

WHAT FSU AND PIERPONT C&TC EXPECTS OF YOU AS A STUDENT EMPLOYEE

Along with the advantages and opportunities offered to you by part-time student employment go certain responsibilities and obligations that you will want to meet.

Your first responsibility is to attend all class and laboratory sessions for those courses in which you are enrolled. Your second responsibility is to do a good job on the work assigned to you by your supervisor. Your supervisor is responsible for what you do, so you will want to respect his/her experience, listen to his/her instructions, and carry them out promptly and carefully.

Doing a good job also implies certain other obligations on your part, such as maintaining good health and mental alertness, using good judgment, and presenting a reasonable appearance as to dress and grooming. Also, you should work when scheduled, be prompt and regular in attendance, and cooperate with faculty, staff, administration, students, and co-workers. You will want to keep well informed about FSU and Pierpont C&TC, the department, or off-campus community service agency in which you are working. You will often represent FSU and Pierpont C&TC to your fellow students, faculty, staff, administration, and the general public; therefore, your work performance as a student employee can influence their opinion of the institutions.

SOURCES OF FUNDS

A. FEDERAL COLLEGE WORK STUDY PROGRAM (FCWS) – Funds for this program are made available from the Federal Government. Eligibility is based on the completion of the Free Application for Federal Student Aid (FAFSA). Students may accept work on campus or in the Off-Campus Community Service Program not to exceed their assigned award amount, which is based upon their eligibility (unmet need) for funding. Students must also meet Satisfactory Academic Progress guidelines established for federal financial aid. Please refer to the [FSU and Pierpont C&TC Catalog](#).

B. AUXILIARY FUNDS (AUX) – These funds are generated through auxiliary enterprises and campus grants.

Eligibility for AUX funds will be based on the same federal guidelines as Federal College Work Study with the exception of a financial need determination. Students must also meet Satisfactory Academic Progress guidelines established for federal financial aid. Please refer to the [FSU and Pierpont C&TC Catalog](#).

WORK HOURS – Work hours are available on-campus or in an off-campus community service agency. Students may work up to a maximum of 20 hours per week during the regular academic year, regardless of the full time or part time status of the student, and up to 37.5 hours per week during non-class periods (Thanksgiving week, winter and spring breaks). Vice Presidents may accept appeals to this policy for an isolated short-term need or one-time incident for a special project which exceeds 20 hours. Resident Assistants (R.A.) may work on-campus up to the 20 hours maximum over and above their duties as an R.A.

INTERNATIONAL STUDENT CAMPUS WORK-STUDY GUIDELINES – The following guidelines will be used for determining eligibility and the assignment of employment to international students on campus:

1. Federal and state funds may not be used for the employment of international students; therefore funds available for employment are limited to department Auxiliary funding.
2. Proof of F1 Visa status is required.
3. Must be admitted into a regular degree program and enrolled in a minimum of twelve (12) hours. Exceptions: Seniors may be enrolled in less than twelve (12) hours during the last semester of classes.
4. Students must meet the same Satisfactory Academic Progress guidelines established for federal financial aid. Please refer to the [FSU and Pierpont C&TC Catalog](#).

HOW TO APPLY ONLINE –

1. Go to www.fairmontstatejobs.com.
2. Click “Search Postings” on left-hand side of menu
3. Under “Type of Position,” select “student” and click “search”
4. Click “view” under position
5. To apply to viewed position, click “applying to posting”
6. Complete application process

Helpful Hint: An application may not be edited once applied to a specific posting; however, it may be edited for application to any future postings. Do not use your back, forward, stop, or refresh keys. It is important to close all other browser windows while completing the application process.

ONLINE “NEW HIRE” PROCESS – All available Federal College Work-Study and Auxiliary student jobs will be posted online by department Student Hiring Managers. Students must complete an application online at www.fairmontstatejobs.com for positions which they are interested and meet the job qualifications/eligibility. The department student hiring manager will contact selected candidate(s) to be interviewed. Student hires may not earn more than their assigned award amount within the specified period of employment. Typically, student job assignments are for one academic year.

