



# **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 are worked during the school year. Work cannot exceed 20 hours per week. (during summer and winter breaks up to 20 hours per week can be worked as long as 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 \$14.00/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 1<sup>st</sup> until June 30<sup>th</sup>.

Eligibility for student employment is granted to students who complete their financial aid file, 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 <https://www.collegecentral.com/Anokatech/>, 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 their 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 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 Technical College. The program is open to undergraduate 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 go to: <http://www.ssa.gov/pubs/10181.html> 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 the certain eligibility requirements in order to participate in the program. They must be a student at ATC and be registered for at least 6 credits. 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 special 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](http://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 add our federal school code 007350 once you are ready, submit the application.

- B. **Look for a Job Online**

Visit the ATC Job Board: <https://www.collegecentral.com/Anokatech/>

- 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**

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: finaid@anokatech.edu Phone: 763-433-1500

**C. Obtain a Student Employee Authorization Packet**

Once you have been hired, and eligibility has been determined, you will be sent the Work Study Authorization hiring paperwork from Financial Aid. The supervisor and student will need to both sign off on the forms before turning them back into Financial Aid. The initial packet contains the following forms:

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

**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 up to 3 business days (2 weeks during peak times during the start of each term) for processing applications. Once approved, you and 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 they may be terminated from the program for the current term and jeopardize future work-study eligibility.**

**V. PAYROLL**

**A. eTimesheets**

Electronic timesheets are accessed through your eService 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 funds you earn so you do not exceed your 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 limits, ask your supervisor is an increase in allocation is possible.

### C. Payroll Checks

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

Direct deposit can be set up via your e-Services 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, you can go online and update it through your e-Services account.

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

## VI. STUDENT RESPONSIBILITIES

- Assure all necessary paperwork has been completed, submitted to and processed by the Financial Aid Office **BEFORE** beginning work. Allow 3 days for processing during normal business hours. During peak times, it may be longer.
- Maintain enrollment in at least 6 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 (30 min) break when working more than 6 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 (paid) break in the afternoon.
- You may not work more than 8 hours per day.
- 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 to work a schedule of more than 30 hours per week or is eligible for work study during summer/winter 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 during your scheduled work hours. You should earn “an hour’s pay for an hour’s work.” Students are not 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
- Use ATC 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 work-study eligibility.**

## **VII. EQUAL OPPORTUNITY/NON-DISCRIMINATION**

Anoka Technical 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  
[finaid@anokatech.edu](mailto:finaid@anokatech.edu)

## **IX. 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](mailto: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>