

# RISD STUDENT EMPLOYMENT HANDBOOK

## On The Job



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# Contact Information

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## Student Employment Office Definition and Description

RISD's Student Employment Office (SEO) assists students in their job search for both on-campus jobs and local off-campus non profit opportunities.

Working as a student employee while studying at RISD provides students with the opportunity to gain valuable work experience as well as to help to contribute to the cost of a RISD education. Below are a few services SEO offers:

- manages student employee job listings located on the [RISD CareerCenter/ArtWorks platform](#)
- provides employment-related counseling for students
- onboarding assistance for students so that they are in compliance with Federal, State and Institutional regulations to be able to work on campus.

## Mission Statement

RISD'S Student Employment Office (SEO) mission is to assist students and supervisors in all aspects of on-campus student employment and off-campus Federal Work-Study employment.

We encourage a connection between students, faculty, and staff on campus through meaningful and effective communication in a professional on-campus work environment, while simultaneously building upon these consistent interactions to help create a strong skill set for our students.

We strive to offer all students the opportunity to work with dedicated and creative staff and faculty in order to gain the vital experience in building strong portfolios and resumes.

# Types of Student Employment

## **Federal Work - Study (FWS) Program**

Federal Work-Study (FWS) is a federal financial aid program administered by Rhode Island School of Design (RISD).

FWS is designed to promote access to employment to help students meet educational expenses.

FWS is not a traditional financial aid “grant,” and earnings are not applied to tuition. Students are paid for hours worked and earnings are sent to a student’s bank account via direct deposit. Earnings will not go to help pay any outstanding balances with RISD.

The FWS program is intended for students to use their Work-Study earnings to pay for education-related expenses. These expenses include tuition and fees, room and board, books, supplies, and necessary travel expenses. Students may also want to save part of their earnings to apply toward the following semester’s expenses.

Ultimately, the pay from a FWS position is the student's responsibility once earned. There is no obligation to the Federal government or RISD to report these earnings as taxable income on their financial aid application.

Students who earn the entirety of their FWS funding during the academic year and continue to work in their on-campus job(s), will transition to the RISD Departmentally Paid Job Program.

### **RISD Departmentally Paid Job Program**

The RISD Departmentally Paid Job Program is funded by Rhode Island School of Design. Students do not need to apply for this program. Financial need does not determine eligibility for the Program, but income gained through the RISD Departmentally Paid Job Program may affect a student's future financial aid when completing the FAFSA.

### **Off-Campus Employment Federal Work-Study Program**

A student may be employed off campus under the Federal Work-Study Program by a federal, state, or local public agency, or by a private nonprofit organization. Work is not permitted for the U.S. Department of Education, the Congress and its committees, or for individual elected officials at any level of government. The work must be performed "in the public interest" - that is, for the national or community welfare, rather than for a particular interest or group.

Local public agencies include city or county governmental offices, public schools, community-owned hospitals, public libraries, and community centers. A private

nonprofit organization is one in which no part of the net earnings of the agency may benefit any private shareholder or individual. Organizations recognized as nonprofit under Section 501(c)(3) of the Internal Revenue Code qualify for Work-Study eligibility. Examples of private nonprofit organizations include colleges and universities, hospitals, day care centers, halfway houses, crisis centers, and summer camps. Work for sectarian organizations is permitted, but the work must be in the public interest and cannot in any way support sectarian ends.

Work is not "in the public interest" if:

- it primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative;
- it involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office;
- it is work for an elected official, unless the official is responsible for the regular administration of federal, state, or local government;
- it is work as a political aide for any elected official;
- a student's political support or party affiliation is taken into account in hiring him or her; or
- It involves lobbying on the federal, state, or local level.

In deciding whether work is in the public interest, RISD must consider the nature of the work as well as the organization. For example, a student may be employed by a private nonprofit civic club if the student's work is for the club's community drive to aid disabled children. If the student's work is confined to the internal



interests of the club, such as a campaign for membership, the work would benefit a particular group and would not be in the public interest. As another example, a student may work for a private nonprofit membership organization, such as a golf club or swimming pool, if the general public may use the organization's facilities on the same basis as its members. If only members may use the facilities, such employment is not in the public interest.

Political activity, whether partisan or nonpartisan, does not qualify as work in the public interest. For example, students could not work at voting polls -- even if they only checked off the names of those who came to vote and did not pass out flyers supporting a particular candidate. Also, students could not work to support an independent candidate. Another example of nonpartisan political activity would be work for a city department that might be sponsoring political debates.

Working for an elected official as a political aide also does not qualify as work in the public interest. For example, a student could not represent a member of Congress on a committee. However, a student could be assigned to the staff of a standing committee of a legislative body or could work on a special committee, as long as the student would be selected on a nonpartisan basis and the work performed would be nonpartisan.

Under certain circumstances, work for an elected official responsible for the regular administration of federal, state, or local government may be considered to be in the public interest. "Regular administration" means that the official is directly responsible for administering a particular function. Such a person would not

create, abolish, or fund any programs, but would run them. Working for a sheriff would be acceptable, as would working for an elected judge (because they have direct responsibility for the judicial system). As stated above, any political activity would not be acceptable — raising funds for the official's re-election, for example. A FWS position that involves lobbying at the federal, state, or local level is not work in the public interest.

FWS students are prohibited from working for the U.S. Department of Education because of the potential appearance of conflict of interest.

