

# COLUMBUS STATE

COMMUNITY COLLEGE



# Welcome to Student Employment at Columbus State Community College!

## **Student Employment Guidebook**

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## Our Central Purpose

As part of the Office of Career Services, we see student employment as a fantastic opportunity for current students to balance the needs of the classroom with the financial needs of pursuing a college degree while furthering their career development. Students employed by Columbus State are exposed to a professional work environment where they develop many of the important transferrable skills that help college graduates enter the workforce.

We are dedicated to helping students set the stage for professional life by supporting growth and development in the following areas:

**Career Exploration**

**Intrapersonal Development**

**Civic Engagement and Responsibility**

**Critical Thinking**

**Technical and Degree Related Skills**

**Working in Diverse Teams**

**Effective Communication**

**Workplace Professionalism**

We are here to assist you in understanding your employment options while at Columbus State. Student employees are important contributors to the success of the college. We look forward to meeting you!

## Definition of a Student Employee

Columbus State defines a student employee as a part-time employee whose employment eligibility occurs while pursuing a degree or certificate program at Columbus State Community College. Student employees are considered at-will, non-benefit eligible and temporary employees whose eligibility corresponds with the academic year and the student's ability to continually meet the enrollment requirements for student employment.

Students must also be at least 18 years of age or have a high school diploma or certificate of attendance (or equivalent) and be exempt from [Ohio Revised Code Chapter 4109](#). Students enrolled as Transient, College Credit Plus, Undecided, or otherwise non-degree seeking are not considered eligible.

Student employees are excluded from policy and procedure numbers, including but not limited to: 3-08 (fringe benefits); 3-09 (employee privileges); 3-31 (employee problem solving); 3-32 (disciplinary action); and from board approved action, unless specifically referenced. One exception, however, is that student employees are eligible to participate in the School Employees Retirement System (SERS) of Ohio while employed by the college and receive the full institutional contribution.

# Types of Student Employment

A Columbus State student can be employed through Federal Work Study, College Work Study, or Community Work Study. All three types of employment are considered *Student Employment* and all positions are part-time with a maximum of 20 hours per week. All student employees receive a pay check for hours worked; monies are not credited to your tuition or fee payment.

## College Work Study (CO-WS)

College Work Study is also known as “regular student employment” or “non-FWS employment.” Financial Aid is **NOT** required. These positions are open to any student enrolled in **three** or more credit hours in a degree or certificate program. On-campus departments hire and pay students from their own budget.

## Federal Work Study (FWS)

Federal Work Study is a form of Financial Aid that provides employment opportunities for students who have high financial need and have been awarded Federal Work Study as a part of their Financial Aid award letter (request form available in NH 113 for students not automatically awarded). FWS students often fill the same positions as College Work Study students, but the funds used to pay wages come from the student’s FWS award rather than the department itself. The typical award amount for the academic year (Autumn and Spring) is \$3,000 but could be different depending on an individual’s Financial Aid information. FWS students must maintain **six** or more financial aid-eligible credit hours of enrollment in a degree or certificate program at Columbus State and be in good standing with Financial Aid for continued eligibility.

## Community Work Study (CSWS)

Columbus State proudly partners with nonprofit and governmental agencies in Central Ohio serving the public interest and greater good. These partnerships offer FWS students the unique chance to earn their FWS award in service to the local community. Positions are as varied as the community partners, and students may find positions related to their degree program (e.g. Early Childhood Development, Health and Human Services, Computer Science, etc.).

## Where Students Work

Student employees work in a variety of departments across Columbus State’s Columbus and Delaware campuses as well as off-campus through the Community Work Study program. On-campus departments include: the bookstore, computer labs, library, athletics, student engagement, many administrative and academic offices, and much more.

