MONMOUTH UNIVERSITY
STUDENT EMPLOYMENT HANDBOOK
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Appendices: Sample Forms

Referral Form
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Family Educational Rights Privacy Act / Confidentiality Agreement (available online)

Federal Work Study Time Sheet
Student Help Time Sheet
International Student Agreement (available online)
Payroll Schedule (available online)
Written Warning Sheet

NOTE: Changes to the most recent edition of the Student Employment Handbook are in italics for your convenience.
Monmouth University Job Facts

Did you know that Monmouth University employs over 1,300 students in over 100 different departments annually? There are more student employees at MU than staff and administrators combined.

Student Employee Thoughts, Spring 2011

"I enjoy working as a M.U. student employee because I like being a part of the "behind the scenes" of Monmouth University. It's good to get to know the hard working people at facilities management. Many hardworking un-recognized people keep this university running and operating. One of the biggest reasons people come to Monmouth is its "curb" appeal. I'm glad I can contribute." - Louis Yuliano, Facilities Management

"I enjoy working as a M.U. student employee because it is an amazing experience. I am going to college to get a degree in Education and Special Education, and working the Keansburg after school program gives me first-hand experience. I get to help the students with their homework, giving me teaching experience. Although, at time, it is very difficult and frustrating, it is preparing me for my career."
- Rebecca Mcbride, Keansburg Schools, Federal Work Study Program

"I enjoy working as a M.U. student employee because the writing center has given me the chance to work with students of all different majors. I have had the opportunity to not only help improve students' writing abilities, but I've improved my own as well. My coworkers both students and professors alike, have always been personable and friendly making it fun to go to work. I truly love working at the Writing Center and will miss it when I graduate in May."
- Megan Jeffer, Writing Center

"I enjoy working as a M.U. student employee because at Two River Theatre working as the scenic artist's assistant there are tons of benefits. As an art student a lot of the work I do can be incorporated into my own artwork. There are always new techniques to learn. Working closely with a professional artist, I learn a lot about what it is actually like to work in the field that I would not have been taught otherwise. The environment in the theatre is exciting within itself. Not only do I always get to feel like I am a part of something but there is no better way to see the fruits of your labor in such spectacular means than to see it as it is incorporated into a professional play. I am glad to be able to work at Two River Theatre."
- Kim Grier, Two River Theatre, Federal Work Study Program

"I enjoy working as a M.U. student employee because I love meeting and assisting other Monmouth students while working. At the Math Center, I am able to use my knowledge to help others. When my peers enter the center they are usually overwhelmed by certain mathematical concepts. However, when they leave, they feel confident in their understanding of math. To me, there is no better feeling than knowing that I was able to help out another."
- Myra Dabkowski, Math Center
I. INTRODUCTION

This handbook has been designed to help students and supervisors understand the student employment process at Monmouth University. Student employees may be compensated through either Federal Work Study funds, university funds, or grants. It is essential that all students and supervisors involved with student employment, familiarize themselves with the information contained herein.

Please read this handbook carefully. It reflects both new and existing student employment policies and procedures. Note that all policies are designed to help improve the overall quality and experience of student employment on campus.

This handbook should be kept accessible and used as a reference. The contents of this handbook are NOT to be construed as a contract or agreement. Nothing in this handbook or any other document provided to the student employee is intended to be, nor should be, construed as a guarantee that employment or any benefit will be continued for any period of time. The contents are subject to revision by approval of the Director of HRIS, Employment and Communications, the Vice President for Administrative Services and the President’s Cabinet. Individual departments may have established policies and procedures regarding student employment which they will share with each student employee. Departments’ specific guidelines do not, however, supersede policies contained within this manual.

Questions concerning this handbook or student employment in general should be directed to the Assistant Director of Human Resources for Student Employment, located in the 1st floor lounge of the Student Center, 732-571-3569.

Monmouth University is an equal opportunity/affirmative action institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, affectional or sexual orientation, atypical hereditary cellular or blood trait, marital status, age, liability for service in the Armed Forces of the United States, veteran status, or status as an individual with a disability, and provides a work environment free of bias based on such categories. This policy applies to every phase of our operation, including recruitment, hiring, promotion, reclassification, transfer, compensation, benefits, termination, layoff and return from layoff, social and recreational programs, and any other aspect of employment.

Questions regarding this statement should be directed to the Director of Affirmative Action and Human Relations at 732-571-7577.
II. UNIVERSITY POLICY ON STUDENT EMPLOYMENT

GENERAL POLICIES:

1) Student employment at the University may be filled by any qualified student awarded Federal Work Study. The only exception to this policy is the following: Positions may be filled by students who are not awarded Federal Work Study (“Student Help”) only when a FWS student cannot meet all the valid skill requirements of the position, is not available and all efforts to refer a qualified FWS student have been exhausted.

2) The following order of priority will be observed when referring students for student employment: full-time FWS students; part-time FWS students; full-time Student Help; part-time Student Help and tuition remission/tuition exchange students.

3) Non-matriculated students are not eligible for student employment.

4) Students who are the children of faculty, staff or administrators and/or immediate family members shall not be permitted to work in the same department as their family members.

5) Any full-time or part-time student who holds an Optional Practical Training Card (OPT), may not work on campus under the Student Employment pay roll in an OPT position. Only those international students readmitted to Monmouth in a second full-time (9 credits graduate and 12 credits undergraduate) degree program may be considered for employment through the Student Employment Office. These students may work a maximum of 20 hours per week (Monday – Sunday).

6) All U.S. Citizen & permanent resident, undergraduate matriculated students must file a Free Application for Federal Student Aid (FAFSA) in order to be eligible for student employment.

7) The Office of Student Employment will be responsible for the administration of all student employment practices. This includes maintaining student job descriptions, processing all necessary forms, referring students to vacant jobs and coordinating with University offices for all student employment-related requests and services.

8) Students will be permitted to begin working only after they have filed the Free Application for Federal Student Aid (FAFSA) and completed all necessary forms in the Office of Student Employment.
9) Offices are not permitted to hire students or to allow them to begin work until all required documents have been completed in the Office of Student Employment.

10) Positions funded by University resources will be opened at the beginning of each new academic year to all FWS candidates. All student workers need to apply and be hired (even if they previously worked in the department). Priority is given to those that have Federal Work Study.

11) Supervisors must validate reasons whenever a FWS student is rejected. If such reasons are determined to be valid, and no other FWS candidate can be referred to the position, the Assistant Director of Human Resources for Student Employment may, in consultation with the appropriate department head, refer qualified Student Help candidates to fill the position. Valid reasons may include, but are not meeting the minimum qualifications of the job description.

12) It is the responsibility of department heads to provide the Office of Student Employment with a detailed job description for each student position they wish to fill. This information must be provided to assure that appropriately qualified students are referred to the position in a timely manner.

13) All student employment longevity increases will be applicable for up to 5 years while a student pursues an undergraduate degree, or to the point of completion of the first Bachelor’s degree, whichever comes first. There will be no longevity increases for students pursuing subsequent Bachelor’s degrees.

All student employment longevity increases will be applicable for up to 3 years while a student pursues a Master’s degree program, or to the point of completion of the first Master’s degree, which ever comes first. There will be no longevity increases for students pursuing subsequent Master’s degrees.

14) The minimum cumulative Grade Point Average (GPA) requirement for all Student Employees are the same as those noted in the Monmouth University catalog. The current requirements are: Freshman 1.60, Sophomores, Juniors and Seniors 2.0, Graduate Students 3.0. There will be one probationary semester granted to those who have fallen below the minimum.

15) Normally, undergraduate students may not work from home or from their dorm room. Please consult Student Employment Office for more information or for any special cases.

16) Student employees driving automobiles on University business must maintain and carry a valid driver's license, vehicle registration and proof of insurance (e.g., NJ Insurance Identification Card), and exercise care in driving and...
maintaining the vehicle. The insurance covering the vehicle being driven is primary (e.g., if the student is driving his/her own vehicle, his/her insurance provides primary coverage). If the student is involved in a motor vehicle accident/incident while on University business he/she must cooperate fully with all investigating agencies and notify his/her supervisor and the Office of the General Counsel as soon as possible. Note, however, that no reimbursement is allowed for the cost of repairs (including any deductible) to a personal/private automobile. Any fines, summonses or towing charges that are incurred are the responsibility of the student employee.

RELATED POLICY INFORMATION:

A student is defined as an individual who is matriculated, degree-seeking and currently enrolled at Monmouth. Individuals who do not meet this criteria are not eligible for student employment in any form (e.g. FWS or “Student Help”).

Normally, incoming freshmen, transfer students and/or new graduate students may not start work until the first day of classes.

Once a student has graduated from Monmouth or has discontinued enrollment, he/she is no longer eligible to work as a student employee. It is the responsibility of department supervisors and the Assistant Director of Human Resources for Student Employment to ensure that no individual employed is in violation of this policy.

Students who work during the summer must show reasonable intent to continue enrollment during the upcoming fall semester. A letter of intent must be signed by a student in order to work during the summer. Pre-registration for the fall semester, can also serve as proof of reasonable intent. An individual may not work as a student employee if he/she is employed by Monmouth University as a faculty member, staff member or administrator. Graduate assistants are considered to be student employees under this policy.

III. PAY RATE POLICY & PROCEDURES

Administration of student employee pay rates and relevant policies and procedures is the responsibility of the Assistant Director of Human Resources for Student Employment in cooperation with the Director of HRIS, Employment and Communications, and the Vice President for Administrative Services.

