



MOUNT MARTY
UNIVERSITY

2022 - 2023

**Federal Work-Study
Campus Employment
Handbook**

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INTRODUCTION

This handbook has been prepared for the benefit of Mount Marty University students, faculty and staff who work with the Work-Study/Campus Employment Program. It sets forth guidelines to clarify the working relationship between the student and the supervisor in order to promote better communication. It also explains the rights and responsibilities of students and their employers.

Students may participate in the Work-Study/Campus Employment Program if the student has been awarded Federal Work-Study or Campus Employment by the Financial Assistance Office AND if they are maintaining satisfactory academic progress as a full-time student. Full-time status is 12 credit hours per semester.

Students must apply for financial assistance by completing the Free Application for Federal Student Aid (FAFSA) in order to qualify for federal work-study or campus employment. Students cannot be placed in a position unless they have completed this process, regardless if they have had a position in previous years. Work study/campus employment is awarded on a first-come, first-served basis.

If you have questions or suggestions concerning student employment, please direct them to:

Financial Assistance Office
Roncalli 100
(605) 668-1589

Ken Kocer, Financial Assistance Director
Chris Hein, Assistant Director of Financial Assistance

STUDENT EMPLOYMENT PHILOSOPHY

Work-Study is a student assistance program that provides part-time jobs for students with financial need. The purpose of the program is to provide students with employment which will assist them in meeting their academic expenses as well as learning knowledge of work ethics and responsibility.

JOB PLACEMENT

Incoming and Transfer students are placed in positions based on information provided on their Student Employment Application. Notifications of job assignments are sent to students prior to the beginning of the fall semester. Students who will start during the spring semester will be sent notification of their position prior to the spring semester

EMPLOYMENT OPPORTUNITIES

There are many departments and offices where students may be assigned a position at Mount Marty University. The Financial Assistance Office staff will try to assign you a position in your area of interest when possible. The following is a listing of departments where students may be placed:

America Counts Program**	Facility Services
America Reads Program**	Financial Assistance Office
Art Department	Institutional Advancement Office
Athletic Department	IT Support Services
Benedictine Institute	Lancer Locker
Biology Department	Office of Marketing & Communications
Business Department	MMU Library **
Business Office	Music Department
Campus Dining	Nursing Lab
Campus Ministry	Psychology Department
Campus Programming	Recreation Management Department
Career & Support Services Office	Registrar's Office
Chemistry Department	Resident's Hall
Education Department	Student Affairs
Education / Nursing – Master's Program	Theatre Department
English Department	Watertown Location

** Indicates positions which include community service related duties.

GETTING STARTED

1. Accept your work-study award on LancerLink.
2. Complete the work-study application electronically through the MMU website or by submitting a hard copy to the Financial Assistance Office.
3. The Financial Assistance staff will assign a position to the student and send notification of their placement to the student before they arrive on campus.
4. Once students arrive on campus:

A new student (incoming or transfer) must complete paperwork during the first week of class. That paperwork includes:

- I-9 along with **original** documentation (an item from List A or an item from both List B and List C - see attached sample at end of handbook).
- W-4,
- Student Responsibilities Agreement
- MMU Confidentiality Agreement and
- Direct Deposit Form (optional).

A returning student will report to the Financial Assistance Office to complete the MMU Confidentiality Agreement and the Student Responsibilities Agreement along with the Direct Deposit Authorization form if needed.

5. Once the paperwork is completed, the student will take a Campus Work Authorization Form to the supervisor for their signature. The form (signed and dated by the student and supervisor) is returned to the Financial Assistance Office and a time sheet will be sent to the supervisor. The student is NOT to work until the Campus Work Authorization form has been returned to the Financial Assistance Office
6. Set up a work schedule for the semester with your supervisor. Be sure to take along your class schedule.

Students are expected to stay in their assigned position until they have earned the amount of their award. No change in employment may be made without the approval of the Financial Assistance Office.

