

CLARK ATLANTA UNIVERSITY

Policy 9.2.3: STUDENT EMPLOYMENT



CLARK ATLANTA UNIVERSITY		
POLICY and PROCEDURE	Subject: Student Employment	
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Carlton E. Brown Signature of Approver	08/30/2014 Date	

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1.0 Policy Statement

The Clark Atlanta University (University/CAU) establishes a system of student employment that provides financial assistance to students to help cover educational cost, as well as, offer academic and career development opportunities. The employment of students will involve supplementary activities and will not result in the displacement of employees or impair existing contracts for services. Student workers are not entitled to University benefits. The University adheres to all governmental laws and regulations relative to student employment. This policy governs all student employment at the University.

2.0 Procedure Narrative

The procedures provide support and guidance for implementing this policy. Further, supervisors, involved with hiring individuals on student payrolls, are responsible for the implementation.

2.1.0 Student Eligibility

Any candidate for a University degree who registers at Clark Atlanta University is eligible for hiring as a student worker regardless of the method of funding. To continue eligibility, a student employed during the summer would have enrolled during the previous spring semester and/or registered for the subsequent fall semester. The University will not hire a student not admitted as a degree-seeking individual. Student worker classification does not apply to a student who graduated from a degree-program. Spouse of a registered student is not eligible as a student worker. The University classifies a graduated student as a temporary employee, when subsequently employed.

2.1.1 New Employment or Rehire - Immigration Law

The Immigration Reform and Control Act requires employers to request and examine documentation of the identity and employment eligibility of all newly hired and rehired employees, both students and non-students. All United States citizens, permanent residents, and non-immigrant visa holders must submit documentation. After review of their documents, employees must complete and sign an eligibility verification form (Department of Homeland Security form I-9) in the presence of their supervisor or designated representative of the University. Students who accept an offer of employment with the University must complete the process on or before the first day of work. Otherwise, University's payroll office will not process them be through the system.

2.1.2 Eligibility Restrictions - Student Work Hours

All students are eligible to work up to 20 hours per week. This restriction prevents a student from consistently working more than **29 hours per week**, where the U.S. Department of Labor considers the employee as benefits eligible. When that occurs, employing department must pay retroactive benefits to the student worker.

2.1.3 Registration Requirement

Student enrollment is a prerequisite for gaining, and a condition of continuing, a student employment appointment in a University position. A student must enroll for a minimum number of credits in order to remain eligible for appointment to a student employment position.

Minimum Credits Required to Hold a Student Job				
Student Status	Fall and Spring		Summer Session	
	Regular	Work-Study	Regular	Work-Study
Undergraduate	6	6	0*	0*
Graduate	3	3	0*	0*

**Enrollment is not required during summer session; however, the student must be enrolled or registered for the subsequent fall semester.*

2.1.4 Eligibility Violation

No students work hours must exceed 20 hours per week. Further violations include:

- Working more than the hours established in the policy;
- Working when eligibility status has dropped below the required number of credits for any semester; and,
- Failure to notify the supervisor when eligibility changes.

2.1.5 Loss of Student Employment Eligibility

Students, who graduate, leave school, or who fail to meet registration requirements will lose eligibility for student employment.

2.2.0 Responsibilities of Key Personnel

2.2.1 Human Resources - Student Employment Administrator

Human Resources Student Employment Administrator is responsible for student employment with the discharge of all duties imposed by this policy and guidelines for the governing of student employment. The policy refers to this position as the Student Employment Administrator, with duties and responsibilities that includes but limited to:

- Receiving and managing all student employment requisitions
- Tracking EEO information
- Processing student payroll
- Processing terminations of student employment

2.2.2 Supervisor's Responsibilities

The duties and responsibilities of the student employee's supervisor will include:

- Classifying the work responsibilities appropriately
- Having knowledge of the policies and procedures governing the student employee group;
- Determining work assignment and work hours
- Providing a copy of the policy and work rules;
- inform the student employee of the work schedule and performance standards
- Certifying the accuracy of the time sheet web-time entry
- Submitting or transmitting the payroll record electronically to the Payroll Office for payment.