When the College enters into a written agreement, or contract, with any off-campus agency that employs FWS students, it must make sure the organization is a reliable agency with professional direction and staff, and that the work to be performed is adequately supervised and consistent with the purpose of the Federal Work-Study Program. The off-campus agency must be able to provide required matching funds (25% of the student's salary along with the employer's portion of Social Security/Medicare taxes and the percentage for worker's compensation insurance).

A student may be employed under FWS during a period of non-enrollment, such as summer vacation. To be eligible for employment the student must be planning to enroll (or re-enroll) for the next regular semester. The student's earnings during this period of non-enrollment (earnings minus taxes and job-related expenses) must be used to help pay his or her cost of attendance for the next

period of enrollment. The student must also have FWS funding they can earn during the summer.

Once a student's FWS funding has been exhausted, the off campus job must be terminated immediately. The student will not be able to volunteer in a position that they have been previously employed in.

Please contact the Student Employment Office for additional information on eligibility requirements.

## Graduate Assistantships

Graduate assistantships provide mentored professional training.

Regardless of the type of assistantship, or the tasks assigned, the position should enhance a student's professional and scholarly development, while also filling an operational need. Graduate assistantships are closely supervised and should clearly articulate goals and expectations. Assistantships support faculty teaching and scholarship, as well as departmental, divisional, and institutional initiatives and priorities.

Most graduate assistantships originate in departments or divisions with graduate programs and are assigned by the department or division's graduate program director (GPD). In support of our SEI initiatives, departments that do not have majors (e.g. Experimental & Foundation Studies, THAD, HPSS, LAS), departments that have only undergraduate majors (e.g. APPAR, FAV), and other offices on campus that wish to engage a graduate student in graduate

assistantship work are encouraged to post on-campus jobs on the [RISD CareerCenter/ArtWorks platform](#)

# Student's Policies and Expectations

## Students' Eligibility to Work

In order for students to be able to work on campus they must meet the following criteria:

U.S. Citizens and Eligible Non-Citizens	International Students
Be enrolled full time in a degree-seeking graduate or undergraduate program.	Be enrolled full time in a degree-seeking graduate or undergraduate program.  and  Have <a href="#">authorization from RISD OISS</a>

**Status as a student employee ends immediately upon graduation or withdrawal from the School.**

**Students on a Leave of Absence are not eligible to work in any capacity on campus during their leave.**

## Employing Students Post-Graduation

Students are not eligible to work as a student on or after their [conferral date](#). The conferral date is the date which will be posted on the diploma and on the official transcript.

**The exception** is when a graduated student will be attending a higher degree program within RISD. For example, a May graduate undergraduate student who will be starting a Master’s program in the upcoming Fall semester can work as a student employee during the summer between graduating and matriculating.

If a department chooses to employ the student after their conferral date, they will need to contact [RISD’s Human Resources Department](#).

# Getting Paid

Wage Scale Description Table

Student Job Level	Student Wage Rate	Student General Position Description
Level I	\$13.25	Entry-level position that involves routine or repetitive work. Little or no experience is required.
Level II	\$13.50	Responsibilities require basic knowledge of assigned tasks. Requirements include some previous work experience.
Level III	\$13.75	Responsibilities require proficiency in an area of specialized knowledge or skill. Requirements include previous work experience and ability to work with minimal supervision.
Level IV	\$14.00	Responsibilities that require a considerable degree of proficiency in an area of specialized knowledge or skill. Requirements include previous work experience, supervisory experience and/or advanced coursework, and the ability to work with minimal supervision.
Off Campus Federal Work-Study	\$14.50	Positions designated for students who

		have Federal Work Study as part of their financial aid package.
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\*As of Jan 1, 2023

# Payroll Procedures

Weekly Salaried Students (Exempt)	Hourly Paid Students (Non Exempt)
<p>Receives a set amount of money each month. On the 20th of each month.</p> <p>No time entry is required.</p> <p>This payment type is reserved for grad assistantship positions.</p>	<p>Receives payment based on the number of hours worked on a bi-weekly basis.</p> <p>Time entry is required for hourly students through <a href="#">Workday</a>.</p> <p>Students should enter their hours for each shift at the time of each shift and should submit their hours on a weekly basis every Friday.</p>

## Policy on Student Work Hours for Employment at RISD

Student workers may **not** work during their scheduled class times.

### Domestic Students (US citizens)

Domestic Students are allowed to work up to 40 hours per week (inclusive of all jobs held on campus) during the regular academic year and during scheduled breaks.

## International Students

According to USCIS regulations, international students may only work up to 20 hours per week while classes are in session (inclusive of all jobs held on campus). International students may work more than 20 but not more than 40 hours per week during vacation periods: spring break, and summer recess.

Monthly-salaried teacher and research assistants are commonly considered to be working twenty hours a week and therefore **cannot** also work in an hourly-paid position during the academic year.

If your department's requirement is less than 20 hours per week, you may have another job, but the combined weekly hours for both jobs **must not** exceed 20 hours.

Residence Assistants working in Boston University dormitories are considered to working 20 hours per week and therefore **should not** work in another position during the academic year.

## Entering and Submitting Time

Students should enter their hours for each shift at the beginning of their shift if possible and should submit their hours on a weekly basis every Friday.

Students with more than one one campus job, need to complete time cards for each of their jobs individually.

Students who are being paid hourly are paid for **hours worked** only. Lunch time, breaks, holidays, and snow days are not to be counted as hours worked. Timesheets must accurately reflect the hours worked.