# The Basics

## Student Expectations

- Fulfill the duties and responsibilities of the job description
- Maintain professional behavior and representation of the college
- Maintain appropriate confidentiality and avoid conflict of interests
- Work a consistent, reliable schedule
- Dress in a manner appropriate for the work environment
- Comply with department rules and policies
- Do not expect to study or do homework on the job
- Work hours are not to be logged over scheduled class times

## Supervisor Expectations

- Follow proper hiring procedures for Student Employment
- Provide student a clear explanation of job duties and expectations
- Provide necessary training and orientation
- Serve as a role model for professional behavior
- Recognize and support the success of student employees
- Follow applicable college policies related to Student Employment

## Work Hours

- **8 hours** per day maximum (must take appropriate breaks)
- **20 hours** per week maximum during academic term
- **30 hours** per week maximum during academic breaks
- Students are not allowed to “volunteer” in the same capacity that they would be paid
- No work hours to be logged during scheduled class times

## Equal Employment Opportunity

It is the policy of Columbus State Community College to provide equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity and expression, age, national origin, ancestry, genetic information (GINA), disability, or veteran status. For additional information visit <http://www.csc.edu/about/human-resources/>.

# Eligibility Requirements

## Core Enrollment Criteria

- Be an enrolled student pursuing a degree or certificate **at CSCC**
  - Students enrolled as Transient, College Credit Plus, Undecided, or otherwise non-degree seeking are not considered eligible
- College Work Study requires 3 or more credit hours
- Federal Work Study requires 6 or more financial aid-eligible credit hours

NOTE: See page 15 for further explanation of enrollment requirements

## Other

- Be eligible to work in the United States
- Be 18 years of age or have received a high school diploma or a certificate of attendance from an accredited secondary school or a certificate of high school equivalence and be exempt from Ohio Revised Code [Chapter 4109](#)

## Loss of Federal Work Study Eligibility

Federal Work Study eligibility can be altered or lost throughout the year for a variety of reasons. When eligibility is lost, the student must stop working **immediately** according to Federal regulations. If the student once again becomes eligible, he/she can often return to work or reapply to the position. The most common situations resulting in eligibility loss are:

- The student failed to meet the enrollment requirements or withdrew from classes placing them below the required number of credits
- The student was placed on Financial Aid Restriction for not meeting the Standards of Satisfactory Academic Progress (SAP) as required by the Department of Education
- The student earned their entire Federal Work Study award
- The student changed his/her Financial Aid package, resulting in a reduction or cancelation of their Federal Work Study award
- The student graduated or transferred to another college

## International Students

An International Student is permitted to work part-time on the premises of Columbus State Community College, if, among other requirements, the student has an active F-1 status, is enrolled full-time, and he/she does not displace a U.S. resident. If offered a position, the student will be provided documentation to secure a work-only Social Security number through the Social Security Administration department and submit to the college's Designated School Official (DSO) in [International Student Services](#).

## Student Classifications and Pay Rates

### **College or Federal Work Study II - \$8.30** *(as of January 1, 2018)*

- Entry level positions, with previous training and experience minimally required, preferred, or not required.
- Work is performed under close or general supervision. Duties are routine, or varied and may require some independent judgment.
- Decision making may be required in the minor revision of standard methods.

### **College or Federal Work Study III - \$10.20** *(as of August 16, 2018)*

- Previous training and experience required or highly preferred.
- Work is performed under general or limited supervision. Duties are varied and often require independent judgment.
- Decision making may often be required in the revision of standard methods.
- Professionalism, communication, good judgement, or specific technical/mechanical skills essential to role.
- May assist in training or leading work of Work Study II positions.

## Merit Increases

Student employees, per college policy, are not eligible for merit increases. Each student position must pay one of the approved rates, as described above. If a student's duties and responsibilities outpace the original position, hiring departments do have the option of posting a new position more accurate in description and requisite pay rate.

## Changes in Employment Classification

### Moving Between Federal and College Work Study

In some situations, it may be advantageous for a student to change his/her employment classification from Federal Work Study to College Work Study and vice versa. This change is often initiated when a student exhausts his/her Federal Work Study funding and a department has the desire and funding available to keep him/her employed under the College Work Study classification. This is not an option for all departments due to funding limitations. Department supervisors complete a "Designation Change Form" for the Student Employment office to initiate any change in classification.

