



Student Employment Student Handbook

(From The Financial Aid Office)

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Section I: Basic Introduction

I. INTRODUCTION TO THE STUDENT EMPLOYMENT PROGRAM

Student Employment is financial aid in the form of a part-time job. Generally, 5-15 hours per week are worked during the school year. Work cannot exceed 20 hours per week. (during summer and winter breaks up to 30 hours per week can be worked if funding is available and depending on course registration.) Students may work on campus in a department of their choice, subject to job availability. Students earn \$15.00/hour. In addition to earning a paycheck every two weeks, work-study allows students to work around their academic schedule (including evenings and weekends). Work study experience helps 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 to students who complete their financial aid application, show need, and indicate an interest in a student employment position. On a very limited basis, students who complete their financial aid application and do not show need, may still be able to participate and be funded institutionally.

If a student receives a work-study award and wishes to pursue a job, they may search for positions of interest through our [ARCC Job Board](#) or contact a department directly. Each department will conduct their own hiring practices. Student employment funds are limited; therefore, awards are based on a 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 their preference for student employment on the Free Application for Federal Student Aid (FAFSA) and have eligibility for student employment determined **BEFORE** the student can be placed in a student employment position. 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. Per school policy, 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 undergraduate, 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 is intended for students who do not qualify for Federal or State funds; these are non-need-based funds which are paid through sources other than federal or state funds. It 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. UNIQUE TYPES OF STUDENT WORKERS

- A. **International Students are not required to apply for financial aid; however,** they must be registered for at least 12 credits, possess an F-1 Visa to be eligible to work as a student employee on campus, and have a U.S. Social Security Card before accepting and/or starting employment. Please inquire with the Financial Aid Office for more information on how to apply for a Social Security Card. International students should work directly with International Student Advisors and the Financial Aid Work Study Coordinator to complete all necessary hiring steps.
- B. **PSEO Students are not required to apply for financial aid; however,** they must still meet 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 Financial Aid Office.

IV. EMPLOYMENT PROCEDURE

To be considered for the work study program, the student **must** apply for financial aid, **must** check “Yes” on the application that 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 <https://studentaid.gov/h/apply-for-aid/afsa> and select the correct award year. Anoka-Ramsey’s federal school code is 002332. Don’t forget to check “Yes” on the application that you are interested in Work Study.

B. Look for a Job Online

Once a student has an award letter and their award consists of work study program eligibility, the student can go to the [ARCC Job Board](#) to view student employment. The student may then contact the supervisor for the department(s) they are interested in and/or submit their resume. Students may also directly contact a department to inquire about the need for work-study students.

- a.) STEP 1: CREATE AN ACCOUNT
 - 1.) Click on “Sign Up” or “Log in” in the top right corner of the screen.
 - 2.) Use your school email address as your login email.
 - 3.) Follow the steps to create an account.
- b.) STEP 2: SEARCH FOR OPEN WORK-STUDY POSITIONS
 - 3.) Search for jobs by keyword such as “Anoka Ramsey”.
 - 4.) Find a job you are interested in and complete an application.

For assistance in creating your account, searching jobs within the system, creating a resume or cover letter, or learning how to interview for jobs, please contact the Career Services Center.

Email: CareerServices@anokaramsey.edu Phone: 763-433-1430

For work-study eligibility questions, please contact the Financial Aid Office.

Email: FinancialAid@anokaramsey.edu Phone: 763-433-1500

C. Obtain a Student Employee Authorization Packet

Once eligibility has been determined, and the student has been formally hired, alert the Financial Aid Work Study Coordinator. The FAO will then send the Work Study Authorization hiring paperwork to the student. **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 Forms—Federal and State

D. Return the Student Employee Authorization Packet for Processing

Once you have filled out the whole packet, please return it to the Financial Aid Office for processing. Please allow 2-3 business days for processing. **During peak times when multiple work authorizations are turned in at the same time, it can take up to two weeks for processing.** Peak time is generally considered approximately 2 weeks before and into the start of each term. The student and the supervisor will be sent an email from Financial Aid once the student’s work study paperwork has been processed and approved. It is at this time, and **NOT** before, the student may begin working. **If the student starts working before this is done, then they may be terminated from the program for the current term and jeopardize future eligibility to participate in the Work Study Program.**

V. MANDATORY STUDENT TRAINING MODULES IN D2L

Work Study students are required to complete online training modules through D2L shortly after they begin working. The training focuses on subjects such as security awareness, respectful workplace, FERPA and private data, code of conduct and ethics, general safety awareness, and preventing sexual harassment.

A. Directions on how to Complete Modules

Once a student has been hired, they will be added to the “Student Worker Training Resources” course in D2L. Students will log into D2L, click on “View All Courses”, click on the “Student Worker Training Resources” course, click on the “Content” tab, and then complete the 6 modules located on the left side of the screen. Directions on how to complete the modules will be emailed to students upon hire.