**Do not input time under “Student Worker” or “Student Employee Profile” as these are both onboarding profiles and are not connected to a job.**

**Your pay will be delayed if you enter time under either of these profiles.**

Directions on how to input time can be found at [Workday Information for Students](#).

***Graduate students who are paid on a monthly salaried schedule do not need to enter hours in Workday. Time worked is assumed to be 20 hours. For questions please contact the Graduate Program Director (GPD) of your Department.***

## Late Time Entry Process

If you forgot to submit time worked by the deadline you will need to notify your supervisor. Your supervisor will send SEO a [Late Time Card](#) on your behalf.

**Falsifying a timesheet is a serious offense.** Fraudulent reporting of hours worked is **gross misconduct** and will result in immediate termination. You may also lose your financial aid, and you will be referred to the Conduct and Community Standards Office for potential further disciplinary action, up to and including expulsion from RISD.

## Scheduled Breaks

### Lunch Periods

There is a daily, **unpaid** meal period scheduled by the supervisor and/or determined by the needs of the office or department. Meal periods are staggered to provide continuous coverage in offices that need to remain open throughout the day. Meal periods are typically either one-half hour or one hour, depending on normal work week schedules. By Rhode Island law, a non-exempt (hourly paid)



employee is entitled to a minimum of a 20-minute unpaid meal time when working a shift of 6 or more hours, and a 30-minute unpaid meal time when working a shift of 8 or more hours.

Lunch breaks should be reflected in your Workday timecard.

#### Rest or Break Periods

It is general practice for RISD to allow two 15-minute, on-campus, rest or break periods (usually mid-morning and mid-afternoon) in the course of a work day, if work permits. Rest periods for student employees are paid time and are scheduled by the supervisor in accordance with the needs of each department or office. ***Time allowed for rest and break periods is neither cumulative nor compensatory.***

Other than during luncheon periods, employees are requested not to leave campus unless it is in conjunction with a work assignment. If the need arises for an employee to be away from the premises, the supervisor should be consulted before the employee leaves campus.

#### Sick Pay

Student workers earn sick time based on hours worked accruing .0286 for every hour paid, the equivalent of 1 hour of sick time for every 35 hours worked.

Accrued sick time can be found in Workday. Visit [Students and Accrued Sick Time](#) for more information.

## Holiday, Vacation Pay

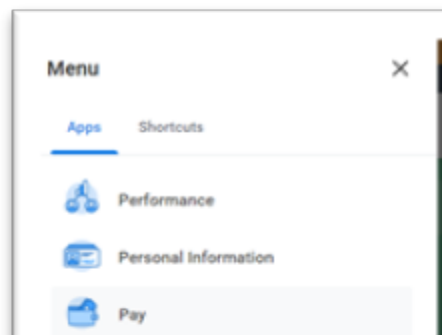
Student Employees are not eligible for holiday or vacation pay.

## Getting Paid/Payroll Forms

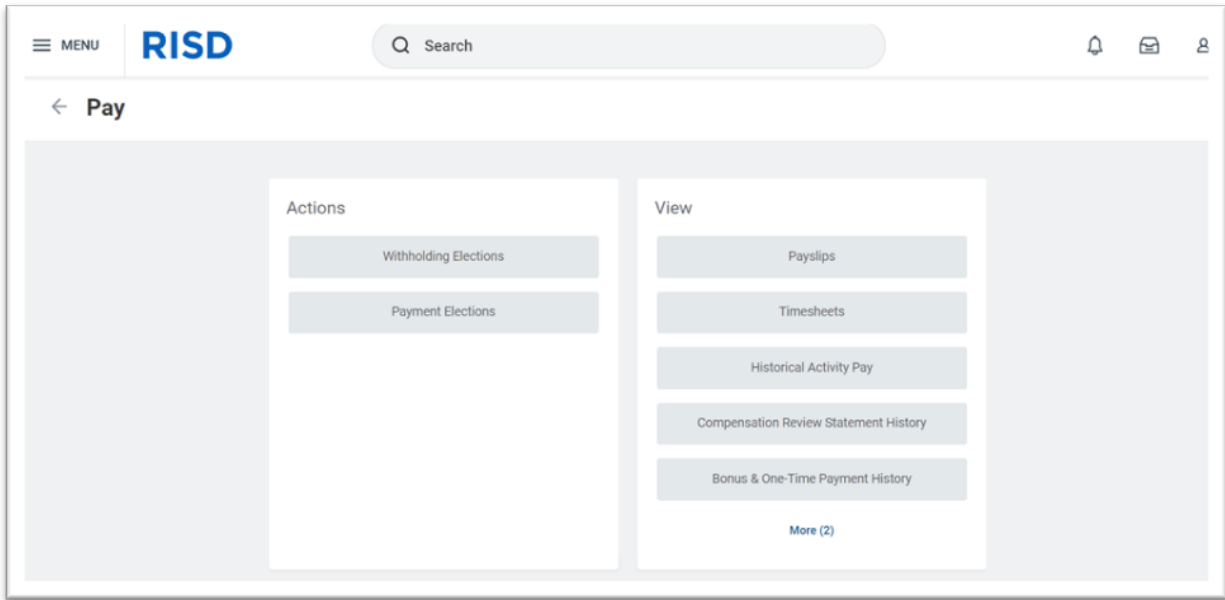
### Direct Deposit

Direct Deposit is a safe and convenient way to have your earnings automatically deposited into your checking or savings account. This authorizes RISD Payroll to deposit your paycheck directly into your bank account. **If you already have a direct deposit from working at RISD previously, you do not need to resubmit.**