It is the policy of Monmouth University that pay rates for all student employees will be based upon the responsibilities and qualifications of the position, the complexity of the duties and the level of responsibility assumed in the position. Student employee pay rates will not be based upon the academic level of the student. For example, graduate students will be compensated at the same pay rate as undergraduate students for performing in the same position, in the same department.
Monmouth University department heads should adhere to the following policies and procedures when requesting an increase in pay rate for student employees under their supervision. Department heads should also be aware, before requesting an increase, that Monmouth University policy provides for students to receive an automatic longevity increase each September of $2.25 per hour when returning to the same position and department as the previous year and paid from the same account.

The Assistant Director of Human Resources for Student Employment and the Director of HRIS, Employment and Communications, and the VP for Administrative Services will consider the following factors when reviewing a request for pay increases: job description and skills; fairness and equity with regard to current campus salaries, and pay rates at other New Jersey schools. Federal, state and local laws and other regulations pertaining to student employees, as well as prevailing area wages will also be considered.

All requests for increases must be accompanied by a revised job description, which demonstrates changes in duties or responsibilities of the position(s) for which the request is made. The procedure for requesting a pay rate increase is as follows:

1) A department head should first consult with the Assistant Director of Human Resources for Student Employment to obtain feedback on general pay rate information and he/she would also be required to provide a current and revised job description for the position(s) to be increased.

2) Requests for increases of less than $0.20 per hour may be determined directly by the Assistant Director of Human Resources for Student Employment. If the requested increase exceeds $0.20 per hour, the request will automatically be referred to the Director of HRIS, Employment and Communications, and the Vice President for Administrative Services for review. However the Assistant Director has the option to refer any request for pay rate increase to the Director of HRIS, Employment and Communications, and the VP for Administrative Services.

3) At the time of the request, all supporting documentation for the increase must be submitted to the Student Employment Office. This includes: sample work or a letter from the area VP. In addition, evidence of sufficient funds (or plans to acquire them) necessary to cover the increased payroll cost must be submitted.

Pay rate increases are not granted to student employees based on job performance; this practice is prohibited by federal regulation.

Departments will be limited to one request for a pay rate increase, per position title, each academic year.

Pay rates for newly created positions will be determined by the Assistant Director of Human Resources for Student Employment in cooperation with the Director of HRIS,
Employment and Communications, and the Vice President for Administrative Services, and will be based on industry standards in academia in the state of New Jersey.

After reviewing all information, the Director of HRIS, Employment and Communications, and the VP for Administrative Services will make a final decision and will convey that information in writing to the department head with a copy to be placed on file in the Student Employment Office. The decision of the Committee is final and may only be subject to appeal, by a member of the President’s Cabinet.

IV. LIMIT OF WORKING HOURS FOR PART-TIME STUDENTS DURING THE ACADEMIC YEAR

For the purpose of this policy, part-time credit status is defined as an undergraduate course load 11 credits or less; part-time graduate status is a load of 8 credits or less. Should any course load changes occur during the semester in which the student is employed, resulting in a total credit load of less then 12 credits (or less than 9 graduate credits), the student will immediately be considered part time for employment purposes. Audited or incomplete classes and withdrawals do not count toward credit count. Part-time students employed as “Student Help” shall adhere to the following guidelines regarding the maximum number of hours they will be allowed to work per week.

Graduate Students – U.S. Citizens

Students registered for:
1 credit may work up to 4.5 hours per week
3 credits may work up to 13.5 hours per week
6 credits may work up to 27 hours per week
9 credits may work up to 40 hours per week

Hours for students registered for credits not set forth above will be prorated at 4.5 hours. For example, a student registered for seven credits would be allowed to work 31.5 hours per week.

Graduate Students - International

Students registered for:
1 credit may work up to 2.25 hours per week
3 credits may work up to 6.75 hours per week
6 credits may work up to 13.25 hours per week
9 credits may work up to 20 hours per week

Hours for students registered for credits not set forth above will be prorated at 2.25 hours. For example, a student registered for seven credits would be allowed to work 15.5 hours per week.

Note: International graduate students are restricted by law to working a maximum of 20 hours per week.
Undergraduate students (U.S. and International)

Students registered for:
1 credit may work up to 1.75 hours per week
3 credits may work up to 5 hours per week
6 credits may work up to 10 hours per week
9 credits may work up to 15 hours per week
12 credits may work up to 20 hours per week

Hours for students registered for credits not set forth above will be prorated at 1.75 hours. For example, a student registered for seven credits would be allowed to work 11.75 hours per week.

Full-time undergraduate U.S. and International students may work a maximum of twenty hours per week during the academic year.

V. FEDERAL WORK STUDY PROGRAM (FWS)

The Federal Work Study Program (FWS) provides job opportunities for students who have demonstrated financial need. The program encourages community service work and work related to the student’s course of study. A FWS position means that the on campus employer pays 25% of the student’s wages, the balance is paid through the student’s Federal Work Study award. (Off campus employers pay 30%). A “Student Help” (i.e. university funded) position means that the department pays 100% of the student’s salary.

FWS student eligibility is determined by the Financial Aid Office. The FWS program is not a grant program. Students may only be paid for those hours actually worked.

FEDERAL WORK STUDY APPROXIMATE WORKING HOURS PER WEEK
(BASED ON AVERAGE OF 30 WORK WEEKS @ $7.50/HR)

<table>
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<th>FWS Award</th>
<th>Approx. # Hours PER WEEK</th>
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<tr>
<td>$2000/academic year</td>
<td>8.75</td>
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Monitoring FWS earnings

Both students and supervisors are responsible for monitoring FWS student earnings. When the student is approaching his/her maximum FWS award, either the student or the Student Employment Office may request additional FWS funds from the Financial Aid Office; provided funding is available. Once a student reaches his/her maximum earnings, that student can no longer be paid through the FWS program. The position will then be filled according to University policy.

The Assistant Director of Human Resources for Student Employment will send a warning notice via e-mail to the student’s supervisor when the student is within $200 of his/her
maximum earnings limit. A stop work notice will be sent when the student reaches his/her maximum earnings. The position may be staffed with a university funded student ("Student Help"), provided the department has the necessary funds in its payroll account to cover the cost.

Summer FWS

There are two periods of student eligibility: (1) academic year and (2) summer session. If funding is available for a summer FWS program, students must apply through the Financial Aid Office. Please realize that awards are not automatically allotted. All questions regarding eligibility for Federal Work Study should be directed to the Financial Aid Office, 732-571-3463, or finaid@monmouth.edu.

VI. FWS COMMUNITY SERVICE PROGRAM

Students who are eligible for FWS funds have the opportunity to use their funds to work in community service positions. Students who would like to use their funds for off campus employment at a non-profit community service agency are encouraged to do so.

Per federal regulation, Monmouth University is required to spend at least 7% of the total FWS allocation granted to the institution to compensate students employed in community service activities.

For the purpose of the FWS program, Community Service is defined as:

Services which are identified by an institution of higher education, through formal or informal consultation with local nonprofit, governmental and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include:

1) Such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development community improvement and emergency preparedness and response;

2) Work in service opportunities or youth corps under Americorps, and service in the agencies, institutions, and activities, etc.;

3) Support to students with disabilities (including students with disabilities who are enrolled at the school); and

4) Activities in which a student serves as a mentor for such purposes as:
a) Tutoring  
b) Supporting educational and recreational activities  
c) Counseling, including career counseling

Most of the community service positions available are off-campus and require that students have their own transportation. Students have worked at the following agencies: the YMCA, Society for the Prevention of Cruelty to Animals (SPCA), Mental Health Association, Family and Children’s Service, Monmouth Cares, Prevention First, Monmouth Medical Center, Boys & Girls Club and many more. America Reads and America Counts tutors are also needed at local schools.

VII. HIRING PROCEDURES

1) When an office wishes to hire a student employee(s), the department head/supervisor must complete a job description for each position. The job description should be sent to the Student Employment Office. Student positions will be filled according to Monmouth University policy (Policy #1, page 5).

   a) In the beginning of each academic year, a Federal Work Study Job Fair is held to help supervisors hire students and help students find jobs. At the end of the spring semester supervisors should make arrangements with the Student Employment Office regarding any students they wish to rehire for next year.

2) Students wishing to work on-campus must make an appointment with the Assistant Director of Human Resources for Student Employment.

   a) Students with FWS are given priority during the month of September for all on-campus positions. During the appointment, students are required to complete employment forms and will have the opportunity to discuss job opportunities. Required forms include:

   1. Completion of the Free Application for Federal Student Aid (FAFSA)  
   2. Student Employment Application  
   3. Student Employment Referral Form (SERF)  
   4. W-4 Tax Form  
   5. I-9 Employment Eligibility Verification Form  
   6. FERPA (Family Education Rights Privacy Act) notification form which governs the release of students’ educational records  
   7. Confidentiality Agreement  
   8. Working papers – if under 18 years old

   b) Students who have filed a FAFSA and do not have FWS can complete a student employment application and be placed on the “Student Help” employment list for possible on-campus employment.
3) Qualified students will be sent to offices for an interview with the department supervisor. If a supervisor decides to hire the student, the supervisor completes section “C” of the STUDENT EMPLOYMENT REFERRAL FORM and the form is returned to the Student Employment Office.

