

Birmingham-Southern College

STUDENT EMPLOYMENT GUIDELINES

(For Students & Supervisors)

■ **STUDENTS MAY NOT BEGIN WORK OR BE PAID UNTIL ALL WORK-STUDY FORMS ARE COMPLETED AND SUBMITTED TO STUDENT FINANCIAL AID SERVICES, 1ST FLOOR, ROOM 150, STUDENT SERVICES CENTER, BOX 549016.** These include:

- Student Employment/Pay Authorization Form
- Proof of Citizenship documents (must bring the actual documents-not a photocopy. Students must provide their U.S. passport or two of the following original proofs of citizenship-driver's license, birth certificate, social security card, voter registration card.)
- the I-9 Employment Eligibility Verification Form & the New Hire Reporting Form. (The I-9 Form is required by the United States Department of Homeland Security the New Hire Form is required by the State of Alabama.)
- Federal and State Withholding (Tax) Forms
- Signed Student Employment Guidelines sheet

■ **STUDENTS MUST GIVE THEIR SUPERVISOR A COPY OF THEIR COURSE SCHEDULE AND WORK AUTHORIZATION FORM.** The student and supervisor should create a mutually agreeable work schedule that accommodates academic requirements. Students should never work during scheduled course times! When creating work schedules, students and supervisors are advised to consider:

- the student's course schedule
- academic requirements and exam schedules
- attendance during scheduled holidays and breaks
- the student's work-study award amount

■ **WORK-STUDY STUDENTS MUST NOT EARN MORE THAN THE AMOUNT OF THE WORK-STUDY AWARD.** This amount and the number of hours a student may work per week will be listed on the supervisor's copy, as well as the student's copy of the Student Employment/Pay Authorization Form. **It is the responsibility of the student and supervisor to monitor earnings so that the student does not exceed the award.** Any additional financial aid may result in a revision of the work-study award. Students should not work more than twenty hours per week.

■ **NEVER work during scheduled course times; this is an audit issue.**

■ **STUDENTS MAY NOT UNDER ANY CIRCUMSTANCES, CONTINUE TO WORK AT A WORK-STUDY POSITION AFTER THEIR AUTHORIZED PERIOD OF EMPLOYMENT HAS ENDED OR AFTER DEPLETION OF THEIR WORK-STUDY AWARD.**

■ **STUDENTS ARE PAID ONCE A MONTH** - Each pay period begins on the first day of each month and ends on the last day of each month. **Students should view the WebTime Entry Tutorial on the Financial Aid Office website:** <http://www.bsc.edu/fa/WebTime-Work-Study-Tutorial.ppt>. Reminders:

- Enter your hours worked on a daily basis
- Enter your hours and electronically sign your timesheet at the end of your last shift each month (This should always be before the 'Complete By Date/Time' - 12:00 noon on the first day of the following month)
- Use OWA calendar reminders for important dates (i.e. Complete by Date/Time)
- If you receive an e-mail that your hours have been rejected, make the corrections your supervisor requests and electronically sign the revised timesheet (This must be done before the 'Complete By Date/Time')
- Your supervisor will receive an automated e-mail when you electronically sign your timesheet notifying him/her your hours are ready for approval.
- You will receive an automated e-mail when your supervisor approves your hours.
- You will receive a personalized e-mail if your supervisor rejects your hours with instructions for you to make corrections.

■ **CHECK YOUR CALENDAR FOR DATES EFFECTED BY HOLIDAYS AND WEEKENDS**

Checks will be directly deposited into students' bank accounts the 10th of each month. If the 10th falls on a weekend, checks will be deposited the Friday before the 10th.

■ **STUDENTS MAY NOT WORK OVER 20 HOURS PER WEEK. Most average 10-12 hours a week. It is the student's responsibility to keep up with their work-study award totals and the amount remaining throughout the academic year.**

■ **SUPERVISORS SHOULD MAKE AVAILABLE A LOGBOOK FOR STUDENTS TO SIGN IN AND SIGN OUT EACH WORKDAY.**

■ **RESIGNATION/TERMINATION:** While a student may discontinue employment at any time without penalty, a minimum of two weeks notice is requested when resigning from any BSC work-study position. Work-study jobs should be treated like any other non-work-study position. You should submit a notice of resignation in writing directly to your supervisor, and include a specified final date of employment.

■ **CONFIDENTIALITY RULES ESTABLISHED BY DEPARTMENTAL INFORMATION MUST BE ADHERED TO AND RESPECTED AT ALL TIMES.**

■ **EVALUATIONS** Supervisors must evaluate their student employee(s) once a year. Evaluations are required in order to encourage good personnel policies. The student and supervisor should discuss the appraisals, in order to provide feedback on job performance. This evaluation interaction is vital to foster good work habits and supervisory techniques of both parties. **Termination from a work-study position due to poor performance, attendance, attitude issues, etc. will result in no future employment.**

My signature affirms that I have READ and understand the guidelines and agree to adhere to them.

Supervisor's Signature

Date

Student's Signature

Date