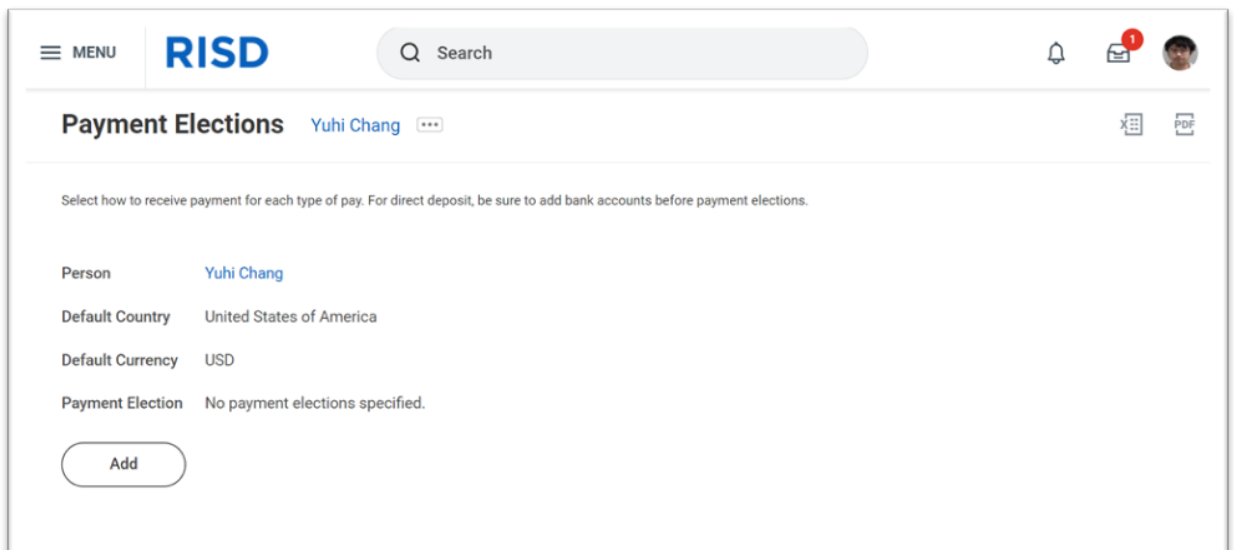
### Signing up for Direct Deposit in Workday



- On the Workday homescreen, click on Menu.
- Under the Apps List, click on the Pay icon.
- This will bring you to the main Pay screen



- Click on Payment Elections
- This will bring you to the Payment Elections Screen



- Click on Add
- This will take you the Payment Election Screen


**Payment Election Option**

Person: Arianna Deal  
 Default Country: United States of America  
 Default Currency: USD

**Preferred Payment Method**

Expense Rule:  Direct Deposit AP  
 Regular Payroll:  Direct Deposit

**Account Setup**

Sample Check: 

**Account Information**

Account Nickname (optional):   
 Routing Transit Number:   
 Bank Name:   
 Bank Identification Code:   
 Account Type:  Checking  
 Savings  
 Account Number:

- Input your Bank Information here

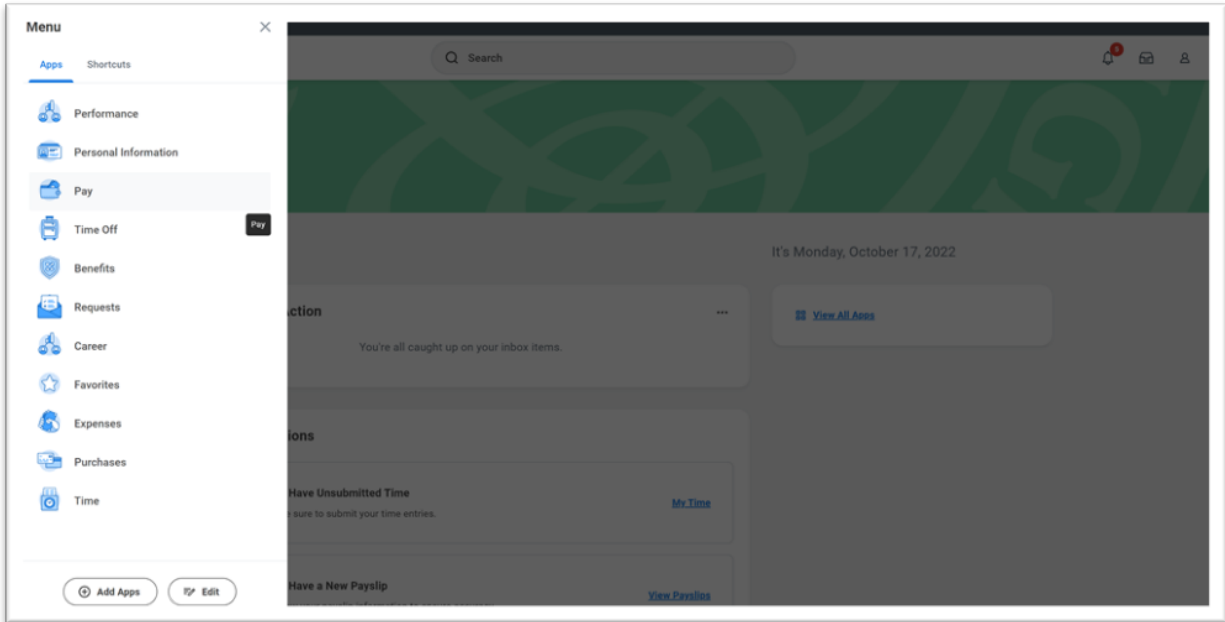
*Updating your Direct Deposit information*