STUDENT RESPONSIBILITIES

- If this is your first job on campus, complete the federal I-9 and W-4 Forms with a Mount Marty University representative. Each student must annually complete the MMU Confidentiality Agreement, the Student Responsibilities Agreement and MMU Campus Work Authorization Form.
- The student and supervisor will complete a work schedule at the beginning of each semester.
- Do not work during your scheduled class times.
- Report for work as scheduled and on time.
- Contact your supervisor if you need to rearrange your work schedule for a planned absence.
- If you will be absent due to illness, contact your supervisor as early in the work-day as possible
- If you call in, ALWAYS speak to your supervisor; do not let friends or family call in for you unless an emergency occurs.
- Confidentiality of student and university records is of utmost importance.
- Follow procedures and meet expectations set by your supervisor.
- Discuss any work-related problems you experience (schedules, job expectations, not enough hours, etc.) with your supervisor.
- If you experience a hostile work environment, harassment, or discrimination please contact the Financial Assistance Office, the Title IX Coordinator or a Deputy Title IX Coordinator directly.
- Keep record of your total earnings, and work with your supervisor to ensure that you do not exceed your total awarded amount per semester. Upon earning the full amount of your award, you must not work any more hours in your department.
- If a student decides to quit a job, they are required to give at least a two-week advance written notice to the supervisor and to the Financial Assistance Office. The Financial Assistance Office is under no obligation to locate another position for a student if they quit their job

SUPERVISOR RESPONSIBILITIES

- Before allowing a student to work, make sure the student is authorized to work by the Financial Assistance Office. Each student must present you with an MMU Work Authorization Form. The supervisor must sign and date this form before allowing a student to work.
- Set up a work schedule that does not interfere with the student's class schedule. Do NOT allow a student to work during their scheduled class time.
- Fully explain all duties associated with the position, as well as being responsible for training the student so that they are able to complete all assigned tasks.
- Complete a job description for each work-study title in your department (e.g. dish room, line server, cook assistant). This is to be completed each academic year.
- If a student fails to complete assigned duties in a satisfactory manner, fails to show up at the assigned time, or fails to conduct him/herself in a responsible manner, it is the supervisor's responsibility to counsel the student and complete a Job Performance Warning Form. Refer to discipline procedures.
- Monitor number of hours each student works to insure the student does not earn more than they are allocated, but also are given the opportunity to earn their allocated amount. Please contact the HR Specialist if you would like to pay the worker once the allocated amount is reached. The department will be charged 100% of the wages. If a student is allowed to work beyond the semester award, the hours to be paid will be given to the HR Specialist and processed with the next scheduled university bi-weekly payroll.
- Inform the student of all special safety considerations pertaining to their job and work environment.
- Assist the student in properly completing time sheets. Refer to time sheet procedures in this manual.

DETERMINING NUMBER OF HOURS TO WORK EACH WEEK TO EARN FULL ELIGIBILITY

To determine the amount of hours per week a student can work to earn their full eligibility, please use the following calculation as a guide:

Yearly award ÷ 32 weeks (16 wks/semester) = total amount to earn per week

Total amount to earn per week ÷ pay rate per hour = hours to schedule per week

EXAMPLE:

$\$2000 \div 32 \text{ wks} = 62.50 \text{ hrs}$

$62.50 \text{ hrs} \div \$10.00/\text{hr} = \mathbf{6.25 \text{ HRS/WK}}$

For each semester (fall and spring terms), a student may earn up to 50% of their authorized award amount. Once a student has worked the maximum hours allowed, they will stop working. The supervisor's department will be responsible to pay all wages a student works over their allocation. Please contact the HR Specialist if the department will need the student to work more than the allocated amount. The additional hours will be submitted to the HR Specialist and processed with the next scheduled university bi-weekly payroll. The department will be charged 100% of the wages.

Students cannot use unworked hours from the Fall semester in the Spring semester. Additionally, students cannot pass unused hours to other work-study students. However, supervisors may "lend" their students to another supervisor should the need arise. In that scenario, the student will have to have the hours available to work. They will not be awarded an additional amount of hours to work in a different department.

