

# **STUDENT EMPLOYMENT HANDBOOK**

## ***WHAT IS THE STUDENT EMPLOYMENT PROGRAM?***

The Student Employment Program consists of two programs: the federally funded Federal Work-Study Program (FWS) and the Campus Employment Program (CEP) provided by College funds. The goals of these programs are both financial and educational: to assist you in contributing to your college costs and to provide opportunities for practical experience in work or career related areas designed to supplement classroom activities.

## ***HOW DO I GET A JOB?***

All Federal Work Study jobs are posted on Handshake, our Student Employment Website Job Search site late August. All positions are on a first come first serve basis, so be sure to apply early! Although we hope to place you in a position that is of interest to you and that fits within your academic schedule, and although we try to allow students to work enough hours to earn what is awarded, your Work-Study award is not guaranteed.

## ***REQUIRED PAPERWORK***

**(ONLY FOR STUDENTS WHO HAVE NEVER WORKED ON CAMPUS BEFORE)**

If you apply for a position on campus and are offered a job, the Payroll Office will send you two emails with instructions on how to create an account on ADP so that you can complete the required forms (W-4, I-9, M-4, and Direct Deposit). These forms **MUST** be completed **BEFORE** you can begin working. **If you have held a job on campus before, you do not have to create an ADP account again or complete the forms again.**

## ***VERIFICATION OF YOUR IDENTITY***

Because the I-9 requires verification of your identity, you will need to bring your school ID (or driver's license) **AND** either your original social security card, your original birth certificate, or your original **unexpired** passport to the Payroll Office, Room 101 in Brooks Hall to be copied. Due to government regulations, **WE CANNOT ACCEPT COPIES** of these documents. We will make the copies ourselves when you bring them in.

## ***WHAT HAPPENS WHEN I AM HIRED?***

Once you have been hired for a campus job position, and your paperwork has been completed, you will need to let your supervisor know. They will complete the process online.

**CAUTION! You should be aware of all aspects of the job before you accept any position. Be sure of the hours you are available to work and adhere to a schedule once it is arranged!**

## ***SUPPOSE I WANT TO CHANGE JOBS?***

Should you decide to change jobs, you must notify your supervisor and the Financial Aid Office first. You are not guaranteed an alternate position.

### ***HOW MUCH WILL I BE PAID?***

Students will be paid at minimum wage. The Executive Vice President must approve any difference from that amount.

### ***HOW AND WHEN DO I GET PAID?***

Students are paid every two (2) weeks via Direct Deposit with the exception of the first pay period in which you will be paid by check available in the Bursar's Office located in College Hall (for new student employees only). A pay schedule is listed on page four (4) of this handbook. As a student employee, you will be required to complete timesheets by the required deadlines. It is your responsibility to find out from your supervisor when the deadlines are. If you do not sign your timesheets by the deadlines, **YOU WILL NOT BE PAID** until the next pay period.

### ***WHAT IF I DIDN'T GET PAID?***

If you have any questions or problems with your paycheck or direct deposit, you should contact the Payroll Office at (978) 232-2338.

### ***WHERE DO I GO WITH MY QUESTIONS?***

The Financial Aid Office, located in College Hall, coordinates the Student Employment Program. The office is open Monday – Friday from 8:30 A.M. to 5:00 P.M. We are available to guide you or answer any questions you may have, either in person, via email (finaid@endicott.edu), or by phone (978-232-2070).

### ***COLLEGE REGULATIONS***

- 1.) Since Work-Study is a Federal financial aid program, the primary criteria for eligibility is financial need. Application is made each year by completing a Free Application for Federal Student Aid (FAFSA). Federal Work-Study awards are determined based upon the calculated financial need.
- 2.) Student employees are only allowed to work six hours a week and are only allowed to work one job on campus. Student employees are paid on an hourly basis only and cannot be compensated under a salary, commission, or fee arrangement. They cannot receive benefits such as paid sick leave, vacation pay, or holiday pay as in the case of a salaried employee. However, a student may be paid for a brief interruption in the schedule, such as a short coffee break.
- 3.) A student employee may perform any function that contributes to the good of the College. They may not be hired to replace a college employee. Also, students may not be used to do work that is solely for the gain of the individual supervisor. They cannot conduct personal errands or tasks for either a supervisor or themselves while on the job.
- 4.) Termination: Violations of confidentiality, dishonesty, poor work performance, habitual tardiness or absence and other justifiable causes are all permissible reasons for termination of a student's campus employment. A supervisor will warn a student orally and in writing at least once prior to dismissal. If a student is terminated, the supervisor should put this information in writing and send a copy to the Financial Aid Office. Should early termination occur, it is unlikely that the student will be allowed to work in another position for the remainder of the year or be awarded Federal Work-Study in the subsequent years.