4) If the student is not hired, he/she should return to the Student Employment Office to obtain other on campus or off campus job contacts.

5) A student employee, including temporary employees, is not permitted to begin working until all necessary forms are completed and returned to the Student Employment Office. Time sheets will not be processed from these students until their employment forms are complete.

Additional Information

- W-4 forms may only be given to students by the Student Employment Office.
- If a student is working more than one job on-campus, he/she must complete a Student Employment Referral Form for each position.

Returning Student Employees

Returning student employees (students who have worked on-campus previously) must complete a Student Employment Referral Form for each academic year that they work.

Temporary Employees

All students, temporary employees included, may not work without completion of required forms. Departments must verify the completion of required forms under federal law, before students may begin work.

Graduate Assistants

If a graduate assistant will be working additional hours paid on a time sheet, all required forms must be completed on an annual basis with the Student Employment Office.

VIII. ATTENDANCE

Students are required to report to work on time for each assignment. If a student cannot work because of illness or emergency, he/she must notify the supervisor as soon as possible via e-mail or phone before the shift begins.

Students must be sure to consider the demands of their academic schedule before committing to a work schedule. Students may not work during scheduled class time. Students should provide their supervisors with a copy of their class schedule to ensure there are no conflicts.
Student employees are expected to plan academic, personal and work schedules that do not conflict. Potential conflicts should be discussed with his/her supervisor well in advance. Tardiness and failure to provide adequate notice of absences are considered grounds for disciplinary action.

**Attendance Policy**

An unexcused absence is defined as an absence that has not been approved *in advance* by a student’s supervisor. If necessary, disciplinary *action may be imposed* for tardiness or unexcused absences.

**Student Work Schedule**

- **Students are required to take at least a ½ hour break (unpaid) when working 8 hours consecutively.**

- During the regular academic year, all undergraduate students may work a maximum of 20 hours per week. Graduate students may work up to 40 hours per week, except for international graduate and undergraduate students who are limited to a maximum of 20 hours per week.

- During holidays and when the University is not in session, all students are permitted to work up to 40 hours per week.

- **At no time** may a student employee work in excess of 40 hours per week.

Student employees are not eligible for paid leaves such as vacation, disability leave, funeral leave, sick leave, jury duty, *inclement weather*, on-campus power failures, etc. *Students are only paid for hours worked.*

**IX. TIME SHEETS**

It is imperative that time sheets be submitted to the Student Employment Office by noon on alternate Mondays *in compliance with* the student employment payroll schedule. *Time sheets received after this deadline will not be processed until the following pay period. There will be no exceptions to this rule.*

Time sheets are legal documents and may be audited by the federal government, the Bureau of Citizenship & Immigration Services, and/or the Department of Education; they may also be used for insurance purposes. Falsifying hours or signatures on a timesheet will be grounds for dismissal from the position and University disciplinary *action may be imposed by the Office of Judicial Affairs.*
Incomplete time sheets and/or time sheets without proper authorization will not be processed for payment and will be returned to the responsible department head or supervisor.

Student employees are paid on a biweekly basis in accordance with the student employment payroll schedule. For students who work on campus, paychecks can be picked up at the student’s work location. Students who work off campus at a community service agency can pick up their paycheck in the Student Employment Office.

The department supervisor is responsible for checking the accuracy of hours worked and ensuring that work did not occur during class time. No students shall be paid without proper verification of hours worked. Students should not complete time sheets in advance; hours should be recorded as they work.

To prevent students being paid late, identify a back-up person to sign and deliver timesheets to the Student Employment Office (SEO).

Post and follow the payroll schedule. To obtain an additional copy call 732-263-5706 or visit the SEO website at: www.monmouth.edu/student_employment

The last day of work must correspond with the last day of attendance at the University. For a graduating senior, the last day of work should be the last day of final exams or commencement day, whichever is later.

Instructions For Submitting Complete Time Sheets

All time sheets must be done in ink or typed.

1. Include student’s last name first. Use legal name.

2. Fill in accurate student identification number, department and account number.

3. Refer to current year Payroll Schedule to enter proper dates on “First Week” and “Second Week” spaces.

4. Enter hours student works each day. Use hours, half hours, or quarter hours (1, .5, .25). Do not use minutes or fractions. Non-working days should be left blank.

5. Students and supervisors are required to sign each time sheet, indicating that they agree with: 1) the hours being reported, 2) that these hours have not already been previously submitted and 3) hours reported do not overlap with any other job’s hours being reported.

6. Careful tabulation of all hours should be recorded on the final section of the timesheet along with the rate per hour.
7. A completed time sheet submitted on time will be processed for payment. Incomplete time sheets may result in a two week pay delay.

**DIRECT DEPOSIT**

Direct Deposit is available for students. Enrollment forms are available in the Payroll Office located on the first floor of Wilson Hall and in the Student Employment Office. Direct Deposit forms are also accessible on the Payroll webpage by visiting the Monmouth University home page, clicking on Resources, then Controller, then Payroll.

Beginning July 1, 2010 pay stubs for direct deposit are no longer printed. Pay stubs will be available on line at http://ultipro.monmouth.edu/. For students hired after May 12, 2011, students will need to first verify their account by entering date of birth, student ID # and home city. Then they should enter their student ID # (with the S) as the user name and their Hawkdom password. Follow the instructions in the confirmation e-mail to complete the activation. To view pay stub information (past or present) – choose “Myself” on the left side, and then “Pay.”

For students hired before May 12, 2011, students must enter their student ID # (with the S) as the user name and their Hawkdom password, the one used to access campus programs. To see the pay stub information (past or present) – choose “Myself” on the left side, and then “Pay”.

Ultipro has many other features that the students may take advantage of including viewing/printing W-2 forms and their entire pay history from Monmouth University.

If you have any questions, please call the appropriate department listed below:

<table>
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<tr>
<th>Topic</th>
<th>Call</th>
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<tbody>
<tr>
<td>Logging In</td>
<td>Helpdesk 923-4357</td>
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<tr>
<td>Paychecks/Direct Deposit/Taxes</td>
<td>Payroll 571-3469</td>
</tr>
<tr>
<td>Personal or Job Information</td>
<td>Student Employment 263-5706</td>
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**X. DISCIPLINARY POLICY**

Student employees are expected to abide by the rules and regulations set forth in the Student Handbook as well as the policies and procedures described in this handbook. Failure to follow proper procedures may result in disciplinary action up to and including dismissal from position. Supervisors have the option of speaking with the student on the issue and / or notifying the student in writing prior to discontinuing the student’s employment.

Students may be required to sign an employment agreement that will clearly define the duties and expectations of their position.
If a student is dismissed from a position, the Assistant Director of Human Resources for Student Employment must be notified. Tardiness, poor attendance and/or any other type of dismissal, may affect future on-campus employment.

**XI. WORKPLACE PROHIBITIONS**

1) Unauthorized disclosure of confidential information, and/or improper use or theft of Monmouth University property (i.e. office supplies, equipment, keys, mail, telephone or copy services), and,

2) Falsification of hours worked or of signatures on a time sheet and/or influencing someone to alter a timesheet, and,

3) Excessive tardiness or absenteeism, and,

4) Violation of weekly hour maximums, and,

5) Sleeping / loafing while on the job, and,

6) Rudeness, including obscene or abusive language toward students, faculty, staff, supervisors and/or members of the community, and,

7) Unauthorized use of personal cell phones.

**DISCIPLINARY ACTION**

Violation of these prohibitions could result in immediate termination, restitution, and exclusion from Student Employment and/or the Federal Work Study Program and/or disciplinary action under the Monmouth University Student Code of Conduct. However, additional site-specific work rules may exist. Students must see their supervisor for additional regulations.

In the event a student falsifies hours or forges signatures, the student will immediately be suspended from his/her job pending the outcome of a formal disciplinary hearing. If found in violation, the student will be terminated from his/her job and will be required to pay back all funds fraudulently collected.

Monmouth continues to have the authority to discharge any student, with or without cause, and without prior notice.

**REWARDING THE STUDENT EMPLOYEE-NATIONAL STUDENT EMPLOYMENT WEEK**

Monmouth University proudly participates in National Student Employment Week. The National Student Employment Association has declared that the first complete week in
April be set aside to recognize the value of student employees and student employment professionals.

The purpose of this week is:

1) To enhance awareness of student employment and its important role in the higher education experience.

2) To recognize students who perform outstanding work while attending college.

2) To recognize the employer, who hires students and makes the student employment program such a success.

**XII. ATHLETES**

Earnings from a student-athlete's on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete's full grant-in-aid or in the institution's financial aid limitations, provided:

1. The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;

2. The student-athlete is compensated only for work actually performed; and

3. The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

**XIII. INTERNATIONAL STUDENTS**

International students who are interested in on-campus employment must complete an application in the Student Employment Office. International students do not need to file the FAFSA since they are not eligible for Federal Work Study.

International students who are not permanent residents but who have “F1” or “J-1” visa status on their I-94 card and an original Social Security card or an original receipt from the Social Security Administration are eligible for on-campus student employment. It may take International students up to 12 weeks to obtain a Social Security number and card. If a student presents a receipt, he/she must present an original Social Security card as soon as possible thereafter.

**Hours**

As stipulated by Bureau of Citizenship and Immigration Services (BCIS) law and regulations, international “F1” or “J-1” visa students are limited to **no more than 20**
hours per week of employment on campus during the regular academic year. Violation of BCIS regulations could result in Monmouth University losing its authorization to enroll international students. Therefore, strict adherence to these regulations is required.

