Student Employment Handbook
Office of Student Financial Aid
2024 - 2025

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Introduction

The purpose of this manual is to provide Washington College student employees and potential employees with information regarding student employment opportunities, programs, and standard procedures. Our goal is to have the employment process run smoothly and efficiently for each Supervisor and Student Employee.

The Student Employment Student Handbook is updated as needed and stored as a PDF on the Student Employment website. If you print a copy, please check the Student Employment website periodically for updates. If you cannot find what you are looking for, please contact the Student Employment Coordinator at student_employment@washcoll.edu.

Description of the Student Employment Program

The Washington College Student Employment Program is intended to:
- Provide students with financial support for doing worthwhile work when enrolled in a matriculated program at the College.
- Meet the needs of the College and other employers to perform day-to-day operations.
- Offer students valuable learning experiences to complement college and career goals.
- Help students develop good work habits and a positive attitude through a work training program.
- Prepare students for life beyond the College.

The Washington College Student Employment Program is not intended to:
- Displace permanent staff members.

Through the Student Employment Program, students earn money throughout the year to help with expenses while at the College. Most students use their income for travel and personal expenses or save it for the next semester's educational expenses.

Washington College's Student Employment Program is administered by the Office of Student Financial Aid, in coordination with the Payroll Office, in consultation with the Office of Human Resources, and with the help of every supervisor across campus.

Student Employment Eligibility at Washington College

To be eligible to work, a student must be admitted to a Washington College degree or certificate program and registered at least half-time during the current semester in which the student works (this applies for Federal Work-Study positions only). The only exception to this enrollment requirement is during the summer, in which case the student must be a current student who has not graduated at the end of the previous semester. (Note: summer positions are not eligible to be paid through Federal Work-Study funds).

First time, first year, and transfer students are eligible to begin working *on the first day of classes* during fall semester. Any student who would like to begin working prior to the first day of classes will need to be approved by the Student Employment Coordinator. If an approval has been made for a student to begin working prior to the first day of classes, they can begin as early as the week prior to the first day of classes.

Eligibility Dates

- Academic year employment begins with the pay period that contains the first day of fall classes and ends on the last day of final's week in the spring semester.
- Summer employment begins the day after the end of the spring semester.
- Only Regular (Non-Federal Work Study) positions are eligible for summer work.

Seniors

Seniors cannot work past the last day of final exams of the term in which they are graduating. If graduated seniors wish to remain employed at Washington College, they should contact the Human Resource Department or search the Washington College job postings for non-student employment opportunities.

International Students

Students who are citizens of other countries may be eligible to work on campus if they meet specific eligibility requirements. International students should check with the Global Education Office for further information regarding eligibility to work.

International students may not work past the date they receive their diploma per federal regulations.

Minors

Any student employee under the age of 18 must obtain a valid work permit from the State of Maryland's Department after being offered a position.

Wages

Federal Work-Study

Federal Work-Study is a financial aid program. Each year, the federal government provides funding for employment programs to enable students with demonstrated financial need to work while attending college.

FWS is offered to undergraduate students who apply for financial aid and meet the Office of Financial Aid FWS awarding guidelines. Federal Work-Study recipients may work and earn FWS funds during the fall and spring semesters in most on-campus jobs, some off-campus jobs for non- profit organizations, or with local schools as reading/math tutors. Having FWS as part of your financial aid award does not guarantee employment.

Federal Work-Study is not awarded during the summer and may only be earned from the first day of fall classes, through the last day of final exams of the spring semester each year. Funds will be received via a student employment paycheck.

When the federal funds awarded to the college for the year are exhausted, all positions (except Community Service Work-Study positions) being funded by FWS may be switched to Departmental Funds. Departments will be notified prior to the switch being made, to ensure they have the funds necessary to continue student employment.

Wage Scales

Washington College adheres to Maryland's state mandated minimum wage. Some positions may pay higher than the minimum wage depending on job duties and required qualifications.

Consistent with state law, most positions are paid an hourly wage. Stipends may be used to compensate workers for supplemental wages and other expenses associated with a position; they may not be used as a substitute for a base wage. Examples of stipend positions include Resident Hall Assistants, Peer Mentors, and Note-takers.

Use of Earnings

All student employees receive biweekly paychecks that can be used however they wish. Most students deposit their earnings into a personal bank account to use for personal expenses or transportation costs, or to save for the next semester's educational expenses.

