



COMMUNITY SERVICE AGENCY

NLU OFF CAMPUS FEDERAL WORK- STUDY STUDENT EMPLOYMENT AUTHORIZATION (SEA) FORM

Student's Last Name, First Name; NLU ID #; Major or Program of Study:

Type of Authorization: [] New Hire [] Re-Hire

Start Date; **End Date:

Campus: [] Chicago [] Elgin [] Lisle [] North Shore (Skokie) [] Wheeling

Account Number: 1008-010540-400011-50; Hourly Wage: \$

Agency; Average Hours per Week = (Cannot Exceed 20 hours/week)

Supervisor Name ,Phone #, Fax # and Email; Maximum Earning NLU Can Support: \$

Description of Duties:

Notes/Comments:

Supervisor Certification

Students may not be paid for any hours worked prior to the date that this eligibility form is received in the NLU Student Finance Office. This form must be approved by our office before the student begins any work. I agree to hire the above designated student under the conditions described above for the period shown. The work performed will be supervised and duties will commensurate with the job description. I will be responsible for retaining all time sheets for each pay period for auditing purposes. I understand that the student can only begin working after I receive a signed copy of this authorization from the Financial Aid Office. My signature acknowledges that I have received a copy of the Student Employment Handbook and have familiarized myself and will comply with the Supervisor responsibilities, policies and procedures set forth in the handbook and by NLU. **Note: A few factors for work end date are the date listed or until funds run out, whichever occurs first. See handbook for other examples.

Supervisor Signature; Date

Student Certification - I understand that I can only begin working after all required documents are filed and approved by the Financial Aid Office and this form must be approved by the SFO office before I begin working. I agree to accept student-employment in the department or with the agency named above for the period, pay rate and maximum earnings stated. I understand that I will be expected to perform my duties in a responsible manner, and will comply with the requirements of the job and instructions of my supervisor. I understand that my continued student-employment is contingent upon satisfactory academics and job performance and that I may be removed from my assignment and from the work program if I am in violation of any policy set forth in the University Student Employment Handbook. I will maintain a time sheet and record of amounts earned in order not to exceed the annual allocation. My signature acknowledges that I have received a copy of the University Student Employment Handbook, have familiarized myself, and will comply with the responsibilities, policies and procedures set forth in the handbook and by NLU. NOTE: Per Section 224, 227 and 401.5 of 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, Harrison Fellows, etc. are not eligible for unemployment compensation once the position has ended.

Student Signature; Date

FINANCIAL AID OFFICE USE ONLY Position Code: S99996-

Type of Employment: [] Community Service [] Other: Student has been allocated for the 2011/2012 academic year. The student [] has no other SEA on file for the academic year. OR [] has a SEA on file with a maximum earnings of.

FWS Coordinator Signature; Date; Copies Sent To: Payroll, Wheeling Campus; Supervisor; Student;

Supervisor's Responsibilities

1. Submit the Job Description form to the Federal Work-Study (FWS) Coordinator when jobs need to be posted.
2. Inform the FWS Student Employee Coordinator when positions are filled or should be removed from our online posting.
3. When a student is hired, both you and the student complete and sign the FWS Student Employment Authorization (SEA) Form and submit it to the FWS Coordinator via email at FWS@nl.edu or fax at 847.465.5894, each academic year.
4. Keep an accurate record of hours worked each day, thoroughly complete and submit a timesheet each week directly to the Payroll Office. The student submits the timesheet to the supervisor who will verify the hours worked and approve it by signing it, prior to faxing it to NLU Payroll Office at 847.947.5854. Timesheets must be submitted before 12:00 p.m. (noon) every *Monday or the last day worked in the week. *Unless otherwise noted on the Bi-Weekly Payroll Calendar. Timesheets must be turned in to the Payroll Office on time when they are due or students may not be paid timely.
Note: *If anyone 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 Program. The student will not be eligible to work On or Off campus the remainder of their time at NLU. 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.*
5. The supervisor is responsible for on-the-job training, orientation and the supervision of student employees.
6. Discuss office decorum, dress, and code of conduct for your office with the student employee.
7. Track, monitor and regulate the number of hours a student works to ensure they do not exceed 20 hours per week of working when they have class attendance. Between terms, a student may work up to 40 hours a week provided they have eligibility and NLU can support the funding. You must monitor the student's amount of money earned to ensure they do not exceed the allocated work-study budget.
8. Make sure students take a 30 minute unpaid break and include the break time on the timesheet each day they work 6 hours or more in a day.
9. Notify the FWS Coordinator immediately if there is a problem with a student that cannot be resolved.
10. Do not allow Student Employees to work during scheduled class times.
11. Retain a file for each student. The file should contain an employment application (optional), Federal Work-Study SEA Form, description of job duties, Course Registration/Schedule, Student Performance Appraisals and other related documents.
12. Notify the FWS Coordinator immediately via email at FWS@nl.edu when a student resigns from their job, reduce their course load below half time or stop attending their classes. Students are not allowed to work if any of these situations have occurred.
13. Do not allow student workers to begin working until written permission has been received from NLU. NLU may not pay any earnings due to the student that may have accrued prior to such written confirmation of the student's eligibility for FWS.

Student's Responsibilities

1. Discuss with your supervisor the office decorum, dress, and code of conduct, for the department or agency you work.
2. Adhere to any confidentiality and/or security agreements set forth by the department or agency.
3. Maintain the required GPA & Completion Ratio for Satisfactory Academic Progress (SAP) (2.00 GPA for Undergraduates, 3.00 GPA for graduates and 67% completion for all students). Students that do not meet the minimum SAP requirements can potentially result in immediate termination.
4. Track, monitor and regulate the number of hours you work to ensure not to exceed 20 hours per week of working in all NLU placements, while attending classes. Between terms, a student may work up to 40 hours a week, provided the department has work available, your individual financial aid award funding is available, and NLU can support the funding. You must monitor the amount of money you earned to ensure you do not exceed your total allocated work-study budget.
5. Keep an accurate record of hours worked and assure that your weekly timecard is completed thoroughly, accurately and submitted to the Payroll office bi-weekly on *Monday, due no later than 12:00 or the last day worked within the week. *Unless otherwise noted on the Bi-Weekly Payroll Calendar. Failure to do this will result in a delay of your check processing.
Note: *If anyone 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 Program. The student will not be eligible to work On or Off campus the remainder of their time at NLU. 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.*
6. If working 6 or more consecutive hours in a day, you must take a 30-minute unpaid break and reflect this on your timesheet.

7. Maintain good work habits including working your agreed schedule, arriving to work on time, being reliable and dependable.
8. Contact your supervisor or the FWS Coordinator with any problems or concerns.
9. All requests for verification of Student employment must be submitted to the Office of Human Resources for assistance.
- 10. Do not start working until you and your supervisor receive an approved work authorization from the FWS Coordinator.**
11. All on-the-job injuries must be reported immediately to the student employee's supervisor, the FWS Coordinator (FWS@nl.edu) and NLU's Human Resource Office (HR@nl.edu), whether or not the student employee seeks medical attention. Regardless of how minor the injury, a standard accident report form must be completed.
12. Notify the FWS Coordinator immediately via email at FWS@nl.edu if you resign from the job, reduce your course load below half time or stop attending your classes. Students are not allowed to work if any of these situations have occurred.