



Student Employment Student Handbook

(From The Financial Aid Office)

Student Employee Student Handbook

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I. INTRODUCTION TO THE STUDENT EMPLOYEE PROGRAM

Student Employment is financial aid in the form of a part-time job (generally 5-15 hours per week during the school year; up to 30 hours per week during the summer **as long as funding is available and depending on number of credits enrolled**.) Students may work on campus in a department of their choice, subject to job availability. Students earn \$11.25/hour. In addition to earning a paycheck every two weeks, work-study allows students to work around their academic schedule (including evenings and weekends) to build a resume and/or establish references. It is based on a fiscal year, July 1st until June 30th.

Eligibility for student employment is granted for students who complete their financial aid file early, show need, and indicate an interest in a student employment position. On a very limited basis, students who complete their financial aid file and do not show need, may still be able to participate and be funded institutionally.

If you receive a student employment award and wish to pursue a job, you may select a job opening from available [ARCC Job Board](#), and arrange for an interview with the Supervisor/Department of your job choice. Work Study funds are limited, therefore awards are based on first-come, first-served basis.

II. TYPES OF FUNDING

There are three funding sources that make student employment possible: Federal, State and Institutional. All three programs are similar in eligibility requirements, but have explicit requirements for each particular program. The Financial Aid Office will determine which program best fulfills the needs of the student and award available funds accordingly.

The Federal and State programs require the student to apply for financial aid indicating his/her preference for student employment on the Free Application for Federal Student Aid (FAFSA) and have eligibility for work study determined BEFORE the student can be placed in a position on campus. Due to limited funding in each program, the student is encouraged to apply for student employment as soon as possible.

- A. **Federal:** Federal Work Study is a program funded by the U.S. Department of Education. The program is intended to help provide part-time jobs for undergraduate and graduate students with financial need, which allows them to earn money to help pay educational expenses. The program encourages community service work and work related to the recipient's course of study. To be eligible for this program, the student must apply for financial aid, receive an award letter, and have eligibility prior to seeking and accepting an employment position with the school. Also, the student must be enrolled in at least 6 financial aid eligible credits for each term of employment.
- B. **State:** State Work Study is a program jointly funded by the State of Minnesota and Anoka Ramsey Community College. The program is open to undergraduates, graduate and vocational students. It provides part time on or off campus jobs to help students pay towards their educational expenses. To be eligible for this program, the student must meet all of the eligibility requirements outlined in the Federal Work Study Program, be enrolled for at least 6 financial aid

eligible credits each term of employment, and be a Minnesota resident as defined by MN Office of Higher Education (MOHE). Students who are receiving reciprocity are ineligible for this State program.

- C. **Institutional:** Institutional Work Study Program (Student Worker) is intended for students who do not qualify for Federal or State funds; it is a non-need-based fund that is limited to highly skilled workers or hard to fill jobs. To be eligible for this program, the student is required to be registered for at least 6 credits for each term of employment, apply for financial aid, receive an award letter, even though the student may not qualify for need-based aid, in order to determine the appropriate funding program.

III. TYPES OF STUDENT WORKERS

- A. **International Students are not required to apply for financial aid; however** they must possess an F-1 Visa to be eligible to work as a student employee on campus. International students must also have a U.S. Social Security Card before accepting and/or starting employment. Please go to: <http://www.ssa.gov/pubs/10181.html> for more information on how to apply for one.
- B. **PSEO Students are not required to apply for financial aid; however** they must still meet the certain eligibility requirements in order to participate in the program. They must be a student at ARCC and be registered for at least 6 credits or more. Generally they are restricted to the Tutoring Department(s) or positions that require a specialized skill.

Please Note: Exceptions to the eligibility requirements in the Student Worker Program are made on a case by case basis for extreme circumstances and will be directed to the Director of Financial Aid.

IV. EMPLOYMENT PROCEDURE

To be considered for the work study program, the student **must** apply for financial aid, **must** check they are interested in work study on the FAFSA application, **must** have received an award letter to show their eligibility and **must** be registered for at least 6 financial-aid eligible credits.

A. Apply for Financial aid

To apply for financial aid please go to www.fafsa.ed.gov and select the correct award year. Don't forget to check on the application that you are interested in Work Study and don't forget to add our federal school code 002332 once you are ready to submit the application.

B. Look for a Job Online

Visit the ARCC Job Board: <http://www.collegecentral.com/AnokaRamsey>

a. STEP 1: CREATE AN ACCOUNT

1. Click on **"Students"**
2. Click on **"Create Account"**
3. You must use your **STAR ID** as your User ID
4. Create a **password**
5. Fill out the information requested to create your account (2-3 minutes)

b. STEP 2: SEARCH FOR OPEN WORK-STUDY POSITIONS

1. Once your account has been created, log-in using your STAR ID and Password
2. From your Dashboard, click on “**Search- My School’s Jobs**”
3. Under “**View Jobs by Job Type**” select “**Student Employment**”
4. View work-study positions, click on titles to view more detailed information
5. **Follow instructions listed on the posting to apply for a position**

Do you need help with?...Creating your account, searching jobs within the system, creating a resume or cover letter, or learning how to interview for jobs?