TIME SHEETS

A time sheet is a legal document recording hours worked by a student.

- At the beginning of the academic year, the student must have all paperwork completed in the Financial Assistance Office before a time sheet can be issued. Remember...a student is not to work without their supervisor's signature on the Campus Work Authorization form.
- Time sheets will be issued to the supervisors on a monthly basis prior to the beginning of the month. Time sheets will be distributed to the Bede and Roncalli mailboxes. If a time sheet is not received for a student, notify the Financial Assistance Office.
- Time sheets must be completed in **INK** on a **DAILY** basis. **NO PENCIL**. Once a student or supervisor has signed the time sheet, no changes can be made to the hours worked (with the exception of a mathematical correction) unless agreed to by both student and supervisor. All changes should be made by crossing out the incorrect data and both student and supervisor initialing the mark. If data is added, again both student and supervisor must initial the change. White-out WILL NOT be accepted.
- At the end of the month, review and approve the timesheet. Both the student and supervisor signatures are required. Time sheets must be signed by the student in order for a paycheck to be processed.
- Indicate the total hours worked each week. Indicate the total hours for the month in the appropriate box on the timesheet.
- Turn in all time sheets, even if a student does not work any hours. If a student did not work, simply indicate this on the time sheet and send it to the Financial Assistance Office.
- Time sheets are due in the Financial Assistance Office (NOT in the Bede mailboxes) by 5:00 pm on the last day of the month. If the last day falls on a weekend, the time sheets are due on the Friday before the weekend. If this should change because of a holiday, there will be a notice sent by way of email to the supervisor indicating when time sheets are due.
- Late time sheets will be paid with the following month's batch of timesheets.

PLEASE NOTE: THE LAST DAY FOR SUBMITTING TIME SHEETS FOR THE ACADEMIC YEAR IS THE LAST DAY OF CLASSES. DEPARTMENTS WILL PAY FULL WAGE FOR TIME SHEETS RECEIVED AFTER THAT DATE.

PAYCHECKS

Paychecks are distributed to the student's campus mailbox on a monthly basis. After all of the timesheets are received at the Financial Assistance Office, they will be reviewed for accuracy and submitted to the HR Department for processing. Timesheets must be signed by the student in order for a paycheck to be processed.

Students have the option of using direct deposit as a pay method as well. Rather than receiving a check, a paycheck can be deposited into a savings or checking account. The paystub is viewable through the student self-service portal on LancerLink. The student may print out a direct deposit form (available in this handbook) and submit it along with a voided check or printed savings account form from the bank or they may stop by the Business Office to fill one out. The direct deposit pay method is optional.

If a student's Work Study check is lost or stolen, it should be reported to the Business Office immediately. There is a \$35.00 charge for stopping payment on the check and issuing a new check.

Work Study/student employment earnings are taxable. All student workers will be issued a W-2 Wage and Income Statement by the Business Office by January 31st of each year.

WAITING LIST

If a student is not originally assigned a Work Study or campus employment position, they can ask to be placed on a waiting list. Once the academic year has begun and if there are openings, the Financial Assistance Office will contact students on the waiting list in the order placed on the list. If a student has been assigned a position on campus and decides to resign that position, they can ask to be placed on a waiting list. Students who have not been placed in a position have priority in placement over students who have declined their first position. The Financial Assistance Office has the right to make exceptions due to specific job requirements in certain positions (e.g. Chemistry Lab Assistant, Biology Lab Assistant).

WORKING DURING PERIODS OF NON-ENROLLMENT

Students are allowed to work during periods when classes are not in session. Periods of non-enrollment include Thanksgiving break, Christmas break, Easter break and Spring break. If a student works during a break that occurs within a semester (e.g. Spring break), their earnings will be counted towards that semester's earnings. Students are not allowed to work more than 40 hours/week.

Christmas Break - No student will be allowed to work from the end of the fall term through December 31st. Students are allowed to work during Christmas break after January 1st. All money earned during this break will be counted toward spring semester earnings. A student working during the Christmas break is required to be registered for the spring semester.