- Click the Pay App
- Click “Payment Elections”
- Click either Add Account (add new bank account) or Change Account (current account numbers) or Delete Account

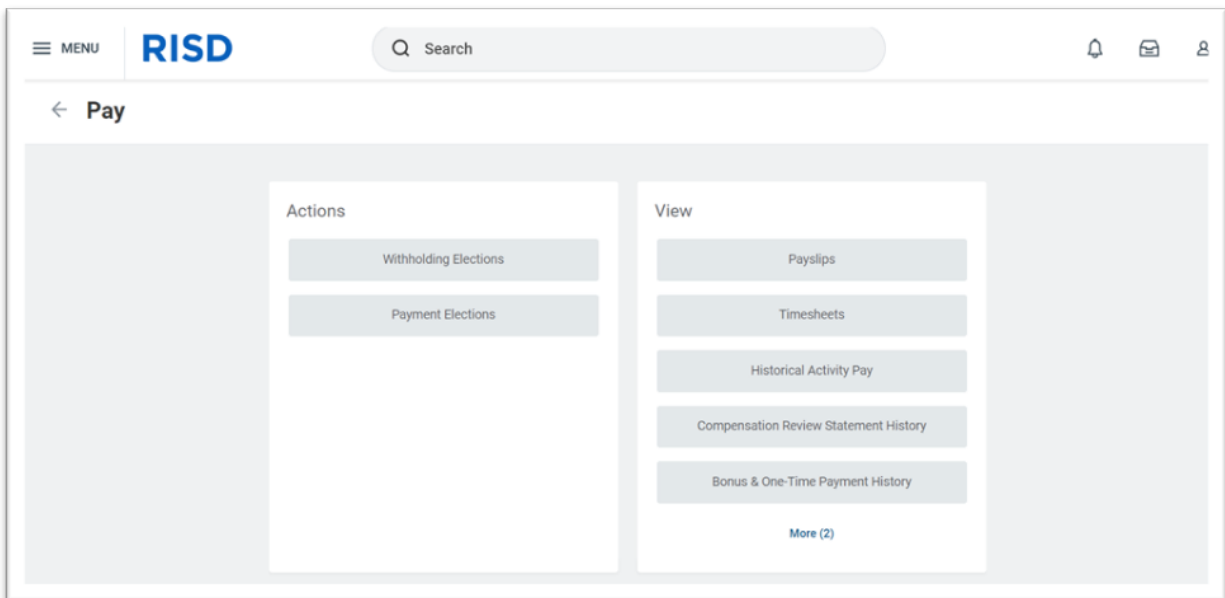
If your old bank account is still there, click Delete Account Then click “OK” and follow prompts to save.