### Advancing to a Part-time or Full-time Professional Position

Holding a student employment position with Columbus State is a great opportunity, and students often inquire about their chances of obtaining more permanent employment with the college. In a few cases each year, exceptional student employees apply and are hired for more permanent forms of employment with the college. Our advice to any student hoping for this outcome is to view their student position as an extended internship/interview and a prime opportunity to show their professional potential.

Columbus State does not, however, have a promotion system for student employees or special process for internal student applicants, and any opening with the college is publicly posted at <http://jobs.csc.edu>. Students that apply for open positions will be held to the same processes and applicant requirements as the general public.

Students accepting advanced positions should understand that in doing so they have fundamentally altered their predominant relationship with the college from that of a "student" to that of an "employee." That shift brings with it increased professional expectations, changes in the taxing of earnings (see page 12), and the end of the individual's eligibility for any student employment positions while employed as a permanent employee. These changes, of course, may be worth the many personal and professional benefits that come with working for Columbus State on a permanent basis.

# How to Find a Position

## 1. Understand Your Eligibility

- Be enrolled in 3+ credit hours in a degree or certificate program at CSCC
- If Federal Work Study, must be enrolled in 6+ financial aid-eligible credit hours
- International students, please see next page for eligibility information

## 2. Search Current Openings

- Student positions are posted online at <http://jobs.csc.edu>
- Jobs listed as requiring Federal Work Study are only open to those students who are eligible for [Federal Work Study](#) as a part of their [Financial Aid award](#)

## 3. Review Job Descriptions and Requirements

- Only apply for positions for which you are qualified and genuinely interested
- Carefully read the duties, responsibilities, and preferred qualifications
- Read the **Additional Information** section of each description for any supplemental steps that may be required to process your application
- Positions through the Community Work Study program will list the nonprofit agency's name in the job title - e.g. Assistant (Habitat for Humanity)

## 4. Apply for a Job

- To apply, you will need to create a username and password for the site (not tied to your username for BlackBoard, CougarWeb etc.)
- Have a current resume, work experience history, and at least one professional reference ready
- Click **APPLY NOW** at the left of the job posting
- Answer any required questions, attach resume, and submit your application

## 5. Be Prepared to Interview

If selected for an interview, you will be contacted directly by the hiring department – not by Student Employment. Please understand that the process of reviewing applicants may take upwards of 2 or 3 weeks for some positions.

### Questions you may be asked in an interview:

- Tell me a bit about yourself.
- Why are you interested in this position?
- What skills or experience do you have that will help you be successful here?
- What is your schedule availability?

### Tips for interviewing:

- Make sure you know who you are meeting and where to meet them
- Show up 5-10 minutes ahead of scheduled time (this is considered being on-time)
- Dress appropriately (business casual)
- Stay positive, speak in a clear and confident voice, and make eye contact
- Be polite and courteous to all staff and visitors
- If you cannot make it to your schedule interview due to an emergency, call to apologize and reschedule in advance or as soon as possible

### 6. Keep Trying

Student jobs are in high demand, and eligibility for student employment or FWS does not guarantee a position. Open positions go quickly, so keep checking the online postings. If a student awarded FWS does not secure a position by the time the College is finished FWS hiring for the year, the FWS award will be removed and they become a non-FWS applicant. Accepting the FWS award does not guarantee you will receive the funding.

### What Happens Next?

If selected for hire following an interview, students are scheduled an appointment with Student Employment staff to complete:

- Personal Data Sheet, including Emergency Contact information
- Federal, State, and Local Tax Forms
- Direct Deposit Form
- Confidentiality Statement
- I-9 Employment Verification
- Background Check \*\*

\*\* A criminal background check is required for every position at no charge to the student. Some positions working with children or other vulnerable populations may require additional measures including FBI fingerprint check.

### International Students

International students are permitted to work part-time on the premises of Columbus State's campus and are welcome to apply for any student employment position as long as it does not require Federal Work Study eligibility. International students per visa requirements must be enrolled full-time (12 credits hours or more) and are limited to 20 hours of work per week. For a full overview of eligibility requirements for employment as an international student visit [International Student Services](#) in the Lower Level of Madison Hall.

