-weekly stipend employees must also adhere to this policy. Their breaks are not documented in Sharktime.
- Please ensure this information is shared with timesheet supervisors and student employees.

Students who violate the mandatory break policy will receive a written warning for the first offense. Further violations of this policy will be cause for termination from the Student Employment Programs.

PAYROLL PROCEDURES

Student employees are paid every two weeks (except certain student adjuncts). Student employees are paid using SHARKTIME or the student employee bi-weekly paper timesheets. Students are responsible for ensuring that SHARTIME or their Student Employee Bi-Weekly Paper Timesheets are completed accurately and submitted to their supervisor. The supervisor is responsible for approving timecards in SHARKTIME or submitting signed Student Employee Bi-Weekly Paper Timesheets to the payroll office on time. A calendar of dates is provided on Payroll's website: nova.edu/payroll/forms/index.html.

The Payroll Office will not pay students if time sheets are completed incorrectly and will return them to the department for corrections. If bi-weekly paper timesheets are required, Student Employee Bi-Weekly Paper Timesheets can be downloaded from the Payroll website: nova.edu/payroll/forms/index.html.

The Student Employee Bi-Weekly Paper Timesheet is separated into two sections. The first section is to be completed and signed by the student employee. After completing the student section, the timesheet should be given to the employee's supervisor for review and final approval signature.

Paychecks are disbursed by the Payroll Office. Students are encouraged to sign up for payroll direct deposit as checks are automatically mailed out by the Payroll Office. For further information contact the Payroll Office at (954) 262-7887 or visit their website: nova.edu/payroll/forms/index.html.

Students employed at nonprofit off-campus organizations are required to submit Student Employee Bi-Weekly Paper Timesheets directly to Student Employment according to the student employment calendar by 5:00 p.m.

Note: the above-mentioned procedures are for submission of paper time sheets. For SHARTIME procedures, students are to check with their supervisors.

Student employees should be aware that falsifying the number of hours worked or any other information requested in SHARKTIME or on the Student Employee Bi-Weekly Paper Timesheets is a federal offense. Violations will result in termination from the Student Employment Programs.

WAGES AND FICA TAXES

All student employment programs provide for payment on an hour's-wage-for-an-hour's-work basis. Students are paid only for the hours they work. **Fringe benefits such as paid sick leave, vacation pay, and**

holiday pay are not permissible under the student employment programs.

Student employees must be paid at least the federal minimum wage unless the state minimum wage is higher, in which case the higher rate will supersede the federal minimum wage. In order to ensure that students are paid at least minimum wage and are paid on an equal-pay-for-equal-work basis, the manager of student employment has implemented a set of student employment job classifications (refer to Page 19). These classifications should be used as a guide to determine student employee pay rates. The departments are required to pay at least the minimum pay rate for each job classification.

Wage Increases

Pay raises are encouraged as a reward for good work performance. A student employee's supervisor may recommend that a student employee be granted a pay increase up to fifty cents per hour annually, provided that the student has been employed and paid for 26 pay periods in the same position. Supervisors must complete the online Student Employment Authorization Form (SEAF) to request a pay increase up to one month in advance for the pay increase processed by Human Resources. The supervisor will receive an email notice from a Student Employment representative indicating approval or denial of the request within 2-4 weeks. In the case of a denial, a reason will be provided. The supervisor will be responsible for notifying the student employee of the approval or denial of the pay increase.

Approval or denial of a recommendation will be contingent upon the availability of funds. In addition, an increase in a student's pay rate who is working under the Federal Work Study Program does not guarantee an increase in the amount awarded to the student and may result in a reduction of the number of hours the student has available to work each semester or term.

Form W-4

All wages earned under the student employment programs are subject to federal income tax. Students must complete a Form W-4 in order to have federal income tax withheld. The only exception regarding the withholding of taxes is for students who claim exempt on the W-4. Students can claim exempt if they are: 1) United States citizens or resident aliens and meet the criteria for exemption as listed in number seven on the Form W-4, or 2) inter-national students from a country that has a tax treaty in effect with the United States.

