

Student Employment

Work Study Orientation



South Puget Sound
COMMUNITY COLLEGE

*SUCCESS —
-AMPLIFIED*

Student Employment

We support the mission of South Puget Sound Community College by promoting student success and assisting students with all aspects of their jobs search and development.

Schedule Appointments to Help With:

- Understanding Work Study positions and Student Hourly program
- Completing hiring process
- Calculating work study quarterly award
- Job Search Techniques

Overview

- Work Study Student Employment Overview
- Benefits of Work Study Programs
- Types of Work Study
- Student Eligibility Requirements
- FERPA – Family Educational Rights and Privacy Act
- Financial Aid Probation / Suspension
- Student Employee Hiring Process
- Scheduled Shift & Rest Breaks
- Timesheets & Recording Hours / Earnings
- Recording Earnings – Calculating Took
- Working During Institutional Breaks
- Dismissal and Resignation Protocol
- Work Study Resources



Work Study Student Employment Overview

Student Employment encompasses:

- **Student Hourly:** The Student Hourly Program is funded by SPSCC and offers on-campus jobs to students. Institutional Hire position **do not** require financial aid eligibility, but students must be enrolled in 6 credits or more and maintain a minimum 2.0 GPA.
- **Work Study Hires:** Work Study positions are federally and state funded programs that helps students with financial need through on and off-campus jobs. Students apply for work study by completing the FAFSA/WASFA

Work Study is part of your Financial Aid Award

- It is neither a grant nor a loan
- You must **work to earn** your award dollars
- Students must be qualified for positions
- Positions are not guaranteed

Wherever possible, positions will relate to the student's program of study

Limited funding - available on a first-come, first-serve basis

Types of Work Study

- Federal Work-Study (on-campus)
- Federal Community Service Work Study (off-campus)
- State Work Study (on and off-campus)
- WorkFirst Work Study (on and off-campus)
 - Must be WorkFirst eligible participants
 - Please check with the WorkFirst Program Coordinator



Benefits of the Work Study Programs

- Part-time employment
- Earn extra money for living and educational expenses
- Opportunity to decrease number of student loans
- Obtain on-the-job training

Student Eligibility Requirements

- Be enrolled in at least 6 credits
- Maintain satisfactory progress toward degree or certificate of completion
- Maintain a 2.0 G.P.A. (cumulative)
- If concerned about your academic progress, immediately speak to your Financial Aid Advisor about the situation.

NEOGOV Additional Information

Work Study Position to Student Hourly Position and Vice Versa

1. If the position title remains the same, the student does **NOT** need to make a new application
i.e.) Same title position = No need for new application
2. If the position title changes, the student **MUST** complete a new application
i.e.) New title position = New application

Work Study and Student Hourly Department Transitions

1. If the position title remains the same and is in the same department, the student does **NOT** need to make a new application
i.e.) Same title position + same department = No need for new application
i.e.) Same title position + different department = New application
2. If position title changes in the same department, the student **MUST** complete a new application
i.e.) New title position + same department = New application

Financial Aid Probation/Suspension

- Students may continue to work while on academic probation
- Students who are no longer eligible to receive financial aid due to suspension are no longer eligible to work
- Work study will be placed in a suspension status, please contact financial aid to see your probation options.

Student Employee Work Hours Policies

All student employees **MUST** follow these policies:

- Student Employees **cannot** exceed 19 hours per week **while attending classes during the quarter.**
- Student **can** work over 19 hours per week **once they have completed their last final of the quarter over breaks if they have remaining funding for the quarter.**
- **Students can hold ONE Work Study position at a time.**
 - Students can hold one Work Study position plus a Student Hourly position as long as they do not work more than 19 hours per week combined between positions.
- **Students can hold MORE THAN ONE Student Hourly job.**
 - Student cannot work more than 19 hours per week combined between Student Hourly positions.

Work Study Hiring Process

Congratulations on being selected for a work study position, you have complete the hardest part of the process – Being selected for the Job!

Next steps:

1. Complete the Work Study Hire Orientation:
 - Read the Work Study Employee Orientation
 - Read the SPSCC Student Employee Guidelines
 - Read the PEPRA Guidelines
 - Complete the Student Employment Orientation Quiz obtain a one hundred percent score
2. Complete your hiring packet (you will receive the hiring process instruction from Student Employment Program via email) and submit the packet in full to Human Resources, located in Building 25.
3. You will receive an “Eligible to Work” email from Student Employment Program before you are able to begin work.
 - **You cannot begin work until you have received this email from Student Employment Program**
4. Communicate with your new supervisor to confirm your schedule once you have received your “Eligible to Work” status.



