



Student Worker Handbook

Table of Contents	1
Student Work Office	3
Student Payroll	3
Financial Aid Office	4
SEEDS Off-Campus Federal Work-Study	4
Center for Life Beyond Reed	4
Handshake: Reed Student Job Board	4
SEEDS Off-Campus Federal Work-Study Positions	4
What is Student Work?	5
Employment Eligibility	5
Leaves	5
Graduating Student Workers	6
Work-Study	6
Workers Compensation	6
COVID-19 and Student Wo	

Discriminatory Harassment and Sexual Misconduct Policy and Title IX	11
Bias Incidents or Discriminatory Harassment	11
Hiring Paperwork	11
Social Security Number	12
Immigration Form (I-9)	12
Employee Withholding Certificate (W-4)	12
Tax Withholding	12
Filing Exempt	12
Social Security and Medicare Taxes	13
International Students	13
Timesheets and Getting Paid	13
Payday and Direct Deposit	13
Filling out your Timesheet:	13
Entering Sick Time:	15
Lost or Stolen Payroll Checks	15
Off-Campus Federal Work-Study	16
Time Sheets for Off-Campus Federal Work-Study	16
Federal Work-Study Wages	16

About this Handbook

Congratulations on your new job on campus, and welcome to working at Reed! This Handbook is your guide to working on campus. Within it you will find information about expectations, communicating with your supervisor, student work policies, payroll information, and where you can find resources related to working on campus. Questions about the information in this handbook can be directed to the Student Work Office (contact information below).

This handbook was last updated June 2021. To view the most up-to-date handbook, please visit reed.edu/student-work/student-worker-resources.html.

Resources

The goal of the Student Work Office is to facilitate meaningful work experiences which contribute to student success by fostering holistic development, academic growth, and career preparedness.

The Student Work Coordinator, can assist student workers with:

- Assistance [finding an on-campus job](#)
- Work-study information
- Disability-related work accommodations
- Guidance regarding workplace issues
- General questions about on-campus student work

503.517.4847 | studentwork@reed.edu | 8:30am-5:00pm M-F | [Student Work Website](#)

Dawn Derry, Student Payroll Specialist, can assist student workers with:

- Filling out employment paperwork and setting up tax withholding and direct deposit

GPS timesheet submission & requests for GPS pin resets
Questions about a paycheck
Helping international students receive their Social Security cards

503.777.7549 | derryd@reed.edu | Eliot 306, 7:30am-4:00pm M-F | [Payroll Website](#)

The Financial Aid Office can assist with questions regarding financial aid and work-study:
503.777.7223 | financial.aid@reed.edu | Eliot 202, 8:30am-5:00pm M-F | [FA Website](#)

10 Off-Camp Federal Work-Study positions should be directed to SEEDS:
seeds@reed.edu | [SEEDS Website](#)

Questions about Off-Campus Federal Work-Study positions should be directed to SEEDS:
seeds@reed.edu | [SEEDS Website](#)

The CLBR offers assistance with job applications, resumes, cover letters, information on fellowships, and searching for off-campus and post-graduation opportunities:
503.788.6690 | [make an appointment](#) | Prexy | [CLBR Website](#)

Finding an On-Campus Job

Open on-campus positions are posted on Handshake. Handshake allows students to search for on and off-campus jobs, SEEDS off-campus Federal Work-Study positions, internships, and volunteer opportunities. Select "On Campus" just below the search bar to view open on-campus positions at Reed.

New students are automatically set up with an account in Handshake the summer before entering



program allows motivated students to work in over Portland nonprofits, public schools and public agencies and earn \$14/hour as one way to earn their Federal Work-Study. Find out more about the [SEEDS off-campus Federal Work-Study program!](#)

worked, one hour of sick time is accrued. If you work multiple hourly on-campus positions, all of the sick time earned is combined. You can use this pool of sick time for any of your hourly on-campus positions as well as SEEDS off-campus Federal Work-Study positions. Sick time may be used in increments of .25 hours.

Sick time may only be taken for shifts that you are scheduled to work, but can not work due to one of the following reasons.

You can use accrued sick time when you miss scheduled work hours:

Due to experiencing physical or mental illness

For example, you wake up with a fever and cannot attend your shift

To seek medical care for physical or mental health

For example, you have to go to a doctor's appointment during an hour you are scheduled to work

To attend the funeral of or grieve the death of a family member*

To care for a sick family member* or seek medical care for a family member*

To seek resources related to domestic violence, harassment, sexual assault, or stalking

If you cannot work because you test positive for COVID-19 or are instructed to quarantine due to possible exposure to or symptoms of COVID-19

If your workplace closes and your hours are cancelled due to a public health emergency

*For the definition of family member and more details on using sick time, please see [this page](#).

How do I call out sick?

If the reason for using sick time is foreseeable (for example, a doctor's appointment), notify your supervisor as far in advance as possible of your absence. If the reason for using sick time is unforeseeable (for example, you wake up sick the day of your shift), it is your responsibility to notify your supervisor that you are sick and will not be attending work before your shift begins. It is a good idea to clarify with your supervisor ahead of time how they would like you to communicate in the event that you are sick.