# Payroll Procedures and Related Information

## Submitting Time Worked

### On-Campus Student Employment

Student employees enter work hours electronically through the college's WebTime system. To access WebTime, login to **CougarWeb** as an Employee, using your student login information. Access to this Employee section of CougarWeb generally is granted 1-2 weeks from the point of being hired for a position. Once logged in, select "Time Entry" to report your hours for each shift.

Newly hired student employees may need to submit a paper timecard to the Payroll office during their first pay period to allow the College adequate time to set up their WebTime account.

### Community Work Study Student Employment

If working with a community partner as a Federal Work Study student, you will complete and submit designated time sheets to your on-site supervisor. These time sheets are then forwarded via email to Student Employment.

## Due Dates and Pay Dates

Pay period	Time Due Date	Pay Day
1 <sup>st</sup> through 15 <sup>th</sup>	16 <sup>th</sup> of each month	Last day of month
16 <sup>th</sup> through last day	1 <sup>st</sup> of next month	15 <sup>th</sup> of next month

If pay day falls on a weekend or holiday, you will receive your pay the business day prior. Due dates that fall on a weekend or holiday are pushed back to the next business day.

## Receiving Your Paycheck

If being hired through College Work Study, direct deposit is a requirement per College policy. If being hired through Federal Work Study, direct deposit is not required per federal regulations, but we highly suggest signing up.

Paychecks are available for pick up on the appropriate pay day at the Cashier's Office, located on the 2<sup>nd</sup> floor of Rhodes Hall. Students will need a valid photo ID. Visit the Cashier's [website](#) or call (614) 287-5658 for hours of operation.

## Eligibility for Retirement Contributions

Student employees have the *option* of participating in the State Employees Retirement System (SERS) of Ohio. During the new hire process, students will complete paperwork to either exempt themselves from SERS participation based on their student status or elect to participate. The student has up to 30 days from the point of hire to complete this election process. *If after 30 days the college has not received notice of the student's decision through the correct signed form, the student will default into contributing to SERS.* The decision of the student or default status is permanent for the position, but students will have the opportunity with any new position to alter their election decision.

SERS is a defined benefit pension fund for state employees, and a 10% employee contribution is deducted from each paycheck. To learn about the college's institutional match of this percentage, the structure, and vesting guidelines for SERS, and all general information visit [www.ohsers.org](http://www.ohsers.org) or contact Twila Wiley in Human Resources ([twiley4@csc.edu](mailto:twiley4@csc.edu)).

## Taxes, Deductions, and the Student FICA Exemption

**Taxes:** Wages earned through any student employment position are considered taxable earnings and subject to applicable Federal, State, and Local tax procedures. Student employees complete appropriate tax forms at the point of hire. To update personal withholdings, address, marital status, or any other tax information, contact the Payroll Office in Rhodes Hall 215.

**Deductions:** Additional deductions may be applied as required or desired by the student, including: contributions to the State Employees Retirement System (SERS), wage garnishments, or additional tax contributions.

**Federal Work Study and Garnishments:** Per Department of Education regulations, a student's *Federal Work Study* wages may only be garnished to recover overpayments, past due balances or outstanding balance owed to Columbus State. The college is instructed, however, by the regulations to oppose an **external** garnishment order on FWS wages.

**FICA Exemption:** Student employees qualify for an exemption from FICA tax (Social Security and Medicare) under *certain conditions* outlined in I.R.S. Revenue Procedure 2005-11. The I.R.S., for purposes of this exemption, defines "student" as an individual who is enrolled part-time or above (6 or more credit hours) and whose "*predominant relationship*" with the college is that of a student, not an employee.

Therefore, the FICA exemption will **not** apply for a student employee who is enrolled in less than six credit hours or an individual whose relationship with the college (despite being enrolled) changes to that of an employee first and a student second.