Scheduled Shift and Rest Breaks

- Work shift of 4 consecutive hours = 10 minute paid rest break.
- Work shift of more than 5 consecutive hours = one 30 minute unpaid meal period AND one 10 minute break during the middle of work shift.
- Work shift of 8 consecutive hours receive 2 paid 10 minute breaks AND one 30 minute unpaid meal period.

FERPA – Family Educational Rights and Privacy Act

FERPA requires post-secondary schools to provide students with:

- Access to their educational records
- An opportunity to amend their records
- Some control over the disclosure of their records
 - A school may not generally disclose personally identifiable information from an eligible student's education records to a third party.

Please review the link below regarding FERPA:

<https://spscc.edu/students/ferpa>

Work Study Resources

- Resources available to you by following the link on [the Student Employment webpage](#)
- Access
 - Student Employee Handbook
 - Time & Leave Reporting (TLR) Guide for Student Work Study On-Campus/ or Time & Leave Reporting Guide for State Workstudy Off-Campus
 - Student Calculating Tool
 - Work Dates



Timesheets and Recording Hours / Earnings

- For on campus work study students, an electronic Time and Leave Reporting System (TLR) program is used to report time worked. Instructions on use of the TLR system are given at the time employment paperwork is completed
- For off campus State work study students, an electronic Off-Campus State work study students Timesheet Portal is used to report time worked. Instructions on use of this system are given at the time employment paperwork is completed
- Timesheets are submitted on the 15th and last working day of the month
- Federal withholding, FICA (Social Security) and Medical Aid will be withheld from hours worked
- ***PLEASE NOTE:*** Delay in timesheet submission could result in not getting paid on time. Up to three late time sheets will be processed as necessary. Any further late time sheets could result in job termination (It is not Student Employment responsibility to track students down, it is the responsibility of students.)

Recording Earnings

- Use the Work Study Award Tracking Tool posted at [the Student Employment Resources section](#) at Student Employment webpage to manage the working hours.
- Use of this tool will prevent the following:
 - Exceeding an award amount could place students in an over-award situation with the possibility of the student repaying the overage of earnings. This may also disqualify students from the work-study program.
 - If an off-campus student earns their full quarterly award **prior** to the end of the quarter, they must **STOP** working until the next quarter (or employer will be responsible for 100% of a student's earnings)

Working During Instructional Breaks

Students create the Work Schedule with their supervisor following the Student Employee Work Hours Policies (refer to page 4) and the “Student Employee Quarterly Start and End Work Dates” information (see this information about the work dates at the [Student Employment Resources](#)).

- ***Note:** Students can begin working full-time once their last final is completed each quarter as long as they have supervisor approval and do not overspend their work study award.*



Dismissal and Resignation

Main reasons an employer may dismiss a student:

- Attendance (absences or tardiness)
- Surfing the internet, texting, or phone usage during work hours
- Lack of accountability or personal responsibility
- Unprofessional demeanor

Appropriate Steps to Resigning From Position

- Provide two weeks notice to employer in writing
- Immediately send the Student [Employee Termination Form Template](#) to Student Employment office and HR.
- For other reason: Student did not complete the Hiring Paperwork Process, supervisor immediately send the [Student Employee Checkout Form](#) to Student Employment office and HR

Employer is not obligated to keep a student employee if they do not meet work expectations.

Dismissal (cont.)

If a student is unreliable or does not handle the assigned duties responsibly, it may be necessary to terminate the student for unsatisfactory performance.

In documenting a problem supervisor can use a 3 “**learning opportunities**” rule. Usually when a student is made aware of a concern, supervisors complete the following steps with the student:

1. **Verbal Warning** - Speak with the student and express specific reasons (with examples) for dissatisfaction. Suggest solutions. Establish a time frame for improved performance.
2. **Written Warning** - If the poor performance continues past the time established in the verbal warning, repeat the verbal warning and follow it with a *written statement documenting the situation and a new time frame. Students need to understand what is expected of them and the consequences of continued poor performance.
3. **Termination** - If the student's performance still does not improve within the specified time frame, the supervisor should consider terminating the student's employment. Notice of dismissal should be in writing, addressed to the student, and may be accompanied by a verbal discussion. Suggest to the student that s/he seek assistance in Student Employment.

Welcome to the Student Employment Program!

Questions?

Please contact Student Employment
Building 22, Suite 250
360.596.5567
studentemployment@spscc.edu

Student Employment Resources:

[Canvas](#)

[SPSCC's Student Employment webpage](#)

[SPSCC's Student Employment webpage - Student Employment Resources](#)