

## APPENDICES

- A.....STUDENT EMPLOYMENT PAYMENT SCHEDULE, FRONT PAGE
- B .....STUDENT EMPLOYMENT PAYMENT SCHEDULE , BACK PAGE
- C.....UNDERGRADUATE WORK ACCEPTANCE FORM
- D.....DRUG AND ALCOHOL FORM
- E.....TIME RECORD SHEET (see timerec.pdf)
- F.....TIME CARD SAMPLE (not available as online pdf file)
- G.....STUDENT WORKER RESIGNATION/TERMINATION REQUEST
- H.....NOTICE OF EMPLOYMENT TERMINATION
- I.....STUDENT WORKER EVALUATION
- J.....VA-4 TAX WITHHOLDING FORM SAMPLE  
(see <http://www.runet.edu/~pers-web/forms.htm>)
- K.....FEDERAL W-4 TAX WITHHOLDING FORM SAMPLE  
(see <http://www.runet.edu/~pers-web/forms.htm>)
- L.....EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9)  
(see <http://www.runet.edu/~pers-web/forms.htm>)
- M.....STUDENT ASSISTANT REQUEST FORM  
(see <http://www.runet.edu/~finaid/forms.htm>)
- N.....RU (SUMMER) FINANCIAL AID APPLICATION

**1998-99 STUDENT EMPLOYMENT PAYMENT SCHEDULE  
RADFORD UNIVERSITY OFFICE OF FINANCIAL AID**

To facilitate accurate preparation and timely distribution of student pay checks, it is necessary that student time cards be submitted to the Payroll Office by 12:00 noon on the DUE TO PAYROLL dates listed below. Time cards will be forwarded to work supervisors on the TIME CARDS OUT dates indicated for each pay period. Students must certify their reported hours by signing their time card. Supervisors must turn in the time cards no later than 12:00 noon on the DUE TO PAYROLL dates. Time cards not submitted by the DUE TO PAYROLL dates will not be processed until that following pay period. Pay checks will be distributed at the Cashiers Window in Walker Hall on the dates indicated below from 8:00 a m to 4:30 p m.. Checks should be picked up by students within 5 working days.

**FALL SEMESTER 1998**

	<b>PAY PERIOD #1</b>	<b>PAY PERIOD #2</b>	<b>PAY PERIOD #3</b>	<b>PAY PERIOD #4</b>
START DATE	August 24	September 19	October 17	November 14
CUT-OFF DATE	September 18	October 16	November 13	December 18
TIME CARDS OUT	September 11	October 9	November 6	December 11
DUE TO PAYROLL	September 21	October 19	November 16	December 21
CHECK DISTRIBUTION	October 5	November 3	December 2	January 14

**SPRING SEMESTER 1999**

START DATE	January 10	February 6	March 6	April 10
CUT-OFF DATE	February 5	March 5	April 9	May 7
TIME CARDS OUT	January 29	February 26	April 2	April 30
DUE TO PAYROLL	February 8	March 8	April 12	May 10
CHECK DISTRIBUTION	February 24	March 24	April 28	May 26

**FIRST SUMMER SESSION**

**SECOND SUMMER SESSION**

START DATE	May 16	June 5	June 19	July 10
CUT-OFF DATE	June 4	June 18	July 9	July 30
TIME CARDS OUT	May 28	June 11	July 2	July 23
DUE TO PAYROLL	June 7	June 21	July 12	August 2
CHECK DISTRIBUTION	June 23	July 7	July 28	August 18

RADFORD UNIVERSITY  
OFFICE OF FINANCIAL AID  
NOTIFICATION TO RECIPIENTS OF STUDENT EMPLOYMENT

ACCEPTING OR REJECTING THE POSITION:

Please read and sign the enclosed Work Acceptance Agreement. If you wish to accept the position offered, submit your work agreement to your work supervisor when you report to work. If rejecting, return the work agreement to the Financial Aid Office immediately.

TIME CARDS AND PAYCHECKS:

A schedule of the dates for submission of time cards to the Payroll Office and disbursement of checks to students is shown on the reverse side. If your time card is not submitted by the date indicated, you will not receive a check on the corresponding disbursement date. It is the student's responsibility to obtain the monthly time card from the supervisor, verify the hours worked, and sign the time card. If you do not receive your time card by the day prior to the Payroll Office due date, please contact your supervisor. He or she should contact the Financial Aid Office if it is missing. Students are not allowed to deliver time cards to the Payroll Office. If a student is asked to do so, the cards must be in a sealed envelope with the supervisor's signature across the seal.