A supervisor can discharge a student employee and not continue an appointment upon submitting a written notice to the student with or without describing the cause. When this occurs, the supervisor will send a copy of the termination notice to the Human Resources Department – Student Employment Administrator and the Office of Student Financial Aid to discontinue pay.

However, the supervisor may not take disciplinary action against a student employee who, in good faith, reports a violation of any federal or state law or regulation to a governmental body or law enforcement official. Disciplinary action may not be taken against a student employee, when requested by a public agency to participate in an investigation, hearing, or inquiry, as well as a student employee who refuses to participate in any activity that the employee, in good faith, believes violates any federal or state law, rule, or regulation adopted pursuant to law.

2.2.3 Student Responsibilities

2.2.3-1 General Student Employee's Responsibilities

The expectation of Clark Atlanta University requires every student employee to:

- Maintain good standing with the University and Satisfactory Academic Progress
- Abide by the Student Code of Conduct
- Adhere to all rules set forth by University, (once students are hired, they are bound by the same rules and regulations as other employees)
- **Maintain confidentiality:** Under no circumstances should personal information about students, including home addresses or telephone numbers, be released to anyone, at any time
- Not access his or her records or make changes to the records or other students' records unless given specific permission by the supervisor. (Any deviation from this policy is grounds for immediate dismissal from student employment and may subject the student to criminal proceedings).
- Refrain from having family members or friends visit during scheduled work times.
- Avoid engaging in lengthy personal conversations during work times.
- Arrange a work schedule compatible with class schedule and other responsibilities, if enrolled in classes
- Refrain from making or receiving personal phone calls during scheduled work times. (It is acceptable to give the work telephone number and schedule to people for contacts in the event of an emergency).

2.2.3-2 Attendance and Punctuality

The student is responsible for reporting to work on time for every scheduled shift. If a student cannot work because of an illness or an emergency or will be late to work, he or she must notify the supervisor as soon as possible before the shift begins. Occasionally situations arise in which a student employee must miss work for reasons other than sickness (the most common of such reason is an academic class conflict). The University expects the student employee to make every effort to plan non-conflicting academic, personal, and work schedules. The student worker should

discuss potential conflicts well in advance with the supervisor. Tardiness and failure to provide adequate notice of absence (as determined by the supervisor) are grounds for dismissal actions by the employing department. Normal business hours are Monday - Friday 9:00 a.m. - 5:00 p.m. The student should notify the supervisor and stop working when the eligibility status drops below the required number of credits for any given semester for work-study employment.

2.2.3-3 General Leave of Absence

The University requires the student employee to submit requests for leaves of absence in writing to the supervisor for approval within a reasonable period prior to commencement of the leave. In cases of illness or emergencies, the student will notify the supervisor as soon as possible. The employing department must document all leaves of absence of more than five regularly scheduled workdays.

2.2.3-4 Homework, Reading, and Smoking

During work hours, student employee will perform his or her work assignments, without doing homework, readings, and other personal work during work hours. Student employees must also adhere to the University smoking policy.

2.2.3-5 Attire

The employing department will communicate the appropriate dress attire for student employees at the time of the job offer. If the student employee is dressed inappropriately, the employer has the right to express the concern and ask for the student's compliance, which can include dismissing the student from the work site for that day.

2.2.3-6 Rest Breaks

Each department, at its own discretion, may choose to allow paid rest breaks within the guidelines listed below.

- A rest break should not exceed fifteen minutes.
- To qualify for a rest break, an employee must work a time block of at least four hours.
- Rest breaks may not occur at the beginning or the end of the workday and may not be added to a meal break or other off duty time.
- No accumulation of rest breaks time.