Neither Nova Southeastern University nor student employment personnel is responsible for completing Form W-4. Students needing assistance in completing the Form W-4 should contact the Internal Revenue Service at 800-829-1040. No student may begin employment until a Form W-4 is on file with the payroll office.

FICA Taxes

Federal Insurance Contributions Act (FICA) tax exemptions are determined and monitored by the Payroll Office. Student employees are exempt from FICA taxes if they meet the criteria as defined in the IRS Safe Harbor regulations.

Criteria for Student FICA Tax Exemption – IRS Safe Harbor Regulations:

1. General Standards: Under Revenue Procedure 2005-11 Safe Harbor rules, a wage payment made by the college to an individual will qualify for the student FICA exemption if the individual:
    a. Is at least a half-time undergraduate student or at least a half-time graduate or professional student.
    b. Is not a full-time employee of the college.
    c. Is not a "professional employee".
    d. Is not a career employee eligible to receive certain employment benefits or participate in certain employment benefit plans (e.g. vacation, sick leave, 403(b), etc.).
2. Graduating Students: Student employees who are enrolled in their final semester and for less than half-time credits may be granted a FICA tax exemption. An academic advisor or other official from the program office must complete the Last Term Allowance – FICA Withholding Exemption form which is available from Student Employment.
3. School Breaks: FICA tax will be deducted from wages earned during periods of non-enrollment and breaks lasting longer than 5 weeks (e.g., summer).
4. Other Employee Groups: Postdoctoral students and postdoctoral fellows are specifically excluded from eligibility for the student FICA tax exemption under federal tax law.
5. FICA Status of Foreign Nationals: Both the Internal Revenue Code (26 USC 3121 (b) (19)) and the Social Security Act (42 USC 410 (a) (19)) allow an exemption from social security/Medicare taxes

to alien students, scholars, teachers, researchers, trainees, physicians, and other non-immigrants who have temporarily entered the country on F-1, J-1, M- 1, Q-1, or Q-2 visas and who are classed as nonresident aliens under the residency rule. This means that foreign students in F-1, J-1, or M-1 non- immigrant status who have been in the U.S. less than 5 calendar years are considered nonresident aliens and are exempt from FICA taxes. Foreign students who have been in the U.S. longer than 5 calendar years are deemed resident aliens and are liable for FICA taxes unless qualifying for the student FICA exemption under IRC section 3121

(b) (10) previously discussed in this policy.

NSU will treat teaching assistants, research assistants, and graduate assistants as student employees as long as the students are in a degree seeking or eligible certificate program, enrolled at least half-time and therefore eligible for the student FICA tax exemption under the Facts and Circumstances Test. Eligibility for FICA exemption for student employees will be determined at the end of the drop/add period.

Student employees who change their status from nonresident alien to resident alien will be considered for the FICA tax exemption as long as they meet the criteria under the Safe Harbor standards.

SUMMER STUDENT EMPLOYMENT PROCEDURES

The summer term runs approximately from May to August of each year, subject to change based on academic calendar. To hire students for the summer term, student employment supervisors must complete a JobX hire form. No student is permitted to continue working after the end of the fall/winter employment period until a summer hire record has been received in JobX and approved by the Office of Human Resources.

Students interested in obtaining a Summer federal work-study (FWS) award are to complete the Summer Federal Work Study Requests form found at https://www.nova.edu/financialaid/forms/index.html.

Students may work during the summer even if they are not enrolled. Students must meet the terms to qualify for a vacation/term off. The student must complete the Student Employee Agreement Form and Intent to Re-enroll Form which can be found at https://www.nova.edu/financialaid/employment/forms/fws_enrollment_intent.pdf.

Note: Not all students may use the summer term as their term off (see Student Responsibilities, Page 10).

FWS students need to be aware that if they work during the summer and do not enroll in classes, their net FWS earnings will be considered available for use as a resource for financial aid purposes for the following school year.

STUDENT PERFORMANCE STANDARDS

Student employees are expected to perform their duties in accordance with the standards established by the department for which they work. Students who fail to comply satisfactorily with their employers' standards can apply for other student employment positions provided that they have not violated any of NSU's policies.

