



**ILLINOIS  
WESLEYAN  
UNIVERSITY**

**STUDENT EMPLOYMENT HANDBOOK**

Guidelines for Students and Supervisors of Campus and Work-Study Employees

**2026-2027**

**FINANCIAL AID OFFICE  
ILLINOIS WESLEYAN UNIVERSITY**

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# Welcome!

We are happy to have you here at Illinois Wesleyan University! We want your experience to be both rewarding and challenging. This handbook is designed to give you an overview of the general expectations for student employees and for the employee supervisors. Some IWU students work in more than one position, in more than one office, and each role may have a unique approach to addressing specific policies. However, it is important for everyone to become familiar with the general policies within this book.

## Section 1: Overview

### Introduction

Illinois Wesleyan University provides several part-time work programs for our students. The federal financial aid program, commonly known as Federal Work-Study (FWS). The institutionally supported programs we call, No Need Job Opportunity or International Student Job Opportunity. A student can also be hired as an hourly employee, on a part-time temporary status.

The Student Employment Program at Illinois Wesleyan University is designed to help both students and the departments who employ them. Students in need of financial assistance are given the opportunity to earn part of their educational expenses. The programs provide an opportunity for students to gain skills and knowledge that may aid them after graduation.

This handbook is for both students and supervisors. It will answer many of the questions that you may have regarding student employment, and if working on campus you will be held responsible for all of the information in this handbook.

### General Rules for Student Employment

- 1. Must be a current IWU student.**
- 2. I-9 (Employment Eligibility Verification):** All IWU “first-time” student workers must meet the requirements of the Immigration and Nationality Act as amended by the Immigration Reform and Control Act of 1986. It requires that the I-9 form be completed within 3 days of starting work. The law also requires that the employer review and verify a document or documents that establish both identity and eligibility for employment. Several documents may serve these purposes. Please refer to page 2 of the I-9 form for a list of acceptable documents or this [link](#) has a complete list of acceptable documents you can present for verification. In short, you will need either **one** from **list A** (i.e. Passport) **OR one** from **list B** (Driver’s License or School ID) **along with one** from **list C** (Social Security Card or Birth Certificate). Please note that documents must be the *original*, with the exception of the birth certificate which may be a “certified copy” with a raised seal of authenticity. **Unfortunately, photos, copies, screen shots and faxes cannot be accepted.** If it’s been 3 years since completing an I9 and the student took a leave of absence for

more than one year, a new I-9 must be completed. Returning student workers are not required to complete employment forms again.

3. **Electronic Timesheets & Web Time Entry (WTE):** Students are expected to clock in/out at each shift using Banner Web Time Entry (WTE). It is required by law to take a 30 minute lunch break if working over 7 hours and it **MUST** be indicated on the timesheet in case any auditor asks for documentation. Students are required to submit their timesheets electronically by the due date/time listed on the timesheet. A work week is Sunday to Saturday. No student may work for more than 8 hours a day, or 20 hours a work week when school is in session.
4. **Note for International Students:** Individuals in a variety of non-immigrant statuses may legally work in the United States. Some require an Employment Authorization card (EAD), while others do not. Individuals with F-1 (student) visas may work on campus. Please contact the International Office at [internationaloffice@iwu.edu](mailto:internationaloffice@iwu.edu) or (309) 556-2770 for any questions regarding requirements and restrictions for working. *SUPERVISORS: Additional information on hiring International Student Workers is available in the Appendix.*
5. **The student must be in good academic standing:** Students who are enrolled in courses, on campus, and are making academic progress toward completion of a degree are eligible to be student employees. Their employment is part-time, and is contingent on their enrollment and on their continued academic progress. Student employment status terminates immediately when enrollment does not meet the above stated guidelines.

### **Student Employment Award Overview**

*Please note: Any employment opportunity awarded in one's financial aid package, is not a guarantee of a job or funds.*

**Federal Work-Study (FWS) Opportunity** – The Federal Work-Study Program was created under the Federal Economic Opportunity Act of 1964 to provide part-time employment for college students who qualify determined by the results of the Free Application for Federal Student Aid (FAFSA). Because of the title of this employment opportunity, students may think that they will be paid to study while at work at their student employment position. This is not true. The program was designed to give students the opportunity to work so that they can afford to attend college to study. Therefore, students with this type of award will have the same expectations to perform tasks while at their employment position as with all other students that are awarded an employment opportunity. This employment opportunity award is based on financial need and is subsidized by the Federal Government making it available only for the academic year. Students with this award can be employed at an on-campus position or at an off-campus community service site and earn wages up to the amount stipulated by the employment opportunity award in their financial aid package.

