STUDENT'S MANUAL

FEDERAL WORK STUDY & STUDENT EMPLOYMENT

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. The list can be found by following this link http://www.wncc.edu/cost-aid/work-study or by contacting the Financial Aid Office. 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.

Student employees working in the following areas are required to undergo a background check of criminal and sex and violent offender registries subject to the procedure set forth in the Board of Governors policy manual:

- Child Development Center
- Guadalupe Center
- Residence halls
- Information technology department
- Tutoring, including math and writing centers and supplemental instruction
- Testing center
- Adult education

The <u>supervisor</u> must then inform the Financial Aid Office of the <u>intent to hire</u> the student. The student will then go to their MyWNCC portal and access the <u>Workstudy/Student Worker Student Training</u> link under *Menu/Applications/Student Applications A-Z*. The student will read, understand and agree to the steps listed by checking each box. (see screen shot below)

All student employees must read and sign a new agreement each academic year. Please read and check each statement. Submitting this form constitutes agreement with each statement. This agreement must be submitted before any work-study or student employment position can be started. Failure to comply with this agreement could result in the loss of student workers employment
In will not commence work until I have completed my Work-Study/Student Employment contract showing approval by the Financial Aid Office. This form states that I have completed all requirements of eligibility for assignment under the Federal Work-Study or WNCC Student Employment Programs and authorizes me to begin work.
I will not work during class time. There are NO exceptions to this rule. (For example: class out early, class cancelled, completed test early, etc.). I understand that I am to follow a schedule established by my supervisor.
🔲 I am responsible for entering all hours that I have worked on a daily basis and submit my hours to my supervisor by the scheduled deadline posted by the business office each month.
 I will not exceed any of the following work limits: 6 consecutive hours in a single reported time frame 10 hours per week on average; 15 hours in any single week Total earnings awarded through the Federal Work-Study or Student Employment program
I will not perform any work that is not college related during my paid work hours (i.e. personal errands; babysitting; personal correspondence; outside club or organization activities; etc.)
I will not provide voluntary services while employed in the Federal Work-Study or Student Employment programs. If employed in a position it is prohibited to volunteer time apart from paid hours.
☐ I have read, understand and agree to the Student Employment Manual.
☐ I have read, understand and agree to the WNCC Drug Free Workplace policy.
☐ I have read, understand and agree to the WNCC Confidentiality Employee Agreement.
☐ I have read, understand and agree to the MYWNCCPortal Guidelines.
NEXT STEP: I have printed the Employment Eligibility Verification I-9 form and the Employee's Withholding Allowance Certificate W-4 form. Once completed, I will take both forms to the Financial Aid Office with the required identification documentation so a contract can be created.
Understand I have the option of participating in the Payroll Automatic Deposit plan. Print and complete this form (Auto deposit form) if you wish to have your funds automatically deposited into your bank.
Submit Form

Next the student will print the I-9 & W-4 forms and select the "Submit Form". Then the student can proceed to the Financial Aid Office or to the main office of their attending campus.

WORK STUDY AND STUDENT EMPLOYEE RESPONSIBILITIES

- 1. **Prior to starting a position** the following employment forms must be completed and submitted to the Financial Aid Office or the main office of their attending campus:
 - W-4
 - I-9 (with acceptable identification documents such as U.S. passport or driver's license and original social security card)
- 2. Once forms are completed and received by the Financial Aid Office a <u>Work Study/Student Employment</u>

 <u>Authorization</u> will be generated. **NO STUDENT WILL BE HIRED OR ALLOWED TO WORK UNTIL ALL PARTIES HAVE COMPLETED THIS AUTHORIZATION!**
- 3. The authorization 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 authorization and return it to the Financial Aid Office.
- 5. A financial aid representative will sign the authorization and return a copy for the student and the supervisor.
- 6. Please note: A Step by Step "Portal Log In" Procedures link will continue to be available where the Work-Study/Student Worker Student Training was completed. The procedures clearly explain the prohibition on working during scheduled class times and will describe the process for submitting electronic timesheets.
- 7. Students **must** be sure they are **not** working when they are scheduled to be in class **even if classes are cancelled or released early for any reason**.
- 8. 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 <u>actually</u> participating in those activities.
- 9. Work study students may **not** work more than the amount awarded **without prior approval** from the **Financial Aid Office**
- 10. The student **must** post his/her time via the electronic time sheet which verifies the information provided is accurate.
- 11. Supervisors will evaluate the job performance of each student worker.

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 or additional hours are requested (especially when school is not in session) the Financial Aid Office should be contacted for prior authorization.

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 <u>ARE NOT</u> OBLIGATED TO EMPLOY OR CONTINUE EMPLOYMENT OF A STUDENT EMPLOYEE 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 of each month. Students are responsible for entering time worked on the electronic time sheet system after each shift worked. 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 delayed until 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
 - o Time sheets <u>must</u> be submitted to the Supervisor by midnight on the 15th for review
 - o Checks distributed to students on the 30th
- Second work period of month is the 16th thru 30th/31st (last day of the month)
 - o Time sheets <u>must</u> 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.
 - o Copies of an hourly log may be made available to the student upon request of his/her supervisor.
 - o Students will complete and submit an electronic timesheet for hours worked during the current pay period through a link on "MyWNCC" portal located at 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.
 - o Students must respond and explain the conflict prior to submitting the timesheet to their supervisor.

CANCELLATION OF WORK STUDY

Student Work Study awards will be cancelled (or modified) if:

- The student fails to complete the required documentation for the financial aid award to be finalized.
- The student is terminated for unsatisfactory performance.
- The student cannot prove I-9 eligibility.
- The student is placed on academic/financial aid suspension.
- The student is attending less than six (6) credit hours.

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

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 <u>wncc.edu</u> 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 also available in the Financial Aid Office (FAO). You will need to bring two forms of ID, one of which is required to be a **photo ID**. **Your original social security card is also required.** 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 **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 <u>your responsibility</u> to inform your supervisor if you work during either of these times and the circumstances that allow you to work then.
- 5. You may only work during periods when classes are in session. Federal Work-Study students may not work during scheduled breaks or during the summer semester. Student employment students **may** work with prior approval from the supervisor and the Financial Aid Office.
- 6. WORK STUDY STUDENTS ONLY: Monitor your earnings to date. If you are **close** to <u>earning the total work study funds you were awarded</u>, see a **Financial Aid Officer** to discuss your options.
- 7. 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.
- 8. 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!
- 9. CONTACT YOUR SUPERVISOR IMMEDIATELY IF YOU ARE UNABLE TO WORK WHEN SCHEDULED!!!!!
- 10. CONTACT THE FINANCIAL AID OFFICE WITH ANY QUESTIONS OR CONCERNS!
- 11. 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).
- 12. Federal work study and student employment positions are subject to availability of funds. Positions may be eliminated during the academic year. A federal work study award is not a guarantee of employment.