TERMINATION PROCEDURES

The purpose of termination procedures is to provide an equitable and consistent system for dealing with circumstances in which a student is not performing to the employer's satisfaction. If a student employee is not performing his or her job responsibilities, as defined in writing by his or her supervisor, the supervisor should first meet with the student and explain the specific areas of deficiency. This meeting must be documented in writing with signatures of both the supervisor and the student employee.

Continued unsatisfactory performance will result in termination of the student by the employing department. It is the employing department's responsibility to notify the student of the termination.

In extreme cases of unacceptable behavior such as, but not limited to, dishonesty, drunkenness on duty, gross insubordination, physical violence, offensive conduct or language toward the public, NSU employees, or other students, etc. where the student should clearly not continue in the employ of the university, NSU has the right to discharge the employee without following the aforementioned procedures. However, written documentation of the reasons for termination must be sent to the student and to the coordinator of student employment.

GRIEVANCE PROCEDURES

The purpose of grievance procedures is to provide students with an equitable and consistent system for dealing with on-the-job difficulties regarding assigned duties or supervision. Student employees having difficulties should attempt to resolve the problem

through formal discussion with their immediate supervisors. This meeting must be documented in writing with signatures of both the supervisor and the student employee.

Students who have been deemed ineligible to participate in the Student Employment programs may submit an appeal within 30 days of the written notice from the Office of Student Employment. The completed Appeal for Student Employment form is to be submitted with a letter to the Student Employment Appeal Committee. This form can be found at http://www.nova.edu/financialaid/forms. The form and letter will be reviewed by the Committee. The matter will be decided, and a final written decision will be conveyed to the student employee.

BENEFITS

Student employees are not entitled to tuition waivers under the Student Employment Program unless they are a dependent of an eligible NSU employee (contact Office of Human Resources). They are also not eligible to receive Nova Bookstore discounts. Student employees cannot receive medical insurance paid for by the university. Students are also not eligible for compensation when performing jury duty and are not entitled to bereavement leave, paid vacation, paid personal, or paid sick time.

POLICY ON SEXUAL HARASSMENT

It is the intent of Nova Southeastern University to protect all employees and students from sexual harassment. Nova Southeastern University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such a manner and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously. Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Title IX, Education Amendments of 1972. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if:

a. Explicit or implicit submission to sexual overtones is made a term or condition of employment or academic program status.

b. Employment or academic program status decisions are made on the basis of whether submission to or rejection of sexual overtones occurred.

c. A sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work or academic program status performance.

All allegations of sexual harassment of or by an employee, client, vendor or student must be promptly reported to the Vice President of Human Resources or designee. (Any complaints regarding a student should also be reported to the Office of Student Affairs, Title IX Coordinator.) Upon receipt of an allegation of sexual harassment, the Office of Human Resources will conduct a thorough investigation. If the allegation involves only students, the complaint will be forwarded to the Office of Student Affairs for investigation and resolution.

Any time a supervisor is made aware of a situation that may be construed as sexual harassment, he/she must contact the Office of Human Resources for an investigation and follow up. The supervisors must not conduct the interview or the investigation. NSU is obligated by law to investigate any complaint, even if the person lodging it states that he/she does not wish to pursue it further. Failure by a supervisor to report an allegation of sexual harassment to the Director of Human Resources or designee may result in disciplinary action up to and including dismissal for cause.

The Office of Human Resources, while conducting its investigation, will interview the person making the complaint, the alleged harasser, as well as any witnesses. This investigation will be kept confidential to the extent possible.

Employee(s) filing the complaint and the alleged harasser will be notified of the status of the investigation of the complaint and the final determination of the charge(s). If there is a finding of sexual harassment, the Office of Human Resources will work with the supervisor to determine the appropriate disciplinary action.

Consequences will vary depending on the circumstances, but disciplinary action will be taken up

to and including dismissal if warranted.

A. At Nova Southeastern University, sexual harassment of or by employees or students includes, but is not limited to:

1. Unwelcome or unwanted sexual advances. This includes unwelcome verbal or physical contact or conduct or sexual advances considered unacceptable by another individual. Unwelcome physical conduct includes, but is not limited to, patting, embracing, pinching or touching.