2.2.3-7 Meal Periods

The following guidelines exist for student employee meal-periods. Under Georgia State law, the department must provide and the student employee must take a meal period as outlined under these guidelines:

- **Lunch Periods** – Allow student employees at least thirty minutes for the noonday meal. Recognize the noon- day meal period as extending from 11:00 a.m. to 2:00 p.m. Entitle an employee who works a shift of more

than six hours that extends over the noontime meal period at least 30 minutes off within that period for the meal period.

- It is acceptable to require student employees to take at least a 30-minute meal period when the employee works a shift of more than four hours that extends over the noontime meal period. The administration of the employing department/unit/division will have the ultimate oversight responsibility in making this alternate choice.
- **Other Meal Periods** – Allow students employed for a period or shift starting before 11:00 a.m. and continuing later than 7:00 p.m. an additional meal period of at least 20 minutes between 5:00 p.m. and 7:00 p.m.

2.2.3-8 Time Reporting

The student employee should assist the supervisor in the maintaining web-time entry time sheets. Record legibly and accurately all hours worked. Student employee may not complete another employee's time record. The student employee should submit the completed time record to the supervisor for every other Friday when payroll is due, for appropriate supervisor's review and approval. A list of payroll dates are available from the supervisor or University's website:

www.cau.edu/CMFiles/Docs/HR/2013%20Payroll%20Calendar.pdf

- The standard workweek for the University begins Sunday at midnight and ends at 11:59 p.m. the following Saturday. The Payroll Office processes hourly employees' pay on a biweekly basis by direct deposit or by campus Paw Card on alternate Fridays. Payroll Office processes Stipends on a semi-monthly basis, by direct deposit or campus Paw Card on the 15th and 30th of the month.

2.2.3-6 Time Sheet – Web-Time Entry

The University requires student employee to document the hours worked on an approved University Electronic Web-time Entry - time sheet. To be paid, the student employee completes, signs, and obtains supervisor approval the time sheet according to the published payroll schedule. Those actions are the responsibility of the student. The time sheet must be an accurate account of the hours worked for each week. The supervisor who signs the employee's time sheet must be a regular university employee, not a student-supervisor, and must have personal knowledge of the hours worked by the employee. Supervisors must certify the accuracy of the time sheet. Deliberate falsification of a time sheet by any student employee is a ground for dismissal.

- The student employees should keep a schedule of pay periods and days paid for reference. Holidays, inclement weather, and other times the University closes results in no pay to student employees. In the event the University closes after a payroll submission and for hours claimed by the student employee but not worked, the reported student hours for the next pay cycle are either deducted from the next pay period hours or made up by the student employee at the supervisor's discretion.

2.3.0 Student Employee Classification

Student employee appointments fall within one broadband student classification under one of seven student employment job classes. Refer to the [generic job description database](#) for a complete description of all student job classifications.

Position Number	Title	Employee Class	Account Number
FWS999	Federal Work Study	01	6220
GWG999	Graduate Wage General Fund	02	6240
UWG999	Undergrad Wage General Fund	02	6241
URA999	Undergrad Research Assistant	03	6216
UG9999	Undergrad Stipend	03	6244
GS9999	Graduate Stipend	04	6243
GTA999	Graduate Teaching Assistant	04	6240
GRA999	Graduate Research Assistant	04	6215
GWR999	Graduate Wage Restricted	05	6240
UWR999	Undergrad Wage Restricted	05	6241
6245XX	Non-CAU Stipend	06	6245
6249XX	Participant Cost Stipend	07	6249

2.4.0 Salary Range or Rate

The University hires all student employees using the following pay rates, as determined by the respective hiring department's supervisor: (Effective January 1, 2014)

\$8.50 - \$15.00 per hour

2.4.1 Reclassification of Individual Positions

A reclassification occurs when changes in the duties and responsibilities of individual positions are due to changes in organization, work, staffing requirements, or technology, subject to approval from the hiring department and Human Resources Department. Departments must document and record the reasons for the change in classification with a copy sent to the Office of Human Resources, Compensation Department. The Human Resource Management System (HRMS) database captures the classification change and the appropriate Action/Reason code.