Finding a Job

Students find their own jobs at Washington College; they are not assigned to specific positions. This gives each student the flexibility to find the type of position that best fits their interests, experience and class schedule each semester. It is the student's responsibility to initiate the job search and contact prospective employers. However, any student who has tried to find a job and is having difficulty may contact the Center for Career Development for assistance with their application materials.

The Center for Career Development can help students during every step of their job search from resume and interview tools to finding jobs off campus. Visit their website at https://careerconnx.washcoll.edu/ to learn more about the resources available or to make an appointment with their office.

Campus employment can be a very competitive job market. To give you the best chance of getting a position be sure to do the following:

- Keep an eye on the Paycom Job Listing Website.
- Apply early and apply often.
- Take the application process seriously just as you would for any job application outside of the College.
- Visit the Office of Student Financial Aid.

On-Campus Job Listings

Students are encouraged to start their job search by reviewing the online job listings, which are available on the Student Employment Job Posting website. This will provide the current list of available Student Employment positions on campus. Postings include job title, position, department, close date, start date and job details. Please review the qualification requirements very carefully. Students who meet the minimum qualifications and are interested in the position can complete an application and provide all the requested materials through the Paycom system.

Positions are posted online to help supervisors reach a broader audience of qualified applicants and provide students with equal access to jobs. Most new hires occur at the beginning of the fall semester. Fall job openings are posted on or around August 1st. Job postings are continually added throughout the academic year and students are encouraged to frequently check the job board for openings. Spring job openings are posted starting on or around December 1st. Summer job openings are posted beginning on or around April 1.

Hiring

Each department determines its need for student employees. The department decides how many student employees to hire and the average number of hours each student employee will work per week.

A supervisor will initiate a hiring requisition to hire an applicant. The Student Employment Office will confirm that a student is eligible for student employment and communicate to that candidate any hiring paperwork that needs to be completed. If the candidate is eligible and has completed hiring paperwork, the Student Employment Coordinator will send email communication to the supervisor and student employee so that they can begin working in the position. **A student cannot begin working until the Student Employment Coordinator sends an employment confirmation email.**

A New Student Employee

A "new" student employee is defined as any student who is not already on the department's payroll. If the student has never worked on campus, they will be required to complete Form I-9 and Form W-4. Students should be prepared to present proper documentation of their eligibility to work and earn a paycheck in the US. These documents include but are not limited to:

- An original Social Security card AND a driver's license/state-issued identification/WC identification card; OR
- An original full form birth certificate AND a driver's license/state-issued identification/WC identification card; OR
- A valid United States passport (additional documentation not required).

For a complete list of acceptable documents, for completing the Form I-9, please see the last page of the Form I-9 or go to http://www.uscis.gov/files/form/i-9.pdf.

A student must have a valid Social Security number in Colleague to be employed by Washington College If a student does not have a Social Security number in Colleague, they must provide a Social Security card to the Office of Student Financial Aid and have the Social Security number entered into Colleague prior to being employed.

The supervisor initiates a hire in Paycom, letting the Student Employment Coordinator know they would like to hire the student. The Student Employment Coordinator will review the hiring request to make sure the student is eligible to work and that they have completed a Form I-9 and Form W-4. The student will also be required to read and sign the Student Employment Offer Letter in Paycom. **Once all documentation is completed, the Student Employment Coordinator will complete the hiring process and send an employment confirmation email, notifying the student employee and their supervisor when a student can begin working in that position.**

Rehiring Hourly Student Employees

Previous student employees may be rehired by their supervisor. Supervisors will notify the Student Employment Coordinator of the rehire. If student employees want to be rehired, but for a different position or department, they must apply on Paycom for that position.

Hiring International Students

International students who are eligible to work on campus must comply with federal regulations regarding employment eligibility.

If an international student does not already have a Social Security card[1] and has been offered a position on campus, he or she must apply for a Social Security card.

The Global Education Office assists students with gathering the required documentation to apply for a Social Security card. Once the documentation for the Social Security card has been presented, the On-Campus Work Authorization form will be signed by both the appropriate GEO staff and the student's supervisor.