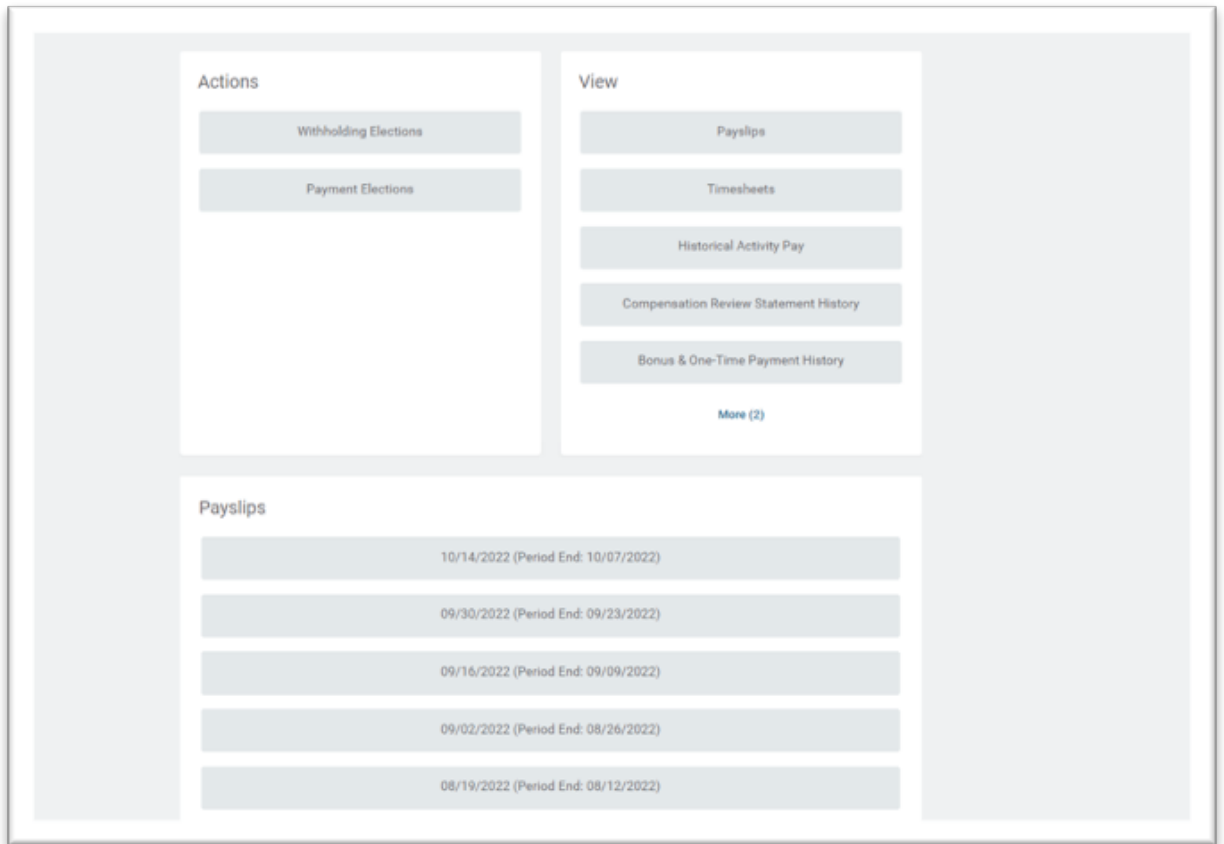
# Payslips

## Viewing Your Payslips in Workday



- On the homescreen of Workday, click on Menu.
- Under the Apps List, click on the Pay icon.
- This will bring you to the main Pay screen





- To view all payslips click the Payslips tab under View
- To view a payslip from a specific pay period, click on the appropriate pay period listed under Payslips.

## Payroll and Taxes

RISD Payroll is required to withhold Federal, State, and in some cases the City of Providence taxes from your earnings.

Taxes are withheld at the time income is earned or received during the year and RISD Payroll remits them to the appropriate taxing authority.

Students are exempt from FICA (Social Security & Medicare) taxes during the Academic Year, but are required to pay them during the Summer term if they work. These are deducted automatically from your paycheck.

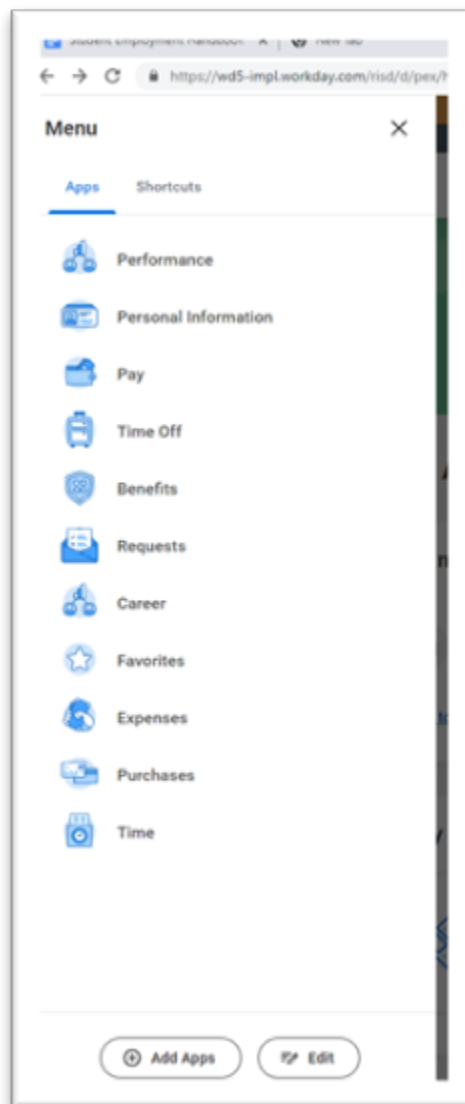
Your federal and state tax liability is dependent on several factors. When you complete your federal and state withholding forms (W-4's), read the instructions carefully to determine appropriate withholdings.

#### FORM W-4 Withholding Election Form

The Federal W-4 is an Internal Revenue Service form (IRS) used by RISD Payroll to know how much money to withhold for federal income taxes.

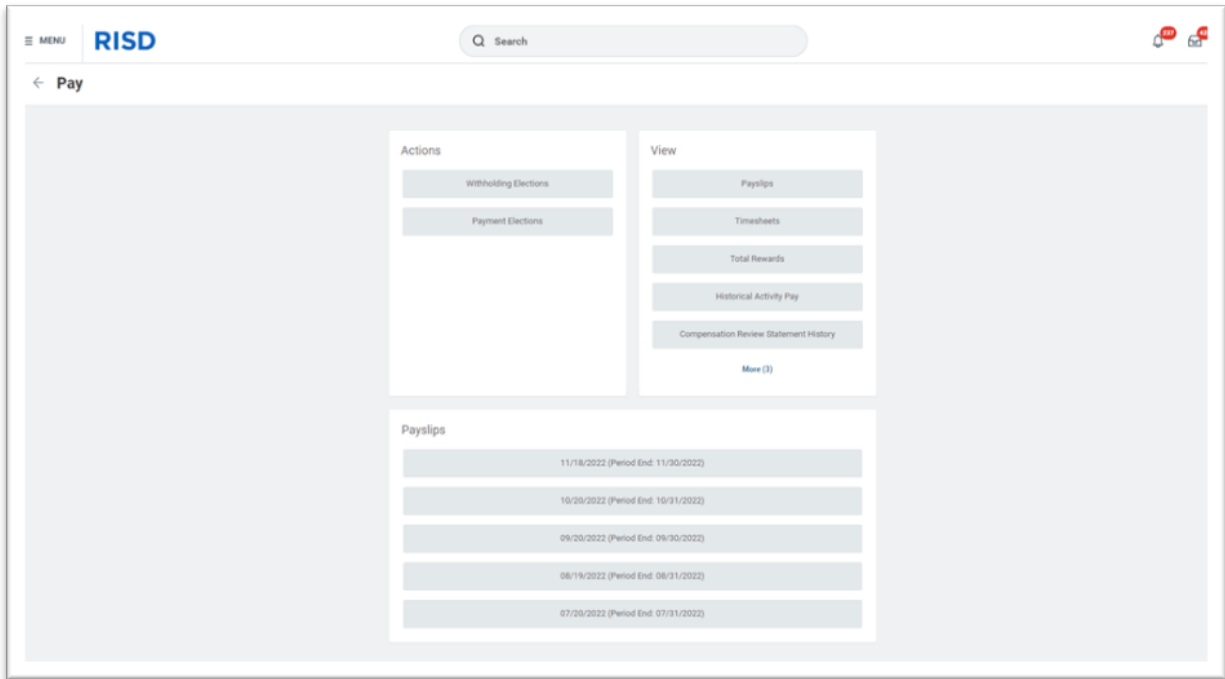
Many tools are available to help you understand the impact of W-4 elections that you make. [PaycheckCity](#) is a popular website. [irs.gov](#) is also a helpful website.