During a period of non-attendance, which is defined as any break from academic study exceeding five weeks; a student will no longer qualify for the FICA exemption. This most

frequently occurs over summer term when some student employees remain eligible to work but are not enrolled. Any student employee who is still eligible to work but has below six hours of enrollment as of the term's Last Day to Drop Without a "W"/Financial Aid Freeze Date will have their FICA exemption removed by the Payroll Office. This may result in the increase in taxes being levied on a student's wages. The opposite can occur for students who previously failed to meet the enrollment requirement but later enroll for more than six hours in a future term.

## Federal Work Study (FWS) Earning Limit

Students earning a FWS award have an "earnings limit." This is the dollar amount of the award and represents the maximum amount a student may earn during the academic year through his/her Federal Work Study position. Once the student has earned this maximum amount, the student's position is terminated unless the hiring department is willing and able to switch the student to College Work Study. *These positions are not designed to fund a student to work 20 hours per week, every week for the entire year.*

To calculate the number of eligible hours, follow this simple equation:

$$\frac{\text{Award Amount}}{\text{(e.g. \$3000)}} \div \frac{\text{Pay Rate}}{\text{(e.g. \$8.30)}} = \frac{\text{Eligible Hours}}{\text{(e.g. 361)}}$$

## Overtime

The maximum hours a student employee may work is 20 per week during the academic term and 30 per week during break periods. With this in mind, no student employee should accrue overtime wages. If needed, the rate of overtime compensation will be one and one-half times the employee's regular rate of pay, calculated on an hourly basis. Violation of this rule may result in discipline or termination.

## Workplace Injuries

All needed forms and information regarding workplace injuries can be found online at <http://www.csc.edu/about/human-resources/injury.shtml>.

All student employees are included in the Worker's Compensation plan for Columbus State Community College. In the event of a workplace injury, follow these steps as soon as possible:

- 1) Seek medical attention as soon as possible. If emergency medical assistance is needed, call Public Safety at 2525 or dial 911.

- 2) Notify your Columbus State supervisor as soon as possible. If working through the Community Work Study program, contact your supervisor with the community agency.
- 3) Download and complete the **Incident Report Form** and then send it to Treschelle Kendrick in RH 125 or FAX to 287-5656.
- 4) If you receive medical attention at an emergency room or other medical facility you will need to complete the **BWC First Report of Injury Form (FROI 1)**.
- 5) Contact the Human Resources Department at 287-2408 to report the incident/injury.

## General Policies and Procedures

For a full list of College policies and procedures, click [here](#). A variety of policies can be found on topics including: definitions of employment classifications, sexual harassment, conflict of interest/nepotism, drugs and alcohol, etc.

## Program Specific Policies and Procedures

### Academic Break and Holidays

Continuing student employees\* are allowed to work over the academic break up to thirty hours (30) per week. Students should check with their department supervisor in advance to determine if work over the break will be required or needed. Time off over the break is not guaranteed and should be requested officially by following department procedures in advance. Student employees do not receive holiday pay.

*\*Working during an academic break is reserved for those students who are eligible to continue work and plan to attend the following academic term. For example, a student who graduates the end of Spring term would not be eligible to work during the break between Spring and Summer term. The last day of Spring term would be that student's last day of work eligibility.*

### Employment Verification and Unemployment Claims

Students requesting employment verification for purposes of Ohio Job and Family Services, apartment rental/lease agreements, or other requirements can do so through the Payroll department in Rhodes Hall 227. An official request form and signed release of information will be required.

According to the Ohio Revised Code 4141.01, student employment is a form of work or service that is EXCLUDED from unemployment compensation. Any unemployment claims received by the college for positions that were classified as Student Employment will be returned with an indication that the employment falls under the O.R.C. exclusion.

## Enrollment Requirements

**Federal Work Study** students must maintain 6 or more financial aid-eligible credit hours of enrollment in a degree or certificate program at Columbus State at ALL times according to Federal Department of Education regulations. The Student Employment Coordinator verifies the enrollment of Federal Work Study students at the end of each pay period. Students who fall below the six hours of enrollment during a term will be removed from their position.