The student will need to take all the following items to the Social Security Administration Office:

- I-20 for F-1students or DS-2019 for J-1 students
- I94
- Job Offer Letter
- Passport
- SSA Application

The student *cannot* begin working until they have applied for the Social Security card. Once they have applied for the Social Security card, they must bring the proof of the SS card application to the Student Employment Coordinator to complete the hiring process. When the student receives the Social Security card, they must bring it to the Student Employment Coordinator who will update the student employee's profile in the payroll system.

By IRS regulations, income taxes may need to be withheld from each paycheck. International students are exempt from contributions to FICA and Medicare, but they may not claim exempt from withholdings. To receive a refund of any or all withholdings, the student must file federal and state income tax returns each year.

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[1] If an International Student already has a Social Security Number he or she may follow the regular Student Employment procedures.

ADA Accommodations

Washington College supports a workplace that is suitable and accessible for all staff, faculty, and student employees. Reasonable accommodations will be made for persons with temporary or permanent disabilities to allow for a fair and equal employment experience. This policy is based on the Americans with Disabilities Act (ADA), the Rehabilitation Act, and any applicable state laws. These regulations provide a comprehensive statutory and regulatory approach to eliminate discrimination against qualified persons with disabilities and entitle them to accommodations which assist them in meeting the essential functions of their positions.

The college is committed to evaluating and responding to requests for accommodation by following an interactive, confidential, and individualized process, as described in the ADA. If you are a student employee with concerns about accomplishing work tasks due to a disability and are in need of an accommodation, or if you are a manager/supervisor who has received an accommodation request from a direct report, please contact The Office of Academic Affairs, oas@washcoll.edu. or submit a request for job accommodations here.

Addressing a Workplace Concern

Concerns related to Title IX, bias, discrimination, or workplace harassment should be reported to Greg Krikorian or a Deputy Title IX Coordinator.

If a student employee has a complaint or concern that is not related to bias, discrimination, harassment or Title IX, they should be reported as follows:

- If regarding another student co- worker, please speak with your supervisor regarding the situation.
- If the complaint or concern involves your staff supervisor, please contact the Student Employment Coordinator, directly at student_employment@washcoll.edu.
- If the concern involves a faculty member, please contact the Student Employment Coordinator as well, who will partner with the Office of the Provost to resolve the matter at hand. Please see the last page of the Handbook for Contact Information.

Student Employee Responsibilities

When a student accepts a job offer, the student accepts the responsibilities that go along with being an employee. The student will be expected to manage their time in such a way that they can balance classes, coursework, and personal time with their work schedule.

Attendance

Supervisors should establish acceptable standards regarding attendance according to the needs of their department and the job responsibilities of each student employee. Students are expected to adhere to the work schedule as assigned and keep supervisors advised in advance of their intention to work (or not) during each semester or break.

If it is necessary to be absent from work, the student should notify the supervisor as soon as possible prior to the shift, preferably in writing. Supervisors should clearly communicate under what circumstances absences or tardiness are acceptable, and what expectations their student employees must meet before risking reassignment or termination.

Behavior

Students who accept a work assignment are expected to honor their commitment. Any frivolous, irresponsible behavior or attitudes will be considered grounds for termination.

Policies

Students are expected to abide by the policies, rules, and guidelines established by the department, Student Employment, and the College. If a student is not clear what these policies are, they need to ask the supervisor for clarification.

Schedules

Supervisors arrange work schedules that address their department's needs while attempting to accommodate each student employee's class and exam schedule wherever possible. Student employees are expected to commit to the work schedule agreed upon and to explain in advance any changes that will affect their availability.

Student Employment Policies

All supervisors and student employees should also know the following College-wide employment policies. It is the supervisor's responsibility to ensure that students are aware of and abiding by these policies. If a student does not understand any of these policies, it is the student's responsibility to ask the supervisor for clarification.

Active Job Limit

Students can have more than one job. While we currently do not have a limit on how many jobs a student employee can have, we do have limitations on working hours.

Limitations on Hours

Student employees may not work more than 8 hours in one day or more than 20 hours per week, between all jobs, while attending classes. When classes are not in session (breaks, periods between semesters, or summer session when not attending classes) students are limited to 35 hours per week between all college jobs. **Students may also never work during a scheduled class time; a student cannot skip class to work.**

Hours worked in positions that do not require timecards are factored into the 20-hour a week limit. For example, a student who works as a Resident Hall Assistant on campus is limited to no more than 10 hours of student employment work per week, outside of their RA duties.