Summer Employment – Summer employment requires a Summer Financial Assistance application be completed by the student. This form is available in the Financial Assistance Office in March. Positions vary from one year to the next and are based on availability of funds. A student applying for summer positions must qualify for Federal Work Study before they will be considered for a position. A student working during the summer must be registered for the fall semester.

REHIRING STUDENTS

Once a student has been hired in a department, they will remain in that department as long as the student is eligible for student employment. A student will not be placed in the same department if they are not eligible for student employment or if they have been terminated by their supervisor through one of the following procedures:

- a. Student Employment Discipline Process,
- b. Memo sent to the student by the supervisor indicating termination with a copy sent to the Financial Assistance Office,
- c. Conversation with the student with documentation sent to the Financial Assistance Office. A student will also not be placed in the same department if the student requests another area at the end of the year. Extenuating circumstances will be reviewed on a case by case basis.

POSITION RESIGNATION

Once a student has been placed in a position, they are expected to stay in that position the entire academic year. If a student decides they do not want to work in their position, they will need to give a two-week written notice of resignation to their supervisor and to the Financial Assistance Office. The student can be placed on a waiting list for another position, but students who have not been placed in a position will be placed before a student who has resigned their first position. If a student resigns their position, the Financial Assistance Office is under no obligation to locate another position. The Financial Assistance Office has the right to make exceptions due to specific job requirements in certain positions (e.g. Chemistry Lab Assistant, Biology Lab Assistant).

STUDENT EMPLOYEE DISCIPLINE PROCEDURE

In order for student employment to be a legitimate resource on campus, certain procedures must be put in place to ensure accountability. Student workers must realize that with any job there are certain expectations. If expectations are not achieved, workers run the risk of not only losing their job, but jeopardizing their opportunities for future employment. This discipline procedure should be used as a tool for communication. It is important to emphasize to students and supervisors the importance of discussing problems informally before beginning a formal process.

1st WARNING -- Supervisor completes a Job Performance Warning form indicating the date of the incident and an explanation of what occurred. Both the student and supervisor are required to sign the form. This ensures that the student is aware of the consequences of the warning and that further negligence will result in termination. If the student is unavailable to sign the form (e.g. warning being given for not showing up to work), this must be indicated on the student signature line by simply writing N/A. The Warning form has three copies (white - student, yellow - Financial Assistance Office, pink -supervisor). It is the supervisor's responsibility to distribute the copies to the appropriate parties.

2nd WARNING -- If after the first warning, the student's behavior continues to not meet expectations, a second Job Performance Warning form must be completed. Both student and supervisor signatures are required. Supervisor must distribute copies to the appropriate parties.

3rd WARNING (TERMINATION) -- If after the second warning, the student's behavior still does not meet expectations, a third and final warning is issued indicating the date of the incident and an explanation of what occurred. The third warning results in termination of the student employee. Both student and supervisor signatures are required. The supervisor must distribute copies to the appropriate parties. Upon receipt of the third notice, the Financial Assistance Office will send a notice to the student of his/her termination. Once a student is terminated, the Financial Assistance Office will be under no obligation to place the student in another position.

If an agreement regarding corrective actions cannot be reached during this process, the Financial Assistance Director or Financial Assistance Counselor may facilitate a meeting between the supervisor and student

A student employee may be discharged at any time, without regard to the preceding steps, if he or she commits an offense for which immediate discharge is specified as a penalty or if, in the supervisor's judgment, the employee's continued presence or continued absenteeism would be contrary to the well-being of the department or the university.