The 20 hours per week limitation pertains to all positions that an international student may have at once. Included in this limit are hours worked as part of a graduate assistantship or scholarship.

Summer/Holidays

During the summer and holiday breaks and when the University is not in session international students are permitted to work full-time on campus (defined as up to 40 hours per week).

Any international student who violates the above regulations will be dismissed from his/her position. In addition, he/she will forfeit all on-campus employment privileges for a period of one year from the date of dismissal.

Taxes

International visa students may not claim exempt withholding status when completing the W-4 tax form. Wages and other compensation paid to a nonresident alien for services performed as an employee are subject to graduated federal and state withholding tax. Some international visa students are, however, exempt from FICA/Social Security/Medicare withholdings. To qualify for this exemption, students must present a copy of their visa to the Student Employment Office.

Optional Practical Training (OPT) Card Holders

OPT card holders may not work on campus under the Student Employment Office. This card allows its holders to work off campus so that they may gain career training in their chosen field of study for a period of one year. Some fields such as Science, Technology, Engineering and Math may be granted a 17 month extension. (see Policy #5, page 5).

XIV. FICA TAXATION FOR STUDENTS

Student employees at colleges and universities are generally exempt from FICA taxes. This exemption is based on the principle that students working for institutions of higher education are employed incidentally to their student status, and are not considered as having entered a career employment relationship that would justify FICA coverage.

The exemption provides that certain students working for a school, college, or university are exempt from FICA coverage if the students are enrolled and regularly attending classes at that institution.
However, individuals registered for less than 6 credits are subject to FICA taxation and department budgets will be charged accordingly.

**EXEMPTION FROM FEDERAL INCOME TAX WITHHOLDING**

As stated on the Federal W-4 form, 2011, “You cannot claim exemption from withholding if: (a) your income exceeds $950 and includes more than $300 of unearned income (e.g., interest and dividends) and (b) if another person can claim you as a dependent on their tax return.” Students are subject to this criteria when determining exemption status. Students are not exempt from federal withholding because of their student status.

Employees who have an exempt status must file a new W-4 form each year by February 15 to maintain exempt status. The Payroll Office sends the W-4 forms to the students' departments via interoffice mail. If a new W-4 form is not completed, the employee’s status will be changed to single with zero withholding allowances.

The W-4 is required for all new employees or for all previous employees who change their withholding allowance or need to update their address.

Students will be mailed a W2 form (statement of earnings) to the address on their paycheck by January 31st of each year if they have worked any time during the prior year. Any additional questions concerning this process can be answered by the Payroll Office, 732-571-3469.

**XV. TRAINING**

**BLOODBORNE PATHOGENS TRAINING**

Protecting employees from occupational exposure to disease-causing viruses and bacteria has become an extremely significant issue in the work place. Work situations, which present the possibility of contact with blood or some other bodily fluid or biological agents posing risks to infectious diseases. For example, the Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) are pathogens that are transmitted through blood and other bodily fluids. Employees who have occupational contact with blood or other potential infectious materials face the possibility of contracting these viruses and developing severe health problems.

Student workers who are required to attend this session include lifeguards, laundry room/equipment room attendants, head resident assistants and athletics sports camp counselors. This training needs to be completed annually. The online Blood Borne Pathogen Training must be completed in the department, in any computer lab on campus, in the library or in the Student Employment Office.

**HAZARD COMMUNICATION PROGRAM**
It is the desire and intent of Monmouth University that employees be informed about the hazardous substances they may encounter in the workplace, and learn the appropriate protective measures to work safely with those substances. The Hazard Communication Program fully informs students of the dangers involved with handling hazardous chemicals, so that they can safely perform their job.

Chemical exposure may cause or contribute to many serious health effects such as heart ailments, kidney and lung damage, sterility, cancer, burns and rashes. Some chemicals may also be safety hazards and have the potential to cause fires and explosions and other serious accidents. This training provides the necessary information to employees, so they can participate in, and support, the protective measures in place at their workplace.

Student workers who are required to attend this session include art lab monitors, photo lab workers, biology and chemistry lab assistants and facilities management painters.

**FALL PROTECTION / SCAFFOLD SAFETY TRAINING**

On occasion, Monmouth University employees may be required to perform work in areas that cannot be accessed from the ground or from solid construction. The purpose of this training program is to ensure that each employee is trained and made aware of the safety provisions which are to be implemented when working on elevated surfaces such as scaffolding, ladders and/or lifts. The training will instruct employees how to recognize fall hazards and how to minimize them.

Student workers who are required to attend this session include all students who participate in work environments where they may encounter ladders, scaffolding or mobile elevated work platforms.

All time spent at trainings is paid and must be notated on student time sheets.

A copy of these training schedules may be obtained in the Student Employment Office or in the Compliance Office. Questions regarding these policies should be directed to the Director of Compliance at 732-571-7398.

**FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA) ONLINE TRAINING**

The online FERPA training course is available to student employees through eCampus in a video and text format.

FERPA training is extremely important. This online course is highly recommended for student employees who may be required to handle, or have access to, student information or educational records as part of the requirements of their position. However, that decision will be left to each department's supervisor. Student employees should take the online training session during the course of their normal work schedule.
In order to register for the eCampus online FERPA training student employee supervisors must call the Help Desk at (732) 571-3539 or e-mail helpdesk@monmouth.edu to have the FERPA training added to the student's eCampus account. The e-mail must include the student's name and ID number.

Once the FERPA tutorial has been added to the student eCampus account the student must follow directions below:

- Login to Monmouth University's eCampus at http://ecampus.monmouth.edu and use your Hawkdom2 username and password
- Proceed to the home page of eCampus
- Scroll to the My Monmouth University Courses blue box
- Click FERPA Tutorial and proceed with training
- Once completed, print final page for your department's records.

**SEXUAL HARASSMENT PREVENTION ONLINE TRAINING**

All employees hired through Human Resources at Monmouth University are required to complete a self-paced sexual harassment training program entitled "Preventing Sexual Harassment." This program instructs the employee on the various aspects of sexual harassment in the workplace. The program may be accessed at: www.monmouth.edu/sexualharassment

This online session focuses on the prevention of sexual harassment and discrimination in the workplace. This online program uses case studies to highlight what is and isn't sexual harassment and gender discrimination.

Student workers who are required to attend this session currently include all athletic sports camp counselors. This training needs to be completed every four years.

All time spent at trainings is paid and must be notated on student time sheets.

**XVI. QUESTIONS FREQUENTLY ASKED BY STUDENTS/SUPERVISORS**

**How can I get a job on-campus?**

In order to get a job, you must come to the Student Employment Office in the Student Center. If you have a Federal Work Study Award, you should schedule an appointment with the Student Employment Office and apply for a job on (or off) campus. Non FWS students may complete an application for the employment list to learn about any employment opportunities. The employment list begins the first day of classes in the fall semester.

**What kinds of jobs are available?**
Positions are available in both academic and administrative departments. Other typical areas that employ students include the Library, Athletics, Residential Life, Information Management, Facilities Management and University Advancement.

Must I apply for Financial Aid in order to work on campus?
All undergraduate, U.S. Citizen and permanent resident students must file a Free Application for Federal Student Aid (FAFSA) form each year in order to be considered for student employment. However, you must demonstrate financial need to qualify for priority in student employment.

How do I know if I am eligible for Federal Work Study?
The Financial Aid Office will notify you via an award letter. If you have any questions about FWS or eligibility criteria call (732) 571-3463 or visit them in the first floor of Wilson Hall.

How will I know when I exhaust my FWS award?
Both the student and the employer share the responsibility of monitoring FWS earnings to ensure that the FWS award limit is not exceeded. The Assistant Director of Human Resources for Student Employment will also send warning notices to a student when a student has less than $200 remaining on his/her Federal Work Study Award.

Can my FWS award be increased?
In most cases, yes. Adjustments to FWS allocations can be made if an applicant’s financial need allows for an increase, and if FWS funds are available to finance the increase. The Financial Aid Office is responsible for handling all FWS award increases.

What if I do not earn the full amount of my FWS allocation?
Students are awarded maximum FWS based on financial need. Students may earn any portion of the award up to the established maximum and are not obligated to earn the full amount of the award. If the full amount is not earned, the Financial Aid Office will not make up the difference, nor does the student owe Monmouth the unused funds.

What forms do I need to complete in order to work on campus?
Students are responsible for completing the I-9 Employment Eligibility Form and a W-4 tax form as required by the federal government. Students must present proper identification in order to satisfy the I-9 requirement. Acceptable identification includes an original document to establish employment eligibility AND an original document to establish identity. For a list of acceptable ID’s please visit http://www.uscis.gov/files/form/i-9.pdf (page 5). All documents must be unexpired. Students will also fill out a student employment application, a Student Employment Referral Form for each job and material regarding the Federal Educational Rights And Privacy Act. Additionally, international students must also show their student visa, current I-20, I-94, and passport. A receipt from
the Social Security Administration will be accepted for International students beginning employment.

Why do students have to show specific original identification when completing employment forms?
In accordance with the Immigration Reform Control Act of 1986, a document that establishes employment eligibility and identity must be seen by the Student Employment Office. It is unlawful to knowingly hire an alien who is not properly authorized to work in the United States. Therefore, all students must submit an I-9 form and verification of employment eligibility to the University. This must be done prior to beginning work.

