



College Work Study Program Student Guidelines

Pay periods for hourly student employees will be changed to allow more processing time between receipt of time sheets and payroll processing. This change will be effective January 1, 2006.

(The following dates are subject to change as necessary; always resort to the due date posted on the electronic timesheet.)

- First work period of month is the **6th** thru **20th**
 - Time sheets must be submitted to Financial Aid on the 21st for review
 - Time sheets will be reviewed and forwarded to payroll by the 23rd
 - Checks distributed to students on the 30th

- Second work period of month is the **21st** thru **5th**
 - Time sheets must be submitted to Financial Aid on the 6th for review
 - Time sheets will be reviewed and forwarded to payroll the 8th
 - Check distributed to students on the 15th

- Student will check in and out of his / her work assignment with the supervisor on a daily basis, by signing the hourly log available in the student's work area.
 - Copies of the hourly log will be made available to the student upon request of his/her supervisor.
 - Both the student and supervisor will sign the time log **after** the final log has been entered for the pay period.
 - Students will complete and submit an electronic timesheet for hours worked during the current pay period through "my WNCC portal" located at wncc.net.
 - Students will be alerted to conflicts between scheduled class times and the hours being reported as work during the completion of the timesheet.
 - The student must respond and explain the conflict prior to submitting the timesheet to their supervisor.

An informational 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.

The FWS manual and guidelines will be provided on the web at wncc.net and MUST be reviewed and accepted by both students and supervisors prior to timesheet entry. Copies of both can be printed at this site for personal records.