**College Work Study** students must maintain three or more credit hours of enrollment in a degree or certificate seeking program at Columbus State, with the exception of Summer term\*. The enrollment for these students during the core of the academic year (Autumn and Spring) is verified following these weeks of the term: week 2, week 4, and week 10. If it is determined a student employee no longer meets the enrollment criteria at the first or second review, the student and their supervisor will be notified and the student employee will be separated from their position (administrative/system errors regarding the student's enrollment may be taken into consideration if needed). If the student is below the enrollment minimum at the third review, the student may be either separated from their position or placed on "inactive" status until the next term, at the discretion of Student Employment and the department supervisor.

*\*During the Summer term, continuing College Work Study students may work without enrollment under the condition they were working and eligible during the prior Spring term AND will be attending as a degree seeking student at Columbus State in the Autumn term. Newly hired students must always meet the minimum required enrollment.*

## Holding Multiple Positions

The intent and purpose of student employment at Columbus State is that students maintain only one position so that opportunities are open to as many students as possible and that hired students get the fullest learning experience. However, we recognize that not all positions can consistently provide a full schedule. A limited number of positions have been designated as "Secondary Position" eligible. The list will be reviewed on an annual basis.

Only designated positions can be paired together, allowing the student to hold two positions. For example, students will not be able to hold two positions where one job is on the list and one is not. Students may also not hold two Federal Work Study classified positions at the same time. Student employees are still limited to a maximum of 20 hours per week (Sunday-Saturday) and 8 hours per day.

### **Secondary Position Eligible Jobs:**

• Cougar Crew (CASE) AU/SP Only	• SI Leader (SASS)
• Fantastic Fridays Asst. (Bio/Phys Sciences)	• Social Media Reporter (M& C)
• Peer Mentor (Trio/SSS)	• Student Ambassador (SEAL)
• Peer Tutor (SASS)	• Student Lab/Office Asst. (Modern Languages)

## Internet/Computer Usage

All information viewed, shared, and/or created on a Columbus State computer is considered public information. Use of personal sites, including personal email and social media, should be used with caution. Disciplinary action, including termination, can be taken for the viewing and/or sending of information through the college's network that is deemed inappropriate, offensive, illegal, or detrimental to the college. The downloading of any software or programing is strictly prohibited and may only occur with the explicit approval from I.T. and the department supervisor.

Student employees retain their Columbus State student email account when hired. The college only issues an employee Outlook365 email account to student employees in cases of critical department need.

Computers may be accessed in the workplace using the same student login information used on a daily basis by the student. This will grant public access to the computer and link the student to any of their shared B-drives. The student will not, however, have access to department shared network drives unless the department supervisor specifically requests it through the Student Employment Coordinator and IT.

If you have issues with student email account, Blackboard access, or access to a computer work station as a student employee, contact IT at (614) 287-5050 and notify your supervisor of the issue.

## Meal and Break Policy

Please consult your supervisor for department meal and break policy. In accordance with CSCC policy 3-24, all employees will comply with the work schedule established within their respective work areas.

## Student Code of Conduct

Student employees are held to the standards of the Student Code of Conduct, available to view at <https://www.csc.edu/services/student-conduct/code-of-conduct.shtml>.

Students found to have broken the code of conduct will be reported to the Student Conduct Committee and may be terminated from their position.

## Disciplinary Procedures and Terminations

Student employees are at-will employees of the college, and Columbus State reserves the right to terminate a student employee with or without notice. This includes situations brought on by lack of funding, lack of available work, or general discretion of the department supervisor.

Issues with performance and/or conduct are handled between the student and employing department. Student Employment office suggests a progressive model of discipline to model a professional work environment.

Grounds for immediate termination include, but are not limited to: continued unexcused absences, insubordination, misuse of college property, possession or use of drugs and/or alcohol on college property, theft, or timesheet falsification. Official criminal charges against the student employee in these and other situations may be filed with the Columbus State Police Department. A permanent ban from employment with the college in these situations is highly likely as is the removal of any remaining Federal Work Study funding the student may have.