How many hours a week can I work during the regular school year?
Undergraduate full-time students may work a maximum of 20 hours per week during the academic year. Graduate students may work up to 40 hours per week. All international students, however, are limited to 20 hours per week during the academic year. At no time may a student work in excess of 40 hours per week at Monmouth. If a student is part time, the hourly limitations are outlined on pages 9 and 10 of this Handbook.

Can I work during the summer?
During the summer, all students, including international students, may work up to 40 hours per week. In order to work, continuing students must be registered for either Summer classes or for the Fall semester.

What if I want to work off-campus?
If you have FWS, you can use that award to work off-campus in a non-profit community service organization in any of over 30 agencies listed. Recent agencies include Family & Children’s Service, Long Branch Concordance, SPCA, Monmouth Cares, 180 Turning Lives Around and the Long Branch Free Public Library.

If you are eligible, you may also peruse the part-time job listings offered through the Career Services Office. Several area agencies seek students who are looking for part time employment off-campus not related to FWS.

How often will I get paid? Where do I pick up my paycheck?
Paychecks are issued on a biweekly basis and can be picked up in the department where you work. Students who work off campus with a community service organization receive their paychecks in the Student Employment Office.

What is the difference between a Federal Work Study position and a “Student Help” position?
A Federal Work Study position means that the department pays 25% of the student’s salary and the remainder is paid from the student’s Federal Work study award. MU pays 100% of the “Student Help” wages.
When I switch from Federal Work Study to “Student Help,” what happens? What do I need to do?
Depending upon the department’s budget, the student employee may or may not be able to continue working. If he/she can continue, the student will need to switch to “Student Help” time sheets (white forms) in order to be paid.

What forms does a graduate assistant need to complete if they are working additional hours outside of their assistantship?
The graduate student needs to also complete forms with the Student Employment Office. A W-4 form (if necessary), I-9 form, FERPA notification form, application card, and a Student Employment Referral Form for each position are required. Hours must be documented on a time sheet.

Where do I get more time sheets?
Time sheets can be picked up inside the Student Employment Office or outside the office doors in the lounge.

What do I do if a student does not show up to work or presents a disciplinary problem?
If you need to impose disciplinary action, please contact the Assistant Director of Human Resources for Student Employment. Additional disciplinary problems may be referred to the Associate Vice President for Student Services.

Are student wages able to be garnished?
Yes, student wages are subject to garnishment.

When I move or change my name, why must I also notify the Student Employment Office?
Updated and accurate information is important because paychecks and/or all other tax information (including W-2) is sent to your home address.

**XVII. SUPERVISOR RESPONSIBILITIES**

1) Comply with all student employment policies and procedures.

2) Provide the Assistant Director of Human Resources for Student Employment with job descriptions for all jobs available in his/her area.

3) Monitor FWS earnings, making sure students do not exceed their maximum award amount.

4) Monitor weekly hours to ensure students do not work more hours than permitted.

5) Make sure time sheets are completed properly and submitted at the end of each pay period.
6) Notify the Assistant Director of Human Resources for Student Employment of any changes in the employment status of student employees.

7) Train student employees to successfully carry out the duties of their jobs and share a clear and detailed job description with them. Make their employment valuable and rewarding.

8) Ensure all hours recorded have been worked and do not overlap with students’ class times. When departments do not correctly verify student hours, the department accounts may be over-charged.

9) Ensure that undergraduate students do not work from home or from their dorm room. Please consult Student Employment Office for more information or for any special cases.

XIII. STUDENT RESPONSIBILITIES

1) Follow all student employment policies and procedures.

2) Complete all required employment documents with the Assistant Director of Human Resources for Student Employment before starting work.

3) Be punctual and work the agreed upon hours. Be dependable and considerate of supervisors.

4) When late or absent, call or e-mail your direct supervisor as early as possible before the beginning of the shift. Give your supervisor as much time as possible to arrange for someone to cover your position.

5) Perform to the best of your ability, cooperate with the department’s procedures, and have a positive work attitude.

6) Act in a professional manner. Remember that all actions reflect on the University as well as yourself.

7) Maintain confidentiality where required.

8) Submit time sheets to your supervisor at the end of each pay period to avoid delays in payment.
9) Ensure that your work hours do not occur during class time. Verify that hours are only submitted for payment once. Finally, check that the hours do not overlap with any other job.

10) Monitor FWS earnings, making sure the maximum award amount is not exceeded.

11) Appropriate dress is required. Please ask your supervisor if you are unclear as dress codes do vary between different offices.

11) Inform your supervisor at least one week in advance, preferably longer, when terminating employment so a replacement may be hired.

13) Ask for help concerning anything you do not understand.

INTERPRETATION

Should any questions arise over the interpretation of any material covered within this handbook, the Assistant Director of Human Resources for Student Employment will be responsible for resolving disputes, when appropriate, the Director of HRIS, Employment and Communications and the VP for Administration Services will assist.

Revised February 2012
A. STUDENT INFORMATION

NAME ___________________________ Student ID # ___________________________

ADDRESS
(while attending Monmouth) Street City State Zip ___________________________

PHONE __________________________ CURRENT YEAR: FR SO JR SR · GRAD

BIRTHDATE __________________________

AVAILABILITY (indicate what hours you can work each day):
MONDAY __________ TUESDAY __________ WEDNESDAY __________
THURSDAY __________ FRIDAY __________ Sat/Sun __________

AS A STUDENT EMPLOYEE I UNDERSTAND THAT:
1) This form must be completed and returned to the Student Employment Office before I can start working at Monmouth University.
2) It is my responsibility to submit my time sheets according to student employment payroll schedule. If a time sheet is submitted after the established deadline, my paycheck will be delayed.
3) I am expected to follow the established policies for the department in which I am employed. Failure to follow these policies may result in dismissal from my position.
4) Undergraduates may not work more than 20 hours per week during the academic year.
5) If I am working as part of the Federal Work Study (FWS) program, it is my responsibility to keep track of my earnings relative to my award amount. I must STOP working through the FWS program once I earn my maximum limit.
6) I will sign all of my own time sheets to verify the hours I have worked.
7) I will take a half hour break when working 8 or more consecutive hours.

STUDENT SIGNATURE ___________________________

B. EMPLOYMENT STATUS (FOR STUDENT EMPLOYMENT OFFICE USE ONLY)

[Blank]

C. FOR HIRING DEPARTMENT

DEPARTMENT ___________________________ DATE ___________________________

STUDENT JOB TITLE ___________________________ DEPT. PHONE # ___________________________

DEPARTMENT ACCOUNT # (for time sheets) ___________________________

START DATE ___________________________ HOURS PER WEEK ___________________________

STUDENT’S SUPERVISOR (print) ___________________________

SIGNATURE OF STUDENT’S SUPERVISOR ___________________________

STUDENT EMPLOYMENT - WHITE & YELLOW HIRING DEPARTMENT - PINK
Anti-Discrimination Notice. It is illegal to discriminate against any work-authorized individual in hiring, discharge, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TDD), or visit www.justice.gov/crt/about/osc.

What Is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011. Employers should have used Form I-9 CNMI between November 28, 2009 and November 27, 2011.

General Instructions

Employers are responsible for completing and retaining Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Form I-9 is made up of three sections. Employers may be fined if the form is not complete. Employers are responsible for retaining completed forms. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

Section 1. Employee Information and Attestation

Newly hired employees must complete and sign Section 1 of Form I-9 no later than the first day of employment. Section 1 should never be completed before the employee has accepted a job offer.

Provide the following information to complete Section 1:

Name: Provide your full legal last name, first name, and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.

Other names used: Provide all other names used, if any (including maiden name). If you have had no other legal names, write "N/A."

Address: Provide the address where you currently live, including Street Number and Name, Apartment Number (if applicable), City, State, and Zip Code. Do not provide a post office box address (P.O. Box). Only border commuters from Canada or Mexico may use an international address in this field.

Date of Birth: Provide your date of birth in the mm/dd/yyyy format. For example, January 23, 1950, should be written as 01/23/1950.

U.S. Social Security Number: Provide your 9-digit Social Security number. Providing your Social Security number is voluntary. However, if your employer participates in E-Verify, you must provide your Social Security number.

E-mail Address and Telephone Number (Optional): You may provide your e-mail address and telephone number. Department of Homeland Security (DHS) may contact you if DHS learns of a potential mismatch between the information provided and the information in DHS or Social Security Administration (SSA) records. You may write "N/A" if you choose not to provide this information.
All employees must attest in Section 1, under penalty of perjury, to their citizenship or immigration status by checking one of the following four boxes provided on the form:

1. **A citizen of the United States**

2. **A noncitizen national of the United States**: Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

3. **A lawful permanent resident**: A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents. If you check this box, write either your Alien Registration Number (A-Number) or USCIS Number in the field next to your selection. At this time, the USCIS Number is the same as the A-Number without the "A" prefix.

4. **An alien authorized to work**: If you are not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States, check this box.

   If you check this box:

   a. Record the date that your employment authorization expires, if any. Aliens whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, may write "N/A" on this line.

   b. Next, enter your Alien Registration Number (A-Number)/USCIS Number. At this time, the USCIS Number is the same as your A-Number without the "A" prefix. If you have not received an A-Number/USCIS Number, record your Admission Number. You can find your Admission Number on Form I-94, "Arrival-Departure Record," or as directed by USCIS or U.S. Customs and Border Protection (CBP).