Contact the Career Services Center for help- Email: CareerServices@anokaramsey.edu Phone: 763-433-1430

Work-study eligibility Q’s contact Financial Aid- Email: FinancialAid@anokaramsey.edu Phone: 763-433-1500

C. Obtain a Student Employee Authorization Packet

Once the student has been hired, the student goes to the Financial Aid Office to pick up a work authorization packet and eligibility is confirmed. The supervisor and student will need to both sign off on the form before turning it back into Financial Aid. The initial packet contains the following forms:

- Authorization Form
- I-9 Form
- W-4 Form

D. Return the Student Employee Authorization Packet for Processing

Once the student has filled out the whole packet, please return it to the Financial Aid Office for processing. Please allow up to 3 business days (2 weeks during peak times during the start of each term) for processing applications. Once approved, your supervisor will be sent an email. You may begin work at that time but not before.

If the student starts working before this is done, then he/she may be terminated from the program for the current term and jeopardize future eligibility to participate in the Work Study Program.

V. PAYROLL

A. eTimesheets

Electronic timesheets are accessed through the student’s eService and then clicking Student Employment once their authorization has been approved. Timesheets are ‘submitted’ every two weeks electronically for supervisor approval.

B. Student Record Maintenance

Students are responsible to keep track of the funds they earn so they do not exceed their award. If the student exceeds their award, then they may be terminated from the program for the rest of the current semester and jeopardize any future eligibility.

C. Payroll Checks

Student paychecks are available in 2 forms: Direct Deposit or Paper Checks.

Direct deposit can be set up via online only through your Anoka Ramsey student account. Paper checks are mailed to the address on file with Records and Registration. **They cannot be picked up.** Please make sure to have the most current address on file. If you need to change or update your address, please see Records and Registration for assistance or just go online and update it through your student account.

*****Any other questions regarding paychecks or payroll, please address the Business Office*****

VI. STUDENT RESPONSIBILITIES

- Assure all necessary paperwork has been completed, submitted to and processed by the Financial Aid Office BEFORE beginning to work. Allow 2 days for processing during normal business hours. During peak times, it may be longer than 2 business days.
- Maintain enrollment in at least six credits.
- Maintain Satisfactory Academic Progress.
- Your employment position is a real job. In all aspects we emphasize the learning of effective work habits.
- Arrange your work schedule with your supervisor, observing class commitments. You may NOT work during the times you are scheduled to be in class.
- Dress appropriately for the job.
- Respect confidentiality expectations as established by your supervisor.
- Remain professional and courteous to students, staff, faculty and the public.
- Understand your supervisor's expectations for daily assignments and/or training.
- Make sure you notify your supervisor anytime you will be late or unable to appear for work.
- Maintain your work schedule if at all possible since work is often planned for you and deadlines must be met.
- Complete your timesheet daily ensuring it is a true and accurate record of hours worked during each pay period. Review and electronically submit your timesheet for supervisor approval.
- You must take an unpaid half hour break after working six or more consecutive hours. Please note on the timesheet if you do take the unpaid half hour break or it will automatically be deducted from your timesheet otherwise.
- You must take a paid 15 minute break for every 4 hours you work. For example, if you work 8am-4:30pm, you would take a 15 minute (paid) break in the morning, a half hour (unpaid) lunch break, and another 15 minute break in the afternoon.
- Monitor your earnings and hours worked to prevent any excess funds spent from your allocation.
- Student wages are FICA exempt unless the student is hired by the college with the intent that the student employee will have a normal work schedule of more than 30 hours per week or is eligible for work study during summer semester when they are not registered for courses.
- Personal calls and visitors are discouraged during scheduled work time.
- Perform personal projects/class work on your own time, not paid study time. You should earn "an hour's pay for an hour's work." Students are not paid to study.

- Use ARCC equipment and supplies for work purposes only.

Please note: If you violate any of these responsibilities, your work study may be terminated for the current term and may jeopardize any future eligibility to participate in the Work Study Program.

VII. EQUAL OPPORTUNITY/NON-DISCRIMINATION

Anoka Ramsey Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, Minnesota Statutes Chapter 363 and other applicable state or federal laws or College policies.

VIII. STUDENT EMPLOYMENT CONTACT INFORMATION

Financial Aid 763-433-1500
financialaid@anokaramsey.edu