In situations where a student's grounds for termination violated the Student Code of Conduct, any potential future employment with Columbus State will not be authorized until the student has completed any steps adjudicated by the Student Conduct office. Again, future employment opportunities for some individuals may not be possible depending on the grounds of their termination.

## Academic Calendar Overview

	<b>Start</b>	<b>End</b>	<b>Hiring Notes</b>
<b>Autumn 2018</b>	<b>August 27, 2018</b>	<b>December 15, 2018</b>	New hires may begin August 16
<i>Break</i>	<i>December 16, 2018</i>	<i>January 12, 2019</i>	
<b>Spring 2019</b>	<b>January 14, 2019</b>	<b>May 11, 2019</b>	New hires may begin January 1
<i>Spring Break</i>	<i>March 10, 2019</i>	<i>March 16, 2019</i>	
<i>Break</i>	<i>May 12, 2019</i>	<i>May 25, 2019</i>	
<b>Summer 2019</b>	<b>May 27, 2019</b>	<b>August 10, 2019</b>	New hires may begin May 16
<b>Break of Employment</b>	<i>August 11, 2019</i>	<i>August 15, 2019</i>	Break between academic & FA years – no student employees may work (authorization for CO-WS only may be provided on individual basis)
<b>Autumn 2019</b>	<b>August 26, 2019</b>	<b>December 14, 2019</b>	New hires may begin August 16

For students graduating/transferring/otherwise not returning after a semester, their last eligible day of employment is the last day of that term. Please note, for FWS classified students employees, Standards of Academic Progress (SAP) reports are run at the end of each term by Financial Aid. Students must be meeting SAP standards to remain eligible for FWS employment.

## **Job Separation in Good Standing**

### **Due to Enrollment**

When a student fails to meet the stated enrollment requirements, he/she is removed from their position. This removal is considered in good standing, and the individual would be welcome to apply in the future when he/she once again meets the enrollment and all other eligibility requirements for Student Employment.

### **Voluntary Resignation**

A two week advanced notice is preferred for any student employee wishing to resign from his/her position. If switching positions on-campus, the Student Employment Coordinator will request a two week notice be provided to the current department before authorizing the hire for the new position.

### **Expiration of Employment Term/Conclusion of Position**

All student employment positions are temporary positions with the college that expire the end of each academic year. If a student is no longer eligible for employment or is not rehired for his/her position beyond the final day of the academic year, the employment will be ended. Some positions may also be tied to a program's timeline or an academic semester, and therefore may conclude at a particular point prior to the end of the academic year.

# Frequently Asked Questions and Situational Guidance

## What types of jobs are available?

Columbus State departments offer a variety of positions for students. Many departments need students as office assistants, subject/course tutors, lab assistants, or assistants for a campus program. Students have the opportunity to apply for jobs at the Bookstore, the Library, and a variety of academic and student services departments. We also partner with approximately 20 local community organizations that post student positions through Columbus State's Federal Work Study program.

## I applied to an open student job. What happens next?

Departments will contact those students they are interested in interviewing. The interviewing process can take some time, so do not be surprised if you are not called right away. Unfortunately, there is always the chance that you will not be called at all. We do not *place* you in a job, and eligibility does not *guarantee* you a position or interview. This is why we recommend you apply to a variety of positions to give yourself the best opportunity. A resume review conducted by the Career Services staff can also ensure you are presenting yourself in the best light possible and applying to the right type of student jobs.

## What happens if I am offered a job?

Our office will contact you with an offer of employment and begin the hiring process, which will include tax paperwork, direct deposit information, an I-9 Employment Eligibility check, and a criminal background check. In cases where you are pursuing a position with an off-campus partner of Federal Work Study, you will need to meet the hiring standards of both Columbus State and the external employer.

## Do I get a paycheck?

Yes! If hired, you will effectively be working to earn the Federal Work Study award listed on your Financial Aid Award Letter, and you receive a paycheck twice a month based on the hours you have worked and the hourly pay rate for the position. FWS does not off-set or pay toward your tuition or student loan balances. You receive no additional benefits outside of your paycheck, just as with any other student position. What you do with your paycheck is up to you.