      (1) If you obtained your admission number from CBP in connection with your arrival in the United States, then also record information about the foreign passport you used to enter the United States (number and country of issuance).

      (2) If you obtained your admission number from USCIS within the United States, or you entered the United States without a foreign passport, you must write "N/A" in the Foreign Passport Number and Country of Issuance fields.

Sign your name in the "Signature of Employee" block and record the date you completed and signed Section 1. By signing and dating this form, you attest that the citizenship or immigration status you selected is correct and that you are aware that you may be imprisoned and/or fined for making false statements or using false documentation when completing this form. To fully complete this form, you must present to your employer documentation that establishes your identity and employment authorization. Choose which documents to present from the Lists of Acceptable Documents, found on the last page of this form. You must present this documentation no later than the third day after beginning employment, although you may present the required documentation before this date.

**Preparer and/or Translator Certification**

The Preparer and/or Translator Certification must be completed if the employee requires assistance to complete Section 1 (e.g., the employee needs the instructions or responses translated, someone other than the employee fills out the information blocks, or someone with disabilities needs additional assistance). The employee must still sign Section 1.

**Minors and Certain Employees with Disabilities (Special Placement)**

Parents or legal guardians assisting minors (individuals under 18) and certain employees with disabilities should review the guidelines in the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* on [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central) before completing Section 1. These individuals have special procedures for establishing identity if they cannot present an identity document for Form I-9. The special procedures include (1) the parent or legal guardian filling out Section 1 and writing "minor under age 18" or "special placement," whichever applies, in the employee signature block; and (2) the employer writing "minor under age 18" or "special placement" under List B in Section 2.
Section 2. Employer or Authorized Representative Review and Verification

Before completing Section 2, employers must ensure that Section 1 is completed properly and on time. Employers may not ask an individual to complete Section 1 before he or she has accepted a job offer.

Employers or their authorized representative must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of employment. For example, if an employee begins employment on Monday, the employer must complete Section 2 by Thursday of that week. However, if an employer hires an individual for less than 3 business days, Section 2 must be completed no later than the first day of employment. An employer may complete Form I-9 before the first day of employment if the employer has offered the individual a job and the individual has accepted.

Employers cannot specify which document(s) employees may present from the Lists of Acceptable Documents, found on the last page of Form I-9, to establish identity and employment authorization. Employees must present one selection from List A OR a combination of one selection from List B and one selection from List C. List A contains documents that show both identity and employment authorization. Some List A documents are combination documents. The employee must present combination documents together to be considered a List A document. For example, a foreign passport and a Form I-94 containing an endorsement of the alien's nonimmigrant status must be presented together to be considered a List A document. List B contains documents that show identity only, and List C contains documents that show employment authorization only. If an employee presents a List A document, he or she should not present a List B and List C document, and vice versa. If an employer participates in E-Verify, the List B document must include a photograph.

In the field below the Section 2 introduction, employers must enter the last name, first name and middle initial, if any, that the employee entered in Section 1. This will help to identify the pages of the form should they get separated.

Employers or their authorized representative must:

1. Physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. The person who examines the documents must be the same person who signs Section 2. The examiner of the documents and the employee must both be physically present during the examination of the employee's documents.

2. Record the document title shown on the Lists of Acceptable Documents, issuing authority, document number and expiration date (if any) from the original document(s) the employee presents. You may write "N/A" in any unused fields.

   If the employee is a student or exchange visitor who presented a foreign passport with a Form I-94, the employer should also enter in Section 2:

   a. The student's Form I-20 or DS-2019 number (Student and Exchange Visitor Information System-SEVIS Number); and the program end date from Form I-20 or DS-2019.

3. Under Certification, enter the employee's first day of employment. Temporary staffing agencies may enter the first day the employee was placed in a job pool. Recruiters and recruiters for a fee do not enter the employee's first day of employment.

4. Provide the name and title of the person completing Section 2 in the Signature of Employer or Authorized Representative field.

5. Sign and date the attestation on the date Section 2 is completed.

6. Record the employer's business name and address.

7. Return the employee's documentation.

Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they should be made for ALL new hires or reverifications. Photocopies must be retained and presented with Form I-9 in case of an inspection by DHS or other federal government agency. Employers must always complete Section 2 even if they photocopy an employee's document(s). Making photocopies of an employee's document(s) cannot take the place of completing Form I-9. Employers are still responsible for completing and retaining Form I-9.
Unexpired Documents

Generally, only unexpired, original documentation is acceptable. The only exception is that an employee may present a certified copy of a birth certificate. Additionally, in some instances, a document that appears to be expired may be acceptable if the expiration date shown on the face of the document has been extended, such as for individuals with temporary protected status. Refer to the Handbook for Employers: Instructions for Completing Form I-9 (M-274) or I-9 Central (www.uscis.gov/I-9Central) for examples.

Receipts

If an employee is unable to present a required document (or documents), the employee can present an acceptable receipt in lieu of a document from the Lists of Acceptable Documents on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employers cannot accept receipts if employment will last less than 3 days. Receipts are acceptable when completing Form I-9 for a new hire or when reverification is required.

Employees must present receipts within 3 business days of their first day of employment, or in the case of reverification, by the date that reverification is required, and must present valid replacement documents within the time frames described below.

There are three types of acceptable receipts:

1. A receipt showing that the employee has applied to replace a document that was lost, stolen or damaged. The employee must present the actual document within 90 days from the date of hire.

2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual. The employee must present the actual Permanent Resident Card (Form I-551) by the expiration date of the temporary I-551 stamp, or, if there is no expiration date, within 1 year from the date of issue.

3. The departure portion of Form I-94/I-94A with a refugee admission stamp. The employee must present an unexpired Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card within 90 days.

When the employee provides an acceptable receipt, the employer should:

1. Record the document title in Section 2 under the sections titled List A, List B, or List C, as applicable.

2. Write the word "receipt" and its document number in the "Document Number" field. Record the last day that the receipt is valid in the "Expiration Date" field.

By the end of the receipt validity period, the employer should:

1. Cross out the word "receipt" and any accompanying document number and expiration date.

2. Record the number and other required document information from the actual document presented.

3. Initial and date the change.

See the Handbook for Employers: Instructions for Completing Form I-9 (M-274) at www.uscis.gov/I-9Central for more information on receipts.

Section 3. Reverification and Rehires

Employers or their authorized representatives should complete Section 3 when revalidating that an employee is authorized to work. When rehiring an employee within 3 years of the date Form I-9 was originally completed, employers have the option to complete a new Form I-9 or complete Section 3. When completing Section 3 in either a reverification or rehire situation, if the employee's name has changed, record the name change in Block A.

For employees who provide an employment authorization expiration date in Section 1, employers must reverify employment authorization on or before the date provided.
Some employees may write "N/A" in the space provided for the expiration date in Section 1 if they are aliens whose employment authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau). Reverification does not apply for such employees unless they chose to present evidence of employment authorization in Section 2 that contains an expiration date and requires re verification, such as Form I-766, Employment Authorization Document.

Reverification applies if evidence of employment authorization (List A or List C document) presented in Section 2 expires. However, employers should not reverify:

1. U.S. citizens and noncitizen nationals; or
2. Lawful permanent residents who presented a Permanent Resident Card (Form I-551) for Section 2.

Reverification does not apply to List B documents.

If both Section 1 and Section 2 indicate expiration dates triggering the re verification requirement, the employer should reverify by the earlier date.

For re verification, an employee must present unexpired documentation from either List A or List C showing he or she is still authorized to work. Employers CANNOT require the employee to present a particular document from List A or List C. The employee may choose which document to present.

To complete Section 3, employers should follow these instructions:

1. Complete Block A if an employee's name has changed at the time you complete Section 3.
2. Complete Block B with the date of rehire if you rehire an employee within 3 years of the date this form was originally completed, and the employee is still authorized to be employed on the same basis as previously indicated on this form. Also complete the "Signature of Employer or Authorized Representative" block.
3. Complete Block C if:
   a. The employment authorization or employment authorization document of a current employee is about to expire and requires re verification; or
   b. You rehire an employee within 3 years of the date this form was originally completed and his or her employment authorization or employment authorization document has expired. (Complete Block B for this employee as well.)

To complete Block C:
   a. Examine either a List A or List C document the employee presents that shows that the employee is currently authorized to work in the United States; and
   b. Record the document title, document number, and expiration date (if any).
4. After completing Block A, B or C, complete the "Signature of Employer or Authorized Representative" block, including the date.

For re verification purposes, employers may either complete Section 3 of a new Form I-9 or Section 3 of the previously completed Form I-9. Any new pages of Form I-9 completed during re verification must be attached to the employee's original Form I-9. If you choose to complete Section 3 of a new Form I-9, you may attach just the page containing Section 3, with the employee's name entered at the top of the page, to the employee's original Form I-9. If there is a more current version of Form I-9 at the time of re verification, you must complete Section 3 of that version of the form.

What Is the Filing Fee?

There is no fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the "USCIS Privacy Act Statement" below.

USCIS Forms and Information

For more detailed information about completing Form I-9, employers and employees should refer to the Handbook for Employers: Instructions for Completing Form I-9 (M-274).
You can also obtain information about Form I-9 from the USCIS Web site at www.uscis.gov/I-9Central, by e-mailing USCIS at I-9Central@dhs.gov, or by calling 1-888-464-4218. For TDD (hearing impaired), call 1-877-875-6028.