How can I see how much sick time I have?

You can view your accrued sick time in GPS. Click on "Leave Balances" to view your earned and available sick time hours.

Does sick time expire?

If you stop working on campus, you will lose any accrued sick time after 6 months. If you begin working on campus again within 6 months, you will retain any previously accrued sick time.

How do I enter sick time on my timesheet?

Please see instructions on page 13 for entering sick time into your timesheet.

Other questions about sick time? Contact the [Student Work Coordinator](#).

Student workers seeking an accommodation for student work related to a disability can begin the process by setting up a png

Student workers must receive one rest period, not shorter than 10 minutes, for any shift longer than 2 hours, at a rate of one rest break for every 4 hours worked. Rest breaks and meal breaks are not the same, and both must be given separately.

Student workers may not work more than 40 hours per week (20 hours during a (

Communicating expectations for student workers, in

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Students must have a valid U.S. Social Security Number (SSN) to be eligible to work at Reed College. Both the I-9 and W-4 forms require a valid SSN and must be completed and submitted before the college can issue a payroll check.

International students will need to apply for an SSN once they are hired for their first on-campus position. The Payroll Specialist can provide information on applying for a number. Please keep in mind that it can take as long as six (6) weeks to receive an SSN and the college cannot issue a check or direct deposit without a valid SSN. See [Process for Hiring International Students](#) for more information.

In order to fill out the I-9 form, students must bring acceptable forms of identification. For more information on accepted forms of identification, [please see this link](#). **Note: If you are a student, you must bring a valid U.S. driver's license or a valid U.S. passport.**

This year you expect a refund of all Oregon income tax withheld because you expect to have no tax liability

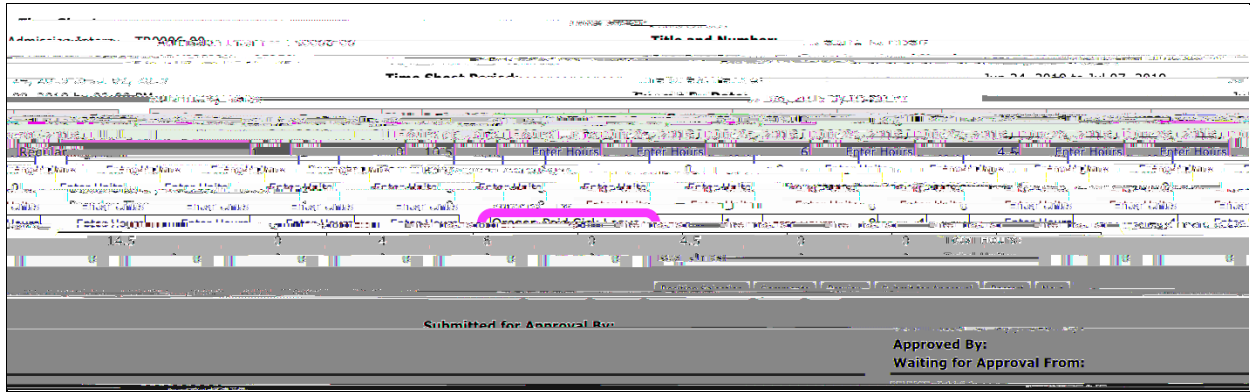
Social Security and Medicare taxes are not withheld from a student's wages as long as they are enrolled and actively attending classes based on one-half time enrollment or more. Social Security and Medicare taxes are withheld during winter break (December/January) and summer break (mid-May thru August).

International students are eligible to work on campus up to 20 hours a week when school is in session. During the winter and summer breaks they are able to work full time, but may not exceed 40 hours a week for all jobs on campus. Since there are specific guidelines on their taxes, International students should go to Eliot 306 to speak to the payroll specialist when completing their W-4 forms.

You are responsible for recording your hours worked for each pay period in your timesheet on GPS Payroll through Banner Self-Service. You will have a separate timesheet for each student position you work in.

If hours are incorrectly logged for a position, the student needs to make sure they delete the hours prior to completing the submission of the time sheet. If there are any hours pending the payroll specialist will ~~the M~~

Sick time is entered in the same format as regular hours. From your timesheet, select “Enter Hours” on the “Oregon Paid Sick Leave” line on the date you would like to enter sick time for.



Enter your hours here the same way you enter regular hours, with breaks for any meal breaks you would have taken:



Please notify the Payroll Specialist immediately if a payroll check has been lost or stolen. The payroll specialist will notify the bank and place a stop payment on the original issue, and will then issue a replacement check. The fee for replacing a lost check is \$25.00 per check. Stolen checks will take longer to replace (especially if the check has been cashed). The standard procedure is that a police report has to be filed and then the employee has to go to the bank and sign an affidavit that verifies that

they did not cash the check. Copies of that information then need to be brought to payroll, and after verification, a check will be issued.

If students have an off-campus Federal Work-Study position, they will be emailed the paper timesheet that must be used to track time. If they work for one of the off campus positions that does not always have a supervisor present, they can email the supervisor the dates and times they worked and ask them to approve via that email. Please cc your payroll specialist t o