

## **WMU STUDENT EMPLOYMENT ELIGIBILITY FORM**

(Complete for every hire; make a copy for the student and a copy for department.)

Student Name and WIN: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

**In order to be and remain eligible for student employment at Western Michigan University, a student must be:**

- ☐ Enrolled, in good standing, *at least half time* throughout the semester(s) and/or session(s) of employment.
  - a. Half-time undergraduate: 6 hours fall or spring, 3 hours summer I or II
  - b. Half-time graduate: 3 hours fall or spring, 2 hours summer I or II
- ☐ Possess U.S. employment eligibility documentation (i.e. social security number or similar)
- ☐ **Working no more than 25 hours a week/50 in a pay period for all WMU employment positions in fall and spring semesters, during breaks and periods of non-enrollment.** Student employees may work up to 40 hours a week/80 per pay period during summer I or summer II sessions only.
  - a. Jobs in an American Federation of State, County and Municipal Employees (AFSCME) staffed operation, are limited to a *maximum of 20 hours* per week, in accordance with the regulations set forth in article 1.1.3 of the 2009-2012 AFSCME / WMU Agreement.
  - b. International students work a *maximum of 20 hours* per week during mandatory enrollment periods, due to immigration regulations.
- ☐ Responsible for reporting all campus jobs to all supervisors. Identify the department(s), supervisor(s), and the number of hours worked in each job.
- ☐ Able to prove a Federal Work-Study award at the point of hire (where applicable). Notify supervisor immediately if Federal Work-Study award has changed or been eliminated.

**\*List additional job(s) held on campus:**

<i>Position/Department</i>	<i>Supervisor Name/Phone</i>	<i>Average hours per week</i>	<i>Utilizing Federal Work-Study Award</i>

I, \_\_\_\_\_ have read and agree to abide by these requirements.  
(Print student name)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

TO: WMU Deans, Department Heads and Chairs  
FROM: Lynn Kelly-Albertson, Career and Student Employment Services  
DATE: December 4, 2013  
RE: Changes in Student Employment Requirements Effective January 1, 2014

Student employment is meant to be ancillary to a student's primary activity as an enrolled student pursuing a course of study at WMU. A number of federal regulations require more systematic tracking of hours worked for student employees (Fair Labor Standards Act, IRS taxation and the Affordable Care Act).

**Beginning January 1, 2014, student employee maximum allowable work hours will be reduced to align with these regulations.** Student employment provides students with a chance to learn skills, and earn extra income; the net effect of this change may lead to more campus job opportunities for students. See **Student Employment Eligibility Requirements** on the reverse side of this memo to clarify the changes based on student employee type. Questions can be directed to Brenda Case-Parris or me at 387-2745.

**Departments are responsible to monitor their own student employee hours.** A **Student Employment Eligibility Form** is recommended for each student employee. The form asks the student to identify all campus jobs held, the department(s), and the supervisor(s). Additional PeopleSoft reporting options are being investigated to help supervisors track student hours worked, further information will be communicated once those options have been determined. Additional information and the Student Employment Eligibility Form can be found at: [www.wmich.edu/career/campus](http://www.wmich.edu/career/campus).

**In order to be and remain eligible for student employment at WMU, a student must be:**

1. **Enrolled, in good standing, at least half-time throughout the semester(s) and/or session(s) of employment. Students are exempt from the 7.65% FICA (Social Security and Medicare) taxation.**
  - a. Half-time undergraduate: 6 hours fall or spring, 3 hours summer I or II
  - b. Half-time graduate: 3 hours fall or spring, 2 hours summer I or II
  - c. Students enrolled below half-time will pay FICA taxes, as will the employing department.
2. **Working no more than 25 hours a week for all WMU employment positions in fall and spring semesters, during breaks and periods of non-enrollment. Working less than 40 hours a week during summer I and/or summer II sessions.**
  - a. Departments needing assistance requiring more than these limits must work with Human Resources to ensure compliance with the law and University requirements.
  - b. The maximum number of hours worked is computed based upon ALL of the WMU employment positions a student has.
  - c. Any time a student employee works more than 30 hours in a week (enrolled or not) all their hours will be subject to FICA taxation.
  - d. Student jobs in an American Federation of State, County and Municipal Employees (AFSCME) staffed operation, are no more than 20 hours per week, in accordance with the regulations set forth in article 1.1.3 of the 2009-2012 AFSCME / WMU Agreement.
3. **Possessing U.S. employment eligibility documentation (i.e. social security number or similar).**
  - a. An international student may work when under-enrolled (less than half-time) if authorized for a reduced course load by International Admissions and Services.
  - b. International students work authorization ends upon transfer-out, SEVIS (Student and Exchange Visitor Information System) termination, or completion of studies.
  - c. Due to immigration regulations, international students can work a *maximum of 20 hours* per week during mandatory enrollment periods.

# WMU STUDENT EMPLOYMENT ELIGIBILITY REQUIREMENTS (EFFECTIVE 1.1.14)

Student Type	Time of Year	Hours Allowed to Work*	Hours During Breaks	FICA EXEMPT	Work-Study Eligible	Minimum Credits Required to be Enrolled
Undergraduate Student	Fall and Spring semesters	25 per week	25	Y	Y	6
	Summer I and Summer II (from start date to end date of academic sessions)	Less than 40 hours per week	25	Y	N	3
International Undergraduate Student***	Fall and Spring Semesters	20 hours per week	25	Y	N	6
	Summer I and Summer II (from start date to end date of academic sessions)	Less than 40 hours per week	25	Y	N	3
Graduate Student (without assistantship)	Fall and Spring Semesters	25 per week	25	Y	Y	3
	Summer I and Summer II (from start date to end date of academic sessions)	Less than 40 hours per week	25	Y	N	2
International Graduate Student*** (without assistantship)	Fall and Spring semesters	20 hours per week	25	Y	N	3
	Summer I and Summer II (from start date to end date of academic sessions)	Less than 40 hours per week	25	Y	N	2
Graduate Assistant	Fall and Spring semesters	20 as a student employee (GA included). May also work in a staff/temp position.	25	Y****	N	6 **
	Summer I and Summer II (from start date to end date of academic sessions)	If in assistantship, up to 20 as a student employee.	25	Y	N	2
International Graduate Assistant	Fall and Spring semesters	20 as a student employee (GA included).	25	Y	N	6 **
	Summer I and Summer II (from start date to end date of academic sessions)	If in assistantship, up to 20 as a student employee. (GA included).	25	Y	N	2
Non-Enrolled Students	Less than 40 hours per week in summer I and II sessions if the student was enrolled in the immediate past spring semester or is eligible to enroll in the upcoming fall semester. If graduated, must be accepted in a WMU degree program in the upcoming fall semester. Considered temporary employees; employing department and student pay FICA (7.65% each).					

\*All jobs combined

\*\*Graduate College requirements: <http://www.wmich.edu/grad/currentstudents/policies.html>

\*\*\*International Student requirements: <http://studyinthestates.dhs.gov/students/resources/working>

\*\*\*\*Graduate Assistant positions are FICA exempt, unless the student also has a staff position. Then FICA applies to both.

Additional information and the Student Employment Eligibility Form available at: <http://www.wmich.edu/career/campus>