## Completing the Federal Withholding Election in Workday

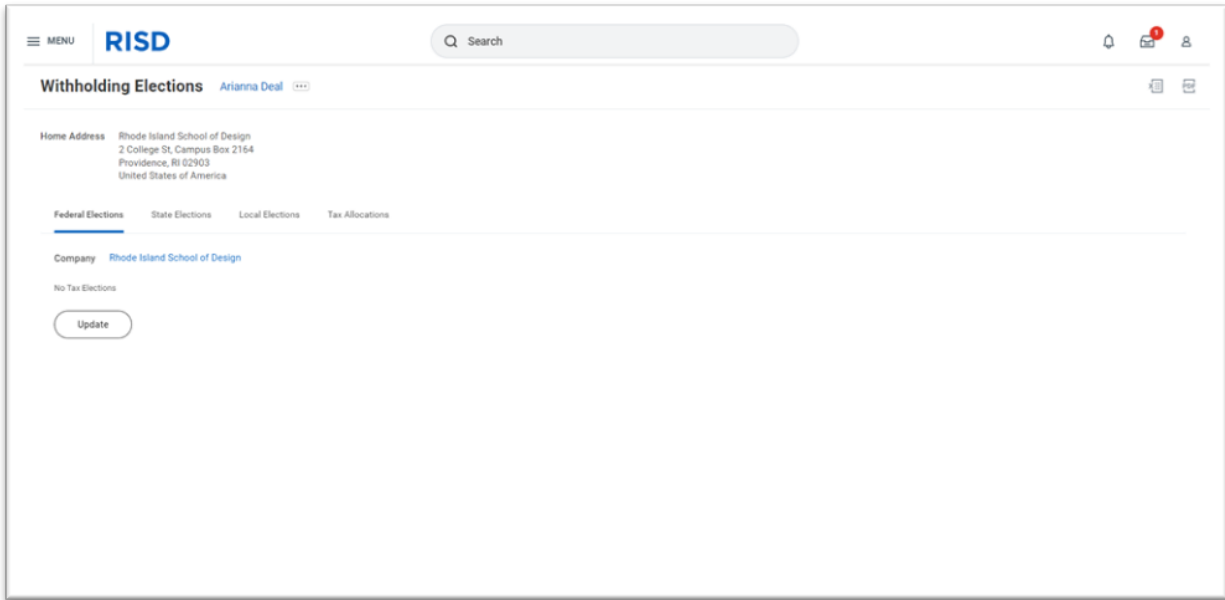


- From the homepage, under **Applications** select **Pay**.