**No Need Job Opportunity** – This employment opportunity award is not based on financial need and is awarded to first-year students during the admissions process. It is financed directly from university departmental budgets and available only for the academic year. If the employment opportunity is awarded and not used during the first year of enrollment, the student will not receive the employment opportunity award in future years.

**International Student Job Opportunity** – This employment opportunity award is based on financial

need as determined by the results of the CSS Profile and is awarded to first-year students during the admissions process. It is financed directly from university departmental budgets and available only for the academic year. If the employment opportunity is awarded and not used during the first year of enrollment, the student will not receive the employment award in future years.

### **Additional Types of Employment**

- **Resident Assistant and Sodexo Student Manager Positions** – Returning students have the opportunity to work as a Resident Assistant or Sodexo student manager, but cannot do both. Choosing to work either of these positions replaces the student employment opportunity award (if eligible) in your financial aid package. If you choose to take one of these positions, you will receive either free housing or free food as payment, making it against university policy to participate in the student employment program. However, if you are an R.A. and are requested to work at a position based on your specialized skills, the department supervisor must go through the appeal process to seek approval.
- **Payroll – Supervisor Appeals and Open Positions**
  1. **Supervisor Appeals**
    - A limited number of students, not awarded an employment opportunity, who possess specialized skills needed for specific positions, may be approved to work on campus. These positions include, but are not limited to: foreign language tutors, department tutors, lab assistants and athletic trainers. These positions are not guaranteed and must be approved by the Student Employment Advisory Committee. Supervisors are required to complete the appeal process. Approval is for that school year only (it must go through the appeal process each year).
    - **Please note:** Priority of available employment positions is given to students with an employment opportunity in their financial aid package during the school year. Because of this, all payroll positions require the supervisor complete the appeal process and to be approved through the Student Employment Advisory Committee before students will be allowed to start working. **Supervisors please review the section on the Appeal Process.**
  2. **Open Positions**
    - Positions open to all IWU students regardless of financial need.
    - The positions include Sodexo Food Services, Titan Callers, game workers, track meet workers and lifeguards.
    - Generally, “open” positions are not considered for work-study earnings, but in some cases, could be. Please contact the Financial Aid Office with specific questions.

### **Job Placement**

- Illinois Wesleyan University does not place students in student employment positions. Employment is considered “at-will.” A current inventory of available jobs, is maintained on [Handshake](#). The contact information of the hiring supervisor and how to apply is available within

each job posting. Students are expected to conduct a job search until they find a position. We recommend that students identify a job that interests them and then contact the designated person to schedule an interview.

- **Community Service Positions (FWS)** - The regulations for the Federal Work-Study (FWS) Program require that a certain percentage of an institution's Federal Work-Study funds be spent employing students in employment positions that provide community service. These funds are subsidized by the Federal Government and are only eligible to students that are awarded a need-based employment opportunity. Therefore, only students who are awarded *Federal Work-Study Opportunity* in their financial aid package are eligible to apply for these positions.

\*\*Students who are awarded a *No Need Job Opportunity* or an *International Student Job Opportunity* in their financial aid package are not eligible for Community Service positions because their employment opportunity award is not federally funded.

Currently, the following community service sites employ IWU students through the Student Employment Program:

- **Bloomington Public Library:** A variety of positions are available including the circulation desk, interlibrary loan, and the children's room. The library is approximately 1 mile from campus.
- **America Reads Program:** IWU students can participate in this program at several local schools that serve as our America Reads tutoring sites. At these sites, IWU students help young children develop language skills necessary for beginning reading development. Illinois Wesleyan University students will tutor elementary and/or middle school students in reading activities. This is a unique opportunity for students to combine community service with paid work, while assisting children in gaining the skills so important to education and success in their futures. A mandatory training session is provided on campus for this employment position. Illinois Wesleyan University student employees will also need to have a background check performed as well.
- **Boys and Girls Club of Bloomington-Normal:** The position involves working in an after-school program for youth (ages 5–18) to support academic achievement, positive character development, and healthy lifestyles. Staff, called Youth Development Professionals, are responsible for implementing engaging educational activities, ensuring a safe and welcoming environment, and collaborating with Club supporters. Responsibilities include program setup and cleanup, supporting youth needs through trauma-informed practices, facilitating special events, and maintaining program quality.

