



North Hennepin
Community College

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www.nhcc.edu/financialaid

Student Employment Guide 2014-15

Students must complete the FAFSA to determine eligibility for Federal or State Work Study funding. International (F-1) students and Post-Secondary Options (PSEO) students are not eligible for financial aid/ work study, but may work on campus if institutional (IWS) funding is available.

On campus student jobs are posted online under Employment Opportunities/Student Worker Positions. Once hired, the student meets with the Work Study Coordinator to complete payroll documents. The Work Study Coordinator will notify the department supervisor if the student is approved and when they can begin working.

The student may not begin working until they are approved. If a student begins work without being approved, or works beyond the approved time period, department funds will be used to pay for the hours the student worked outside of their eligibility.

To be eligible to work, a student must:

- Be enrolled in at least 6 credits
- Maintain Satisfactory Academic Progress standards

Wage and Award Amounts

- The hourly wage is \$9.00.
- Students are awarded up to \$3000 per semester in work study funding.
- The 3000/9 allows a student to work **333 hours per semester**.
- Students may not work more than 20 hours per week during periods of enrollment.
- During periods of non-enrollment (breaks and summer), students can work up to 40 hours per week.
- Fall semester work study funds pay students from **July 1 to Dec 19, 2014**.
- Spring semester work study funds pay students **Dec 20 to May 08, 2015**.

Payroll

- Students are paid bi-weekly on Fridays (see payroll calendar).
- Students are paid direct deposit through their NHCC Debit Card (Higher One card). They can choose to activate their "OneAccount" in which their pay goes to their debit card or have their funds deposited into a different bank account via electronic funds transfer. A third option is to receive a paper check instead of direct deposit. The checks will be issued and mailed by Higher One.
- For more information about direct deposit, go to 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). During periods of less than half time enrollment (school breaks and summer session), students are subject to having FICA withheld at a rate of 7.65%.

Timesheets

- Timesheets are due by 9:00 am on the Wednesday after pay period end (see payroll calendar)
- Supervisors are responsible to reconcile, verify and sign the timesheets.
- **Supervisors, not students, must bring the signed timesheets to the Financial Aid Office.**
- The new time sheets are available for supervisors to pick up at the same time.

Hours/Breaks

- Students are allowed one 15 minute paid break for every four hours worked.
- Lunch breaks are not paid, but if the student works an 8 hour shift, they can combine their 2 paid breaks.
- Students are not eligible for over-time.
- Students are not allowed to work during scheduled class times.

Summer Work Study 2015

Summer work study runs May 09 to June 30, 2015. Students do not have to be enrolled for summer in order to work during this 7 week period. However, if not enrolled, the student must be returning to NHCC in the fall.

Termination of Employment

Academic Issues

- Students who drop below 6 credits and/or stop attending their classes are not eligible to work.
- Failure to meet Satisfactory Academic Progress standards will result in immediate termination.

Conduct Issues

- A written warning precedes 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.