

SPSCC Student Employee Guidelines

Student Employment Participants, please review information below. Then answer a question at the Quiz that you have read and acknowledged the *Student Employee Guidelines*. By doing so you understand you are responsible to uphold the guidelines while employed as a student employee at SPSCC.

- CANNOT be scheduled to begin working until you have:
 1. Completed the Canvas Student Employment Orientation Quiz with a score of 100%.
 2. Submitted the hiring packet to Human Resources.
 3. Received an “Eligible to Work” email from Student Employment.

- CANNOT work over 19-hours per week while in class during an academic term. Note: Once your last final has been submitted you can work up to 40 hours per week if, BOTH, funding is available AND hours are verified by your supervisor. The work week begins on Sunday and ends on Saturday.

- CANNOT use work time to do homework/study.

- SUBMIT TIMESHEETS by due date through the Time & Leave Reporting (TLR) payroll reporting system by dates identified by the Human Resources Payroll Department. Except for State Work Study participants who are to collaborate with their off-campus supervisor on the completion of an internal timecard.

NOTE: If you are a State Work Study Off-Campus employee, you will **NOT** complete timesheet in TLR. You will complete a State Work Study electronic timesheet, Student Employment Program will send to you the link to the State Work Study electronic timesheet Portal at the “Eligible to Work” message.

- MUST KEEP AN ACCURATE RECORD of hours worked on your timesheet and must complete your timesheet and submit for supervisor approval. Inaccurate or late submission may cause a delay in processing and payment.

*REPEAT OFFENDERS CAN BE SUSPENDED OR TERMINATED.

- South Puget Sound Community College utilizes two payroll periods (1st_15th and 16st_last day of month). Pay dates are the 10th and 25th of themonth.
 - See Student Employee Handbook for Payroll information.

- Breaks and Rest Periods:
 - Work shift of four consecutive hours = one 10 minute paid break during the middle of work shift.
 - Work shift of more than five consecutive hours = one 10 minute paid break and one 30 minute unpaid meal period.
 - Work shift of eight consecutive hours = two 10 minute paid breaks and one 30 minute unpaid meal period

- Students **MUST** notify your supervisor in writing when resigning from student employment position. Also, if student employees vacate their position, request your supervisor to complete and send the *Student Employee Checkout Form* to Student Employment Services, studentemployment@spscc.edu. Preferably with a two week notification.

- Work Study participants **MUST BE ENROLLED FOR A MINIMUM OF SIX (6) CREDITS EACH QUARTER** except during quarter of graduation. If enrollment drops below six (6) credits, you must complete the *Notification of Enrollment Under 6 Credits* form 15 days prior to graduation quarter. Email the form to Student Employment and your Supervisor. If it is **NOT** your graduation quarter stop work immediately stop working immediately.

- Work Study participants **MUST** monitor their Quarterly Award Balances and remaining eligible work hours to prevent exceeding your quarterly award amount. Over-earning will lead to Work Study suspension and repayment of funds. This can be done using the Work Study Tracking Tool.

- IF THE ESTABLISHED GUIDELINES FOR STUDENTS ARE NOT FOLLOWED, ELIGIBILITY TO PARTICIPATE IN STUDENT EMPLOYMENT/ WORK STUDY PROGRAMS MAY BE TERMINATED TEMPORARILY OR PERMANENTLY IF DETERMINED NECESSARY.**