### **Length of Employment**

The Student Employment Program operates year round. The length of employment is determined by the award/allocation, the needs of the employer and the student's own schedule.

Under current laws, student workers are not eligible to receive unemployment compensation after their employment ends. Students filing for unemployment compensation on the basis of having worked at Illinois Wesleyan University will have such claims rejected.

## **Section 2: Payroll Information**

### **Electronic Timesheet Procedure/Web Time Entry (WTE)**

Students may start working only after the request to hire has been approved by the Student Employment Coordinator and a timesheet is available on the Student's Employee Dashboard. Students must clock in and out each time they work using Banner Web Time Entry (WTE). Instructions on using WTE can be found here or on the Student Employment website. Effective dates of beginning of pay periods are available here: Payroll Calendars and Deadlines. Students and supervisors are required to complete the electronic time sheet every pay cycle. Supervisors are responsible for checking the time sheet for accuracy. Students are required to submit their timesheet to their supervisor, prior to the due date/time listed on their timesheet. Supervisors are required to approve timesheets, no later than the date/time listed in Banner. The Payroll Office may not issue a paycheck if the timesheet is not properly authorized and not received on time. Students receive their paycheck via direct deposit to their bank account (*preferred method*) or at the Business Office cashier window on the 10<sup>th</sup> of the following month. Contact the Business Office ([busnoff@iwu.edu](mailto:busnoff@iwu.edu)) for questions about timesheets, direct deposit and payroll processing.

### **Required Employment Forms**

All students who would like to work on campus, are required by law to complete a I-9 Form, Federal W-4 Form and IL State W-4 Form **before** they can be authorized to start working. Students are also required to present documents that verify both identity and eligibility to work in the United States. We also ask that students complete an Acknowledgement of Mandated Reporter Status Form (DCFS Form). These forms need to be completed only once during their academic career at Illinois Wesleyan University if they continue working every year.

The Internal Revenue Service requires that W-4 forms be completed by all employees to determine the correct amount of income tax to be withheld from your pay. If your name or address changes, or if at any time you would like to change the number of allowances you are claiming, a new W-4 form must be completed to update this information. If you claim exempt from withholding on the W-4 form, you will be required by law to complete a new W-4 form each calendar year as long as you continue to claim to be exempt from withholdings.

### **Wage & Earnings Information**

1. Students employed with Sodexo Food Services will earn **\$13.50** per hour, all other on-campus

positions are paid **\$12.75** per hour.

2. Students will be paid once per month September-May.
3. Federal guidelines limit the amount you may work over your employment award amount. If you have a job awarded and you are ahead or behind the amount you should be earning, you may want to talk to your supervisor about making adjustment in the number of hours you are scheduled to work.
4. Your earnings will be evaluated after your final pay date in April and if you have significantly exceeded your employment award amount, your financial aid could be reduced in accordance with these guidelines. If your financial aid is reduced, your account in the Business Office *could* be affected.
5. No student may work for more than 8 hours a day, or 20 hours in a week when school is in session, between all jobs worked on campus. A week is considered Sunday to Saturday for all workers.

### **Paychecks and Direct Deposit**

Paychecks can be directly deposited to your bank account (*preferred method*) or paychecks can be released directly to you.

If you would like to have your check directly deposited to your bank account, you will need to complete a [Direct Deposit form](#), which is available in the Business Office or on the Business Office page on the Illinois Wesleyan University website under [Payroll Forms](#). If you choose to have your paychecks released directly to you, checks will be available for pick up at the Business Office cashier window in Holmes Hall. You may be required to show ID to verify your identity before the check will be released. September-May. Paydays will be on the 10<sup>th</sup> of each month or the Friday before, if the 10<sup>th</sup> falls on the weekend. In the summer, paydays are bi-weekly. A copy of the payroll calendar is in the Appendix and on the Business Office website under [Payroll Calendars and Deadlines](#). Paychecks not picked up will be mailed to the student's home address on file.