INCOME TAX INFORMATION:

Earnings from Work-Study/Scholarship positions are considered taxable income, though few students earn enough money to pay taxes. Under normal circumstances, taxes should not be withheld from student earnings. For income purposes, W-2 forms will be sent to the permanent address of each student worker after the close of the calendar year. New student workers should complete the enclosed W-4 and VA-4 tax forms and hand deliver them to the Payroll Office in Walker Hall. Returning student workers should file W-4 and VA-4 forms only if you have been off the payroll for more than 18 months, have had a change in family status, or otherwise need to change the tax withholding.

Compensation paid to students participating in the work programs may be exempt from FICA (Social Security) withholding taxes. To qualify for the exemption, a student must be enrolled at least half-time. If you are scheduled to graduate this semester and are not enrolled half-time, you could be eligible for an exception. Please come by the Payroll Office in Walker Hall and pick up a "Tentative Graduate" form to be signed by your department dean.

I-9 COMPLETION:

On November 6, 1986, the Immigration Reform and Control Act of 1986 was signed into law. Since Radford University strictly complies with these requirements, you will be required to present documents to verify your identity and work eligibility in order to begin work. Acceptable documents are listed on the back page of the I-9 Form. In order to begin work, you must bring the completed I-9 Form (section 1) with you, along with the required documents on your first day of employment. No one will be allowed to work, until these documents have been verified. Failure to provide the necessary documents the first day, will result in termination of employment.

INTERNATIONAL STUDENTS:

All international students must meet with Rhonda Mah, International Tax Manager. She will assist you in completing Forms W-4, VA-4 and I-9. Please bring your passport, Form I-94 card, Form I-20, Form I-9 documents and social security card when you meet with her. Please call Ms. Mah at (540) 831-7020 for her office location or to set-up an appointment.

RADFORD UNIVERSITY ALCOHOL AND DRUG POLICY:

To comply with the Drug-Free Workplace Act of 1988, the Commonwealth of Virginia has developed a "Policy on alcohol and Other Drugs". In addition to the Drug-Free Workplace Act of 1988, the University as a recipient of federal funds, must comply with the requirements of the Drug-Free Schools and Communities Act Amendments. Both Acts require the dissemination of information to all salaried and wage faculty and staff, including student workers. The state policy no longer requires that a Certificate of Receipt be completed by the employee.

EVALUATION OF JOB PERFORMANCE:

Because the work program is very important, supervisors are required to complete evaluation forms on each of their student workers. These evaluations are done at the time of termination and at the end of the award period. They will become part of the students' permanent records and are used as a reference for future placements.



# MEMORANDUM

To: ALL STUDENT WORKERS

From: Linda McCraw  
Assistant Director, Financial Aid

Subject: Radford University Alcohol and Drug Policy

To comply with the Drug-Free Workplace Act of 1988, the Commonwealth of Virginia has a policy on alcohol and other drugs. In addition to the Drug-Free Workplace Act of 1988, the university, as an institution of higher education receiving federal funds, must comply with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989. Both acts require the dissemination of information to all faculty, staff and student workers.

Attached is a summary of the state policy and supplemental information required for compliance with the Drug-Free Schools and Communities Act Amendments. Questions should be directed to the personnel office at 5421.

**STUDENT WORKER RESIGNATION/TERMINATION REQUEST  
RADFORD UNIVERSITY**

**TO:** Financial Aid Office

\_\_\_\_\_, \_\_\_\_\_ is requested to be terminated  
(Student's Name) (ID#)  
from employment in the \_\_\_\_\_ to become effective  
(Work Area)  
\_\_\_\_\_.  
(Date)

Will this student have hours for this current payperiod? Yes \_\_\_\_\_ No \_\_\_\_\_

REASON FOR RESIGNATION/TERMINATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If recommended termination is due to poor job performance or attendance, has the supervisor talked with the employee on previous occasions about these insufficiencies?

Yes  No

\*NOTE: Student must be knowledgeable of termination prior to submission of the form.

Has the student been referred to the Assistant Director of Financial Aid to discuss the problem(s)?

Yes  No

PLEASE ATTACH A COMPLETED STUDENT WORKER EVALUATION SHEET BEFORE SUBMITTING THIS REQUEST TO THE FINANCIAL AID OFFICE.

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

\_\_\_\_\_  
Date

NOTE: Unless otherwise indicated, the Financial Aid Office will seek a replacement worker to fill this vacancy.





