



**Shorter College**

**Student Employee Handbook**

Shorter College  
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## **Table of Contents**

Introduction	1
Federal Work-Study Eligibility	2
Job Listings	2
Required Paperwork	3
Limitations on Hours Worked	4
Award of Funds and Fund Increases	4
Summer Work-Study	4
Holding Multiple Work-Study Jobs	4
Rates of Pay	5
Time Sheets	5
Paycheck Distribution	5
Problems with a Check	5
Student Employee Rights and Responsibilities	6
Leaving Your Work Study Position	6
Firing a Student Worker	6
Human Resources Policies	7
Why Should You Work on Campus?	8
2009-2010 Student Work-Study Placement Form	9-10
2009-2010 Time Sheet	11-12
Time Sheet and Paycheck Due Date Form	13

## **Introduction**

The Financial Aid Office is responsible for managing a campus work program, both on and off campus, for the part-time employment of undergraduate students at Shorter College. The Financial Aid Office lists job opportunities for work-study positions.

A student employee position is defined as:

- Part-time
- Temporary
- Paid on an hourly basis
- Not eligible for any benefits or overtime, holiday, or compensatory pay

This handbook is intended as a reference tool for student employees at Shorter College. It addresses the key issues of student employment. If you have further questions or would like clarification of the items covered within this guide, please contact the Shorter College Financial Aid Office at [financialaid@shorter.edu](mailto:financialaid@shorter.edu).

Note: Shorter College reserves the right to modify or change these policies as needed based on Federal regulations or institutional guidelines. The Shorter College Financial Aid Office will attempt to notify students of policy changes. However, students are expected to keep up-to-date with all policy changes that might be made with or without notice.

## **Federal Work-Study Eligibility**

Federal Work-Study (FWS) is awarded by the Financial Aid Office as part of your financial aid award package.

### **To determine if you are eligible for FWS:**

- Complete a Free Application for Federal Student Aid (FAFSA) for the current academic year. This can be done at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Complete the Shorter College online application at <http://finaid.shorter.edu>.
- Financial need must be demonstrated. This is determined based on the financial information provided on your FAFSA.
- Students must be enrolled in a degree program at least half-time. Half-time is considered six hours.

If you are not eligible for FWS, you may be eligible for institutional funds. The Financial Aid Office will assist you in this process once you have completed the necessary paperwork.

Once your FWS award money has been earned, you may not continue to work under this funding source. However, you may be eligible to receive institutional funds. Please be cautious of the amount of funds that you have been awarded, and work your hours accordingly.

## **Job Listings**

The Financial Aid Office will post current work-study jobs that are available to students. Currently these job postings can be found by clicking on the work study link on the financial aid page at [www.shorter.edu](http://www.shorter.edu).

## Required Paperwork

Prior to beginning employment, all work-study student employees are required to complete a Work-Study Placement form with their prospective supervisor. These forms can be picked up in the Financial Aid Office.

Prior to beginning employment, all work-study student employees are also required to complete payroll paperwork in the Human Resources Office.

Required Paperwork Includes:

- Federal Withholding Statement (W-4)
- Georgia Withholding Statement (G-4)
- I-9 Form

If you need to complete the **I-9 Form**, you will need to present one of the following documents when returning the form:

- United States Passport (Current or Expired)
- Certification or Naturalization
- Unexpired Foreign Passport with Employment Authorization
- Driver's License and original social security card

Shorter College policy requires a Driver's License and Original Social Security Card to complete the paperwork process for **all** student workers to work on campus.

**All paperwork must be completed before a worker can work any hours and receive any payment.**

## **Limitations on Hours Worked**

Most student employees are eligible to work seven (7) to ten (10) hours per week. This is determined by the information provided by your FAFSA.

## **Award of Funds and Award Increases**

Students are awarded money based on the information provided by the FAFSA and the availability of funds. Students are awarded based upon the hours they are allowed to work each week multiplied by the rate of pay which is then multiplied by thirty (30) weeks. Increases in your FWS award depend upon your individual unmet financial need and the availability of funds. Once you are close to earning the amount of FWS originally awarded to you, please contact the Financial Aid Office.

