

**STUDENT EMPLOYMENT INFORMATION SHEET
FEDERAL COLLEGE WORK-STUDY AND AUXILIARY
FALL / SPRING
2011-2012**

- ✓ The rate of pay is \$7.25 per hour. The work periods are from the 1st through the 15th, paid at the end of the month, and the 16th through the end of the month, paid on the 15th or 16th of the following month.
- ✓ Your supervisor will issue a time sheet to you for documentation and approval of the hours worked each day. Time sheets must be completed in blue ink. Incomplete, inaccurate or time sheets received late may result in delayed payment by at least one pay period.
- ✓ When classes are in session you may work from 1 to 20 hours per week – work schedules must be approved by your supervisor. When school is not in session you may work a maximum of 37.5 hours per week with supervisor approval. **A 30 minute unpaid break is required when you work more than 6 consecutive hours.**
- ✓ Refer to your Student Hiring Manager for your total allotted amount to be earned for each job, type of funding and employment dates. Federal College Work-study funds are allocated based upon eligibility, availability of funds and work performance.
- ✓ A Student Employee Performance Evaluation form may be completed by your supervisor annually or at the conclusion of your employment. You may request from your supervisor a copy of the evaluation form and a job description at the beginning of your employment.
- ✓ You will receive a W-2 – Federal Withholding Statement in January. It must be filed with the Internal Revenue Service by April 15.
- ✓ Semi-monthly direct deposit payments can be viewed on-line.
- ✓ If for some reason you must terminate your work assignment, please notify your supervisor (Auxiliary Funded) or the Student Employment Office in room 236 Hardway Building (Federal College Work Study Funded) so that your position can be filled with another student.
- ✓ Questions regarding earnings, contact the Payroll Office – Room 324, Hardway Building.
- ✓ Consult your Work-study Brochure for complete guidelines regarding the work-study program.