

A Guide to E & H Student Employment

The purpose of the Student Employment Program is to provide need-based students awarded federal work study funds with a specific, structured, and relevant learning experience outside the classroom, while aiding in the student's need for financial assistance.

The Human Resources Office serves to coordinate the various components of the student employment program. We are located in the Business Office in Wiley Hall. The student employment payroll coordinator is Pat Taylor, Business Affairs Assistant.

Helpful Hints for Student Employment

- Report to work at your designated time on the assigned days. If for some reason a need arises that you will be absent or late, please notify the supervisor at least two hours before the designated work time.
- Use discretion and confidentiality when working in an office. Please do not discuss nor reveal any information you may receive. Most office work is confidential.
- Communicate with your supervisor. Discuss any problems you may have.
- Do not use office equipment for personal use.
- Smile and treat all with the same respect that you would want.
- Standards of appearance should be appropriate for the work area. Supervisors are authorized to establish more restrictive standards, as deemed appropriate. In all cases, neatness, health and safety, appropriateness, and good taste shall be observed. Offices that serve the general public require business attire.
- Remember every job is important. Make the most of all opportunities. Student employment is a good source of letters of recommendation for future employment after graduation.
- Keep a good balance between work, sports, extra curricular activities, classes, and homework.

**BEST OF LUCK WITH STUDENT EMPLOYMENT
AT EMORY & HENRY COLLEGE.**

E&H
FOUNDED 1836

Student Employment Guide

Student Employment

Business Office
(276) 944-6755
Pat Taylor
pltaylor@ehc.edu
or
Angie Edmondson
aedmonds@ehc.edu

Financial Aid

Centralized Student Assistance
(276) 944-6105
Scarlet Blevins
scblevins@ehc.edu
or
Dottie Dunn
ddunn@ehc.edu

College Central

Powell Resource Center-Career
Services
(276) 944-6922
Amanda Gardner
agardner@ehc.edu

Obtaining a Job on Campus

Each department is responsible for the hiring of their own student employees. All student employment opportunities will be posted on College Central Network, a web site maintained by Emory & Henry Career Services. Students may view available student employment opportunities beginning Friday, August 17 on College Central Network.

Instructions for viewing available student employment opportunities:

1. Go to www.collegecentral.com/ehc
2. Select the "Students" icon
3. Select "Log in at Student Central"
4. Under Student Central Login use the following to log in
 - a. Your School: Emory & Henry College
 - b. Access ID: Your six-digit student ID number
 - c. Password: EHJobs
5. When logging in for the first time, you will be prompted to update your registration under "Manage Your Account"
6. Select "Search for Opportunities Posted to My School" where you can search based on multiple categories.

If you are unable to login to College Central Network, e-mail Amanda Gardner, Director of Career Services at agardner@ehc.edu

The hours you can work will depend upon your class schedule and your award amount. To determine the number of hours you are eligible to work for the academic year, divide your federal work-study financial aid award by the hourly rate of \$7.25. You and your supervisor will determine the hours and days

All federal work-study students must apply, interview, complete all paperwork, and be hired no later than September 3, 2012, or risk losing their position for the year. Beginning September 10, international students (who cannot work off campus) and any need-based student eligible for federal work-study (who may have not been awarded initially) will be authorized to apply for positions, but federal work-study students may continue to apply for available positions; however, jobs at this point may be fewer than the number of students looking for work. As of September 17, any remaining positions will be open to the entire student population regardless of need. Federal work-study students who do not have a job by this date will have their work-study award cancelled.

Student Responsibilities

To be employed on campus, all students (regardless of work-study status) must complete the Federal and State W-4 Forms, and the Department of Homeland Security Employment Eligibility Form (I-9) Form, before beginning work. To complete the paperwork, students must bring an (1) original passport or (2) social security card **and** driver's license, **or** (3) birth certificate **and** driver's license. **Faxed or photocopied versions of these documents will not be accepted.** All forms are available on the college website at <http://www.ehc.edu/admissions/cost-financial-aid/student-employment>, or in the Business Office.

Once students have completed their paperwork, they will be issued a student employment contract by the Business Office. This contract entitles the student to begin student employment. The student and supervisor will sign the contract acknowledging the employment terms and student's responsibilities. The student will be responsible for returning the completed contract to the Business Office.

All forms must be completed before any work is performed. Students will not receive payment until these forms have been submitted to the Business Office.

For your convenience, personnel from the Business Office will be available at Fall Orientation on **Saturday, August 18, 2012, from 2:05-2:25 in Wiley Auditorium** so that you may complete tax forms and present your identification for the I-9 Form.

Student Employment Payroll

Time sheets are due by **noon on the first working day of the month** for hours worked the preceding month. Time sheets are to be turned in to the Business Office.

All information, including your student name, student ID number, department name, and total hours worked must be accurately completed and legible. Both the student and the supervisor must sign the timesheet after agreeing on the number of hours worked. It is the **student's responsibility** to ensure that time sheets are submitted on the due date. Late time sheets will not be processed until the following month.

Wages are paid directly to the student in the form of direct deposit to a student's personal bank account with appropriate documentation or by VISA Check Card for students who do not have a bank account. **Payroll dates are the 10th of each month.** Throughout the year, student payroll advices are available through Web Advisor.

A schedule of payroll dates, directions for accessing Web Advisor, and Student Employment Time Sheets are available in the Business Office or on the college website at <http://www.ehc.edu/admissions/cost-financial-aid/student-employment>.