## **Summer Work-Study**

Summer FWS funding is available for eligible students.

To be considered:

- You must be currently enrolled at Shorter College.
- You must be planning to return the following fall semester.
- You must complete the FAFSA for the upcoming academic year.

(Students do not need to be enrolled in summer courses to receive summer work-study funding. Summer work-study is considered part of your financial aid award for the upcoming academic year.)

## **Holding Multiple Work-Study Jobs**

You may hold more than one work-study position as long as you do not exceed the amount of hours you are allowed to work. If you hold more than one job, please inform all of your employers. Your FWS award will be shared by both of your employers. The total combined earnings **cannot** exceed your FWS award.

## **Rates of Pay**

Most student workers will be paid minimum wage. Some jobs require greater skill, and students will be paid at a higher rate of pay for those positions.

Currently minimum wage is **\$7.25** per hour. This is the rate of pay for the 2009-2010 academic year.

## **Time Sheets**

The amount of hours a student has worked is documented by completing a time sheet. You must list each work session, begin and end time. At the end of every pay period, you must have your time sheet completed properly with the supervisor's signature. It is the student's responsibility to complete and turn in their time sheet to the supervisor. It is then the supervisor's responsibility to give the time sheet to Mrs. Anita Baker in the Financial Aid Office. Timesheets are available online by accessing the work study link and logging into scholar.

## **Paycheck Distribution**

You will be paid through the work program by monthly paycheck. Paychecks can be picked-up at the Switchboard. If your check is not at the Switchboard, your check may be at the Business Office. In order to receive your check, you must present your Shorter College Student ID. Please pick-up your check within a reasonable amount of time.

Students employed by more than one place on campus will only receive one paycheck. The earnings will be combined.

## **Problems with a Check**

If you feel that your paycheck is not the proper amount, contact the Financial Aid Office. If your check has been lost and/or stolen the first step in finding it is to contact the Financial Aid Office.

## **Student Employee Rights and Responsibilities**

- All student workers should understand the importance of **confidentiality**. Student workers should not share any information from their place of employment. Some offices will require a confidentiality form to be signed before work can begin.
- The student employee must provide their employer with a work schedule including hours and days to be worked.
- The student employee is solely responsible for maintaining his/her work schedule and for informing the employer in a timely and appropriate manner of his/her inability to maintain the schedule for any reason.
- The student employee needs to seek permission from his/her immediate supervisor or other appropriate person before being absent from work. This does not include excusable circumstances. In an excusable circumstance, the student employee should still notify his/her supervisor as soon as possible.
- The student should assume responsibility for dressing appropriately and confirming with the supervisor that they are meeting the dress code standard.

## **Leaving Your Work-Study Position**

If you wish to leave a job, you must give your employer a two (2) week notice. You must first notify your employer, then notify the financial aid office.

## **Firing a Student Worker**

The student worker must earn his/her pay. The student worker may be terminated for unsatisfactory work performance.

## **Human Resources Policies**

Although student workers have a slightly different status under Federal employment laws than regular employees, many policies which apply to regular employees also apply to student workers.

### **Non-discrimination and Harassment**

Shorter College provides equal employment opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, physical or mental handicap, veteran status, and/or whether or not they are disabled veterans. Harassment on the basis

of race, color, religion, sex, national origin, age, physical or mental handicap, veteran status, and/or disability is prohibited and will not be tolerated.

### Sexual Harassment

Student workers are subject to and protected by established sexual harassment laws and policies. Shorter College will neither condone nor tolerate any form of sexual harassment. Sexual harassment is defined as “unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature where: 1) submission to such conduct is made either explicitly or implicitly a term condition of an individual’s employment, 2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

### On the Job Injury

Shorter College enforces safety policies and practices. If, however, a student is injured on the job, he/she should report the injury to the Human Resources Office as soon as possible. Supervisors are responsible for ensuring students receive appropriate medical attention.