### **W-2 Wage and Tax Statement**

W-2 forms, which report the employer's yearly summary of withholdings for tax filing, are sent from the Business Office on or before January 31 of the following calendar year. You will be given the option to receive the form by e-mail or through the mail. You are responsible for reporting this information on your federal and state tax returns. The W-2 statements are also available in the employee's Banner Self-Service > Employee Dashboard > Taxes > W-2 Wage and Tax Statement. International students may be required to complete a non-resident tax return. Please visit the International Office for more information.

### **FICA Exemption**

FICA taxes are not deducted from a student's earnings (for a student who meets the definition of student employee) during the academic year. FICA taxes will be deducted from students' paychecks from May-August

## **FWS & Earning Limits**

Based on your financial need, you will be assigned either full- or partial- year employment eligibility. **Full-work study, \$2400 (or \$1200 per semester or 94 hours each semester). Partial-work study, \$1200 (or \$600 per semester or 47 hours each semester).** You have the opportunity to earn up to this amount during the academic year. The amount of your employment award listed in your financial aid package is based on gross earnings.

Work in some departments may be cyclical, meaning that certain times of the year are busier than other times. Students may be required to work more during busy times and then asked to work fewer hours during the not busy time. Please work with your supervisor to balance your hours as to not work more than your job opportunity award amount. At no time are students permitted to work over 20 hours in a work week (Sunday-Saturday) while school is in session.

Occasionally, a student will be requested to work a specialized employment position beyond the maximum amount of hours they are allowed to work based on their award. The hiring **supervisor** must go through an appeal process to seek approval for a student to work that employment position. The appeal is only good for the current academic year. Each year the appeal process needs to be re-completed to hire students without a job award.

If there is room in the student's financial aid budget to increase their student employment award amount to allow for these hours, this will automatically be done. If that is not a possibility however, the employment position will be classified and paid as a payroll position.

It is important to be aware of the hours you are working to ensure you earn the full amount of your award and do not exceed your awarded amount. It is the student's responsibility to monitor their earnings. To assist you, there is a schedule in the Appendix.

## **Section 3: Employment Policies and Practices**

### **Hiring Process for Student Employment Positions (Supervisors)**

**Posting Student Employment Positions:** There are some variations in the application and selection process between departments and organizations. The search for prospective student employees starts with contacting the Student Employment Coordinator to post the job on [Handshake](#). Student employees are typically selected on the basis of their availability and qualifications. Additional criteria may include course work completed, prior experience, specific skills, the ability to lift or carry certain weights, and a willingness to work in particular environments.

**Interviewing Student Employment Positions:** Illinois Wesleyan University does not place students in positions. Students are responsible to seek student employment positions and interview on their own. A student may conduct multiple interviews and be offered jobs from more than one department; in this

instance, the student would have the opportunity to choose the job, which the student considers to be the best fit.

**Selecting/Hiring Student Workers:** Priority should be given to those students with a job opportunity awarded in their financial aid package. Please expect that all positions will require some training on the supervisor's part. As choices are being made, please check with the Student Employment Office to make sure all paperwork has been received and if the student is eligible to work. Once your positions are full, please contact the Student Employment Coordinator to remove your job posting from the website.

**Notes:**

- It may be possible that students who qualified for work-study one year may not be eligible the following year, so please don't assume employment is guaranteed from one year to the next. Students can verify if they have a job awarded in their Banner Self-Service > Financial Aid > Award Information. Supervisors, you may be notified that some of your hired students are no longer eligible and you will need to hire another student or advertise your available position on the job website.
- In some cases a student will be requested by more than one employer. Since the policy is only one full-time position, the student will be contacted to make a choice between jobs or be notified they will need to split their hours between the two positions. In other cases, a student may be requested to work in a position that may be considered specialized, meaning the student has skills and qualifications necessary to fill the position that not everyone else may have. In the event this happens, the supervisor will be notified that an appeal is necessary. Please refer to the *Appeal Process* section below for more information.

**Appeal Process (Supervisors)**

There are a few situations that may warrant an appeal from the supervisor to get a student approved for hire in your area.

