STUDENT EMPLOYMENT PROCEDURES
(Work-Study and Non Work-Study)

The following procedure is used in employing students (College Work-Study or Non Work-Study):

1. Student submits online application for employment at [http://www.mcclennan.edu/financial-aid/wsapplication](http://www.mcclennan.edu/financial-aid/wsapplication). Instructions and available work-study positions are posted on website. Office of Financial Aid determines student’s eligibility to participate in College Work-Study Program. Eligible students’ online application is forwarded to department head/supervisor. Email includes student’s college work-study eligibility amounts. Non-eligible students are advised of employment opportunities under Non Work-Study Program. The Office of Financial Aid is responsible for updating the College Work-Study website.

2. Department head/supervisors with approved budget for student assistance submit a Job Request Form with job descriptions for positions to be posted on website. Individual departments set up interviews between department head/supervisor and prospective student worker(s).

3. After a decision has been reached to employ a particular student, the department head/supervisor completes and signs a “Background Release” form (provided by Office of Financial Aid or on the L drive at L:\Forms\Financial Aid), retains copy and sends original to Human Resources.

4. Human Resources approves employment and notifies department head/supervisor and Office of Financial Aid that employment has been approved.

5. Student employees are paid on a monthly basis, the Office of Financial Aid being responsible for preparing work-study and non work-study payroll work sheets. The Office of Financial Aid is also responsible for preparing and distributing to each department head/supervisor a salary payment schedule showing the due date for timesheets and the date payroll will be distributed to students. The following procedure is used for processing the work-study and non work-study payrolls:

   a. Student employees are required to complete a Work-Study Authorization form, a Job Responsibilities form, a W-4, and an I-9 and provide supporting documentation to the Office of Financial Aid. These forms are provided by the Office of Financial Aid or can be found on the L drive at L:\Forms\Financial Aid. Timesheets will not be processed without required paperwork.

   b. Approximately two days before timesheets are due to Office of Financial Aid, the student completes timesheet, signs and submits to department head/supervisor. Department head/supervisor verifies hours worked, signs timesheet, and submits timesheet to Office of Financial Aid.

   c. On due date for timesheets, Office of Financial Aid reviews timesheets received for accuracy of computation, prepares the work-study and non work-study payroll worksheets, and sends completed worksheets to Human Resources for salary calculation purposes. Human Resources then submits timesheets to the Payroll Specialist. The Office of Financial Services distributes student employees’ calculated pay to the student’s Highlander One Card.

NOTE: Each department head/supervisor employing students is responsible for:

1) monitoring the student's work study eligibility and ensuring that monies budgeted for student wages (college work-study and/or non work-study) are not exceeded.
2) ensuring all required paperwork is completed and submitted to the Office of Financial Aid.
3) recording accurately the number of hours worked by each student employee.
4) submitting on a timely basis, the timesheets to the Office of Financial Aid. Timesheets received after due date will not be processed until next pay period.