FORMS

There are many forms mentioned throughout this manual that must be completed or used in the Work-Study/campus employment program. Examples of these forms will be included in the following pages

- 1) Employment Eligibility Verification, I-9 Form
 - a) New students fill this out at the beginning of the semester
 - b) Will need to present ORIGINAL forms of identification (examples provided on the form)
- 2) Employee Withholding Allowance Certificate, W-4
 - a) New students fill this out at the beginning of the semester
- 3) Work Study/Campus Employment Confidentiality Agreement
 - a) All students will need to complete this form each year
 - b) Reinforces need for confidentiality in departments
- 4) Student Responsibilities Form
 - a) All students will need to complete this form each year
 - b) Reinforces need for students to be good employees
- 5) Campus Work Authorization Form
 - a) All students will need to complete this form each year
 - b) Student and Supervisor will sign this form
- 6) Time Sheet
 - a) Keep track of student's hours
 - b) Signed by student and supervisor at the end of the month
 - c) New forms provided at the start of each month
- 7) Job Performance Warning Form
 - a) Used to communicate to student areas for improvement
- 8) Direct Deposit Enrollment Form
 - a) Paycheck deposited directly into the student's account



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ **START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>		Middle Initial	Other Last Names Used <i>(if any)</i>	
Address <i>(Street Number and Name)</i>			Apt. Number	City or Town		State ZIP Code
Date of Birth <i>(mm/dd/yyyy)</i>	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee	Today's Date <i>(mm/dd/yyyy)</i>
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Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date <i>(mm/dd/yyyy)</i>	
Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>	
Address <i>(Street Number and Name)</i>		City or Town	State ZIP Code

STOP *Employer Completes Next Page* **STOP**



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative		
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name		
Employer's Business or Organization Address (Street Number and Name)	City or Town	State	ZIP Code	

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
 ▶ **Give Form W-4 to your employer.**
 ▶ **Your withholding is subject to review by the IRS.**

2022

Step 1: Enter Personal Information	(a) First name and middle initial _____ Last name _____	(b) Social security number _____
	Address _____	
	City or town, state, and ZIP code _____	
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)	

▶ **Does your name match the name on your social security card?** If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . ▶

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____ Multiply the number of other dependents by \$500 ▶ \$ _____ Add the amounts above and enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

Step 5: Sign Here Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ _____ ▶ _____
Employee's signature (This form is not valid unless you sign it.) **Date**

Employers Only	Employer's name and address _____	First date of employment _____	Employer identification number (EIN) _____
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General Instructions

Section references are to the Internal Revenue Code.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2022 if you meet both of the following conditions: you had no federal income tax liability in 2021 **and** you expect to have no federal income tax liability in 2022. You had no federal income tax liability in 2021 if (1) your total tax on line 24 on your 2021 Form 1040 or 1040-SR is zero (or less than the sum of lines 27a, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2022 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2023.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2022 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b) – Multiple Jobs Worksheet *(Keep for your records.)*



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 **1** \$ _____

- 2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
 - a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a **2a** \$ _____
 - b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b **2b** \$ _____
 - c Add the amounts from lines 2a and 2b and enter the result on line 2c **2c** \$ _____

- 3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. **3** _____

- 4 **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) **4** \$ _____

Step 4(b) – Deductions Worksheet *(Keep for your records.)*



- 1 Enter an estimate of your 2022 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income **1** \$ _____

- 2 Enter: $\left\{ \begin{array}{l} \bullet \$25,900 \text{ if you're married filing jointly or qualifying widow(er)} \\ \bullet \$19,400 \text{ if you're head of household} \\ \bullet \$12,950 \text{ if you're single or married filing separately} \end{array} \right\}$ **2** \$ _____

- 3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" **3** \$ _____

- 4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information **4** \$ _____

- 5 **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 **5** \$ _____

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Widow(er)