2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or academic program status. This includes situations when:

    a. Submission to such conduct is made to appear to be a term or condition of employment, enrollment, attendance or participation in class.

    b. Submission to or rejection of such conduct affects employment or academic decisions.

    c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's academic performance, or creating an intimidating, hostile or offensive academic environment

3. Verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes, but is not limited to, commenting about an individual's body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually-oriented comments, innuendoes, or actions that offend others. Examples include, but are not limited to, sexual remarks, jokes or gestures communicated verbally, in writing or through electronic means.

4. Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or academic program status performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work on assigned tasks.

5. Creating a work or academic program environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member or administrator who can influence the student's academic standing and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive and are prohibited. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students. It is prohibited for a faculty member or administrator to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class or during the course of the administrator's supervision of the student.

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure or may report the conduct to the dean of the center, any other faculty member, the Director of Human Resources, or to the Dean of Student Affairs or their designee. All reports of sexual harassment will be thoroughly investigated by the Office of Human Resources.

Any individual who violates any portion of this policy will be subject to disciplinary action, up to and including dismissal for cause.

WORKERS' COMPENSATION

Student employees are covered under the university's workers' compensation insurance. Please reference the section below for reporting rights:

Reporting Period: A student employee who suffers an injury/illness arising out of and in the course of employment shall advise his/her supervisor, Risk Management, and the Office of Human Resources (OHR) contact of the injury immediately, but no later than within 30 days after the date of or initial

manifestation of the injury/illness. Failure to report the injury/illness in the noted timeframe could result in the denial of the claim under certain circumstances.

UNEMPLOYMENT BENEFITS

Student employee positions, by design, are temporary positions. Therefore, student employees are not eligible to collect unemployment benefits following termination of employment.

DISPLACEMENT OF REGULAR WORKERS

Student employees may not displace full-time employees (including those on strike) or impair existing service contracts. Employers are cautioned against using students in jobs traditionally filled by full-time personnel outside the institution.

POLITICAL INVOLVEMENT

Student employment jobs may not involve any political activity. Under this restriction, students may not work for a member of Congress, the state Legislature, or any of the various committees of a legislative body unless the work they perform is nonpartisan.

Positions that involve lobbying at the federal level or working for the United States Department of Education are also prohibited.

VOLUNTARY SERVICES

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including educational institutions) from accepting voluntary services from any paid employee. Therefore, all student employees must be paid for all hours worked. The nearest office of the Wage and Hour Division, Employment Standards Administration, United States Department of Labor, can furnish additional information regarding voluntary services of institutional employees.

FRAUD AND ETHICAL BEHAVIOR PROCEDURES FOR STUDENT EMPLOYMENT

Fraud is defined as "a deception deliberately practiced in order to secure unfair or unlawful gain," according to Webster's Dictionary. Should a student be discovered claiming unearned hours, forging a signature, engaging in any behavior that is considered unethical or inappropriate in the workplace, or violating NSU's Code of Student Conduct, the following steps will be taken:

1. A report of the incident will be submitted by the supervisor explaining the offense along with any documentation for support.

2. The student will be immediately suspended without pay from his/her current NSU student employment job.

3. The student will be notified in writing of the charges. The Office of Student Employment will make notification that the student will not be able to work in any student employment position while the matter is being investigated. No job referrals will be given while the investigation is being conducted.

4. If the student is found guilty, notification will be made in writing that the student is dismissed from the Student Employment Program. The student will not be allowed to work in any student employment position at NSU.

5. The student has the opportunity to appeal. The student has the right to explain the situation, provide documentation if necessary, and write a rebuttal of the charges. The student must respond within 30 days of the date of the written notice.

The Appeal for Student Employment form can be found at http://www.nova.edu/financialaid/forms. The form and rebuttal will be reviewed by the Student Employment Appeal Committee. The matter will be decided, and a final written decision will be conveyed to the student employee

If the student is found to be in violation of the University Code of Student Conduct, the following actions will be taken:

1. He or she will not be eligible to work under any of the NSU student employment programs.

2. The associate dean of Student Affairs will receive a copy of the incident report and copies of letter sent to the student.