B. Modules that need to be Completed

- FERPA and Private Data
- Security Awareness
- Code of Conduct and Ethics
- Preventing Sexual Harassment
- Respectful Workplace
- General Safety Awareness

C. Timeframe of when Modules **Need** to be Completed

The six modules listed above should take around 3 hours or less to be completed. The training counts as worked hours and the students will be paid for the time it takes them to complete the modules. Students may complete the training during their scheduled work shift, provided their supervisor approves. **The modules need to be completed within 3 weeks after the student's first day of work. If the training is not completed within the 21 days after their first shift, they will need to stop working immediately and may jeopardize future employment.**

VI. PAYROLL

A. eTimesheets

Electronic timesheets are accessed through your e-Services account and then by clicking Student Employment once your authorization has been approved. Timesheets are submitted every two weeks electronically for supervisor approval.

B. Student Record Maintenance

You are responsible for keeping track of the hours worked and funds you earn, so you do not exceed their award. If you exceed your award, then you may be terminated from the program for the rest of the current semester and jeopardize any future work-study eligibility. If you are reaching your allocation limit, you may ask your supervisor if an increase in allocation is possible.

****Please note that the Financial Aid Department is not responsible to keep track of these hours for the supervisor or student. Financial Aid does not have access to the current hours used by the student. Financial Aid only gets to see what has been processed after each pay period.***

C. Payroll Checks

Paychecks are available in two forms: Direct Deposit or Paper Checks. Direct deposit can be set up via your e-Services account– Financial Aid. 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 information, you can go online and update it through your e-Services – Account Management – Address Info OR by visiting the Records and Registration Department for help.

***** Any other questions regarding paychecks or payroll, please address to the Business Office at 763-433-1600 or at businessoffice@anokaramsey.edu *****

VII. STUDENT RESPONSIBILITIES

1. Assure all necessary paperwork has been completed, submitted to and processed by the Financial Aid Office **BEFORE** beginning to work. Allow up to 3 business days for processing from when paperwork was turned in. Allow up to 2 weeks processing during busy times. Busy time

includes the two weeks before a semester begins and the first week of the semester. All forms must be completed correctly.

2. Maintain enrollment in at least six financial aid eligible credits (12 for International Students).
3. Maintain "Satisfactory Academic Progress."
4. Your employment position is a real job. In all aspects we emphasize the learning of effective work habits.
5. Arrange work schedules with the supervisor, observing class commitments. Students may **NOT** work during scheduled classes.
6. Dress appropriately for the job.
7. Respect confidentiality expectations as established by the supervisor.
8. Remain professional and courteous to students, staff, faculty, and the public.
9. Understand the supervisor's expectations for daily assignments and/or training.
10. Supervisors must be notified if student will be late or unable to appear for work.
11. Maintain work schedule if at all possible since work is planned for and deadlines must be met.
12. Complete timesheet daily ensuring it is a true and accurate record of hours worked during each pay period.
13. Submit eTimesheet timely enabling the supervisor to review and approve hours worked.
14. Students must take an **unpaid** half hour (30 min) break after working more than six consecutive hours. Please note the unpaid half hour on the timesheet or it will automatically be deducted from the timesheet.
15. 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 (paid) break in the afternoon.
16. You may not work more than 8 hours per day.
17. Monitor earnings and hours worked to prevent any excess funds spent from the allocation.
18. 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 20 hours per week or is eligible for work study during summer semester when they are not registered for courses.
19. Personal calls and visitors are discouraged during scheduled work time.
20. Do not perform personal projects/class work during paid Work Study time. Students will not be paid to study. If all job duties are complete before you have finished your scheduled shift, ask your supervisor about the appropriateness of doing schoolwork.
21. Use ARCC equipment and supplies for work purposes only.

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

VIII. EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICY

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.

IX. STUDENT EMPLOYMENT CONTACT INFORMATION

Financial Aid Office (Student Employment Program)
763-433-1500 (tel)
763-433-1501 (fax)
Financialaid@anokaramsey.edu

X. EARNED SICK AND SAFE TIME

Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

An employee is eligible for sick and safe time if they:

- work at least 80 hours in a year for an employer in Minnesota; and
- are not an independent contractor.

Temporary and part-time employees are eligible for sick and safe time. Sick and safe time requirements will not apply to building and construction industry employees who are represented by a building and construction trades labor organization if a valid waiver of these requirements is provided in a collective bargaining agreement.

An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year unless the employer agrees to a higher amount.

Employees can use their earned sick and safe time for reasons such as:

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

Student Workers can view their accrued sick time leave on their timesheet in their e-services account. When using sick time leave, a student can enter their hours into their timesheet using sick time rather than regular time, provided the sick time has been approved by their supervisor. Sick time pays at the same rate as regular time. For more information on sick time and timesheets, please email: financialaid@anokaramsey.edu

More information on Earned Sick and Safe Time can be found via the link below:

<https://www.dli.mn.gov/sick-leave>