

STUDENT EMPLOYMENT PROCEDURES

(Work Study and Non-Work Study)

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

1. College Work Study Program-student makes application for employment under College Work Study Program with Office of Financial Aid. Office of Financial Aid determines student's eligibility to participate in College Work Study Program. Eligible students are referred to Office of Financial Aid. Non-eligible students are advised of employment opportunities under Non-Work Study Program.
2. Department head/supervisors with approved budget for student assistance submit job descriptions for positions to be filled to Office of Financial Aid. Office of Financial Aid schedules interview with 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 "Request for Appointment" form (provided by Office of Financial Aid), retains copy and sends original to Office of Financial Aid.
4. Office of Financial Aid approves employment and notifies applicant and Office of Financial Aid that employment has been approved.

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 time sheets and payroll vouchers and the date checks will be distributed to students. The following procedure is used for processing the work study and non-work study payrolls:

- a. Approximately two days before time sheets are due to Office of Financial Aid, the student completes time sheet, signs and submits to department head/supervisor. Department head/supervisor verifies hours worked, signs time sheet, and prepares payroll voucher showing salary due to student employee. Time sheet and payroll voucher are sent to Office of Financial Aid.
- b. On due date for time sheets, Office of Financial Aid reviews time sheets and payroll vouchers received for accuracy of computation, prepares the work study and non-work study payroll worksheets, and sends completed worksheets to the Office of Business Services for salary calculation purposes. Checks are distributed by the Office of Business Services.

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) recording accurately the number of hours worked by each student employee.
- 3) submitting on a timely basis, the time sheets and payroll vouchers to the Office of Financial Aid. Time sheets and payroll vouchers received after due date will not be processed until next pay period.