The Student Employment Office will be responsible for approving all Federal College Work-Study student hires online. Once hire information is submitted and required forms are completed and submitted to the Payroll Office, the new student hire will receive an e-mail stating that employment is authorized. **Important:** Students are not authorized to begin work until this e-mail is received.

ONLINE RETURNING STUDENT EMPLOYEE “REHIRE” PROCESS – Current student employees being asked by their department student hiring manager to return to their same job the following academic year are required to apply to the “Academic Year Rehire Pool” posting for the new academic year at www.fairmontstatejobs.com. Students being renewed will need to continue to meet Guidelines for Satisfactory Academic Progress and be enrolled for the new academic year.

EASY ACCESS TO REQUIRED FORMS – System-generated e-mails to student hires and Student Hiring Managers will contain various imbedded links which will provide easy access to various information including, but not limited to: federal and state tax forms, I-9 form, direct deposit form, pay schedule, hourly time sheets, etc. These forms are also easily accessible on the Student Employment Website at <http://www.fairmontstate.edu/admissions/undergraduate/financialaid/workpgms.asp>

Student Hiring Managers will have the ability to download and print required tax forms, I-9 and direct deposit forms, etc. Once forms are completed, they will need to be submitted to the Payroll Office, Room 324 HB.

E-MAILS TO ALL APPLICANTS ONCE JOB IS FILLED – Once a job is filled, it will be removed from the Job Site and all students who applied but were not hired will receive notification via e-mail that the position was filled.

SUPERVISION – By accepting a student for employment, the supervisor will provide guidance and supervision so that the assigned work can be a learning experience for the student. It shall be understood that a schedule for work will be established and explained to the student. Supervisors must clearly explain to the student employee the job duties and responsibilities in accordance with the written job description(s), which is on file in Room 202A HB. A regular system of evaluation should be maintained and the student advised if his/her work is unsatisfactory.

WAGE GUIDELINES – Most student positions pay the current hourly federal minimum wage. With a written justification and an explanation of need from a school chair or area manager, the authorization may be granted to employ a student at a wage higher than the minimum wage. This authorization will be processed through the Student Employment Office.

TIME RECORDS AND PAYROLL REPORTING – Each student employee shall maintain at their place of employment an up-to-date time sheet indicating the time-in, time-out, and total hours worked each day. The immediate supervisor or designated person will be required to initial for the approval of work performed each day. This time record shall be made available for checking and evaluation at any time. Student time sheets must be submitted for actual time worked. Time sheets cannot be adjusted to spread time worked over a period of time. Falsification of time reported can be a federal offense (as experience has shown in some institutions of higher education) and therefore, it shall be the responsibility of the supervisor to assure that this does not occur at FSU and Pierpont C&TC. A time record for each student employee, after approval, shall be submitted to the Payroll Office, Room 324 HB, by the first workday following the end of the pay period. It is the responsibility of both the supervisor and the student to make certain the time sheet is submitted on time.

Time reported late will be processed with the next work period, causing two weeks delay in payment.

YOUR PAY DAY – You will be paid through direct deposit with your statement of earnings being available to view on-line through BANNER Resources. Payment will be on the 15th or 16th of the month for all work performed from the 16th through the end of the previous month, and payment will be at the end of the month for all work performed from the 1st through the 15th of the month. Your earnings will be reported to the Financial Aid Office.

WITHDRAWAL FROM SCHOOL – If you withdraw from school, you must also stop working for the remainder of the semester.

TRANSFERS – You may see an advantage in transferring from your assigned job. When transferring, you should always offer to give reasonable notice, two weeks, to your present supervisor before transferring to a new position.

RESIGNATIONS – If it becomes necessary for you to resign, you should offer to give your supervisor reasonable notice. This courtesy of advance notice will