Appeal for Additional Work Hours

Students may request to work an additional five hours per week. Requests are considered on a case-by-case basis. To request additional hours, students should contact the Student Employment Coordinator.

International students are not eligible for additional hours. Per regulations by the U.S. Citizenship and Immigration Services (USCIS), international students can work no more than 20 hours a week during the academic year.

Minors

Student employees under 18 may not spend more than 12 hours in a combination of school hours and work hours each day. They are not permitted to work more than 5 consecutive hours without a non-working period of at least 30 minutes. For more detailed information about employment of minors and the types of jobs they may be restricted from, please visit this link.

Breaks

Maryland law requires that minors may not be permitted to work more than 5 hours without a break. Unpaid meal breaks of no less than 30 minutes and no more than 60 minutes should be given for shifts of more than 5 hours; unpaid meal breaks should be reflected on the timecard. Employees should also be allowed a (paid) break of not less than 10 minutes for every 4 consecutive hours

worked; this should not be reflected on the timecard.

Timecards

Student employees must keep track of hours worked using Web Time Entry in Paycom Self Service and submit them for approval by the dates specified on the Student Employment Pay Schedule.

Timecards must be submitted by the approval date. Changes made after the approval date can affect pay. To add, delete, or modify timecards, send an email to the student employment coordinator to ensure pay is correct.

Benefits

Student employees are non-benefit employees who do not earn holiday pay or jury duty pay.

Leave of Absence

A student is not eligible to work as a student employee while on any type of Leave of Absence from Washington College. A student returning from a leave of absence will need to reapply and be rehired to begin working. The student can begin working on the first day of classes for the term that they are re-enrolled in.

Confidentiality

In doing the job, the student may have access to information that is expected to remain confidential. Supervisors should clearly explain to student employees what can be shared and with whom (other students, other staff, the public, etc.) and what should remain confidential. If a student employee shares information inappropriately, it is grounds for termination.

Health and Safety

Supervisors should ensure each student employee knows the safety rules and what to do if an emergency arises. Student employees are covered under the College's Worker's Compensation Policy. If a student employee sustains a work-related injury, immediately call Public Safety at 410-778-7810. In case of an emergency, call 911. More regarding accident and injury reporting can be found on the [Risk Management website](#).

Warning and Suspension Policy

If a student violates any of the Student Employment Policies, the Student Employment Coordinator will contact the student and the student's supervisor(s) via email to notify them of the violation(s). If the violation(s) continue, the student's Student Employment eligibility for continued employment will be suspended.

If a student's employment eligibility is suspended, the student must make an appointment to meet with the Student Employment Coordinator to discuss the ongoing violation(s) that resulted in the suspension and the options for reinstating their student employment eligibility.

The Student Employment Coordinator will work with the student to create and agree to a plan of action to avoid further violations of Student Employment policy and reinstate student employment eligibility contingent upon the continued completion of the agreed upon plan of action.

If the violation(s) continue, the student's employment eligibility will be suspended for the remainder of the fiscal year and the student's position(s) will be terminated with appropriate notification to the student and supervisor. The student and supervisor(s) will be notified via email of the termination.

Examples of offences include but are not limited to:
- Tardiness or leaving early without permission.
- Failure to report for a scheduled work assignment.
- Falsifying reported payroll hours.
- Improper job attitude or performance.
- Any negligent act which might endanger the safety of others, or which may result in damage to or destruction of College property.
- Being under the influence of or possessing any type of drugs or alcohol during job assignments.
- Theft or intentional destruction of any property belonging to other employees, participants, or the College.
- Being discourteous and/or disrespectful toward participants or fellow employees.
- Failure to abide by the policies and responsibilities listed in this Handbook and the Washington College Student Handbook.
- Failure to comply with assigned mandated training

If the violation or offense is egregious enough, the student employee may be terminated upon the first offense.

Timecards and Paychecks

Tracking Hours Worked

All students working at Washington College are required to accurately record and submit all hours worked online through Web Time Entry on Paycom. Student employees receive a paycheck bi-weekly for the hours they have submitted. The pay date occurs two weeks after the pay period ends.

