

# TC3

Tompkins Cortland Community College

## **Student Employment Handbook**

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# TC3 FEDERAL WORK-STUDY OVERVIEW

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## ABOUT THE FEDERAL WORK-STUDY PROGRAM

**F**ederal Work-Study (FWS) is a federal program which provides part-time employment opportunities to eligible students. Based on the results of the Free Application for Federal Student Aid (FAFSA), eligible students are awarded an allotment which may be earned through part-time employment in FWS approved positions either on or off-campus. The program is designed to provide students with an opportunity for employment arranged around class schedules.

### **Federal Work -Study Eligibility**

To be eligible for the Federal Work-Study program, you must demonstrate financial need. You must meet Satisfactory Academic progress standards, and be enrolled in at least six credits. Federal Work-Study funds are awarded upon completion of the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and the availability of funds. Tompkins Cortland Community College (TC3) has limited funding for this program; therefore, you should complete this form as early as possible for each academic year.

Once you are awarded, a notification will be sent in the form of the SUNY Smart Track Award Letter along with a Federal Work Study acceptance form via mail. The award will stipulate the how much you are eligible for per semester. If you do not wish to hold a position as a FWS student, you are instructed to notify the Financial Aid Office. Subsequently, the funds can be deleted from your awards and provided to other eligible students.

The award on your notification simply means that you are eligible to hold a position as a Federal Work-Study student. The award is **not** applied to your charges for tuition, fees, and bookstore charges. In order to receive the Federal Work-Study funds, you must work at an hourly wage position in which you are hired in one of TC3 departments or at a community service job off-campus. You will work the hours that are mutually agreed upon between you and your supervisor, and will receive a bi-weekly paycheck. These awards are not guaranteed; you must work in order to receive the funding.

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## **ABOUT TC3 NON WORK STUDY PROGRAM**

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TC3 provides additional employment opportunities for students that are not subsidized by federal funds. Many departments of the college have funding lines to offer student employment opportunities that parallel the Federal College Work Study program. In general, all conditions of student employment are the same as Work Study. The rights and Responsibilities for Students are the same for both Work Study and Non-Work Study.

### **Eligibility for TC3 Non Work-Study Program**

To be eligible for the Non Work-Study program, you must meet Satisfactory Academic progress standards and be enrolled in at least six credits.

### **Drug Free Workplace Statement**

Tompkins Cortland Community College receives grants and contracts from the Federal government, which requires the College to comply with the provisions of the Drug Free Workplace Act. As an employee of the college, you must comply with the College's policy that prohibits the use of a controlled substance in the workplace.

The College has also established a Drug Free Awareness Program, which contains the information about:

- The dangers of drug abuse in the workplace
- The College's policy of maintaining a drug free workplace
- The availability of drug counseling, rehabilitation, and employee assistance programs
- The penalties that may be imposed for drug abuse violations

If convicted of a criminal offense occurring in the workplace, the Act requires you to notify the College within 5 days of such a conviction. Furthermore, the College must, within 30 days of receiving a notice of such a conviction, impose a sanction on a convicted employee. Such a sanction includes appropriate personnel action up to and including termination and/or satisfactory participation in a drug abuse assistance or rehabilitation program.

Should you have any questions regarding this statement or the Drug Free Awareness program, please contact the Dean of College Services. All student employees of the College; fall under the federal compliance requirements.

## Obtaining a Job

Once you receive an Award Notification confirming your eligibility for the Federal Work Study program, you will need to complete a Federal Work Study Acceptance Form. Once the Acceptance Form is received in the Financial Aid Office you will then be authorized to apply for a work study job on MyTC3 under Student Jobs. Non Work Study students do not need authorization to apply for a job on MyTC3 under Student Jobs.

It is the Supervisor's responsibility to conduct an interview with you. If the supervisor chooses to hire you, the supervisor will send an electronic request to the Financial aid Office. **You cannot begin working until all necessary paperwork (I 9 and W 4 forms) has been completed with the Financial Aid Office.** Upon completion of the paperwork, an email will be sent to the supervisor which will indicate that you can begin working.

When interviewing, it is recommended that you supply the supervisor with a class schedule to ensure that it will meet the department's needs.

When you are hired for a position, you will need to complete all necessary paper work, which will be provided to you by the Federal Work-Study Coordinator.

All Student Employees are **required** to complete a W-4 (Employee's Withholding Allowance Certificate) and an I-9 (Employment Eligibility Verification) **before working.** **Original documents** (for example: Social Security Card, Birth Certificate, Driver's License, U.S. Pass Port) are required to complete this process (We cannot use photo copies).

## How to find a Job on Campus

If you are enrolled and would like to find a job on campus follow the instructions below:

- Log into your MyTC3
- Choose the student job tab at the top of the screen, this will bring you to the Find A Job page.
- At this point you can select: Off-Campus FWS Jobs, On-Campus FWS Campus Jobs, or On Campus Non Work Study jobs, in the quick search box.
- A disclaimer will pop up and you need to read and click I agree
- View the jobs that are listed and click on the job title of a particular job that you want to apply for.
- Once you have reviewed the job details you can apply for the job by clicking on the click here to apply for this job link.
- You will then need to fill out the online job application and choose submit application.

Once you have submitted a job application it will be forwarded to the listed supervisor and they will contact you via email.