2.5.0 Payroll Payment Selection Options

Effective Fall Semester 2014, all payroll payments to students will either be by direct deposits to a Financial Institution (bank or credit union) of their choice or by deposits to their respective campus PAW Card account (Stored-Value Card). Hard copy checks will no

longer be an option offered by the University. Student employee shall complete the University Pay Selection Method Authorization form (see Appendix A) to indicate which option picked.

2.5.1 Direct Deposits to Financial Institutions

When the student selects the Direct Deposit Method, the Payroll Office will deposit directly the employees' wages and remunerations directly into one account or split to no more than two accounts at financial institutions of his or her choice. By completing the form, the student authorizes Clark Atlanta University (employer) to initiate deposits of net pay into his or her account at the Financial Institution. The Human Resources department requires the student to attach a blank personal check along with for form. The student further authorizes the Financial Institution to credit the account indicated with the deposits. If funds to which the student is not entitled but deposited in error to the account, the student authorizes the debits from the account and the return of such funds. The authority is to remain in effect until the student employer or the Financial Institution receives notification from the student of termination of such authorization. The notification time and manner by the student shall afford the employer and Financial Institution a reasonable opportunity to act on those instructions or until the employer or Financial Institution cancels the direct deposit agreement.

2.5.2 Deposit to Campus Paw Cards

If the student selects the campus Paw Card method, the Clark Atlanta University (employer) will apply payroll distribution directly to the student campus Paw Card account through the Money Network (Metabank-Discover) at regular periods.

The student authorizes Clark Atlanta University (employer), to deposit net pay into the campus Paw Card (Card), as an alternative to direct deposit into my Financial Institution (Bank or Credit Union). The Card provides stored-value capabilities and offers dependable, safe, optional, and convenient ways to receive and access student pay on and after each payday. This feature: (i) eliminates the need to pick up paychecks or to receive by mailed; (ii) provides immediate worldwide and campus access wherever the Card is accepted for ATM (Allpoint, Star, or Pulse) cash withdrawals and store purchases; and (iii) provides free balance inquiries by phone. There are no monthly service charges to student workers for the campus Paw Card, as long as they are employed by Clark Atlanta University. Many Paw Card transactions are free but there may be fees for other transactions. The Student Welcome Kit and the Human Resources Department list all transaction fees.

Steps to Electronic Authorization:

- Step 1: Log onto Bannerweb; Step 2: Select Enter Secure Area;
Step 3: Enter your user ID & PIN; Step 4: Select Student Services & Financial Aid
Step 5: Select Student Records; Step 6: Select Money Network Consent

This means your paycheck will be deposited directly to your PAW Card (Discover)

- Step 7: Read the Money Network Consent form and check consent

Money Network Customer Service 1-800-822-4283, www.moneynetwork.com;
Campus Panther Paw Office 404-880-8729, www.pantherpawcard.com

2.5.1 University Pay Selection Method Form: This form provides the University with the necessary information to deposit your pay directly into your bank account or onto the campus PAW Card. For the initial setup of direct deposit into your bank account, the student employee must bring a voided check along with Pay Selection form to the Human Resources Office. (See Appendix A) For deposits on the campus PAW Card, the student must complete the necessary information on Money Network Campus Card Site and bring the completed form to Human Resources.

2.6.0 - Research Assistant Positions

The University awards assistantships to graduate students who conduct research for the projects funded by external as well as institutional sources. Graduate Research Assistantships are University staff positions to which only students enrolled in advanced degree programs are appointed. Each term of appointment requires full-time enrollment by the Research Assistants.