3. The associate dean of Student Affairs will respond as necessary to any fraud issues that violate NSU Code of Student Conduct.

4. The associate dean of Student Affairs will determine appropriate actions to be taken which may include probation or expulsion from NSU.

5. In cases involving funds, the student will be held accountable to repay the fraudulent amount to the Office of the Dean of Student Affairs. Once repayment is received, it will be forwarded to the Office of Financial Assistance and returned to the appropriate fund.

6. The students' information will be forwarded to the Office of Human Resources for violation of NSU policy.

STUDENT EMPLOYMENT JOB CLASSIFICATIONS

Student employment job classifications and pay rates have been established using general job descriptions, minimum required skills to perform the job and degree of supervision necessary. Student employment supervisors must use these job descriptions to determine which classification and rate of compensation are appropriate for their student employees. Pay rate compensation that do not fit within these classifications will be evaluated by the Office of Student Employment based on complexity and responsibilities of the position.

The salary range is based on the level of position not the level of the student. Use the range to determine the hourly pay rate for the job. The classifications are intended to be a guide for the job descriptions and are not to be copied verbatim.

TEACHING (INSTRUCTIONAL) SUPPORT/RESEARCH

Undergraduate/Graduate

Teaching/Research Assistant I
Assists instructors and performs classroom duties. Good customer service and communication skills. Frequent supervision

Teaching/Research Assistant II
Highly skilled assistant with experience. Record data. Good customer service and communication skills. Moderate supervision.

Teaching/Research Assistant III
Advanced knowledge in discipline required. May include compiling, classifying, tabulating, and recording data collected from special studies. Organizing materials and providing status reports on specific aspects of project. Excellent customer service and communication skills. Minimal supervision.

Graduate

Graduate Student Teaching/Research Assistant I
Advanced knowledge and training in discipline required. Performs tasks in support of a specific project, topic, or discipline. Excellent customer service and communication skills. May supervise other students. Bachelor's degree. Minimal supervision.

Graduate Student Teaching/Research Assistant II
Advanced knowledge and training in discipline required. Performs tasks in support of a specific project, topic, or discipline. May include designing of a project, analyzing of research material and data, writing and editing reports, experience with software analysis tools used for projects. Excellent customer service and communication skills. May supervise other students. Bachelor's degree. Minimal supervision.

Examples of Teaching (Instructional) Support/Research Assistant (TSRA) Positions	**Pay Level**
Tutor	TSRA-II or higher
Proctor	TSRA-III

ADMINISTRATIVE/STUDENT SERVICES

Undergraduate/Graduate

Student Assistant I (SA-I)

Clerical assistant. Requires some clerical, typing, and computer skills working in a Window-based environment. Good customer service skills and communication skills. May require some experience. Requires frequent supervision.

Student Assistant II (SA-II)

Requires good clerical, typing, and computer skills working in a Window-based environment using various software packages (Word, Excel, PowerPoint). Excellent customer service and communication skills. Minimum of six months' experience required. Moderate supervision.

Student Assistant III (SA-III)

Requires excellent leadership ability. May require prior experience working in special events. May require substantial knowledge in specific academic courses. Proficiency in working in a Window-based environment using various software packages (Word, Excel, PowerPoint). Excellent customer service and communication skills. Minimum of one year experience required. May supervise other students. Minimal supervision.

Graduate

Graduate Student Assistant I (GSA-I)

Requires excellent communication skills for customer service/counseling assignments and more complex administrative, clerical, data entry, and computer skills, including working in a Window- based environment using various software packages (Word, Excel, PowerPoint). Excellent customer service skills and communication skills. Minimum of one year experience. May supervisor other students. Bachelor's degree. Minimal supervision.

