



Financial Aid Office
Phone: 763.576.4760
Fax: 763.576.4756

Award Year 2011-2012 Anoka Technical College Student Worker Employment Information and Responsibilities

The student should retain this sheet for their records.

Pay Rate: \$8.50/hour

Maximum Hours: Students cannot work more than 20 hours in one week.

Maximum Earnings: Students cannot earn more than the amount listed for the semester on their Award Letter.

Length of Employment: Students working during the fall semester cannot work after **December 16, 2011**, without written approval from the Financial Aid Office. Students working during the spring semester cannot work after **May 11, 2012**, without written permission from the Financial Aid Office.

Checklist for Becoming a Student Worker and Maintaining Eligibility:

- Make sure you have work-study eligibility by reviewing your financial aid awards and holds through your online ATC account.
- Review the job opportunities posted on the ATC website (www.anokatech.edu). Contact supervisors directly to schedule interviews. Discuss job responsibilities and work schedules at the interview.
- If hired, complete a Work-Study Packet (available from the Financial Aid Office).
 - Complete the top two sections of the Work-Study Agreement. Have your supervisor complete and sign Section B of the agreement.
 - Complete the W-4 and Employment Eligibility Verification (I-9) forms. (If you worked last school year and have accurate W-4 and I-9 forms on file with the Anoka Technical College Payroll Office, you are not required to submit a W-4 or I-9 for the 2011-2012 award year unless you wish to update the forms already on file.)
 - Complete the Direct Deposit Authorization Form if you would like your paychecks directly deposited into your bank account.
 - Return all completed forms to the Financial Aid Office. When you drop off the forms, be sure to bring the appropriate forms of identification required for the I-9. Also include a voided check or a savings deposit slip if you are enrolling in direct deposit.
- You may begin working once the paperwork has been processed and your supervisor receives your timecard from the Payroll Office. **You cannot work until your supervisor receives a timecard. Hours worked before all payroll documents have been processed and a timecard has been generated are considered volunteer hours and will not be paid.**
- Notify your supervisor if you are unable to work your scheduled hours.
- Turn in timecards to your supervisor at the end of each pay period. Be sure to complete your timecard in ink not pencil. **Please submit a timecard even if you did not work during the pay period.** (Simply indicate that you did not work during the pay period.) See the time card due date schedule on the back of this sheet. **Late timecards will result in late payments.**
- Maintain Satisfactory Academic Progress (SAP) in your classes each semester to avoid termination of your financial aid (including work-study). The SAP policy can be found in the Anoka Technical College Student Handbook (available online at www.anokatech.edu).
- Be enrolled in and attending at least 6 credits each semester in which you work.
- You will be paid every other Friday (please see the schedule on the back of this sheet for exact dates). If you have questions about your paycheck, please contact the Business Office.

Other Important Information:

- You cannot work more than 20 hours in one week. If you abuse this rule, your work-study award may be cancelled.
- If you provide false information on your timecard, your work-study award will be cancelled, you will be forced to repay any funds received illegally, and your file may be turned over to the U.S. Department of Education to be investigated for fraud.

2011-2012 PAY PERIODS

Beginning	Ending	Check Issued
06/22/11	07/05/11	7/15/11
7/6/11	7/19/11	7/29/11
7/20/11	8/2/11	8/12/11
08/3/11	8/16/11	8/26/11
08/17/11	8/30/11	9/9/11
8/31/11	9/13/11	09/23/11
9/14/11	9/27/11	10/7/11
9/28/11	10/11/11	11/21/11
10/12/11	10/25/11	11/4/11
10/26/11	11/8/11	11/18/11
11/9/11	11/22/11	12/2/11
11/23/11	12/6/11	12/16/11
12/7/11	12/20/11	12/30/11
12/21/11	1/3/12	1/13/12
1/4/12	1/17/12	1/27/12
1/18/12	1/31/12	2/10/12
2/1/12	2/14/12	2/24/12
2/15/12	2/28/12	3/9/12
2/29/12	3/13/12	3/23/12
3/14/12	3/27/12	4/6/12
3/28/12	4/10/12	4/20/12
4/11/12	4/24/12	5/4/12
4/25/12	5/8/12	5/18/12
5/9/12	5/22/12	6/1/12
5/23/12	6/5/12	6/15/12
6/6/12	6/19/12	6/29/12
6/20/12	7/3/12	7/13/12

**ALL TIME CARDS ARE DUE BY 12:00 P.M. (NOON)
THE DAY AFTER THE END OF THE PAY PERIOD**



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Award Year 2011-2012 Anoka Technical College Financial Aid Work-Study Agreement

Last Name: _____ First Name: _____ Student ID or SSN: _____

Pay Rate: \$8.50/hour Federal State **Fall Award** (July 1 – Dec 18): \$ _____ **Spring Award** (Jan 11 – May 14): \$ _____

Terms & Conditions:

- You cannot work more than 20 hours per week. Students are not permitted to work holidays or weekends.
- Employment must cease:
 - Once you have earned the dollar amount specified on your award letter for the term you are working, **OR**
 - Once you are enrolled or attending less than half-time (6 credits), **OR**
 - If your award is rescinded by the Financial Aid Office for failure to maintain Satisfactory Academic Progress or other reasons.
- If you exhaust your work-study allotment, you are allowed to request additional funds. Fall semester requests will not be accepted before **November 11, 2011**. Spring semester requests will not be accepted before **April 2, 2012**.
- Please submit timecards every pay period, even if you did not work. Late time sheets will result in a delayed payment. Please follow the timecard due date calendar. Be sure to complete your timecards in ink not pencil.
- You may be dismissed without cause by your supervisor or the Financial Aid Office.
- Your job duties may be changed at the discretion of your supervisor.
- Federal Work-Study and Minnesota State Work-Study employees do not qualify for any insurance, benefits, etc. the college may offer.
- Notify your supervisor if you are unable to work your scheduled hours. This is a job like any other, and you are expected to report on time and check in and out as scheduled.

SECTION A: TO BE COMPLETED BY THE STUDENT

1. I agree to:
- Give a punctual, efficient and cooperative performance.
 - Maintain confidentiality when working with student records.
 - Inform my supervisor in advance of any absence.
 - Maintain an accurate timesheet
 - Not work more than 20 hours per week.
 - Not earn more than the amount listed on my award letter for each term.

I accept the position and conditions indicated above and attest that all information I have presented on this agreement is true and complete. I accept that it is my responsibility to monitor my hours and submit accurate timesheets by the due date each period. I also plan to enroll in at least six credits per semester while working.

Student Signature

Date

SECTION B: TO BE COMPLETED BY THE SUPERVISOR

I accept the student named above for the work-study position of (job title): _____
I understand that by signing this form, I cannot employ a student for more than 20 hours per week. I also understand that when a student's work-study allotment is exhausted, they must stop working until either the next term or until the Financial Aid Office increases their allotment. I also understand that all work-study employees must be supervised while working.

Supervisor's Signature

Department

Date

Date Student Will Begin Working

Reporting Cost Center (Same as Copy Code)

SECTION C: TO BE COMPLETED BY FINANCIAL AID and BUSINESS OFFICES

Financial Aid Signature

Date

Authorization Number

Date Entered

[PS0050UG (39 & 41 Holds) & FA0106UG checked]