1) **The student requested does not have work-study eligibility.**

As previously stated, students with financial aid job eligibility always take priority over students who do not have a job need. Students with work-study in their financial aid package use those funds as a means of payment toward university charges on their account. Since jobs are limited on campus, we try our best to make sure that students with work-study eligibility are provided with the opportunity to work.

2) **The student requested is a Resident Assistant or Food Service Student Manager.**

Students who choose to accept either of these positions are paid differently than if they were on the work-study program. Due to this, students in these positions aren't typically allowed to work anywhere else which frees up jobs for students with work-study eligibility.

3) **The student requested is already holding a work-study position.**

Students are limited to one full-time position, or two positions that make full-time between the both of them, as that is all they need to earn the full amount of the work-study award included as part of their financial aid package.

Departments requesting students in one of the above situations typically will need to submit a letter of

appeal that the Student Employment Advisory Committee will review for approval of hire. A copy of the appeal form is located in the Appendix or you may request an appeal form from the Student Employment Coordinator.

All positions must be advertised to work-study students the following school year.

### **Scheduling**

Most offices operate within the official business hours of the university, which are 8:00 a.m.- 4:30 p.m. However, some departments require student employees to work during the weekend, vacation breaks and evening hours. Work hours must be scheduled so that they will not conflict with a student's academic classes or responsibilities. A work week is Sunday to Saturday. No student may work for more than 8 hours a day, or 20 hours a work week when school is in session.

### **May, June, July, August Employment**

If a student works during any of IWU's Summer Terms, the employment is classified as a payroll position and paid the Illinois minimum wage (***\$15.00 per hour***). Available positions will be posted on [Handshake](#) starting in late March.

- FICA taxes are paid/withheld.
- International students who graduate in the spring and want to work during May term must have permission from the International Office, as their visa may not allow them to do work past the last day of the academic calendar.
- Student workers must be a current student, in good standing and be returning for classes in the following fall semester, to be eligible to work.
- A student that wants to live in the residence halls, will be required to pay housing and food costs, and must contact the Office of Residential Life to apply for housing.
- Students may work a maximum of **29 hours per work week (Sunday-Saturday)** in **May and August** (to the Sunday before classes begin).
- Students may work a maximum of **37.5 hours per work week (Sunday-Saturday)** in **June and July** (same as staff employees).
- Student workers are required to take a 30 minute lunch break if working over 7 hours and it must be reflected on the timesheet (i.e. students are to clock out for breaks and clock back in upon returning).
- Students who work in May will be paid June 10<sup>th</sup>, please contact the Business Office if you will not be on campus to pick up your paycheck and are not set up for direct deposit. Students will be paid bi-weekly in June, July and the beginning of August. A copy of the payroll calendar is in the Appendix and on the Business Office website under [Payroll Calendars and Deadlines](#).
- Students must have proper supervision, so working from home or away from campus is not allowed.
- Summer Research Students are handled differently, but still must have employment forms on file before they can work or be compensated.
- Non-students (students who are **not** enrolled as full-time students for classes in the fall) must be processed by HR to work. The request link is on the HR website.

## **Holiday and Break Employment**

Due to security and housing issues, there are minimal opportunities to work on campus during designated holidays and breaks. A student must be authorized by their supervisor and the Office of Residential Life to work during any of these times and the pay rate is the same as during the academic year.

Students are paid only for hours worked. Like all non-exempt employees, student workers are not paid for their lunch break and it is to be reflected in their timesheet. Students do not receive additional pay for working holidays or weekends, and are not eligible for benefits.

## **Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Because of the nature of the work performed by offices on campus, files may contain educational and confidential personal information. Under no circumstances are codes, the contents of office files or overheard discussions to be shared or used outside the departments. Neither should duplicates be made for non-office purposes. Extreme caution is taken when discarding documents that contain confidential information. The nature of some documents will require that they be shredded before being discarded. Violating the confidentiality policy could result in immediate termination.

## **Breaks**

Workers will be permitted to take a 20 minute unpaid break no later than 5 hours after the start of your shift if you are required to work for 7 continuous hours or longer. This should be reflected on the worker's timesheet.

