

STUDENT EMPLOYMENT PROGRAM

A Seminar for
Student Employees at SOCC



Southwestern Oregon Community College is an Equal Opportunity Educator and Employer



What types of Student Employment are Available?

- Federal Work-Study (FWS)
- Athletic Work-Study (AWS)
- General Student Employment (GSE)

The following information will give you an overview of these programs. Have a pen and paper ready to take notes as you will receive information on requirements for all SOCC student employees.

You may use the left and right arrow keys to view the slide show.



Federal Work-Study Program

The Federal Work-Study Program provides student employment for a special class of jobs open only to those with a work-study award. This is a great opportunity to earn money to pay for educational expenses while attending classes. Participating in this program can provide actual work experience to enhance your resume. Jobs are very limited and are available on a first-come, first-serve basis.



Federal Work-Study Program

Are you eligible?

- You must be awarded FWS as part of your Financial Aid Award Package
 - Refer to your Financial Aid Award Letter for your award limit (Maximum award is \$1075 per term)
 - Complete the Online seminar, quiz and necessary forms at our [website](#) to apply for the award
 - Contact the Student Employment Coordinator at 888-7411 if you have questions
 - A FAFSA must be completed every academic year
- You must enroll in a minimum of six eligible financial aid credits per term
 - If you stop attending classes during or after a term or drop below six credits, then you must stop working immediately.
- You must maintain Satisfactory Academic Progress (SAP)
 - For example, a student who is placed on Aid Withheld status for lack of SAP cannot work until the student has had his/her aid reinstated.



Athletic Work-Study

- Awarded by your coach from the Athletic Department
- Are you eligible?
 - Must be a full time student, minimum 12 credits required per term
 - You must maintain Satisfactory Academic Progress (SAP)
 - For example, a student who is placed on Aid Withheld status for lack of SAP cannot work until the student has had his/her aid reinstated.
- Maximum award for the year is \$1000



General Student Employment

- Specific Departments may award GSE funds to students upon approval from department supervisors
- Eligibility
 - Minimum six credits required per term
 - You must maintain Satisfactory Academic Progress (SAP)
 - For example, a student who is placed on Aid Withheld status for lack of SAP cannot work until the student has had his/her aid reinstated.
- Awarded by term (\$1075 per term maximum)



Requirements for All Student Participants

- [Download and complete all required forms located online.](#) Submit them to the Student Employment Coordinator in the Student First Stop Center.
 - The Student First Stop located in Dellwood Hall can also provide the required forms
- [Provide proof of eligibility to work in the United States](#)
 - Example: Driver's License **and** Social Security Card, **or** US Passport
 - Refer to Website for other acceptable documentation or page three of the Employment Eligibility Verification Form (I-9 form)
- [Complete the Quiz at the end of this slide show.](#) The Student Employment Coordinator will be notified automatically of your results. You must score at least a **70%** to pass.
- **The Financial Aid Office will enter student approvals after all above criteria have been met.**



Benefits

- Helps pay for education
- Allows work in area of interest
- Opens doors to new ideas, interests
- Provides hands-on work experience
- Enhances resume
- Flexible work schedules to work around school schedule
- Excellent alternative to student loans



FWS Earnings DO NOT affect next year's EFC





Finding a Job

- You must be authorized to work
 - Once you have completed all necessary paperwork and the quiz at the end of this slide show then you will be authorized to work.
 - The Financial Aid Office will then award you either Federal Work-study, Athletic Work-study, or General Student Employment.



Jobs Available

- Once you are awarded, you can search for jobs online
- Select the appropriate link for your award:
 - [FWS](#)
 - [AWS](#)
 - [GSE](#)
- Click on “Look for Available Jobs”
 - The job listings will provide contact information for supervisors
 - Now you may contact supervisors to request an interview



Frequently Asked Questions



How much will I make?

- Work-Study employees are paid Oregon's minimum wage rate of \$8.40 per hour. All positions are paid hourly.



How much can I work?

- The number of hours you work each week will be determined by your work-study award listed in your award letter
- **Example:** (Maximum award for FWS is \$1075)
 - If your award is \$1075
 - $\$1075 \text{ per term} \div \$8.40 \text{ per hour} = 128 \text{ hrs per term}$
 - $128 \text{ hrs per term} \div 11 \text{ weeks per term} = 12 \text{ hours a week}$
 - You cannot work over 20 hours in a week
- **Overtime is prohibited – No Exceptions**
 - Federal Regulations mandate that students cannot work more than eight hours per day
 - Working Overtime may result in termination



Can I earn more than my award amount?

- You may not exceed your award, no exceptions
- Unused earnings cannot be carried over to another term
- It is the responsibility of you, the student, and your supervisor to monitor your earnings per term
- You are not obligated to earn the full amount of your award



When may I work?

- Your Award Letter will list the terms that you have been awarded Work-Study
- Earning periods for the 2010-2011 Academic Year
 - Summer Term: July 1, 2010 to August 12, 2010
 - Fall Term: September 27, 2010 to December 9, 2010
 - Winter Term: January 3, 2011 to March 17, 2011
 - Spring Term: March 28, 2011 to June 9, 2011
- If you are interested in working while classes are not in session, check with your supervisor for approval
 - You must be registered in six eligible financial aid credits for the term following term for GSE and FWS. You must be registered in 12 credits for AWS.
 - All funds earned after a term has ended will be deducted from the next term.
 - E.g. A student working after fall term has ended (12/9/10), but before winter term has began (1/3/11), must be registered in at least six eligible credits for winter term (12 credits for AWS), and any funds earned will be deducted from the student's winter term award.



How do I get paid?

- You will complete a timesheet once a month
 - Complete your timesheet daily
 - Record your time to the nearest $\frac{1}{4}$ hour
 - Example: If you worked 1 hour and 50 minutes you will record 1.75 hours
 - Sign your timesheet at the beginning of the month (don't wait until the last day – you might forget to sign it)
 - Complete required information
 - Name, Social Security Number, Month/Year you are working, Department
 - Fund/Unit/Object – Your supervisor will provide you with this information
 - Timesheets are due by 12:00pm the last business day of the month

Late, incomplete, and illegible timesheets may result in DELAY OF PAYCHECKS!!!



When is Payday and Where is my Paycheck?

- Paychecks are issued the 10th of the following month and may be picked up at the campus switchboard in Dellwood Hall, room 24
- Paychecks will be mailed if you do not pick them up within three days
- Work-Study funds are not credited to student accounts
- Direct Deposit is available – Sign up in Payroll Dept
- Payroll Advance is available – Ask your supervisor



Student Employee Conduct

- The student employment handbook will outline:
 - Expectations
 - Standards of Conduct
- Immediate Suspension and/or Dismissal will occur if an employees actions are threatening or criminal in nature
 - Examples include, but are not limited to:
 - The use of illegal drugs on duty
 - Disregard for safety procedures which endanger life or limb
 - Sleeping on the Job

Studying on the job is inappropriate.



Additional Information

- Breaks
 - You are entitled to a 15 minute break for every four hours of work in a day
- Lunches
 - If you work five hours or more then you are required to take a ½ hour lunch break
 - Lunch breaks are not paid for
- Stop Attending - Stop Working
- Overtime is prohibited - May result in termination

Questions or need assistance?

Contact the Student Employment Coordinator
at 888-7411



Employment Forms and Quiz

- In order to complete the Student Employment Seminar, you will need to [click on this link to take a brief quiz.](#)
- You will also need to download and fill out the necessary forms to work for the College. Please [click on this link to access the forms.](#)