2.6.1 Compensation to Research Assistants is commensurate with the stipulations of the funding entity. In addition, the University, as well as external funding sources impose various limits upon the number of hours per week/ month/ semester, which a Research Assistant may work, and the duration of an assistantship. External funding sources consider funds provided as compensation for services rendered not stipend supplementation; they are allowable charges, which include Public Health Service (PHS) research grants, (see http://grants.nih.gov/grants/nihgps_201/hihgps_ch7.htm#selected_cost_items).

- Recommendations for employment will appear on the "Application for Graduate Academic Staff". They will submit for approval by the Dean of the respective schools and the Dean for Graduate Studies.
- While academic progress contributes to a student's effectiveness as an Assistant, and consecutive appointments are favored, the University considers applications for reappointment individually and on merit. Reappointment in all cases will depend on academic progress as well as on the performance of an Assistant.
- The University can cancel a student's appointment to an assistantship at any time if progress in a graduate degree program is unsatisfactory or if the student is performing assigned duties in an unsatisfactory manner. However, the research assistant must receive a statement of reasons for the proposed action and an opportunity to refute the dismissal before a duly constituted committee. A dismissal is a termination before the end of the period of appointment.
- The respective school dean makes appointments in writing to the Graduate Student Academic Staff by the respective school dean. An appointment for the academic year is normally for the period September 1 through May 31; a summer appointment is normally for the period June 1 through August 31. However, the University makes appointments for shorter periods. The written terms and

conditions, of every appointment submitted to the Graduate Student Academic Staff will accompany the appointment document.

2.7.0 Federal Work-Study – Student Employees

The Federal Work-Study Program (FWS) is a limited fund, need-based financial aid program that provides eligible undergraduate and graduate students with part-time work on campus or off-campus on specific community service activities while enrolled at the Clark Atlanta University (University). Limited funds are Federal Campus-Based funds such as the Federal Supplemental Education Opportunity Grant (FSEOG), **Federal Work-Study (FWS)**, Federal Perkins Loan, and OSFA awarded scholarships.

To the maximum extent practicable, the University provides FWS jobs that complements and reinforces each student's educational program or career goal. FWS students cannot replace full-time employees. As a federally funded program, total compliance with regulations is essential for its continuation. Failure to comply with all federal regulations could result in the loss of or reduction in Federal Financial Aid funds provided to the University. (See CAU Federal Work-Study Program Handbook for additional guidelines and restrictions.)

2.8.0 EPAF Procedures and Guidelines

The Electronic Personnel Action Form (ePAF) provides an improved and simplified business process for the University to complete and process the Personnel Action Form for hiring student employees. The ePAF gives CAU the ability to access the form at any time, provides electronic routing features, and provides electronic transmission of form.

2.8.1 General Rules

There are general rules that hiring departments for student workers should follow.

- One employee per ePAF
- Use Legal Name on file with Social Security Administration for all ePAF
- Obtain a minimum of two signatures (1 Initiator and at least 1 different approver) by employees with first-hand knowledge.
- Do not have the employee named on the ePAF as one of the two authorizing signatures
- Submit required minimum of one “Final Approver” signature for processing.
- Submit the ePAF to Human Resources Department ten business days prior to the next effective pay date for changes to be reflected in the payroll run.

Please Note before Submitting ePAF to the Human Resources Department, the Appropriate Signatures must be obtained.

- The Student Financial Aid Office must approve the ePAF, if the student employee named on the ePAF is paid from Work Study funding. This should occur before submitting it to the Payroll Office for processing.
- The Principal Investigator (PI) will justify and the Office of Sponsored Programs will approved retroactive cost transfers (RCT) as needed for any ePAF. RCTs are defined as cost transfers on Sponsored Projects completed after a time and effort certification period has closed.