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$110	\$850	\$860	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,770	\$1,870
\$10,000 - 19,999	110	1,110	1,860	2,060	2,220	2,220	2,220	2,220	2,220	2,970	3,970	4,070
\$20,000 - 29,999	850	1,860	2,800	3,000	3,160	3,160	3,160	3,160	3,910	4,910	5,910	6,010
\$30,000 - 39,999	860	2,060	3,000	3,200	3,360	3,360	3,360	4,110	5,110	6,110	7,110	7,210
\$40,000 - 49,999	1,020	2,220	3,160	3,360	3,520	3,520	4,270	5,270	6,270	7,270	8,270	8,370
\$50,000 - 59,999	1,020	2,220	3,160	3,360	3,520	4,270	5,270	6,270	7,270	8,270	9,270	9,370
\$60,000 - 69,999	1,020	2,220	3,160	3,360	4,270	5,270	6,270	7,270	8,270	9,270	10,270	10,370
\$70,000 - 79,999	1,020	2,220	3,160	4,110	5,270	6,270	7,270	8,270	9,270	10,270	11,270	11,370
\$80,000 - 99,999	1,020	2,820	4,760	5,960	7,120	8,120	9,120	10,120	11,120	12,120	13,150	13,450
\$100,000 - 149,999	1,870	4,070	6,010	7,210	8,370	9,370	10,510	11,710	12,910	14,110	15,310	15,600
\$150,000 - 239,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	12,940	14,140	15,340	16,540	16,830
\$240,000 - 259,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	12,940	14,140	15,340	16,540	17,590
\$260,000 - 279,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	12,940	14,140	16,100	18,100	19,190
\$280,000 - 299,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	13,700	15,700	17,700	19,700	20,790
\$300,000 - 319,999	2,040	4,440	6,580	7,980	9,340	11,300	13,300	15,300	17,300	19,300	21,300	22,390
\$320,000 - 364,999	2,100	5,300	8,240	10,440	12,600	14,600	16,600	18,600	20,600	22,600	24,870	26,260
\$365,000 - 524,999	2,970	6,470	9,710	12,210	14,670	16,970	19,270	21,570	23,870	26,170	28,470	29,870
\$525,000 and over	3,140	6,840	10,280	12,980	15,640	18,140	20,640	23,140	25,640	28,140	30,640	32,240

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$400	\$930	\$1,020	\$1,020	\$1,250	\$1,870	\$1,870	\$1,870	\$1,870	\$1,970	\$2,040	\$2,040
\$10,000 - 19,999	930	1,570	1,660	1,890	2,890	3,510	3,510	3,510	3,610	3,810	3,880	3,880
\$20,000 - 29,999	1,020	1,660	1,990	2,990	3,990	4,610	4,610	4,710	4,910	5,110	5,180	5,180
\$30,000 - 39,999	1,020	1,890	2,990	3,990	4,990	5,610	5,710	5,910	6,110	6,310	6,380	6,380
\$40,000 - 59,999	1,870	3,510	4,610	5,610	6,680	7,500	7,700	7,900	8,100	8,300	8,370	8,370
\$60,000 - 79,999	1,870	3,510	4,680	5,880	7,080	7,900	8,100	8,300	8,500	8,700	8,970	9,770
\$80,000 - 99,999	1,940	3,780	5,080	6,280	7,480	8,300	8,500	8,700	9,100	10,100	10,970	11,770
\$100,000 - 124,999	2,040	3,880	5,180	6,380	7,580	8,400	9,140	10,140	11,140	12,140	13,040	14,140
\$125,000 - 149,999	2,040	3,880	5,180	6,520	8,520	10,140	11,140	12,140	13,320	14,620	15,790	16,890
\$150,000 - 174,999	2,040	4,420	6,520	8,520	10,520	12,170	13,470	14,770	16,070	17,370	18,540	19,640
\$175,000 - 199,999	2,720	5,360	7,460	9,630	11,930	13,860	15,160	16,460	17,760	19,060	20,230	21,330
\$200,000 - 249,999	2,970	5,920	8,310	10,610	12,910	14,840	16,140	17,440	18,740	20,040	21,210	22,310
\$250,000 - 399,999	2,970	5,920	8,310	10,610	12,910	14,840	16,140	17,440	18,740	20,040	21,210	22,310
\$400,000 - 449,999	2,970	5,920	8,310	10,610	12,910	14,840	16,140	17,440	18,740	20,040	21,210	22,470
\$450,000 and over	3,140	6,290	8,880	11,380	13,880	16,010	17,510	19,010	20,510	22,010	23,380	24,680

