



500 E. College Street | Marshall, MO 65340 | 660.831.4000 | www.moval.edu

Office of Student Employment

10/22/24

MEMORANDUM FOR: Record and Immediate release.

To: Student Employees and Student Employees Supervisors.

Subject: Policy #2: Procedures for Students and supervisors for Federal, or MVC work study.

1. Meet the requirements outlined by the FWS or MVC work study program. Eligibility can be determined by the:
 - Manager of Student Work Study (Destiny Johnson)
studentemployment@moval.edu 660.831.4451
 - Director of Student Work Program
 - Director of Admissions & Financial Aid

2. Visit with the Manager of Student Work Study for each department's open position availability and to fill out appropriate paperwork required for the program. Office hours during the school year will be Monday Noon to 7pm and Tuesday through Friday 9:00am to 4:30pm for the student work program office. The office will be closed for enrollment days, check in days and holidays as outlined in the MVC Staff Calendar. During fall check-ins the office will have a station set up to answer questions and provide paperwork needed to begin the process of getting hired.
 - I-9 Employment Eligibility Verification
 - W-4 Employee's Withholding Certificate
 - FERPA Non-Disclosure Agreement (provided with completed contract ready for signature).
 - Automatic Payroll Deduction Form (Optional)

3. Connect then with meet the supervisor of the work study open position, interview and once that supervisor indicates that they would like to hire you as a work study, then a Student Employment Contract, along with a Family Educational Right and Privacy Act (FERPA) Non-Disclosure Agreement will be processed for you and the supervisor to sign for the school year.
 - The supervisor or designated representative should email studentemployment@moval.edu , or call 660.831.4451 the Manager of work study with the intent to hire the student and provide the following:
 - Name:
 - Student ID#
 - Department: e.g., Athletics
 - Division: e.g., Women's Lacrosse



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4. Your completed contract and all applicable paperwork will be processed by the Manager of Student Work Study through HR. **Once this task is completed and only after are you eligible to begin work.**
5. Begin work outlined in the work study contract in accordance with the supervisor's schedule.
6. Supervisors will need to begin tracking hours either via the MVC time clock (preferred method), or by using the Missouri Valley TIME SHEET FORM.

Pay periods for students in the work study program is the 16th of the start month to the 15th of the end month. The payday will be the 25th of the month. Timesheets are DUE No Later Than (NLT) Close of Business (COB) the first business day after the last work day of the pay period. This is to ensure payroll can get the students paid by the 25th. Note: The pay will be directly deposited to the Financial Institution indicated on the Payroll Authorization Agreement on the 25th and dispersed per that Institutions policy.

Respectfully,

//ORIGINAL SIGNED//

Michael H. Elam

Director of Student Employment