## **Illness/ Injury Policy**

Students who are unable to work for an extended period due to illness or injury must inform their supervisor and the Student Employment Program Coordinator immediately. There are no paid benefits for these situations.

## **Warning and Termination Process**

Violations of the expectations and standards for employment policies and practices will be documented and may result in giving a student a warning. The purpose of the warning (verbal or written) is to share with student employees the importance of the violated policies and to allow student employees time to

adjust their behavior and hopefully reverse a potential termination. A sample warning form is located in the Appendix.

Student employment is considered “at will.” Termination may occur for the following reasons: not meeting the academic requirements (enrollment is less than the minimum credit hours or academic withdrawal from courses), resignation by the student, staff/budget reduction, policy violations, or incompetence.

The termination policy of the Student Employment Program involves two areas: resignation and termination. In either case, you should discuss your situation with your supervisor and the Student Employment Program Coordinator, if necessary.

### **Resignation**

Most supervisors hope that student workers will remain in their employment position throughout the academic year. However, changes in class schedule, academic pressures, or other factors may make such a commitment impossible. Academic concerns seem to be the most frequent reason students quit their employment positions. You must maintain satisfactory academic progress (SAP) to receive financial aid, including student employment. If you begin to fall behind in your studies, consult your supervisor and/or your academic advisor to determine how you can reverse this trend. If you decide that both working and performing well in your classes is not possible and you want to resign from your employment position, you may end your employment using the following procedure:

- 1) Inform your supervisor and give at least one week notice of your final workday.
- 2) Notify the Student Employment Coordinator.

### **Termination**

If your supervisor is not satisfied with your performance, he or she is encouraged to discuss the concerns with you and to specify a period of time in which you are expected to improve. If you are unable to meet the supervisor's expectations, you may anticipate being terminated. Supervisors are encouraged to provide both a verbal and written warning to the student before terminating them.

Acts of serious misconduct will not be tolerated and may result in an immediate release from employment. Reasons for immediate termination of a student may include, but are not limited to the following:

- Breach of confidentiality
- Repeated absences without notification to the supervisor
- Willful, deliberate, or negligent acts that cause serious disruption in the continuity, efficiency, or safety of the department
- Fraudulent reporting of hours worked (Deliberate falsification of hours or other employment records may be considered a federal offense and is punishable by law)
- The unauthorized possession, distribution, use of, or being under the influence of alcohol, marijuana, or other non-prescription drugs or controlled substances during working hours
- Theft of university property or the personal property of a student, staff, or faculty member
- Harassment

- Serious disregard of university rules
- Gross incompetence
- Insubordination or refusal to perform assigned tasks

Terminations will be reported to the Student Employment Program Coordinator and may be reviewed by the Student Employment Advisory Committee. Depending on the severity of the circumstances surrounding the termination, you may lose your privilege to participate in the Student Employment Program for the rest of the academic year or permanently. Notice of termination will be kept in your permanent student employment file in the Financial Aid Office.

You have a great deal of control over your performance at your employment position. Communication is the key to employment success as well as a good relationship with your supervisor. Your performance may rest on your understanding of tasks, rules, and expectations. When in doubt, ask your supervisor for clarification, information, expectations, and procedures. Appropriate behavior, attitude, time management, and communication with your supervisor will assist you in maintaining your campus employment position and a good employment history.

### **Academic Progress Policy**

To insure that federal, state, and university funds are used as efficiently as possible, policies have been established that require a financial aid recipient to progress toward a degree within a reasonable period of time. A student's progress is monitored for all periods of enrollment regardless of whether or not he or she is receiving financial aid for that same period. All students are required to meet Satisfactory Academic Progress (SAP) standards. The SAP policy can be found online under the [Consumer Disclosure section](#) or in the IWU Course Catalog.

### **Student Employee Evaluations**

Continuous feedback is an important part of the IWU's Student Employment Program. It provides supervisors and students with opportunities to improve their work experiences and influence their work environments. Supervisors should see that student employees receive and review a thorough job description upon hire to understand what is expected of them.

Evaluations should be reviewed with student workers as a way of giving feedback and constructive criticism. This can help them understand their strengths and weaknesses and develop appropriate work habits and attitudes. Together with ongoing feedback, the evaluation is one of the most important elements in a meaningful work experience for students. Performance evaluations will take place upon the end of employment for each student employment position and turned in to the Student Employment Coordinator. Students should ask their supervisors for a copy of their evaluation for their personal files.