2.9.0 Web-Time-Entry

Web-Time-Entry system allows students to individually log onto a secure website online from a computer anywhere for hours work at their campus job. The supervisor approves the time worked and sends the document electronically to the Payroll Office for processing. A handbook is available from Payroll Office or the Human Resources Department to guide the student and supervisor on how to enter, approve, and process electronic timesheets using Web-Time-Entry.

2.10.0 Student Employee Health and Safety

2.10.1 Health and Safety Standards

Supervisor will inform student employees at the time of hire or re-employment on the Employee's Right-to-Know Act, concerning potentially hazardous substances or situations encountered in the workplace. The hiring departments are responsible for providing and maintaining work areas that meet health and safety standards required by state and federal law.

2.10.2 Report of Accident or Injury

Student employees will immediately report on-the-job accidents and injuries to their supervisors. The CAU First Report of Injury form must be completed and submitted according to procedure (see Appendix C).

3.0 Entities Affected By This Policy

This policy affects University student employees and supervisors of hiring departments.

4.0 Definition of Key Terms

The following words and terms, wherever used in this policy, will have the meaning indicated below.

- **Student** - employees are those individuals registered for classes who hold employment in non-academic student positions and undergraduate teaching and research assistant positions.
- **Classification** - A descriptive title given to a position or a group of positions of sufficiently similar mix or range of responsibilities or job duties.
- **Compensation Plan** - The policies and procedures that govern student employment compensation for a particular fiscal year.
- **Cause** - A ground for discipline and takes into account reasonableness, evidence of forewarning, investigation, proof, consistency, and equity.
- **Reclassification** - A change in the classification of an individual position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level on the basis of significant changes in the kind, difficulty, or responsibility of the work performed. No probationary period is required unless requested, in writing, by the supervisor and approved by the campus student administrator.

Policy 9.2.3 Student Employment

- **Supervisor** - A person who exercises major supervisory functions over the student employee. These functions are hiring, evaluating, assigning work to, disciplining, and dismissing.
- **Termination/Dismissal** - The discontinuance of University employment.

Appendixes
(See next pages)



UNIVERSITY PAY SECTION METHOD AUTHORIZATION FORM

You have two options to receive your pay, as listed below. Please review them and make your selection by checking, initialing, and signing below,