## **Why Should You Work On Campus?**

- Working on campus can give you great experience within your field of study.
- You can use your supervisor as a reference when you are applying for a job after graduation.
- Campus jobs are convenient because they work around your schedule.
- You will work in a friendly environment with people who care about who you are.

Name: \_\_\_\_\_

***Instructions:***

Please meet with the supervisor listed below to agree on the work schedule and job responsibilities. If you accept the terms of employment, complete the remainder of this form and return it the Financial Aid Office to receive a time sheet and schedule of time sheet/pay dates. **Your supervisor must sign this form.**

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Hours per week: \_\_\_\_\_

Maximum Award per Year: \_\_\_\_\_

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***To be completed by student:***

Student SSN: \_\_\_\_\_

Student Major: \_\_\_\_\_

I agree and understand that I cannot be paid for hours worked in excess of what has been awarded to me. I also agree and understand that time sheets **MUST** be turned in monthly per the schedule posted by the Financial Aid Office. I understand that it is my responsibility to make sure my supervisor is properly scheduling my weekly work-hours. I further understand that I must work the hours as scheduled by my supervisor.

I understand that by the virtue of my employment with Shorter College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Shorter College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please sign only if you want to use work-study funds to pay directly on your student account for tuition/fees/room/board:***

I understand that I am responsible for paying my charges partially through my participation in the Work-Study program. **By giving my written consent below, I understand that my work-study check will be held at the Business Office each month and that I must still endorse the check each month in the Business Office to have the funds applied to outstanding charges.**

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***FOR OFFICE USE ONLY:***

## **2009-10 STUDENT WORK TIME SHEET**

**Academic Year July 1, 2009– June 30, 2010**





# SUPERVISORS

Your signature on this form indicates that the hours reported are accurate and that all work was performed in a satisfactory manner. Report any unsatisfactory work performance on the bottom of this form.

Time sheets must be checked for accuracy, totaled and brought to the FAO by the supervisor.

*NO STUDENT MAY BRING A TIME SHEET TO THE FAO FOR PAYMENT.  
NO EXCEPTIONS WILL BE MADE.*

**PLEASE MAKE SURE THIS FORM IS COMPLETED IN BLACK OR DARK INK!**

MEMORANDUM

To: All Student Workers and Supervisors

From: Anita Baker, Financial Aid Office  
Date: July 6, 2009  
Subject: Due Dates for Time Sheets – Late Summer & Fall 2009

**Supervisors must turn in time sheets to the Financial Aid Office by 1:00 PM on the following dates:**

Wednesday, July 8 <sup>th</sup>	Time period: June 11 <sup>th</sup> – July 8 <sup>th</sup>
Wednesday, August 5 <sup>th</sup>	Time period: July 9 <sup>th</sup> – August 5 <sup>th</sup>
Thursday, September 3 <sup>rd</sup>	Time period: August 6 <sup>th</sup> – September 2 <sup>nd</sup>
Thursday, October 1 <sup>st</sup>	Time period: September 3 <sup>rd</sup> – September 30 <sup>th</sup>
Thursday, October 29 <sup>th</sup>	Time period: October 1 <sup>st</sup> – October 28 <sup>th</sup>
Thursday, November 19 <sup>th</sup>	Time period: October 29 <sup>th</sup> – November 18 <sup>th</sup>
Thursday, December 10 <sup>th</sup>	Time period: November 19 <sup>th</sup> – December 31 <sup>st</sup>

**Paychecks may be picked up on the following dates at the Switchboard:**

Friday, July 17 <sup>th</sup>	Friday, November 6 <sup>th</sup>
Friday, August 14 <sup>th</sup>	Friday, December 4 <sup>th</sup>
Friday, September 11 <sup>th</sup>	Friday, December 18 <sup>th</sup>
Friday, October 9 <sup>th</sup>	

**Time sheets that are turned in late will be held until the next pay period. Students are to turn time sheets in to their supervisor – not the Financial Aid Office. It is the student's responsibility to get the time sheet turned in early so that it can be submitted on time. Additional time sheets are available on the wall outside the Financial Aid Office if needed.**