A copy of the evaluation form is located in the Appendix.

**APPENDIX BEGINS ON NEXT PAGE**

# Appeal for Payroll Student Worker

Date: \_\_\_\_\_

Name of requested student: \_\_\_\_\_

Name of person completing appeal: \_\_\_\_\_

Department: \_\_\_\_\_

Date the position was posted on the student job openings website: \_\_\_\_\_

1. Which category does the student fall into:  
 The student requested does not have work-study eligibility  
 The student requested is a Resident Assistant or Sodexo Student Manager  
 The student requested is already holding a work-study position  
 Other \_\_\_\_\_

2. How many hours per week are you requesting the student to work? \_\_\_\_\_

3. State the description of the job duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Address the skills and qualifications the requested student has over other students:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. State what steps were taken to find a work-study student that led you to believe the requested student is the best qualified:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. List the names of the students who were interviewed for this position:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide specific and detailed information to aid the Committee in determining a decision. The process can take a few days to a few weeks depending upon schedules. **If the student is approved to work for you, the approval is for this school year only. It is not guaranteed every year. All positions must be advertised to work-study students the following school year.**

# STUDENT WORKER RECORD OF VERBAL/WRITTEN WARNING

The employee described below was given a verbal/written warning as a disciplinary action on the date issued for the reason(s) I have checked below in the appropriate section(s) of this form and explanation thereof:

NAME OF STUDENT WORKER: \_\_\_\_\_

DATE AND TIME OF VIOLATION: \_\_\_\_\_

DATE AND TIME OF DISCUSSION WITH EMPLOYEE: \_\_\_\_\_

## REASONS FOR VERBAL/WRITTEN WARNING

### A. UNSATISFACTORY ATTENDANCE

- late in reporting to work – no notice
- missed shift (at least 30 minutes late) – no notice
- left office without permission for non-work related reason during shift
- left office before end of shift without sufficient reason
- other \_\_\_\_\_

### B. UNSATISFACTORY PERFORMANCE

- failure to keep confidentiality of office business
- failure to clean up and close all areas before leaving the office
- failure to sign off computer(s)
- failure to attend to office duties promptly/properly
- failure to be courteous and helpful to the public
- other \_\_\_\_\_

### C. ABUSE OF PRIVILEGES

- guests behind the desk area
- inappropriate behavior in the office
- other \_\_\_\_\_

### D. BREAKING UNIVERSITY POLICY

- \_\_\_\_\_

REMARKS:

ACTION PLAN:

\_\_\_\_\_  
(supervisor)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(student)

\_\_\_\_\_  
(date)

# Student Evaluation Form

Student's Name: \_\_\_\_\_ Student ID \_\_\_\_\_

Job Title/Department: \_\_\_\_\_ Supervisor \_\_\_\_\_

Would you recommend this student: Yes No

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## Duties of Student:

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Please evaluate the student employee on each trait below according to the following scale:

<u>S</u> uperior:	Nearly always exceeds job requirements and is continually of the highest caliber
<u>V</u> ery Good:	Consistently fulfills job requirements and often goes beyond what is expected
<u>A</u> cceptable:	Satisfactorily and competently meets expectations
<u>N</u> eeds Improvement:	Fails to meet expectations
<u>P</u> oor:	Consistently unacceptable and seldom meets job requirements
<u>N</u> A:	Not applicable

**Knowledge of Job Responsibilities:** *Performs work by following specified procedures & directions* \_\_\_\_\_  
Comments:

**Dependability:** *Work is reliable and prompt; efficiently completes tasks accurately & thoroughly* \_\_\_\_\_  
Comments:

**Confidentiality:** *Maintains strict confidentiality of departmental information* \_\_\_\_\_  
Comments:

**Initiative:** *Ability to act on own; responsible to accomplish needed work; resourceful; works with little direction* \_\_\_\_\_  
Comments:

**Aptitude:** *Quickly learns new work; retains training* \_\_\_\_\_  
Comments:

**Attendance:** *Adheres to schedule; dependable* \_\_\_\_\_  
Comments:

**Punctuality:** *Prompt attendance; appropriate notice of absence* \_\_\_\_\_  
Comments:

**Cooperation:** *Ability to work with others* \_\_\_\_\_  
Comments:

**Leadership:** *Effectively problem-solves; communicates clearly* \_\_\_\_\_  
Comments:

**Professionalism:** *Respects departmental policies (i.e. appropriate dress, cell phone use, etc.)* \_\_\_\_\_  
Comments:

**Attitude:** *Enthusiastic; willing to take on an appropriate range of tasks* \_\_\_\_\_  
Comments:

**Courtesy/Friendliness:** *Expresses consideration; kind; respectful to others* \_\_\_\_\_  
Comments:

**Discussion Comments:** Please use this area for comments on any additional topics related to this employee's performance covered in the discussion with the student employee.

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- Please email this form to Stephanie Iskra ([siskra@iwu.edu](mailto:siskra@iwu.edu)) or return this form to the Financial Aid Office, Holmes Hall, Lower Level.

\_\_\_\_\_  
Student's Signature (optional)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**For Financial Aid Office Use:**

Recvd Date:

## Illinois Wesleyan University 2026 Student Pay Periods

	Pay Period		Pay Date
1	12/01/25	12/31/25	01/09/26
2	01/01/26	01/31/26	02/10/26
3	02/01/26	02/28/26	03/10/26
4	03/01/26	03/31/26	04/10/26
5	04/01/26	04/30/26	05/08/26
6	05/01/26	05/31/25	06/10/26
<b>7</b>	<b>06/01/25</b>	<b>06/13/26</b>	<b>06/18/26</b>
<b>8</b>	<b>06/14/26</b>	<b>06/27/26</b>	<b>07/03/25</b>
<b>9</b>	<b>06/28/26</b>	<b>07/11/26</b>	<b>07/17/26</b>
<b>10</b>	<b>07/12/26</b>	<b>07/25/26</b>	<b>07/31/26</b>
<b>11</b>	<b>07/26/26</b>	<b>08/08/26</b>	<b>08/14/26</b>
<b>12</b>	<b>08/09/26</b>	<b>08/22/26</b>	<b>08/28/26</b>
13	08/23/26	08/31/26	09/10/26
14	09/01/26	09/30/26	10/09/26
15	10/01/26	10/31/26	11/10/26
16	11/01/26	11/30/26	12/10/26
1	12/01/26	12/31/26	01/09/27
2	01/01/27	01/31/27	02/10/27

**BOLD # = Summer Payrolls, bi-weekly**

1/1/26-4/30/26 = \$12.75/hr

**5/1/26-8/22/26 = \$15.00/hr**

8/23/26-4/30/27 = \$12.75/hr

<https://www.iwu.edu/business-office/payroll/time-card-dates.html>

## Illinois Wesleyan University Student Worker Responsibilities

As a student worker, you are expected to read the **IWU Student Employment Handbook** and:

1. **Act Professionally**

- Arrive on time.
- Complete assigned tasks reliably, efficiently, and to the best of your ability.
- Maintain a professional attitude and appearance appropriate to your workplace.
- Do not conduct personal activities (studying, texting, personal calls) during work hours.

2. **Follow Workplace Policies**

- Abide by all institutional and departmental policies, including those on attendance, dress code, confidentiality, and technology use.
- Know your job responsibilities and who you report to.
- Use **Web Time Entry (WTE)** to clock in/out for each shift and submit timesheets on time.
- Use office equipment for **work-related use only**.

3. **Communicate Effectively**

- Notify your supervisor in advance of absences or lateness.
- Report any concerns or incidents to your supervisor or designated contact.
- When finished with tasks, ask your supervisor for your next assignment.

4. **Maintain Confidentiality**

- Protect confidential student, staff, and institutional information.

5. **Respect Workplace Boundaries**

- Maintain respectful relationships with colleagues, supervisors, and other members of the institution.

6. **Balance Work and Academics**

- Prioritize academic responsibilities and inform your supervisor of any conflicts or scheduling issues in advance.

*For details and resources, visit the Student Employment section of the IWU website or contact the Financial Aid Office.*

**Acknowledgment:**

By signing below, you acknowledge that you have read, understood, and agree to abide by the responsibilities outlined in this notice.

**Student Worker Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