Examples of Administrative/Student Services Positions	**Pay Level**
File Clerk	SA-I
Residence Hall Receptionist	SA-I
Usher	SA-I
Sales/Ticket Clerk	SA-II or higher
Data Entry Person	SA-II or higher
Office Assistant	SA-II or higher
Typist	SA-II or higher
Museum Assistant/Attendant	SA-III
Accounting Assistant	SA-III
Library Assistant	SA-III
Marketing Assistant	SA-III
Cashier	SA-III
Ambassador	SA-III
Student Manager	SA-III

ATHLETICS/RECREATION

Undergraduate/Graduate

Athletics/Recreation Assistant I
None to some work experience. Minor clerical tasks. Knowledge of various software packages (Word, Excel, PowerPoint). Good customer service and communication skills. Frequent supervision

Athletics/Recreation Assistant II
More complex tasks, including clerical and computer skills and working in a Window-based environment using various software packages (Word, Excel, PowerPoint). Excellent customer service and communication skills. Minimum of six months experience. Moderate supervision.

Athletics/Recreation Assistant III
Substantial experience and previous training or certification. Excellent customer service and communication skills. Minimum of six months experience. May involve supervision, training of students. Certification may be required. Minimal supervision.

Athletics/Recreation Assistant IV
Substantial experience and previous training or certification. Responsible for monitoring daily activities, hiring, training, scheduling and supervising of students. Interpreting and implementing policies and procedures and assisting in the operation or management of a unit or function. Excellent customer service and communication skills. Minimum of one year experience required. Certification may be required. Minimal supervision.

Examples of Athletics/Recreation Assistant (ARA) Positions	**Pay Level**
Athletics Assistant	ARA-I or higher
Climbing Wall Assistant	ARA-I or higher
Fitness Center Attendant	ARA-I or higher
Fitness/Weight Room	ARA-I or higher
Operations Assistant	ARA-I or higher
Recreation Assistant	ARA-I or higher
Sports Official	ARA-I or higher
Lifeguard	ARA-III
Student Activities Supervisor	ARA-III or higher
Aerobics Instructor	ARA-IV
Lifeguard – Head	ARA-IV

TECHNICAL /LABORATORY/COMMUNICATIONS (TLCA)

Undergraduate/Graduate

Technical/Lab/Communications Assistant I
Minimal technical knowledge and responsibility required. Good customer service and communication skills. Frequent supervision.

Technical/Lab/Communications Assistant II
More technical knowledge required. Added responsibility. Good customer service and communication skills. Moderate supervision.

Technical/Lab/Communications Assistant III
Highly specialized or technical abilities. Excellent customer service skills. Excellent communication skills. Makes decisions, moderate supervision.
Technical/Lab/Communications Assistant IV
Advanced specialized or technical knowledge required. Knowledge of the principles, practices, and concepts of a professional field. Excellent customer service and communication skills. Minimal supervision. May supervise other students.

Graduate

Graduate Student Technical/Lab/Communications I
Advanced knowledge and training in discipline required. Performs tasks in support of a specific project, topic, or discipline. May include designing of a project, analyzing of research material and data, writing and editing reports, experience with software analysis tools used for projects. Excellent customer service and communication skills. Bachelor's degree. Minimal supervision. May supervise other students.

Types of Technical/Lab/Communications (TLCA) Assistant Positions	**Pay Level**
A/V Operator	TLCA-I or higher
Computer Lab Assistant/Attendant	TLCA- I or higher
Recreation Supervisor Equipment Tech.	TLCA- II or higher
Graphics Assistant	TLCA- III
Stage Technician	TLCA-II
Photographer	TLCA- III or higher
Statistics Analyst	TLCA-IV
TV Studio Technician	TLCA- III
IT Technician	TLCA- III
Computer Programmer	TLCA-IV or higher
Writer/Reporter	TLCA-IV or higher
Editor	TLCA-IV or higher
Lab Assistant	TLCA-II or higher
Programmer Analyst	Graduate

INSTRUCTIONS FOR COMPLETING STUDENT EMPLOYEE TIME SHEET

To access the ***Student Bi-Weekly Timesheet*** click the link below, see sample, Page 24:
https://www.nova.edu/financial-operations/controller/payroll/forms/index.html

For payment on time, submit form to your supervisor punctually.
A separate time sheet is required for each pay period.
Complete all fields accurately so payment is not delayed.

The following information must be provided in the appropriate spaces:
NSU ID
Pay #
Beginning date of the pay period
Ending date of the pay period
Total hours for week one
Total hours for week two
Signatures (original)
Job number
Account number
Figure hours by the nearest quarter only:
15 minutes = .25, 30 minutes = .50, and 45 minutes = .75

Cleanly erase any marks you wish to change.