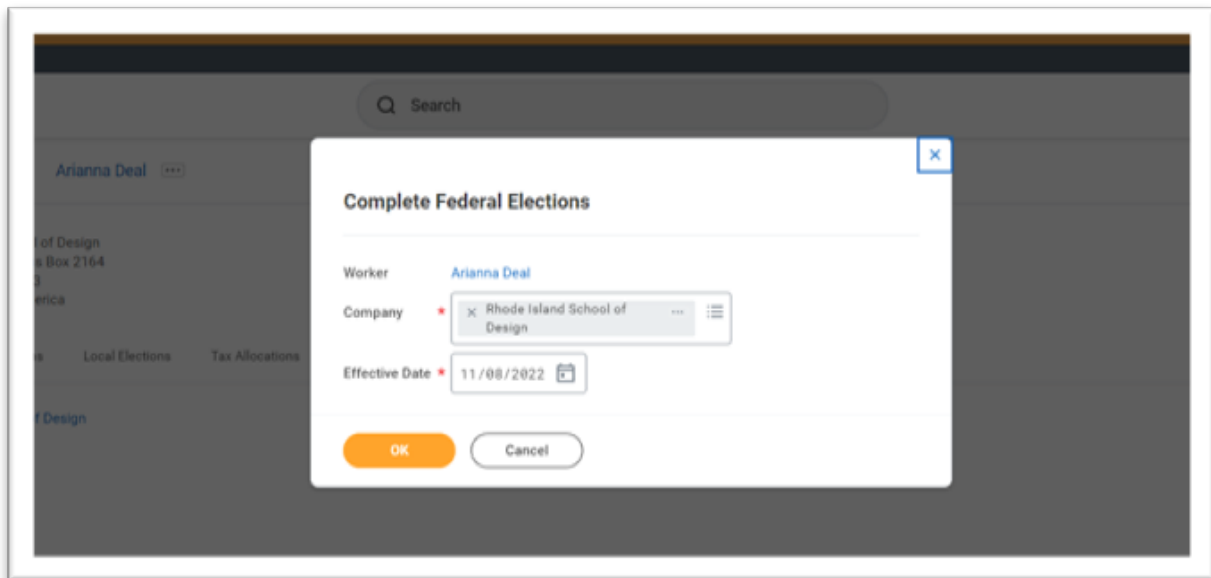




- Under Actions select **Withholding Elections**.



- Under **Federal Elections**, scroll down and select **Update**.



- Input the **Effective Date** and select **OK**.

**W-4 Employee's Withholding Certificate**

Company: Rhode Island School of Design  
 Effective Date: 11/15/2022  
 Name: Shereente Harris  
 Social Security Number: (empty)  
 Address: (empty)

**W-4 Data**

[View Blank Form](#)

Step 1:  
 Marital Status:

Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/984app](http://www.irs.gov/984app), and privacy.

Step 2:  
 Multiple Jobs or Spouse Works:

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.  
 Do only one of the following:  
 (a) Use the estimator at [www.irs.gov/984app](http://www.irs.gov/984app) for most accurate withholding for this step (and Steps 3-4); or  
 (b) Use the Multiple Jobs Worksheet on page 2 and enter the result in Step 4(c) below for roughly accurate withholding; or  
 (c) If there are only two jobs total, you may check the box above. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.  
 Complete Steps 3-4(c) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(c) on the Form W-4 for the highest paying job.)

Step 3:

- Complete the form according to your need.
- Click OK

The IRS has a helpful online tool to assist with your selection. Navigate to <https://www.irs.gov/individuals/tax-withholding-estimator> to use the IRS tool.

# On the Job

## Student's Responsibilities

Taking a job is a commitment. As a member of a working unit that depends on you, you are expected to:

- Establish a work schedule that does not interfere with your class schedule.  
**Students are not allowed to work during any scheduled class/studio time!**
- Notify your supervisor in advance of any changes to your work schedule or other commitments that will affect work availability.
  - Give at least 24 hour advance notice when unable to work a scheduled shift.
- Take the job seriously and perform at the highest level of your ability.
- Treat your supervisor and fellow employees with respect.
- Dress appropriately for the job location — some work sites have dress codes.
- Report to work on time. Notify your supervisor in advance of any possible delays.
- Not conduct personal business on the job.
- Refrain from using cell phones and personal laptops or tablets while on the job.
- Take an unpaid half-hour break if working more than six consecutive hours.
- **Hourly Paid students only:** Accurately report the hours you work. Falsifying your timesheet is a federal offense!

## Supervisor's Responsibilities

- Responsible for making sure that international students do not work more than 20 hours per week during the regular academic year when classes are in session and no more

than 40 hours per week when classes are not in session. These hours are inclusive of all jobs a student has on campus. Be sure to schedule their hours based on the amount of time students work in other on campus jobs.

- Responsible for making sure that domestic students work up to and not over 40 hours a week during the regular academic year and during the summer.
- Ask for student's class schedule to make sure that students do not work during scheduled class/studio times
- Set ground rules up front regarding scheduling and planning for schedule changes.
- Be clear about job responsibilities and expectations of the student.
- Provide training, instruction and supervision needed by the student.
- Affirm that student employees understand the importance of maintaining confidentiality about student information (see Confidentiality Agreement and FERPA Understanding below).
- Certify that hours submitted to payroll are accurate and that students are not paid for time that they do not work (i.e.: vacations, holidays, lunch breaks).
- Approve bi-weekly time sheets in Workday

#### Scheduled Termination of Jobs in Workday

All student on campus hourly paid positions will be automatically terminated in Workday on the last day of the Spring semester and the last day of the Summer break respectively.

If you plan on continuing working in the position you are hired in, speak to your supervisor ASAP so that they can rehire you into Workday again.

***Never assume that a job you currently have will automatically carry over to summer or the next academic year. Be sure to have a conversation with your supervisor regarding employment status.***

Resignation from a Job

Family Educational Rights and Privacy Act (FERPA) Policy

FERPA (Family Educational Rights and Privacy Act) is a federal law enacted in 1974 that guarantees the confidentiality of student records and general information.

It is important that supervisors [familiarize themselves with FERPA](#) and stress to their student employees the importance of confidentiality.

Students who might, at any time, access student information must read and sign the Student Worker - Statement of FERPA Understanding, which identifies the basic provisions of the law.

Student employees must understand that any student information they obtain on the job must remain in the workplace. Students must not, under any circumstances, release student information to anyone unless their position specifically requires them to do so. In addition, students may not acquire student records information that is not relevant to their jobs.

FERPA violations may result in disciplinary action, including, but not limited to, job termination.

Supervisors should keep signed [FERPA agreements](#) on file within their department.

## Confidentiality Policy and Agreement

RISD takes privacy very seriously. This includes the privacy of everyone that is a part of the RISD community. All students need to read and complete the [RISD Student Employee Confidentiality Agreement](#) as part of the initial onboarding process with their student supervisor.