## **STUDENT RESPONSIBILITIES**

- 1.) A student employee must maintain the same standards of conduct as a full-time employee of the College. They should report to work on time on their scheduled days of employment. If a student is going to be absent due to illness, they must notify their supervisor as early as possible during that day. Permission to be absent for other reasons must be requested, not expected. Also, any other rules of that particular office or department should be followed.
- 2.) All student employees are expected to act in a professional manner concerning confidential information about the College or student records to which they may have access in the course of their jobs. Breaches of such confidentiality or any act of dishonesty on the job are cause for dismissal from the program.
- 3.) Students are expected to be diligent about their jobs. Personal business may not be conducted while at work and excessive socializing will not be tolerated.
- 4.) Students must sign their timesheets in a timely manner. Please check with your supervisor for deadlines.
- 5.) If a student leaves one job to take another job on campus, they must report this job change to the Financial Aid Office immediately and complete a new Work Authorization Form.
- 6.) If a student wishes to leave their job, they must inform their supervisor well in advance.
- 7.) A student may not work in excess of their budget, which is posted on their Work Authorization Form.

## **STUDENT PAYROLL SCHEDULE FOR 2021 – 2022 ACADEMIC YEAR**

<b>Pay date</b>	<b>Timecard due in Payroll office</b>	<b>By 9am on:</b>	<b>Period begin</b>	<b>Period end</b>	
7/2/2021	Monday	6/28/2021	6/13/2021	6/26/2021	
7/16/2021	Monday	7/12/2021	6/27/2021	7/10/2021	
7/30/2021	Monday	7/26/2021	7/11/2021	7/24/2021	
8/13/2021	Monday	8/9/2021	7/25/2021	8/7/2021	
8/27/2021	Monday	8/23/2021	8/8/2021	8/21/2021	
9/10/2021	<b>FRIDAY</b>	9/3/2021	8/22/2021	9/4/2021	<b>LABOR DAY 09/07/21</b>
9/24/2021	Monday	9/20/2021	9/5/2021	9/18/2021	
10/8/2021	Monday	10/4/2021	9/19/2021	10/2/2021	
10/22/2021	Monday	10/18/2021	10/3/2021	10/16/2021	
11/5/2021	Monday	11/1/2021	10/17/2021	10/30/2021	
11/19/2021	Monday	11/15/2021	10/31/2021	11/13/2021	
12/3/2021	Monday	11/29/2021	11/14/2021	11/27/2021	
12/17/2021	Monday	12/13/2021	11/28/2021	12/11/2021	
12/31/2021	Monday	12/27/2021	12/12/2021	12/25/2021	
1/14/2022	Monday	1/10/2022	12/26/2021	1/8/2022	

1/28/2022	Monday	1/24/2022	1/9/2022	1/22/2022	
2/11/2022	Monday	2/7/2022	1/23/2022	2/5/2022	
2/25/2022	Monday	2/21/2022	2/6/2022	2/19/2022	
3/11/2022	Monday	3/7/2022	2/20/2022	3/5/2022	
3/25/2022	Monday	3/21/2022	3/6/2022	3/19/2022	
4/8/2022	Monday	4/4/2022	3/20/2022	4/2/2022	
4/22/2022	FRIDAY	4/15/2022	4/3/2022	4/16/2022	PATRIOT'S DAY 04/19/21
5/6/2022	Monday	5/2/2022	4/17/2022	4/30/2022	
5/20/2022	Monday	5/16/2022	5/1/2022	5/14/2022	
6/3/2022	FRIDAY	5/27/2022	5/15/2022	5/28/2022	MEMORIAL DAY 05/31/21
6/17/2022	Monday	6/13/2022	5/29/2022	6/11/2022	-
7/1/2022	FRIDAY	6/27/2022	6/12/2022	6/25/2022	INDEPENDENCE DAY 07/02/21
Timecards are due on MONDAY by 9:00 am.					

## QUESTIONS?

**The Financial Aid Office staff is always happy to assist you!**

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