Select	<input type="checkbox"/>	<p>DIRECT DEPOSIT I select direct deposit for disbursement of my pay.</p> <p>I hereby authorize Clark Atlanta University (employer), to initiate deposits of net pay into the account of the Financial Institution (Bank or Credit Union) shown on the attached personal check and further authorize the Financial Institution to credit the account indicated with the deposits. If funds to which I am not entitled are deposited to my account, I will authorize debits from my account and the return of such funds. The authority is to remain in effect until my employer or the Financial Institution has received notification from me of termination of such authorization in such time and manner as to afford to my employer and Financial Institution a reasonable opportunity to act on those instructions or until my employer or Financial Institution cancels the direct deposit agreement.</p> <p>I have attached a voided personal check and completed direct deposit authorization from my bank (for savings accounts).</p>																																						
Initial	<input type="checkbox"/>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">Student's Name on Bank Account: (print)</td> <td colspan="2">Bank: (print)</td> </tr> <tr> <td colspan="2">Primary Account Type</td> <td colspan="2">Deposit Percentage/Split</td> <td>International Bank Account?</td> </tr> <tr> <td><input type="checkbox"/> Checking</td> <td><input type="checkbox"/> Savings</td> <td><input type="checkbox"/> 100%</td> <td><input type="checkbox"/> Split: _____ % or Amt. _____</td> <td><input type="checkbox"/> Yes. <input type="checkbox"/> No</td> </tr> <tr> <td colspan="2">Routing Number: (print)</td> <td colspan="2">Account Number: (print)</td> <td></td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">Student's Name on Bank Account: (print)</td> <td colspan="2">Bank: (print)</td> </tr> <tr> <td colspan="2">Secondary Account Type</td> <td colspan="2">Deposit Percentage/Split</td> <td>International Bank Account?</td> </tr> <tr> <td><input type="checkbox"/> Checking</td> <td><input type="checkbox"/> Savings</td> <td><input type="checkbox"/> 100%</td> <td><input type="checkbox"/> Split: _____ % or Amt. _____</td> <td><input type="checkbox"/> Yes. <input type="checkbox"/> No</td> </tr> <tr> <td colspan="2">Routing Number: (print)</td> <td colspan="2">Account Number: (print)</td> <td></td> </tr> </table> <p>Notify Human Resources Immediately if you Close or Change Bank Accounts**</p>	Student's Name on Bank Account: (print)		Bank: (print)		Primary Account Type		Deposit Percentage/Split		International Bank Account?	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> 100%	<input type="checkbox"/> Split: _____ % or Amt. _____	<input type="checkbox"/> Yes. <input type="checkbox"/> No	Routing Number: (print)		Account Number: (print)			Student's Name on Bank Account: (print)		Bank: (print)		Secondary Account Type		Deposit Percentage/Split		International Bank Account?	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> 100%	<input type="checkbox"/> Split: _____ % or Amt. _____	<input type="checkbox"/> Yes. <input type="checkbox"/> No	Routing Number: (print)		Account Number: (print)		
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Routing Number: (print)		Account Number: (print)																																						
Select	<input type="checkbox"/>	<p>MONEY NETWORK - CAMPUS PAW CARD (Discover) I select the campus Paw Card for disbursement of my pay.</p> <p>I hereby authorize Clark Atlanta University (employer), to deposit my net pay into my campus Paw Card (Card), as an alternative to direct deposit into my Financial Institution (Bank or Credit Union). The Card provides stored-value capabilities through MetaBank-Discover, which is dependable, safe, optional, and convenient way to receive and access my pay on and after each payday. This feature: (i) eliminates the need to pick up my paycheck or wait for it to be mailed; (ii) immediate worldwide and campus access wherever the Card is accepted for ATM (Allpoint, Star, or Pulse) cash withdrawals and store purchases; and (iii) free balance inquiries by phone. There is no monthly service charge for the Card as long as I am employed by Clark Atlanta University. Many Card transactions are free but there are fees for other transactions. All of the transaction fees are listed in the Student Welcome Kit and the Human Resources Department.</p>																																						
Initial	<input type="checkbox"/>	<p>Electronic Authorization:</p> <p>Step 1: Log onto Bannerweb; Step 2: Select Enter Secure Area;</p> <p>Step 3: Enter your user ID & PIN; Step 4: Select Student Services & Financial Aid</p> <p>Step 5: Select Student Records; Step 6: Select Money Network Consent</p> <p><i>This means your paycheck will be deposited directly to your PAW Card (Discover)</i></p> <p>Step 7: Read the Money Network Consent form and check consent</p> <p>Money Network Customer Service 1-800-8224283, www.moneynetwork.com; Campus Panther Paw Office 404-880-8729, www.pantherpawcard.com</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Money Network Routing Number:</td> <td>(print)</td> </tr> <tr> <td>Money Network Account Number</td> <td>(print)</td> </tr> </table>	Money Network Routing Number:	(print)	Money Network Account Number	(print)																																		
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I authorize Clark Atlanta University to disburse my pay according to the selection checked and initialed above. I understand that I can change my pay selection at any time in the future by submitting a new University Pay Selection Method Authorization Form, subject to the time it takes the University to implement the changes. I authorize the University to share my name, address, date of birth, Social Security Number, and related personal information with the issuing bank and/or the Program Manager to facilitate payment of my wages using the Service, and as provided in the Terms and Conditions of the Service.

