WESTERN NEBRASKA COMMUNITY COLLEGE  
WORK STUDY / STUDENT EMPLOYMENT MANUAL

The purpose of the Federal College Work Study Program and the WNCC Student Employment Program is to provide part-time work positions for current students. The earnings are to provide funds for college-related expenses. Employment can also provide training and preparation for future employment, service to the community, and assistance in the America Reads Program.

A list of openings and contact information will be available for students at the beginning of each semester. It is the student’s responsibility to make arrangements to interview for job openings. When a position has been found and offered by the supervisor, job assignments and work schedules are arranged between the student and supervisor according to the student’s class schedule. The supervisor must then inform the Financial Aid Office of the intent to hire the student. The student will then return to the Financial Aid Office to complete proper paperwork.

WORK STUDY AND STUDENT EMPLOYEE RESPONSIBILITIES

1. Prior to starting a position the following employment forms must be completed in the Financial Aid Office:
   - W-4
   - I-9 (with acceptable identification documents such as U.S. passport or driver’s license and social security card)
   - Confidentiality Agreement
   - Drug-Free Workplace Agreement
   - WNCC Student Agreement
2. Once all paperwork is complete, the Financial Aid Office will complete the Work Study and Student Employment Contract.
3. The contract and a copy of the student’s schedule (including any time a change is made) is then taken to the supervisor for authorization and signature.
4. The student must sign and date the contract and return it to the Financial Aid Office.
5. A financial aid representative will sign the contract and return a copy to the student for the supervisor.
6. Students must be sure they are not working when they are scheduled to be in class even if classes are cancelled for any reason.
7. The student should also inform the supervisor about any college activities in which he/she may be involved (music, athletics, etc.) and make certain he/she is not reporting hours worked while they were actually participating in those activities.
8. Work study students may not work more than the amount awarded without prior approval from the Financial Aid Office. If the student earns more than the amount of their award, it can seriously impact their other financial aid.
9. The student must post his/her time via the electronic time sheet which verifies the information provided is accurate.
10. Supervisors will evaluate the job performance of each student worker.

STUDENT ELIGIBILITY
The Federal Work Study program is a federally funded program. Eligibility and funds are limited. All Federal Work Study positions will be limited to a maximum of 10 hours per week. The Student Employment positions will be allowed to work 15 hours per week, or as the department’s budget allows.

JOB ASSIGNMENTS
Job assignments are typically made for the entire academic year. A student who is unable to complete the job obligations due to class scheduling, physical limitations or other special circumstances should first discuss the circumstances with his/her supervisor. If a different work assignment needs to be arranged, contact the Financial Aid Office for further direction.
WORK STUDY and STUDENT EMPLOYMENT CONTRACT
If the student is awarded work study or student employment, he/she will be given a Work Study or Student Employment Contract once all required payroll forms have been completed. **NO STUDENT WILL BE HIRED OR ALLOWED TO WORK UNTIL ALL PARTIES HAVE COMPLETED THIS CONTRACT!**

SATISFACTORY JOB PERFORMANCE
Students should be given clear and precise directions regarding their job responsibilities, duties, and expected job performance. In addition, students should be familiar with the following general student employee responsibilities as well as termination policies.

**STUDENTS MUST:**
- Be punctual, dependable and efficient in the assigned jobs.
- Remain on the job for the duration of the award period and/or amount.
- Notify supervisor **prior to scheduled work time** if unable to perform duties.
- Give at least two weeks notice to the supervisor and Financial Aid Office if terminating employment.
- **NOT** claim work hours while scheduled to be in class.
- **NOT** claim work hours while doing homework or other college activities.

Students are encouraged to participate in extra-curricular activities and organizations, whether professional or social. They must, however, be responsible employees. Non-college sponsored sports, clubs, trips, meetings, etc. are not valid excuses for work absences.

**IF A STUDENT HAS A CONFLICT BETWEEN WORK-STUDY AND A PARTICULAR OR SPECIAL CLASS ASSIGNMENT, HE/SHE MUST BE EXCUSED FROM WORK!**

SUPERVISORS ARE NOT OBLIGATED TO EMPLOY OR CONTINUE EMPLOYMENT OF A STUDENT WHOSE JOB PERFORMANCE OR BEHAVIOR IS UNSATISFACTORY!
Except in extreme circumstances, supervisors should give student employees opportunity to improve their performance prior to termination. Typically, an oral warning and then written warning should occur prior to termination.

TIME SHEETS/PAYROLL
Supervisors are responsible for approving and submitting the student worker’s electronic time sheets to the Financial Aid Office by the specified due date.

