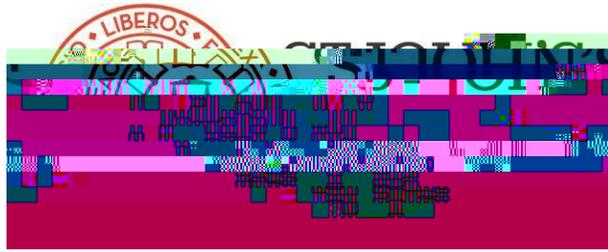


# Campus Employment Handbook



# Table of

# **Campus Employment Program Handbook**

**I.**

paid on time for each pay period. A time sheet must be submitted to Payroll if students do not enter their hours in ADP on time, which may result in delayed pay. Pay statements may be found in a ADP account. The pay statement details the hours worked and the net pay for each period. Pay statements are used as documentation of the direct deposit or check. **To arrange direct deposit, students must enter their information into ADP or contact the Financial Aid Coordinator.** Students may not have campus employment earnings credited directly to their college accounts.

### **III. How the Campus**

## 2. Spring Semester

#### 4. Special Event Hiring

Students may be hired temporarily for special events (such as Croquet or Commencement, or for academic breaks). Students must be approved by the Financial Aid Office prior to working for these events. A student must be currently employed in a Campus Employment position in order to work short-term or receive approval for an exception. Supervisors must provide a final list of students at the time of hiring.

organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

Employees are permitted

Since students are expected to work while on the job, supervisors are responsible for providing an adequate workload for the students and providing the necessary supervision and feedback. Supervisors will make evaluations of the work and performance throughout the year. In the spring, each supervisor will complete written evaluations of their students' work performance. These evaluations should be discussed and signed by both the supervisor and the student. Students will have access to a copy of their own evaluations.

## **F. Job Descriptions**

**Supervisors must provide current job descriptions to the Financial Aid Office for every work-**  
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**W-2 and 1042 Forms:**

Each year, student employees will receive a Form W-2 that provides details of the prior earnings, taxes withheld and other miscellaneous data. W-2

supervisor must notify each student if they will not be re-hired for the following year. In this case, the supervisor does not need to follow the termination procedure, but an explanation of the negative evaluation would be helpful for both the student and the Financial Aid Office.

### **I. Work-Study Waiting List**

Since the number of students qualifying for FWS/IWS awards is greater than the number of jobs available on campus, a waiting list will be established for all students who qualify but do not receive an award. When a student loses their job due to the reasons described above, the student on the waiting list will be notified and may apply for the position. Places on the waiting list are established primarily by the date financial aid award is received.

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