



Work Study/Student Employment Student Manual

VERY IMPORTANT POINTS

1. It is your responsibility to complete the **W-4** and **I-9** Forms required to be employed by WNCC. These are in the Financial Aid Office. You will need to bring two forms of ID, one being a **picture ID**. *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 you post the time sheet, you **must** make sure it is totally correct.
4. You must be sure that no work times listed on the time sheet conflict with any of your classes. You must provide your supervisor with a **copy of your class schedule** and make sure they know when you make any changes to that 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 Business Office schedule.
6. WORK-STUDY/STUDENT EMPLOYMENT IS LIKE ANY OTHER JOB! It is not guaranteed and you can be fired for unsatisfactory performance. Also, like any other job, you are required to follow the standards of WNCC and your supervisor as far as how you dress while working, confidentiality, and other work requirements!
7. CONTACT YOUR SUPERVISOR IMMEDIATELY IF YOU KNOW YOU ARE NOT GOING TO BE ABLE TO WORK WHEN SCHEDULED!!!!
8. WORKSTUDY STUDENTS ONLY: If you are close to earning all the money you were awarded, see a Financial Aid Officer to discuss your options.
9. CONTACT THE FINANCIAL AID OFFICE WITH ANY QUESTIONS OR CONCERNS!
11. If you have an outstanding bill with WNCC, a percentage of your Work-study or Student Employment earnings may be applied to your bill. The remaining amount may be released to you. When your bill has been satisfied, 100% of your earnings may be released to you. An agreement **must** be signed in the business office for this to occur.

The purpose of the Federal College Work-Study Program and the WNCN Student Employment Program is to provide part-time work positions for our students. The earnings are designed 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.

Job assignments are arranged between the student and supervisor. This can be done through an interview process. The supervisor must then inform the Financial Aid Office of the intent to hire the student. Students must complete the **W-4** and **I-9** Forms required to work at WNCN **prior to taking a position**. This should be done in the Financial Aid Office.

WORK-STUDY AND STUDENT EMPLOYEE RESPONSIBILITIES

1. Complete **W-4** and **I-9** Employment Forms in the Financial Aid Office.
2. Complete the College Work-Study Contract or the College Student Employment Contract (Form will be initiated by the Financial Aid Office).
3. Interview for job openings listed at each center. When a position has been found and offered by the supervisor, both the supervisor and student must sign and date the College Work-Study Contract or the College Student Employment Contract and return the form to the Financial Aid Office.
4. The student **must** provide the supervisor with an up-to-date copy of the student's class schedule for the entire time he/she is employed. Students **must** be sure they are **not** working when they are supposed to be in class. (*NOTE: If a student works when one of his/her scheduled classes was cancelled for some reason, he/she needs to be sure to document on the time sheet what the circumstances were!*)
The student should also inform the supervisor about any college activities he/she may be involved in (music, athletics, etc.) and make certain he/she **isn't** reporting hours worked while they were actually participating in those activities.
5. Work-study students may **not** work more than the amount awarded **without** prior approval from the Financial Aid Office. If they work over the amount of their award, it can seriously impact their other financial aid. The student **must** also post his/her time sheet which verifies that the information provided is accurate.
6. Supervisors will evaluate the job performance of each student worker by completing the bottom portion of the College Work-Study Contract or the College Student Employment Contract. This must be done whenever a student terminates his/her employment *for any reason*.

STUDENT ELIGIBILITY

The College Work-Study program is federally funded with an institutional matching requirement. Eligibility and funds are limited.

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 contact the Financial Aid Office for a different job assignment.

COLLEGE WORK-STUDY CONTRACT and COLLEGE STUDENT EMPLOYMENT CONTRACT

If the student is awarded work-study or student employment, he/she will be given a **College Work-Study Contract** or a **College Student Employment Contract** from the Financial Aid Office once they have completed all required payroll forms. **NO STUDENT**

WILL BE HIRED OR ALLOWED TO WORK UNTIL ALL PARTIES HAVE COMPLETED THIS FORM!

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 their 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 they are supposed to be in class 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 absence from work.

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! However, they must complete the bottom portion of the **College Work-Study Contract** or the **College Student Employment Contract** should they terminate any student employee. (Except in extreme circumstance, supervisors should give student employees opportunity to improve their performance prior to termination. Typically a sequence of oral warning and then written warning should occur prior to terminating a worker).

TIME SHEETS/PAYROLL

Supervisors are responsible for keeping a time log, approving, and submitting time sheets to the Financial Aid Office by the due date. Time sheets are **due** in the FAO by **noon of the due date on the time sheet** according to the Business Office schedule. Time logs must be completed legibly and have the student's and supervisor's signatures before turning them in to the FAO. The delivery of time sheets is the **supervisor's responsibility** and should **never** be done by the student!

College Work-Study and Student Employee students are normally paid the 15th and last day of the month. Please be sure that you have posted your time sheet before it is submitted to the supervisor. 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 check will be held until the next pay period.

It is recommended that during periods of actual enrollment in courses that the student not work more than 15 hours per week.

CANCELLATION

Student Work-Study awards **may** be cancelled if:

- The student fails to complete the required documentation for the

financial aid award to be finalized.

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

- The student is terminated for unsatisfactory performance.
- The student can't 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. They should be provided feedback and suggestions from their supervisors in order to be able to do a good job. Don't be afraid to ask your supervisor for this kind of feedback if not regularly provided by them.

You should be treated like valued employees...**because you are!!!** In this light, the Financial Aid Office is always seeking ways to improve the college Work-study/Student Employee program at WNCN and YOUR SUGGESTIONS ARE WELCOME!