Work Study and Student Employee students are normally paid on the 15th and the 30th. Students are responsible for entering time worked on the electronic time sheet system. Please be sure to confirm the time entered in the system is accurate prior to submitting the time sheet to the supervisor. Please be cognizant of the submission deadlines posted on your electronic time sheet. If the time sheet is not posted by the student or approved and submitted by the supervisor, is incomplete in any way, OR is not submitted to the Financial Aid Office by the appropriate deadline, the student’s pay will be included in the next pay period.

The following dates are subject to change as necessary; always refer to the **due date** posted on the electronic timesheet.

- **First work period** of month is the 1st thru 15th
  - Time sheets **must** be submitted to the Supervisor by **midnight on the 15th** for review
  - Checks distributed to students on the 30th
- **Second work period** of month is the 16th thru 30th/31st (last day of the month)
  - Time sheets **must** be submitted to the Supervisor by **midnight on the 30th/31st (last day of the month)** for review
  - Checks distributed to students on the 15th
- **Student** enters time on the electronic timesheet after every shift worked.
Copies of an hourly log may be made available to the student upon request of his/her supervisor.

- Students will complete and submit an electronic timesheet for hours worked during the current pay period through a link on “my WNCC portal” located at \textit{wncc.edu}.
- Students will be alerted to conflicts between scheduled class times and the hours being reported as work during the completion of the timesheet.
- Students must respond and explain the conflict prior to submitting the timesheet to their supervisor.

A Step by Step “Portal Log In” procedures sheet will be provided to students when they accept employment. It will clearly explain the prohibition on working during scheduled class times and will describe the process for submitting electronic timesheets.

**CANCELLATION OF WORK STUDY**  
Student Work Study awards \textbf{may} be cancelled if:
- The student fails to complete the required documentation for the financial aid award to be finalized.

Student Work Study awards \textbf{will} be cancelled (or modified) if:
- The student is terminated for unsatisfactory performance.
- The student cannot prove I-9 eligibility.
- The student is placed on academic/financial aid suspension.

Please remember that students should only work when the college is open and a supervisor is present, unless otherwise authorized.

FINALLY, our work study and student employee students are no different than any other employee of the college. Feedback and suggestions from supervisors are essential to doing a good job. Don’t be afraid to ask your supervisor for this kind of feedback if not regularly provided by him/her.

You should be treated like a valued employee….because you are!!! In this light, the Financial Aid Office is always seeking ways to improve the college Work Study/Student Employee program at WNCC and your suggestions are welcome!

This Federal Work Study / Student Employment Manual is also provided on the web at \textit{wncc.edu} and MUST be reviewed and accepted by students prior to timesheet entry. Copies can be printed at this site.

**VERY IMPORTANT POINTS**

1. It is your responsibility to complete the forms required to be employed by WNCC. These are in the Financial Aid Office (FAO). You will need to bring two forms of ID, one of which is required to be a \textbf{photo ID}. Your original \textbf{social security card is also required}. \textit{A list of acceptable forms can be obtained in the FAO}.

2. You must find your own position by visiting with the supervisors of open positions listed.

3. Before posting the electronic time sheet, check the time submitted for accuracy.

4. No work times listed on the time sheet can be in conflict with class times as listed on your WNCC class schedule. You must provide your supervisor with a \textbf{copy of your class schedule} and make sure he/she receives any revisions to your class schedule. In addition, it is not recommended that you claim any work hours during times you are scheduled to participate in a college sponsored activity. It is your responsibility to inform your supervisor if you work during either of these times and the circumstances that allow you to work then.

5. Time sheets must be posted by you and approved by the supervisor by the date indicated on the electronic timesheet according to the schedule established by the Business Office.

6. \textbf{WORK STUDY/STUDENT EMPLOYMENT IS LIKE ANY OTHER JOB!} There is no guarantee of employment and you may be terminated for unsatisfactory performance. Also, as with other jobs, you are required
to follow the standards and policies of WNCC and your supervisor with regard to dress code, confidentiality, professionalism and other work requirements!

7. CONTACT YOUR SUPERVISOR IMMEDIATELY IF YOU ARE UNABLE TO WORK WHEN SCHEDULED!!!!

8. WORK STUDY STUDENTS ONLY: Monitor your earnings to date. If you are close to earning the total work study funds you were awarded, see a Financial Aid Officer to discuss your options.

9. CONTACT THE FINANCIAL AID OFFICE WITH ANY QUESTIONS OR CONCERNS!

10. You are NOT allowed to perform any work that is not college related during your paid working hours. (i.e. personal errands; babysitting; personal correspondence; outside club or organization activities; etc.)