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$760	\$910	\$1,020	\$1,020	\$1,020	\$1,190	\$1,870	\$1,870	\$1,870	\$2,040	\$2,040
\$10,000 - 19,999	760	1,820	2,110	2,220	2,220	2,390	3,390	4,070	4,070	4,240	4,440	4,440
\$20,000 - 29,999	910	2,110	2,400	2,510	2,680	3,680	4,680	5,360	5,530	5,730	5,930	5,930
\$30,000 - 39,999	1,020	2,220	2,510	2,790	3,790	4,790	5,790	6,640	6,840	7,040	7,240	7,240
\$40,000 - 59,999	1,020	2,240	3,530	4,640	5,640	6,780	7,980	8,860	9,060	9,260	9,460	9,460
\$60,000 - 79,999	1,870	4,070	5,360	6,610	7,810	9,010	10,210	11,090	11,290	11,490	11,690	12,170
\$80,000 - 99,999	1,870	4,210	5,700	7,010	8,210	9,410	10,610	11,490	11,690	12,380	13,370	14,170
\$100,000 - 124,999	2,040	4,440	5,930	7,240	8,440	9,640	10,860	12,540	13,540	14,540	15,540	16,480
\$125,000 - 149,999	2,040	4,440	5,930	7,240	8,860	10,860	12,860	14,540	15,540	16,830	18,130	19,230
\$150,000 - 174,999	2,040	4,460	6,750	8,860	10,860	12,860	15,000	16,980	18,280	19,580	20,880	21,980
\$175,000 - 199,999	2,720	5,920	8,210	10,320	12,600	14,900	17,200	19,180	20,480	21,780	23,080	24,180
\$200,000 - 449,999	2,970	6,470	9,060	11,480	13,780	16,080	18,380	20,360	21,660	22,960	24,250	25,360
\$450,000 and over	3,140	6,840	9,630	12,250	14,750	17,250	19,750	21,930	23,430	24,930	26,420	27,730

Confidentiality Agreement

Important: Please read all sections below. If you have any questions regarding this agreement, please ask your Work Study / Campus Employment supervisor or the Financial Assistance Office.

I recognize and acknowledge that confidentiality is the right of all students, faculty, and staff of Mount Marty University.

I recognize that by reason of my duties as a work study student, I may come into contact with such confidential information as: academic, financial, or personal matters relating to the students, faculty, or staff of Mount Marty University. I hereby agree that except as directed by the university, I will not, at any time during or after my intern experience, disclose any information which is of a confidential nature to any person whosever.

I agree I will not ask questions or seek information regarding confidential matters which are not relevant to my assigned duties at Mount Marty University.

I recognize that failure to comply with this agreement may result in the termination of my intern position or lead to a civil lawsuit.

By my signature below, I certify that: I have read the foregoing confidentiality agreement; I have had an opportunity to ask any questions I might have; I understand the agreement; and I agree to be bound by the terms.

Student _____

Date _____

MMU Staff _____

Date _____



MOUNT MARTY
UNIVERSITY

Edited 8/11/22

Work Study / Campus Employment Student Responsibilities

Student employees of Mount Marty University through the Work Study and Campus Employment programs have responsibilities to adhere to during the 2022-2023 Academic Year. These responsibilities will ensure the student will have a successful, professional work experience and ensure the supervisor will have a good employee that they can trust to accomplish the required tasks. Read through these responsibilities and sign below that you understand and will adhere to these responsibilities.

As a student employee of Mount Marty University in the Federal Work Study or Campus Employment program, I will:

- * Complete a work schedule at the beginning of each semester with my supervisor.
- * NOT work during my scheduled class times.
- * Report for work as scheduled and on time.
- * Inform, in advance, my supervisor if I need to miss for a PLANNED absence.
- * Contact my supervisor as early in the workday as possible if I will be absent due to illness. I will ALWAYS speak to my supervisor, if I call in, and will NOT have friends or family call in for me unless an emergency occurs.
- * Follow procedures and meet expectations set by my supervisor.
- * Discuss any work-related problems I experience (schedules, job expectations, not enough hours, etc.) with my supervisor.
- * Contact the Financial Assistance Office, the Title IX Coordinator or a Deputy Title IX Coordinator directly if I experience a hostile work environment, harassment, or discrimination
- * Work with my supervisor to ensure that I do not exceed my total awarded amount per semester. Upon earning the full amount of my award, I will not work anymore hours.
- * Give at least a two-week advance written notice to the supervisor and to the Financial Assistance Office, if I decide to quit my position. I understand the Financial Assistance Office is under no obligation to locate another position for me if I quit my assignment.