Do not use whiteout.

Avoid stray marks on the form (front or back).

Do not fold or mutilate

Sample Student Employee Bi-Weekly Paper Timesheet

NSU Florida
NOVA SOUTHEASTERN UNIVERSITY

Student Employee Time Sheet

NSU ID _____ Pay period start date (mm/dd/yy) _____

Pay period end date: _____

Student Name: _____ Pay Number: _____

Last First

Supervisor _____ Department _____

Residence Phone: _____ Work Phone: _____

NSU e-mail: _____

WEEK ONE		NUMBER OF HOURS WORKED		WEEK TWO		NUMBER OF HOURS WORKED
Saturday				Saturday		
Sunday				Sunday		
Monday				Monday		
Tuesday				Tuesday		
Wednesday				Wednesday		
Thursday				Thursday		
Friday				Friday		
	Week 1 hrs.				Week 2 hrs.	
	TOTAL HOURS		HOURLY RATE		TOTAL PAY	

Hours worked must be reported to the nearest quarter: 15 min. = .25, 30 min. = .50, 45 min. = .75

_____ Job Number REQUIRED

_____ Account Number (10 digits) REQUIRED

I CERTIFY THAT THIS IS A TRUE SATEMENT OF TIME WORKED THAT SHOULD NOT EXCEED 20 HOURS (25 HOURS IF FWS AND APPROVED BY STUDENT EMPLOYMENT) WHILE ATTENDING CLASSES AND MUST NOT EXCEED 37.5 HOURS DURING VACATIONS AND BETWEEN SESSIONS.

_____

Signature of Student Employee Date

AS THE SUPERVISOR, I CERTIFY THAT THE EMPLOYEE WORKED THE HOURS REPORTED AND THAT THE ACCOUNT NUMBER, JOB NUMBER, AND CALCULATIONS ARE CORRECT.

_____ _____

Signature of Supervisor Date EXT. # - REQUIRED

_____

Print Last Name of Supervisor

NOTE: OBTAIN ORIGINAL SIGNATURES BEFORE SUBMITTING TO PAYROLL. KEEP COPY FOR YOUR RECORDS

8/2022

Sample Student Employment Calendar & Deadline Dates

See link below for the current Student Employment Calendar & Deadline Dates:
https://www.nova.edu/financial-aid/documents/student-employment/student-employment-calendar.pdf

STUDENT EMPLOYMENT CALENDAR & DEADLINE DATES 2026-2027					
SEAFs & Student Docs				**Payroll Timesheets**	**Pay Date**
Due to Student Employment by 5:00 p.m.	**Pay #**	**Pay Period Beginning (Sat)**	**Pay Period Ending (Fri)**	**Due in Payroll Dept. by 12:00 p.m.**	
08/21/26	18	08/15/26	08/28/26	08/31/26	09/04/26
09/04/26	19	08/29/26	09/11/26	09/14/26	09/18/26
09/18/26	20	09/12/26	09/25/26	09/28/26	10/02/26
10/02/26	21	09/26/26	10/09/26	10/12/26	10/16/26
10/16/26	22	10/10/26	10/23/26	10/26/26	10/30/26
10/30/26	23	10/24/26	11/06/26	11/09/26	11/13/26
11/13/26	24	11/07/26	11/20/26	11/23/26	11/27/26
*11/25/26	25	11/21/26	12/04/26	12/07/26	12/11/26
12/11/26	26	12/05/26	12/18/26	**12/21/26	12/24/26
*12/23/26	1	12/19/26	01/01/27	**01/04/27	01/08/27
01/08/27	2	01/02/27	01/15/27	*01/18/27	01/22/27
01/22/27	3	01/16/27	01/29/27	02/01/27	02/05/27
02/05/27	4	01/30/27	02/12/27	02/15/27	02/19/27
02/19/27	5	02/13/27	02/26/27	03/01/27	03/05/27
03/05/27	6	02/27/27	03/12/27	03/15/27	03/19/27
03/19/27	7	03/13/27	03/26/27	03/29/27	04/02/27
04/02/27	8	03/27/27	04/09/27	04/12/27	04/16/27
04/16/27	9	04/10/27	04/23/27	04/26/27	04/30/27
04/30/27	10	04/24/27	05/07/27	05/10/27	05/14/27
05/14/27	11	05/08/27	05/21/27	05/24/27	05/28/27
05/28/27	12	05/22/27	06/04/27	06/07/27	06/11/27
06/11/27	13	06/05/27	06/18/27	06/21/27	06/25/27
06/25/27	14	06/19/27	07/02/27	07/05/27	07/09/27
07/09/27	15	07/03/27	07/16/27	07/19/27	07/23/27
07/23/27	16	07/17/27	07/30/27	08/02/27	08/06/27
08/06/27	17	07/31/27	08/13/27	08/16/27	08/20/27
08/20/27	18	08/14/27	08/27/27	08/30/27	09/03/27
SEAFs or Timesheets received after cutoff days will be processed for the following pay period. Payroll or Human Resources may update the due dates.					
Winter closure: allow additional time for paperwork and clearances to be processed.					
**Special dates to holiday closures* ***Subject to change*					Rev. 06/2026

