

# **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?***

A **Federal Work-Study Job Fair** is held every September within the first two weeks of the start of classes. This is a wonderful opportunity to meet with department supervisors. If you are unable to attend the job fair, please visit the Student Employment Website Job Search site EC Launch. This site can be accessed by visiting the Student Employment page found on our Financial Aid website. You can also come to the Financial Aid Office to inquire about jobs that are available. 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, your Work-Study award does not guarantee that you will obtain a position.

## ***WHAT FORMS DO I NEED AND WHERE DO I GET THEM?***

The following forms are required and are available in the Financial Aid Office and on the Student Employment page of our Financial Aid website:

- **W-4 Tax Form** Only needs to be completed **once** unless you claim Exempt on Line 7
- **I-9 Form** Only needs to be completed **once** and requires two forms of **original** IDs (we cannot accept copies). Acceptable IDs are:

An Unexpired Passport

**OR**

Either your School ID or License **AND** either your Social Security Card or Birth Certificate

**\*\*You are not allowed to work until all paperwork has been completed and processed by the Financial Aid Office. \*\***

## ***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. A pay schedule is listed on page four (4) of this handbook. As a student employee, you will be required to submit a timesheet to your supervisor by noon on the Monday of payroll week. If you do not pass in a timesheet by the deadline, **YOU WILL NOT BE PAID** until the next pay period. (NOTE: Some departments may have different deadlines for submitting timesheets. It is your responsibility to find out if your department has a different deadline and adhere to it.)

### ***HOW DO I FILL OUT MY TIMESHEET?***

To complete the timesheet, indicate the beginning time and ending time worked (for example, 1:30 – 3:15). Keep track of your hours and complete the hours worked section at the end of each day you work, if possible. You must include your student ID number and you must complete the form in INK!! Any timesheet that is submitted for payment and does not have the student ID number and/or is completed in pencil will be returned to the student and that student will not be paid until the next pay period!

Give your completed timesheet to your supervisor who will review and sign it. Only the supervisor may submit the timesheet to the Payroll Office.

### ***HOW DO I GET MY PAYCHECK?***

You are strongly encouraged to enroll in direct deposit which will deposit the funds into your account, thereby having access to your earnings sooner. To set up direct deposit, please fill out the Direct Deposit Form found on the Student Employee page of our Financial Aid website. The form is also available in the Financial Aid Office. Alternatively, your check can be picked up in the Bursar's Office located in College Hall.

### ***WHAT IF I DIDN'T GET MY PAYCHECK!?!***

Check to see if you have completed the necessary paperwork with the Financial Aid Office. If you have any questions or problems with your paycheck, you should contact the Payroll Office in the Business 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 seven 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 submit timesheets to their supervisor no later than noon on the Monday, which ends the pay period.
- 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 2016 – 2017 ACADEMIC YEAR**

<b>Wk Start</b>	<b>Wk End</b>	<b>Pay Date</b>
6/19/2016	7/2/2016	7/8/2016
7/3/2016	7/16/2016	7/22/2016
7/17/2016	7/30/2016	8/5/2016
7/31/2016	8/13/2016	8/19/2016
8/14/2016	8/27/2016	9/2/2016
8/28/2016	9/10/2016	9/16/2016
9/11/2016	9/24/2016	9/30/2016
9/25/2016	10/8/2016	10/14/2016
10/9/2016	10/22/2016	10/28/2016
10/23/2016	11/5/2016	11/11/2016
11/6/2016	11/19/2016	11/25/2016
11/20/2016	12/3/2016	12/9/2016
12/4/2016	12/17/2016	12/23/2016
12/18/2016	12/31/2016	1/6/2017
1/1/2017	1/14/2017	1/20/2017
1/15/2017	1/28/2017	2/3/2017
1/29/2017	2/11/2017	2/17/2017
2/12/2017	2/25/2017	3/3/2017
2/26/2017	3/11/2017	3/17/2017
3/12/2017	3/25/2017	3/31/2017
3/26/2017	4/8/2017	4/14/2017
4/9/2017	4/22/2017	4/28/2017
4/23/2017	5/6/2017	5/12/2017
5/7/2017	5/20/2017	5/26/2017
5/21/2017	6/3/2017	6/9/2017
6/4/2017	6/17/2017	6/23/2017
6/18/2017	7/1/2017	7/7/2017

## **QUESTIONS??**

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

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