Student Signature _____

Date _____



Campus Work Authorization Form

Name: Student Name – Student ID

Department:

Supervisor:

Hourly Rate:

Total Award:

Period: 08/31/22 – 05/04/23

FCWS or ICE:

The named student has been awarded work-study for the period indicated. Students may earn up to 50% of their authorized award during the fall and spring semesters. Award amounts not earned do **NOT** carry over to the next semester or academic year. Students will not be paid if they earn more than their scheduled amount.

No time sheet will be issued or wages paid until this form is returned to the Financial Assistance Office, Roncalli 100.

Student Certification: I understand that the authorized award is the maximum amount that I may earn for the period indicated and that this offer is conditional upon my satisfactory performance of the job.

Student Signature

Date

Employer Certification: This is to certify that the above named student is to be employed in my department and that work performed will be in compliance with Federal Work-Study regulations.

Supervisor Signature

Date



MOUNT MARTY
UNIVERSITY



2021-2022
Work Study /Campus Employment
Timesheet

September 2021

FCWS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL WEEKLY HRS
	August 30	31	September 1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30 Due by 5:00 PM			

- Timesheet **MUST** be completed and signed in **INK** to be processed
- **Return this timesheet to the Financial Assistance Office (Roncalli 100) by 5:00 PM on the last working day of the month – even if there are NO hours worked.**

I certify that I have worked all the hours indicated and that this timesheet is correct.

Student's Signature (**Must be signed in ink**)

Date

Total Hours Worked

I certify that the above named student performed the total hours reported in a satisfactory manner and that not more than 40 hours were worked during one week.

Supervisor's Signature (**Must be signed in ink**)

Date

_____ Financial Assistance Approval
--



Work Study / Campus Employment Job Performance Warning

Student's Name

Student's Signature

Department

Supervisor's Signature

_____ 1st Notice
MO/DAY/YR

_____ 2nd Notice
MO/DAY/YR

_____ 3rd Notice
MO/DAY/YR

Supervisor's explanation: _____

*****Third warning will result in job dismissal*****

White-Student

Yellow-Financial Assistance Office

Pink-Supervisor

Payroll Direct Deposit Enrollment Form

Mount Marty University, 1105 West 8th Street, Yankton, SD 57078

Account 1	
Bank Name:	_____
Bank Address:	_____
Circle one: checking/savings	Amount: \$_____.
Bank Routing* #:	Acct.*#: _____

Account 2	
Bank Name:	_____
Bank Address:	_____
Circle one: checking/savings	Amount: \$_____.
Bank Routing* #:	Acct.*#: _____

Account 3	
Bank Name:	_____
Bank Address:	_____
Circle one: checking/savings	Amount: \$_____.
Bank Routing* #:	Acct.*#: _____

Account 4	
Bank Name:	_____
Bank Address:	_____
Circle one: checking/savings	Amount: \$_____.
Bank Routing* #:	Acct.*#: _____

I authorize the direct deposit of my net pay into account(s) indicated above. If my employer deposits funds to my account to which I am not entitled, I authorize my employer to direct the above financial institution(s) to return said funds. The agreement will remain in effect unless I provide written notice to the Business Office.

Print your name: _____

Sign your name: _____ Date: _____

Return to the Payroll and Benefits Administrator in Business Office

*Bank Routing #: the first digits of machine-readable type at the bottom of your check.

*Acct#: the digits of machine-readable type to the right of Bank Routing #.

Please attach a cancelled check from your account for checking or contact the bank for your bank routing and account # for savings to verify information and reduce chance of errors.