



STUDENT EMPLOYEE EMPLOYMENT HANDBOOK

This document outlines the procedures, policies, and instructions for the student employment process on the campus of Minnesota State Community and Technical College. ***Students are not to begin working until they are cleared for payroll and issued a timesheet.**

STEP 1: DETERMINE EMPLOYMENT ELIGIBILITY

To be eligible to work as a student employee at MState, the student must be registered and pay for credits through Minnesota State Community and Technical College. Students must also be in good standing with the college, which means they must not have any holds on their account.

Credit Requirements:

Work Study Position:

- Summer semester/ Fall Semester/ Spring Semester: Enrolled for a minimum of 6 credits during semester of employment. Any time a student falls below 6 credits, they no longer qualify for work study. If this occurs during the summer semester, their entire award will be withdrawn and the earnings will need to be covered by departmental funds.

STEP 2- EMPLOYMENT PAPERWORK

FERPA Training: All departments must notify their student employees about their rights under FERPA, and as employees of the college, the students must be trained in FERPA regulations annually. Please retain a copy in your department.

A: DOMESTIC STUDENTS

I-9 Employment Eligibility Verification: Student employees must complete Section 1 and provide original identity no later than close of business on their third day of employment. Copies or faxed copies of the student's identification will not be accepted. The department needs to complete and sign Section 2 verifying student identification. The employer cannot request or require that a student provide certain documents. Some of the most common forms of ID are passport, passport card, driver's license, student ID card, birth certificate, social security card.

W-4: Please use the W-4 form for the current calendar year. If there are any errors on the form, the Student Payroll Office will automatically revert to the standard deduction. If the student employee chooses exempt, they will need to complete a new W-4 form and a W-4MN form each year. If they don't submit a new form, their W-4 will automatically revert to the standard deduction.

Minnesota Residents:

W-4 MN: All Minnesota residents must submit this form as of January 1, 2022 even if they do not claim exemption.

Reciprocity Exemption:

MWR - Reciprocity: The form needs to be completed each calendar year for Non-Minnesota residents who reside in North Dakota or Michigan.

STEP 3: WORK AUTHORIZATIONS

Work Authorizations are required from the hiring department. This authorizes the Student Payroll Office to set up authorizations from your cost center for your student employee. Please fill out all the information as incomplete forms will be returned to the hiring department which will delay getting the student timesheets created.

Work Study Authorization Form:

One work study authorization is required for the academic year. A new authorization is needed only if your student will be working during the summer. Students employed on work-study cannot be paid lump sum payments or with contracts.

STEP 4: DIRECT DEPOSIT SETUP

Direct Deposit Setup: Students may access their direct deposit information from their e-services account. Students can manage their personal finances through a financial institution of their choice. They can view paystubs as well as start, stop, or change their bank account information in eservices.

STEP 5: E-TIMESHEETS

Record the day of the week and the date of each day worked separately. The starting and ending time **must** be rounded to the nearest **quarter hour**. Total each day and enter the number of hours worked in decimal time. (Example: 15 minutes = .25, 30 minutes = .50, and 45 minutes = .75) At the end of the pay period, **total your hours**, and sign your time sheet in ink. Your supervisor must also sign the time sheet. **It is your supervisor's responsibility** and your responsibility to make sure the time sheet is completed in full and submitted by the Noon deadline. **Late time sheets will result in a two-week delay in receiving your paycheck.**

PAYMENT

Payroll Authorization Form:

Students who have signed up for direct deposit will receive their paycheck on the scheduled pay date to their bank. Students who have not signed up for direct deposit will have their check mailed to the address on file.

Work Study Hourly Rate: \$12.50 - \$13.50 depending on department. Overtime is not allowed.

SUMMER EMPLOYMENT

A limited number of jobs are available. Your eligibility for summer employment is based on your financial need for the upcoming year and your job qualifications. You must be a new or returning half-time student at MN State Community & Technical College for the following term. Hours may be limited to 10 hours per week with a maximum of 20 hours.

JOB RESPONSIBILITIES

Your signature on the work-study contract indicates that you agree to abide by the policies listed on the contract and those listed in this information. You also agree to accept the obligations that go along with your

work award. These include:

Dress Code – Dress appearance should be appropriate for the work-study position held. You must represent your department in a professional manner. This can include but not limited to hair neatly groomed and styled, no low cut or revealing tops, no low-cut jeans, sweatpants, shorts, Bermuda Shorts, and no skirts that are short. If you have any questions as to what appropriate dress is for the department, please ask the Supervisor of your department.

Attendance – You are expected to be reliable and punctual in attendance. Find out from your supervisor the department’s policy regarding absences. Notify your supervisor in advance if it is necessary for you to be absent from your job. Unexcused absences will jeopardize your job and future work-study employment.

Students are not to skip class in order to work. Your hours will be scheduled around your class times.

Performance – A good attitude and spirit of cooperation is essential to a successful work experience. The quality of your work and the responsibilities you carry are important to your employer and the college. The knowledge and training you receive from your job are also a direct reflection of the effort you put into your work. You are required to treat all school records and other data in a confidential manner. A breach of confidentiality may be grounds for dismissal.

Contract Obligations – The length of your work contract may vary. Your supervisor will indicate the approximate length of your employment. The work award indicated on your revised award letter represents the approximate amount you can earn. Your earnings will be monitored, and your award may be increased or decreased under certain circumstances. The Financial Aid Office does not guarantee that you will earn the full amount of your work award. Class attendance is a requirement for work-study. You are to work ONLY when you are NOT scheduled for classes. You must be registered for at least 6 credits each semester.

Contract Termination – Contracts may be terminated during the year for the following reasons: a) you have earned the maximum amount permitted by your work contract. b) If you decide your job is causing conflicts, you may want to quit. It is your responsibility to notify your supervisor and the Campus Financial Aid Office of your decision. You are expected to give two weeks’ notice unless other arrangements have been made with your supervisor. The Central Financial Aid Office does not assume responsibility to replace with other aid any unearned portion of your work contract. c) If your job performance is not satisfactory, your supervisor, after discussing the situation with you, may wish to terminate your employment. d) Other reasons such as dress code violations etc. The Office of Financial Aid on your campus does not assume responsibility to re-instate students who quit or are terminated from their jobs.

Resolving Problems – If you are having problems with your job, (such as work schedule, job expectations, not getting enough hours to earn your total award, etc.) please discuss them with your supervisor. If you are unable to resolve the problem, contact the Office of Financial Aid on your campus and they may be able to assist you with resolving a problem.

Satisfactory Progress – Since work-study employment is Financial Aid, you are required to meet Satisfactory Progress Requirements as defined in the Student Handbook.

OTHER

Daily Breaks:

Time to use the nearest restroom must be provided within each four consecutive hours of work. A 30-minute

unpaid lunch period applies to employees who work eight or more consecutive hours. The lunch period will occur near the midpoint of each work shift.

Holidays:

Any hours worked on a scheduled holiday must be approved and noted on the timesheet by the student employee supervisor.

Domestic Student Employee Maximum Hours Regulations:

Employment must not exceed 10 hours per week (Wed – Tues) while school is in session, or 20 hours per week during academic breaks and summer sessions. This includes combined hours from all employment.