_____, _____, _____, _____
Employee's Printed Name Employee's Signature Employee's 900 # Date
(effective 9/02/2014)

An Employment Guide for New Student Employees of Clark Atlanta University

If you will work at CAU as a Research Assistant (RA), Teaching Assistant (TA), Grad Assistant (GA) or any department funded graduate or undergraduate position, please read this information to be sure you've completed the required documentation for payroll:

International Students

Form I-9: present your passport with visa and I-94

- I-20 or DS- 2019 and On Campus Employment Authorization** for International Students
- Social Security card or a letter of receipt indicating you've applied for a social security card
- Foreign National Information Form (to determine tax treaty status)
- Direct Deposit Authorization Form

Domestic Students

Form I-9: See the list of acceptable documents. You need one item from List A **OR** one item from List B **AND** List C. You must present **originals** or **notarized copies** of the acceptable documentation

- Form W-4 (Federal tax form)
- Form G-4 (State tax form)
- Direct Deposit Authorization Form

Federal Work Study Student

While you are on federal work study funds you are exempt from the Form I-9. If your federal funds become exhausted and you become departmentally funded, you will then need to complete the Form I-9.

You will **still** need to complete:

- Form W-4 (Federal tax form)
- Form G-4 (State tax form)
- Direct Deposit Authorization Form

- If you completed a Form I-9 in the past but have not had an active job for more than one year, you will need to update your Form I-9.
- If your I-20 or DS-2019 expires, you need to provide us with an updated form.
- If you change banks, you should update your direct deposit authorization form.

Electric Timesheets

Hourly-paid employees now enter their time electronically on Banner Web. For tutorials and deadlines, visit the Banner Web - Student Web Time Entry Page.



CLARK ATLANTA UNIVERSITY

Department of Human Resources

Incident/Accident Report

(Please fill out and return to Human Resources within 24 hours)

Faculty **Staff** **Student Worker**

(Answer questions based on the facts)

Name of person who experienced the slip, trip, or fall: _____

Address: _____

Phone number: _____

Reason in building? (Person visiting? If building tenant, name of employer) _____

Building address of incident: _____

Location of incident (Stairs / Hallway/ Classroom/ Bathroom etc.): _____

Incident date and time: _____

Did accident happen inside or outside the building? _____

The incident

What injuries were sustained? _____

How did the incident happen? _____

Did the person fall forward or backwards? _____

Fell on which body part? _____

Was medical personnel called to the scene? _____ Who? _____

Were there witnesses? _____

List witness (es) names and telephone numbers: _____

Individual's activity

What were you doing when the incident occurred? _____

Were you changing direction or turning a corner? _____

Were you in a hurry? _____

Were you carrying or pushing anything that blocked your view? _____

Were you talking with someone? _____

Was your attention distracted? If so, by what? _____

Where you using your cell phone at the time of the incident? _____

Footwear

What type of footwear was being worn? (sandals, high heels, etc.) _____

Was footwear in good condition before the incident? _____

Was footwear in good condition after the incident? (broken straps, loose sole or heels, etc.)

What was the heel material? (rubber, leather, missing, etc.) _____

What was the sole material? _____

Do you think the footwear contributed to the incident? _____

Concerning incident scene

Type of walkway? (stairway, ramp, level floor, parking lot, etc.) _____

Type of walking surface? (marble, tile, wood, carpet, etc.) _____

Was there a transition in walking surface? (carpet to marble, wood to tile, etc.)

If incident on a slope or stairs, ascending or descending? _____

Was the surface in good condition? (even, unbroken, etc.) _____

Surface contaminated? (wet, oily, dirty, etc.) _____

Were there any other contributing conditions? (Broken railing or step, uneven floor, leaves, stones etc.)

Were there any signs posted warning of dangerous conditions or urging caution? _____

Was weather a factor in the incident? If so, describe how. _____

Was lighting a contributing factor? Describe lighting. (Artificial or natural, glare from floor, too dim, etc.) _____

Additional information

Supply any other relevant information leading up to or immediately following this incident.

Person completing form: _____ Date: _____

Employee Supervisor: _____ Ext. _____