

Dear Work Study Supervisor,

Welcome to the 2007-2008 Student Employment Program at Webster University. There are many new and exiting changes for this year. The new policies and procedures will be explained at the Supervisor Orientation Session. Please plan to attend a session. The sessions will be held on July 23 and 25 at 10:00 am in the Sunnen Lounge. The orientation will provide you with vital information regarding the student hiring process.

Here is a brief synopsis of the changes:

Supervisors will be responsible for completing the “New Hire Paperwork” with their student employees. This includes the I-9, Federal and State W-4, Student Employment Authorization Form, and FERPA Agreement Form.

There are also new changes to the Student Employment Authorization Form. This form will be pre-printed to help ease the transition from student to student employee. Pre-printed forms will be available via email in July, or they can be picked up at the student orientation sessions in the Fall. If a student does not have a pre-printed form, then you will be responsible for paying them from your department’s budget. If a student thinks that they have a Work Study award, but they did not present an authorization form, please direct them to Career Services for their pre-printed form.

Supervisors are now responsible for calculating their student’s budget award. This allows supervisors to be more fiscally responsible for their student’s earnings.

Thank you for your contributions to the career development of Webster University students. Please contact me if you have any questions regarding Student Employment. Your comments and suggestions are welcome.

Sincerely,

Liz Condon
Student Employment Coordinator