To obtain USCIS forms or the Handbook for Employers, you can download them from the USCIS Web site at www.uscis.gov/forms. You may order USCIS forms by calling our toll-free number at 1-800-870-3676. You may also obtain forms and information by contacting the USCIS National Customer Service Center at 1-800-375-5283. For TDD (hearing impaired), call 1-800-767-1833.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from the USCIS Web site at www.dhs.gov/E-Verify, by e-mailing USCIS at E-Verify@dhs.gov or by calling 1-888-464-4218. For TDD (hearing impaired), call 1-877-875-6028.

Employees with questions about Form I-9 and/or E-Verify can reach the USCIS employee hotline by calling 1-888-897-7781. For TDD (hearing impaired), call 1-877-875-6028.

**Photocopying and Retaining Form I-9**

A blank Form I-9 may be reproduced, provided all sides are copied. The instructions and Lists of Acceptable Documents must be available to all employees completing this form. Employers must retain each employee's completed Form I-9 for as long as the individual works for the employer. Employers are required to retain the pages of the form on which the employee and employer enter data. If copies of documentation presented by the employee are made, those copies must also be kept with the form. Once the individual's employment ends, the employer must retain this form for either 3 years after the date of hire or 1 year after the date employment ended, whichever is later.

Form I-9 may be signed and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR 274a.2.

**USCIS Privacy Act Statement**

**AUTHORITIES:** The authority for collecting this information is the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC 1324a).

**PURPOSE:** This information is collected by employers to comply with the requirements of the Immigration Reform and Control Act of 1986. This law requires that employers verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

**DISCLOSURE:** Submission of the information required in this form is voluntary. However, failure of the employer to ensure proper completion of this form for each employee may result in the imposition of civil or criminal penalties. In addition, employing individuals knowing that they are unauthorized to work in the United States may subject the employer to civil and/or criminal penalties.

**ROUTINE USES:** This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The employer will keep this form and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

**Paperwork Reduction Act**

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 35 minutes per response, including the time for reviewing instructions and completing and retaining the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2140; OMB No. 1615-0047. Do not mail your completed Form I-9 to this address.
Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire 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.)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>E-mail Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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):

☐ A citizen of the United States

☐ A noncitizen national of the United States (See instructions)

☐ A lawful permanent resident ( Alien Registration Number/USCIS Number: _____________________________)

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _______________. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:
1. Alien Registration Number/USCIS Number: _____________________________

OR

2. Form I-94 Admission Number: _____________________________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____________________________

Country of Issuance: _____________________________

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: _____________________________
Date (mm/dd/yyyy): _____________________________

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

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

Signature of Preparer or Translator: _____________________________
Date (mm/dd/yyyy): _____________________________

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

STOP Employer Completes Next Page STOP
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 examine a combination of one document from List B and one document from List C as listed on the “Lists of Acceptable Documents” on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title:</td>
<td>Document Title:</td>
<td>Document Title:</td>
<td>Document Title:</td>
<td></td>
</tr>
<tr>
<td>Issuing Authority:</td>
<td>Issuing Authority:</td>
<td>Issuing Authority:</td>
<td>Issuing Authority:</td>
<td></td>
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<tr>
<td>Document Number:</td>
<td>Document Number:</td>
<td>Document Number:</td>
<td>Document Number:</td>
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<tr>
<td>Expiration Date (if any)(mm/dd/yyyy):</td>
<td>Expiration Date (if any)(mm/dd/yyyy):</td>
<td>Expiration Date (if any)(mm/dd/yyyy):</td>
<td>Expiration Date (if any)(mm/dd/yyyy):</td>
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<td>Document Title:</td>
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<td>Issuing Authority:</td>
<td>Issuing Authority:</td>
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<td>Document Number:</td>
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<tr>
<td>Expiration Date (if any)(mm/dd/yyyy):</td>
<td>Expiration Date (if any)(mm/dd/yyyy):</td>
<td>Expiration Date (if any)(mm/dd/yyyy):</td>
<td>Expiration Date (if any)(mm/dd/yyyy):</td>
<td></td>
</tr>
</tbody>
</table>

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
Last Name (Family Name)  First Name (Given Name)  Employer’s Business or Organization Name
Employer’s Business or Organization Address (Street Number and Name)  City, State, Zip Code

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

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

C. If employee’s previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:  Document Number:  Expiration Date (if any)(mm/dd/yyyy):

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:  Date (mm/dd/yyyy):  Print Name of Employer or Authorized Representative:  }
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.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
<td>1.</td>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2.</td>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3.</td>
<td>School ID card with a photograph</td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4.</td>
<td>Voter's registration card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td>5.</td>
<td>U.S. Military card or draft record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Foreign passport; and</td>
<td>6.</td>
<td>Military dependent's ID card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Form I-94 or Form I-94A that has the following:</td>
<td>7.</td>
<td>U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(1)</td>
<td>The same name as the passport; and</td>
<td>8.</td>
<td>Native American tribal document</td>
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<td></td>
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</tr>
<tr>
<td>(2)</td>
<td>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.</td>
<td>9.</td>
<td>Driver's license issued by a Canadian government authority</td>
<td></td>
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<tr>
<td>6.</td>
<td>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</td>
<td>10.</td>
<td>School record or report card</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td>11.</td>
<td>Clinic, doctor, or hospital record</td>
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<tr>
<td></td>
<td>7.</td>
<td>12.</td>
<td>Day-care or nursery school record</td>
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<tr>
<td></td>
<td>Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
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<tr>
<td></td>
<td>Employment authorization document issued by the Department of Homeland Security</td>
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</tbody>
</table>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.
Form W-4 (2013)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2013 expires February 17, 2014. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds $1,000 and includes more than $350 of unreimbursed expenses for medical care (see Pub. 963, Medical Benefits and Taxes). If you do not fill in the Dependent Care Credits Worksheet below, the worksheet on page 2 further adjusts your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple jobs situations.

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent...

B Enter "1" if: a. You are single and have only one job; or...

C Enter "1" for your spouse. But, you may choose to enter "2-" if you are married and have either a working spouse or more than one job. (Entering "2-" may help you avoid having too little tax withheld.)

D Enter number of dependents (other than your spouse or yourself) who claim your tax return.

E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)

F Enter "1" if you have at least $1,900 of child or dependent care expenses for which your spouse or a nonresident alien claims a credit.

(Notes: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.

H Add lines A through G and enter total here. (Note: This number may not be the same number of exemptions you claim on your tax return.)

For accuracy, complete all worksheets that apply.

Employee's Withholding Allowance Certificate

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1 Your first name and middle initial

2 Your social security number

3 Single □ Married □ Married but withhold at higher Single rate.

4 City or town, state, and ZIP code

5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)

6 Additional amount, if any, you want withheld from each paycheck

7 I claim exemption from withholding for 2013, and I certify that I meet both of the following conditions for exemption.

   a. Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and...

   b. This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature

Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2.
Deductions and Adjustments Worksheet

Note. Use this worksheet only if you plan to itemize deductions or claim certain credits or adjustments to income.

1. Enter an estimate of your 2013 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1949) of your income, and miscellaneous deductions. For 2013, you may have to reduce your itemized deductions if your income is over $300,000 and you are married filing jointly or are a qualifying widow(er); $375,000 if you are head of household; $250,000 if you are single and not head of household or a qualifying widow(er); or $150,000 if you are married filing separately. See Pub. 505 for details.

2. Enter:
   \[\text{\$12,200 if married filing jointly or qualifying widow(er)}\]
   \[\text{\$8,850 if head of household}\]
   \[\text{\$6,100 if single or married filing separately}\]

3. Subtract line 2 from line 1. If zero or less, enter "-0-".

4. Enter an estimate of your 2013 adjustments to income and any additional standard deduction (see Pub. 505).

5. Add lines 3 and 4 and enter the total. (Include any amount for credits from the Converting Credits to Withholding Allowances for 2013 Form W-4 worksheet in Pub. 505.)

6. Enter an estimate of your 2013 nonwage income (such as dividends or interest).

7. Subtract line 6 from line 5. If zero or less, enter "-0-".

8. Divide the amount on line 7 by $3,900 and enter the result here. Drop any fraction.

9. Enter the number from the Personal Allowances Worksheet, line H, page 1.

10. Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet, also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1.

Two-Earners/Multiple Jobs Worksheet (See Two earners or multiple jobs on page 1.)

1. Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet)

2. Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However, if you are married filing jointly and wages from the highest paying job are $65,000 or less, do not enter more than "3"

3. If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-"

4. Enter the number from line 2 of this worksheet.

5. Enter the number from line 1 of this worksheet.

6. Subtract line 5 from line 4.

7. Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here.

8. Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed.

9. Divide line 8 by the number of pay periods remaining in 2013. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2013. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck.