## **Work Schedule**

Upon completion of all of the necessary paperwork (I-9 and W-4), it is the supervisor's responsibility to define a work schedule that fits with your class schedule, as well as with the department's needs. Please be advised that you are limited to 30 hours in a paid period between all jobs while classes are in session. If there a break in the semester this limitation is lifted. Under no circumstance should you be scheduled to work during class time as this is against Federal and State regulations.

Your supervisor should conduct a job orientation with you to include items such as:

- A review of department rules and regulations
- A review of scheduled hours
- A review of responsibilities and tasks
- A review of who to call if they are going to be out sick
- A review of how to request time off
- A review of what to do if their schedule changes
- A review of expected dress attire
- A review of confidentiality expectations (FERPA)

### **Federal and State Laws Prohibit:**

- Working during scheduled class time
- Working more than seven and one-half hours a day
- Working more than six (6) consecutive hours without taking a thirty (30) minute break.

# **Payroll Procedures**

## **Payroll**

It is your supervisor's responsibility to validate and account for the hours that you work. It is very important that a process be developed for validating hours worked on the Federal Work-Study timesheet.

## **Validation Requirements**

- Ensure that you did not work during scheduled class hours
- Ensure that the hours indicated on the timesheet reflect the actual hours worked
- Ensure that you did not work more than 8 hours a day
- Ensure that you did not work overtime
- Ensure that you have not worked more than 6 consecutive hours without a break

## **Timesheets**

Upon completion of your hire (completed I-9 and W-4 paperwork) your supervisor will instruct you how to fill in your on-line timesheet on your MyTC3 under Student Jobs.

You are responsible for completing and submitting your timesheet on a bi-weekly basis by the student deadline, so that your supervisor can certify that all information on the timesheet is correct. Failure to submit your timesheet by the student deadline may result in you not receiving a paycheck on time.

## **Paychecks**

As a student employee of the College you will be paid bi-weekly (every other week) and you can pick up your paycheck on the specified dates in room 248 with valid photo identification. Your pay day will occur on Fridays. Any paychecks not picked up by Friday at 3:00 will be mailed to the address you provided on your W-4 form.

Our payroll system allows you to have two addresses on file; a local and a permanent address. Your local address will be used to mail you paycheck. Your permanent address will be used to mail your W-2

If you are living away from home while attending TC3 we recommend that you supply a local address; otherwise your W-4 address will be the address used to mail your paycheck.

Direct Deposit is recommended for all employees. To set up a direct deposit, see Sunday Earle in Suite 248. Direct Deposit takes two pay cycles to process. You will receive an electronic pay stub via email and password protected.

## **Monitoring Earnings**

The Financial aid Office will assist with monitoring your earnings to ensure that you do not exceed the amount of your total Federal Work-Study award. If you are in danger of reaching your limit, the Federal Work-Study Coordinator will notify you and your supervisor. She will let you know how many hours that you have remaining to work and any other information deemed necessary.

You and your supervisor should keep in mind that the more hours you work during the week the faster you will deplete your allowable amount. It is recommended that your hours are such that you can continue to work for the entire semester.

## **Separation**

### **Not Interested in Federal Work-Study**

If you are not interested in the Federal Work-Study program and have been awarded funds, you should contact the Financial Aid Office for the cancellation of your award. It is important that you do so since it allows for the awarding of other interested students.

### **No Longer Interested**

You may voluntarily resign from your position at any time. However, it is asked that you provide the department you are working for at least a two week notice. If you resign from your position, it does not prevent you from obtaining the same or another position at a later date. Once the supervisor is made aware of your resignation, they are required to submit an email to the Student Employment Coordinator.



## **Termination by Supervisor**

Your supervisor may terminate you at any time for unsatisfactory job performance and/or insubordination. Reasons can include but are not limited to:

- Repeated failure to arrive at work on time
- Failure to complete assigned tasks
- Disruption of the department

Upon termination, your supervisor must contact the Federal Work-Study Coordinator immediately.

## **Termination by Financial aid Office**

The Financial aid Office may terminate you at any time if you no longer meet the Federal Work-Study requirements. We will attempt to give your supervisor as much advance notice as possible but this may not always be feasible. Examples of changes in eligibility are:

- Failure to meet Satisfactory Academic Progress Standards
- Changes in enrollment status/cost of attendance
- Additional Aid was awarded making the student ineligible for the Federal Work-Study Program
- All necessary paperwork has not been completed

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## **STUDENT EMPLOYMENT DURING SUMMER OVERVIEW**

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Federal Work-Study is available until the end of June if you are attending at least 3 credits during the summer or if you are registered for at least 6 credits in the upcoming fall semester. If you wish to continue to work after mid-June, you must have the next academic year's FAFSA form on file with the Financial aid Office along with any other items that may have been requested by the beginning of June. If not, you will not be permitted to continue working. This is important since a crossover to the new aid year occurs with the pay period that is payable on or after July 1<sup>st</sup>. This means that you will be using funds from the upcoming Aid year. There must also be an assumption that you plan to return to TC3 for the fall semester in order for you to continue working beyond the middle of June.

## **Additional Information**

Additional questions regarding the Federal Work-Study program can be directed to the Federal Work-Study Coordinator Colleen Conroy see contact information below. We thank you for your interest in this program and hope that it is a rewarding experience for you.

Federal Work-Study Coordinator/ Colleen Conroy can be reached by telephone: 607-844-8222 ext. 4453 or email [conroyc@tc3.edu](mailto:conroyc@tc3.edu)

Website for Filing the FAFSA [www.fafsa.ed.gov](http://www.fafsa.ed.gov)