Employees are required to accurately record and submit their hours using the **Paycom Employee Self-Service Web Time Sheet.**
- Enter actual hours worked
- Do not include unpaid break(s).
- Do not enter hours not yet worked.

Do not enter hours missed on another pay period as you may not be compensated for these hours. If a student employee needs to modify a previous pay period, contact the Student Employment Coordinator.

Students with more than one on-campus job must be careful not to enter hours that overlap between positions. It is against campus policy to be working two different jobs at the same time. There should be at least a 15-minute gap between the end of one shift and the start of another shift at a different location, to allow for travel time between job sites.

Each timecard is completed by the student, submitted for approval, and approved online by the supervisor. To receive paychecks on time, timecards must be approved through Paycom Employee Self Service, first by the student and then the supervisor, by the dates specified on the Student Payroll Processing Schedule.

The student's paycheck may be delayed for any or all the following reasons:
- Time sheets not submitted.
- There is an error with the online time sheet.
- Required hiring paperwork was submitted late.

If a paycheck is delayed for any reason, once the problems are resolved the student will be paid on the next payday for all hours submitted on all time sheets to date.

Accessing Online Timecards

Employees will fill out their timecards using the Paycom Employee Self-Service Web Time Sheet. A step-by-step guide for logging and approving timecards is available on the [Student Employment Website.](#)

Paychecks

Students are paid bi-monthly. Students can ensure they will be paid on time by submitting time sheets by due dates on the Payroll Processing Schedule. Incomplete hiring paperwork or time sheet errors can result in paycheck delays.

Missed Deadline for Time Entry

A student who missed entering hours on a timecard after the payroll processing deadline needs to contact Payroll in the Business Office or the Student Employment Coordinator and obtain a paper time sheet. The time sheet will need to be completed and signed, by both the student and supervisor and returned to the business office no later than the close of business the Monday following the end of the pay period.

Direct Deposit

All students are able to sign up for direct deposit through the Paycom Employee Self-Service site under the Payroll - Direct Deposit Tab.

An employee can choose to opt out of direct deposit by removing their information from the Direct Deposit link through Paycom Employee Self-Service. If a student does opt out, the paycheck will be mailed to the local address on the student's file.

Employment Status

Voluntary Terminations

If the supervisor and the student mutually agree that the job is not working out for any reason, an e-mail should be sent by the supervisor to the Student Employment Coordinator immediately.

Involuntary Terminations

If a student employee has demonstrated unsatisfactory work performance, and the supervisor has made reasonable attempts to communicate with the student about correcting the problem, then the student's position may be terminated. Grounds for dismissal include:

- Excessive or unauthorized absence from scheduled work
- Insubordination
- Neglect of duty
- Fraudulent timecard entry

The supervisor should notify the student in person, preferably, or in writing (not email), and keep documentation of such contact. As soon as the student has been notified, the supervisor will need to contact the Student Employment Coordinator immediately.

Scheduled Inactivation

In Paycom, all student employees' status will be marked as "inactive" at the end of the academic year. Exceptions to this are students hired for the summer break. After summer break, if a student wishes to be rehired for a position previously held, they should contact the supervisor who will initiate the rehiring process.

Depletion of Funds

If a department depletes their entire student employment budget, all student employment position(s) associated with that department will be closed. Students will be eligible to have the position(s) reinstated once funds are available.

For FWS position: Once FWS awards are exhausted, financial arrangements must be made with supervisors for continued employment. The student employee's FWS award may be eligible for an increase. The department may also pay the student's wage using department funds. If neither of these options are available, the student's position will come to an end.

Student Employment Contacts

Amy Thonnings
Student Employment Coordinator
student_employment@washcoll.edu

- Student Employment program administration
- Job postings
- Hiring processes
- Position setup in payroll system (i.e. timesheets)
- Changes of Status (terminations, position title changes, funding changes etc.)

- I9 Verification
- Community Service Work-Study (CSWS) pre-authorization and hiring requirements
- Student Employment verification requests
- Federal Work-Study

Tracey Yiannakis
Payroll Manager
tyiannakis2@washcoll.edu

- Payroll records/wage statements (W-2 Forms)
- Paperless Payroll administration
- Paycheck preparation/direct deposit
- Missed Payment Forms

Jennifer Gallagher
Director of Student Financial Aid
jrunyon2@washcoll.edu

- Federal Work-Study - Regulations/Eligibility