### Table 1

<table>
<thead>
<tr>
<th>Married Filing Jointly</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>If wages from LOWEST paying job are $0 - $5,000</td>
<td>Enter on line 2 above</td>
</tr>
<tr>
<td>If wages from LOWEST paying job are $5,001 - $13,000</td>
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</tr>
<tr>
<td>If wages from LOWEST paying job are $13,001 - $24,000</td>
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<td>If wages from LOWEST paying job are $24,001 - $26,000</td>
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</tr>
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<td>If wages from LOWEST paying job are $26,001 - $30,000</td>
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<td>If wages from LOWEST paying job are $30,001 - $42,000</td>
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<tr>
<td>If wages from LOWEST paying job are $42,001 - $48,000</td>
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<td>If wages from LOWEST paying job are $48,001 - $55,000</td>
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<td>If wages from LOWEST paying job are $55,001 - $65,000</td>
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<td>If wages from LOWEST paying job are $110,001 - $120,000</td>
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<td>If wages from LOWEST paying job are $120,001 - $135,000</td>
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<tr>
<td>If wages from LOWEST paying job are $135,001 and over</td>
<td>Enter on line 2 above</td>
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### Table 2

<table>
<thead>
<tr>
<th>Married Filing Jointly</th>
<th>All Others</th>
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<td>If wages from HIGHEST paying job are $0 - $72,000</td>
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<tr>
<td>If wages from HIGHEST paying job are $72,001 - $130,000</td>
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<td>If wages from HIGHEST paying job are $130,001 - $200,000</td>
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<td>If wages from HIGHEST paying job are $200,001 - $345,000</td>
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<tr>
<td>If wages from HIGHEST paying job are $345,001 - $385,000</td>
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<td>If wages from HIGHEST paying job are $385,001 and over</td>
<td>Enter on line 7 above</td>
</tr>
<tr>
<td>If wages from HIGHEST paying job are $0 - $37,000</td>
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</tr>
<tr>
<td>If wages from HIGHEST paying job are $37,001 - $80,000</td>
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<tr>
<td>If wages from HIGHEST paying job are $80,001 - $115,000</td>
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<tr>
<td>If wages from HIGHEST paying job are $115,001 - $175,000</td>
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</tr>
<tr>
<td>If wages from HIGHEST paying job are $175,001 and over</td>
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</tr>
</tbody>
</table>

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(2)(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 who claims no withholding allowances; 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, 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 nondiscrimination criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.
FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT
Information for student employees of the University

The Family Educational Rights and Privacy Act ("FERPA") is a federal law which governs the release of students' educational records. As an employee, you may obtain access to such records. The following outlines the major points of the law. It does not cover every detail, but gives you the majority of information you need about the law.

The general rule is that information from or copies of educational records may not be released. FERPA defines a student’s educational record to include all forms of information kept by the University with regard to a student. Paper, computer records, tapes and other forms of information are included as educational records and may not be released. Also, the release of information from the educational record orally in person or by telephone is not permitted.

The following are exceptions to the general rule that information may not be released. Information may be released under the following circumstances:

1. to the student (copies of his or her records)
2. to the parents of the student who is listed as a dependant on the parent’s tax return
3. to other University officials with a legitimate education interest
4. to state and federal officials in connection with an audit or review of University program
5. in connection with an emergency involving the health or safety of a student or the University community
6. in compliance with a subpoena or court order
7. with written consent of the student
8. if the information requested is directory information with includes student’s name, photograph, address, telephone number, birth date, birthplace, class level, registered credits for the current term, major field of study, participation in recognized activities and sports, biographical data, dates of attendance, degrees and awards received, most recent previous college attended and veteran status. Directory information may not be released if the student has requested that it be withheld.

The above information presents a broad overview of FERPA requirements. If you have any questions about the law during your employment, you should ask your supervisor for assistance.

Revised 5/10
FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT/CONFIDENTIALITY STATEMENT

I, ____________________________, a student employee at Monmouth University acknowledge that I have been advised with regard to the requirements of the Family Educational Rights and Privacy Act (FERPA). I understand that I may have access to information regarding individual students who attend the University, and that information is confidential and may not be released or revealed to anyone other than to the student in question or a University employee who needs that information in order to fulfill his/her job responsibilities. I understand that any request for information from any other source should be referred to a regular full-time employee of the office. I also understand that during the course of my student employment I may also gain access to other non-student information that is confidential and that such information also may not be released or revealed to anyone other than to another University employee during the course of my regular duties. I further understand that if I release any information in violation of this restriction, I am subject to both loss of employment and possible disciplinary action by the University.

Extensive information regarding the FERPA policy may be viewed at:

http://www.monmouth.edu/resources/general_counsel/ferpa.asp

FERPA Training is available through eCampus to all students.

________________________________________________________________________
Student Employee Signature                                       Date

________________________________________________________________________
Student ID #                                                      5/10
<table>
<thead>
<tr>
<th>FIRST WEEK</th>
<th>DATE</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
<th>TOTAL HRS. DAY</th>
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<tbody>
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TOTAL HOURS FOR FIRST WEEK

<table>
<thead>
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<th>OUT</th>
<th>IN</th>
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<th>TOTAL HRS. DAY</th>
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</table>

TOTAL HOURS FOR SECOND WEEK

I HEREBY CERTIFY THAT THE ABOVE HOURS DID NOT OCCUR DURING CLASS TIME.

TOTAL HOURS

I HEREBY CERTIFY THAT THE ABOVE HOURS ARE CORRECT AND ASSIGNED DUTIES WERE PERFORMED AS NOTED.

☐ SATISFACTORY  ☐ UNSATISFACTORY

SUPERVISOR'S SIGNATURE ___________________________ TITLE __________ DATE __________

SUPERVISOR'S USE ONLY

RATE PER HOUR _______ X TOTAL HOURS _______ $ ____ AMOUNT DUE ________ 25% BUDGET _______ FAQ APPROVAL
<table>
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<td>S</td>
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<td>- 10004</td>
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<table>
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<th>Date</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Total Hr.</th>
<th>Day</th>
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<td>THURS</td>
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TOTAL HOURS FOR 1st WEEK: 0

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<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Total Hr.</th>
<th>Day</th>
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<tbody>
<tr>
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</table>

TOTAL HOURS FOR 2nd WEEK: 0

I HEREBY CERTIFY THAT THE ABOVE HOURS DID NOT OCCUR DURING CLASS TIME

[Signature]

DATE

I HEREBY CERTIFY THAT THE ABOVE HOURS ARE CORRECT & ASSIGNED DUTIES WERE PERFORMED AS NOTED:  
☐ Satisfactory  ☐ Unsatisfactory

[Signature]

TITLE

DATE

FOR SUPERVISOR'S USE ONLY

AMOUNT DUE

RATE PER HOUR X TOTAL HOURS $  

APPROVAL

WHITE – STUDENT EMPLOYMENT          YELLOW – STUDENT EMPLOYMENT          PINK – BUDGET MANAGER
MONMOUTH UNIVERSITY STUDENT EMPLOYMENT OFFICE
INTERNATIONAL STUDENTS

If you have been offered employment on campus as a graduate assistant and/or as a student help employee, please read the statement below and provide your signature at the bottom of this form.

According to present U.S. Department of Homeland Security (USDSH)/U.S. Customs & Immigration Services (USCIS) regulations, international students are limited to twenty (20) hours of employment per week during periods when classes are in session.

This limit increases to forty (40) hours per week during periods when classes are not in session and during the summer school period.

Hours of employment are defined as:

1) Time for which the individual is paid while working as a student help employee.

2) Time worked as a graduate assistant.

3) Any other time employed for pay on campus except as regular staff, administrator or faculty member of the University.

Students who are found to be exceeding the limits stated above will be considered in violation of University policy and will be referred to the Assistant Vice President for Student Services for disciplinary action.

Disciplinary action will include dismissal from position. In addition, the student will forfeit all on-campus employment privileges for a period of one year from the date of the dismissal.

Your signature below is acknowledgment that you understand and agree to abide by the regulations stated on this form.

Signature ________________________________

Print Name ________________________________

Student ID # ________________________________

Date ________________________________

Last updated: Summer 2012
## 2013 - 14 STUDENT EMPLOYMENT PAYROLL SCHEDULE

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>WORK PERIOD MONDAY-SUNDAY</th>
<th>TIMESHEETS DUE in STUDENT EMPLOYMENT OFFICE BY NOON</th>
<th>PAY DATES (THURSDAY)</th>
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<tr>
<td>1</td>
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<td>06/28/13*</td>
<td>07/11/13</td>
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<tr>
<td>2</td>
<td>06/28/13 - 07/14/13*</td>
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<td>3</td>
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<td>06/02/14</td>
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<td>06/02/14 - 06/15/14</td>
<td>06/16/14</td>
<td>06/26/14</td>
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* INDICATES DATE HAS BEEN CHANGED

Please note: The above schedule is subject to change. Contact the Student Employment Office or the Payroll Department if you have any questions. Additionally, the Student Employment Handbook is located through the link: www.monmouth.edu/student_employment

To view your pay information visit: http://ujapro.monmouth.edu
WRITTEN WARNING

DATE: ____________

STUDENT EMPLOYEE NAME: _______________________

ID #: ______________________

In accordance with the Monmouth University Student Employment Handbook/Monmouth University Student Handbook/Departmental rules and policies (circle one), you are advised that this written warning is intended as a corrective action and is necessary because of:

☐ Absence ☐ Excessive Tardiness ☐ unauthorized disclosure of confidential information

☐ Falsification of hours worked on a time sheet

☐ Improper use or theft of MU property

☐ Other:

________________________________________________________________________

________________________________________________________________________

Please be advised that your failure to correct this problem may result in disciplinary action, including dismissal.

If you have any questions, please contact me or the Assistant Director of Human Resources for Student Employment at (732)-571-3569.

Supervisor Signature

Student Signature

cc: Student Employee File