

Student Employment Services Only

I-9 Form

Signature _____

LOYOLA MARYMOUNT UNIVERSITY

RAINS RESEARCH ASSISTANT AGREEMENT

PLEASE PRINT LEGIBLY

STUDENT INFORMATION:

SID: _____ - _____ - _____

LAST NAME

FIRST NAME

M.I.

LOCAL ADDRESS	PERMANENT ADDRESS
STREET:	STREET:
CITY/STATE/ZIP:	CITY/STATE/ZIP:
PHONE NUMBER: ()	EMAIL ADDRESS (Required):

DEGREE/LEVEL: () UNDERGRADUATE – YEAR LEVEL: FR / So / Ju / Se () GRADUATE - PROGRAM: _____

EMPLOYMENT INFORMATION:

DEPARTMENT/OFFICE:	BUDGET ACCOUNT / DEPARTMENT NUMBER: 11-2-21140
POSITION: RAINS RESEARCH ASSISTANT	PAY RATE: \$10 UNDERGRADUATE/ \$12 GRADUATE
FACULTY MEMBER:	CONTACT NUMBER:
TOTAL HOURS:	TOTAL AMOUNT: \$

FALL ___ SPRING ___ SUMMER ___

EMPLOYMENT DATES:

STARTING: _____ ENDING: _____

SIGNATURES:

STUDENT: _____ DATE: _____

***Printed Name & Signature of Individual who will be approving student hours (REQUIRED):**

PRINTED NAME _____

SIGNATURE _____

OFFICE USE ONLY

OFFICE COMMENTS: _____

DATE: _____

PLEASE SEE REVERSE SIDE*

Student Employment Policies & Procedures

Work Award:

1. Students must apply for and accept a work award through Financial Aid every academic year and summer before starting work.
2. Students are responsible for tracking their award balances. When the award runs out, the student **MUST** stop working immediately.
3. Students may access their award information on the PROWL system under Financial Aid.

Paperwork:

1. The following paperwork is required of all students employed at Loyola Marymount University (LMU):
 - a. **I-9 Employment Eligibility Verification form** with original forms of identification
 - b. **Work History form**
 - c. **Enrollment in electronic deposit** (required for non-Federal Work Study students)
 - d. Signed **Student Employment Policies**
 - e. **Student Employment Agreement (SEA):** for each position held and each work award. A new SEA must be completed every academic year and summer. Access to eTime will be available after the SEA is processed.
2. To guarantee completion of processing and eTime access by the end of the pay period in which a student began work, awards must be accepted and all forms submitted to Student Employment Services (SES) **by the 5th and 20th of each month**—whichever day falls within the first pay period the student began work. For example, if work started on Jan. 1, all paperwork would be due by Jan. 5th.

Time & Labor Management:

1. It is the student's responsibility to ensure that all worked hours are recorded **accurately**. All hours worked should be reported on eTime, the university's electronic timecard system, in the pay period they were worked.
2. **Inaccurate, incomplete, and/or unapproved timecards will not be processed until corrected and will be considered late. Late timecards will be processed with the following pay period.**
3. eTimecards are due semi-monthly according to the payroll schedule.
4. Students can work up to 5 consecutive hours without taking an unpaid break. After the fifth hour, students must take at least a half-hour break and record it on their eTimecard.
5. Students may work a maximum of 8 hours per day (20 hours per week during school sessions, 40 hours per week during school vacations).
6. Communications regarding student employment and students' eTimecards will be sent to the student's **Lion email account**. It is the student's responsibility to regularly monitor their Lion email account.

Tax Withholdings:

1. All earnings will be subject to both federal and state income taxes, and will be shown on a W-2 at the end of the calendar year.
2. Students may select or change their withholding allowances at any time by completing a federal W4 and/or a state DE4 form. The withholding allowance for students who opt out of completing these forms is defaulted to single, zero. Students who claim exempt on either form must resubmit every calendar year.
3. In accordance with Revenue Procedure 98-16, earnings of students who are enrolled at least half time will be exempt from FICA tax. For all other students, the 7.65% FICA tax will be withheld from student wages as required by IRS guidelines. Undergraduates who are enrolled in at least six units (three units during Summer Sessions), and graduate students enrolled in at least three units are considered to be enrolled half time. Student earnings during school breaks of not more than five weeks are FICA exempt regardless of enrollment status.

Check Distribution and Mailing:

1. Three electronic deposit options currently exist:
 - a. Direct deposit to a **student account**: enroll at Student Accounts Office
 - b. Direct deposit to a **financial institution** (bank): enroll at SES
 - c. Electronic deposit to a **Bank of America Pay Card** (VISA debit card): enroll at SESPay stubs for students with electronic deposit are only available online at ipay.adp.com.
2. Student payroll checks are distributed into students' campus mailboxes on designated pay dates (see payroll schedule). Students without a campus mailbox may pick up payroll checks in SES on pay dates. Photo ID must be provided to pick up checks.

Regulations:

1. Any violations of the Student Conduct Code pertaining to student employment may result in referral to Judicial Affairs for appropriate resolution and is subject to any and all applicable local, state and federal laws.
2. Restitution for student employment violations may be charged to a student's university account as a means to recover costs.

I have read and understand the Student Employment Policies and Procedures:

Signature

Date