Sample Class Schedule

NOVA SOUTHEASTERN UNIVERSITY | NSU Florida

COLLEGE WORK-STUDY— STUDENT CLASS/WORK SCHEDULE

Student name_____ Social Security number _____

Department _____ Supervisor _____

Academic term/year_____ From _____ To_____

INSTRUCTIONS: Supervisors must have each CWS student employee complete a class/work schedule. The schedule must be updated each academic term and maintained on file for a period of two years. Please note that according to federal regulations, CWS student employees must not work at the same time they are scheduled to be in class. It is recommended that a class/work schedule be completed by all student employees, including those employed under the NSU Student Employment Program.

Do not send this form to the Office of Student Employment. Please keep this in your files.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 a.m.					
9:00 – 10:00 a.m.					
10:00 – 11:00 a.m.					
11:00 a.m.– noon					
Noon– 1:00 p.m.					
1:00 – 2:00 p.m.					
2:00 – 3:00 p.m.					
3:00 – 4:00 p.m.					
4:00 – 5:00 p.m.					
5:00 – 6:00 p.m.					
6:00 – 10:00 p.m.					
10:00 p.m.– midnight					

Tax Form Requirements for Foreign Students

ALL STUDENTS MUST COMPLETE A W-4

INTERNATIONAL STUDENTS: Please see instructions below for completing W-4.
These instructions do not apply to U.S. Citizens and Resident Aliens.

The Internal Revenue Service (IRS) is the agency that is responsible for the collection of taxes in the United States. Students are reminded about the importance of completing Form W-4 so that the correct amount of taxes is withheld from paychecks.

To withhold taxes, students must complete a Form W-4, Employee's Withholding Allowance Certificate. Students are required to submit a completed Form W-4 before being permitted to begin working. If Form W-4 has already been submitted, it is important that it is completed correctly.

The Internal Revenue Service has suggested how our foreign students should complete the form as shown in the following example:

1. **Line number 3 - check the box for "Single" (even if married)**

2. **Line number 5 - enter an amount of one (1)**

3. **Line number 6 – on the DOTTED line write "Non-resident Alien"**

4. **Leave line 7 blank. In most cases, foreign students are not exempt from having taxes withheld from their wages. If students think they may be exempt from tax withholding based on a tax treaty between the home country and the United States or based on an IRS code, students must contact Aida Sanchez-Posadas, Payroll Director, at 954-262-7895 to request a Form 8233 and to obtain specific information regarding how to file the form.**

Students, scholars, trainees, or teachers holding an F-1 visa are exempt from Social Security and Medicare taxes as long as the services performed are for the purposes specified in the visa.

All foreign students are required to contact the Payroll Director at (954) 262-7895 for further instructions on filing forms with the IRS.

Note: The IRS conducts an annual workshop for income tax questions. Contact Payroll for more information.

This text borrowed in large part from a December 13, 2005 Payroll Department memorandum