



## Student Employment Guide 2011-2012

Students who are interested in work study must complete the FAFSA. Work study funds are based on financial need. **International (F-1) and Post-Secondary Options (PSEO) students** are not eligible for work study/financial aid and, therefore, are not required to complete the FAFSA. However, they may work on campus if there are institutional funds available.

On-campus employment opportunities are listed online at [www.nhcc.edu/employment\\_opportunities](http://www.nhcc.edu/employment_opportunities). Once hired, the student meets with the Work Study Coordinator to submit payroll documentation. Once approved, the Work Study Coordinator will notify the department supervisor. **The student may not begin working until they are approved.**

Department funds may need to be used to pay a student if a student begins work before their employment authorization process is complete, works beyond the approved time period, works over-time, or earns more than their allocation.

### Federal Work Study:

- A student must maintain at least 6 credits per term at NHCC (fall and spring).
- A student must show financial need.
- Hours will be determined based on student's financial need, the needs of the department and availability of funds.

### Minnesota State Work Study:

- A student must maintain at least 6 credits per term at NHCC (fall and spring).
- A student must show financial need and be a resident of Minnesota based on State guidelines.
- Hours will be determined based on student's financial need, the needs of the department and availability of funds.

### Institutional Student Employment:

- A student must maintain at least 6 credits per term at NHCC (fall and spring).
- These funds are available to International students and students with no financial need.
- International students must provide immigration documents (I-20, I-94 and Passport) in addition to the Student Employment Agreement form and payroll documents.
- Hours will be determined based on student's financial need, the needs of the department and availability of funds.

### Award Amounts

- **Students are allowed to earn a maximum \$3000 each term which includes school break periods.**
- **Students may work up to 20 hours per week during periods of enrollment, but must plan their schedules accordingly so as not to exceed \$3000 in earnings per term.**
- Fall 2011 award funds are used to pay students from July 1 to Dec 16.
- Spring 2012 award funds are used to pay students from Dec 17 to May 11.
- Work study awards are subject to change for reasons including a student's eligibility, enrollment status and available funding.

## Summer Work Study 2012

- Students interested in working from May 12 to June 30 may be approved **if one of the following apply:**
  - The student is enrolled in a minimum of 6 credits summer semester
  - The student intends to enroll fall semester for a minimum of 6 credits.
- Students interested in working after June 30, 2012 may be approved **if all of the following apply:**
  - The student has received a 2012-13 award letter from NHCC. (except international students)
  - The student is enrolled for at least 6 credits for fall semester.
  - The student completes a Student Employment Agreement form and receives approval to work.

## Timesheets

- **Supervisors, not students, must submit the timesheets to the Financial Aid Office**
- Timesheets are due by noon every other Wednesday (day after pay period end)
- Timesheets for the following pay period will be ready for pick-up when completed time sheets are due.
- Supervisors are responsible to reconcile and verify each student's timesheet for accuracy.
- Timesheets must be signed by both student and supervisor.

## Hours/Breaks

- A 15-minute paid break is required for every four hours of work.
- If a student works eight hours, the student may either take two 15-minute paid breaks, or one 30-minute break.
- Lunch breaks are not paid. Students must sign out on their timecard when they leave for lunch.
- Students are not eligible for over-time, to work from home or to work over eight hours per day.
- Students are not allowed to work during scheduled class times.

## Payment

- Most positions pay 8.50 per hour.
- Students are paid bi-weekly on Fridays (see Timesheet Calendar for pay dates).
- Students are paid by direct deposit through either their NHCC Debit Card or their personal bank account
- Students can choose the option of receiving a payroll check instead of direct deposit. This check will be issued through HigherOne, Inc. and mailed to the student from their out of state headquarters.
- For more information about direct deposit through HigherOne, go to [www.nhccdebitcard.com](http://www.nhccdebitcard.com)
- Work-study wages are taxable income. A W-2 will be issued at the end of the calendar year.
- A student is exempt from having FICA withheld from their wages if enrolled at least half-time (6 credits). If a student is enrolled for less than half-time or during periods of non-enrollment (school breaks and summer session), students are subject to having FICA withheld at a rate of 7.65%.

## Termination of Employment

### Academic Issues

- Students who drop/withdraw from all courses during a term will result in immediate termination.
- Failure to meet Satisfactory Academic Progress standards will result in immediate termination.

### Conduct Issues

- A written warning precludes termination. This warning will describe the action(s) pertaining to the conduct issue as well as the action to be taken if the conduct continues.
- Immediate termination without written warning will result for severe issues such as a violation of confidentiality, inappropriate use of computers, falsifying timecards and failure to report to work without contacting the supervisor.