## What type of schedule will I have?

This depends on the department where you work. In general, Columbus State supervisors are flexible and understanding of class schedules, but some departments will have specific schedule needs that simply must be met. Discuss your class schedule during any interview to make sure it is a match. Student Employees can work no more than 20 hours per week while the semester is in session. Most of our students work between 12 and 15 hours per week. Student Employment is meant to be a supplement to your income and career development while in college, so you will not see any opportunities for full-time or near full-time work through Federal Work Study.

Issue	First Option	Second Option (if needed)
<b>Schedule Requests</b>	Speak directly with your supervisor, and provide as much notice as possible. Only adjust schedule if necessary.	
<b>Taking Time Off Over Break</b>	Look ahead at each semester schedule to determine when breaks are. Notify supervisor as soon as possible to discuss if you will be working, or if you do not plan to.	
<b>Problems With Pay Check</b>	Confirm with supervisor when/if timecard was submitted.	Payroll, Rhodes Hall 215
<b>Problems With Email or Computer Account</b>	IT Support Center: Email: helpdesk@csc.c.edu Phone: (614) 287-5050 Walk-in Service: Computer Commons TL 116	
<b>Employment Verification</b>	Payroll, Rhodes Hall 227	
<b>W-2s (year-end tax document)</b>	Payroll, Rhodes Hall 227	
<b>Accessing Timecards and Pay Stubs</b>	Cougarweb.csc.c.edu → Log In CougarWeb for Employees → "Time Entry and Approval" → "Time Entry" <i>to enter daily time</i> → "Employee Profile" → "Pay Advices" <i>to access pay stubs</i>	
<b>Conflicts With Fellow Employees</b>	Try to work out issues directly with co-worker. In a calm, professional manner, discuss the issue in a private space, not where other students and staff will overhear.	If needed, speak with your supervisor about the conflict. They may be able to assist in conflict resolution.
<b>Harassment Complaints</b>	Directly inform the person engaging in harassing conduct that such conduct is offensive and must stop.	If harassment continues, contact your supervisor, a Title IX Coordinator, or Public Safety (when appropriate).
<b>Reporting Resignations</b>	Speak directly with supervisor and then provide a written notice that you will no longer be working and when your last day of work will be (email is okay). This means you work the remaining time after submitting your resignation until what you've stated is your last day (two weeks is standard).	Notify Student Employment Services of your last day of work.

# Office of Career Services Student Employment

Nestor Hall 113



## Hours of Operation

8 a.m. to 5 p.m. – Monday through Thursday  
9:30 a.m. to 4:30 p.m. – Friday

## Websites

<http://csc.edu/services/career/>  
<http://jobs.csc.edu>  
[Columbus State Career Services](#)

## Email

[studentemployment@csc.edu](mailto:studentemployment@csc.edu)  
[careerservices@csc.edu](mailto:careerservices@csc.edu)

## Staff



Amanda Perk  
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(614) 287-2156  
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## Appendix: Federal Work Study Earnings Examples

### For \$3,000 FWS Award

EXAMPLE: Student awarded \$3000, at \$8.30 rate of pay, and works an average of 15 hours per week. This student can work up to 24 weeks before running out of Federal Work Study funding.

Award Amount	Pay Rate	Total Hours
\$ 3,000.00	\$ 8.30	361.4
Total Hours	Average Work Hours per Week	Number of Weeks Remaining
361.4	15	24

EXAMPLE: Student awarded \$3000, at \$8.30 rate of pay, and works an average of 12 hours per week. This student can work up to 30 weeks before running out of Federal Work Study funding.

Award Amount	Pay Rate	Total Hours
\$ 3,000.00	\$ 8.30	361.4
Total Hours	Average Work Hours per Week	Number of Weeks Remaining
361.4	12	30

EXAMPLE: Student awarded \$3000, at \$10.20 rate of pay, and works an average of 15 hours per week. This student can work up to 19.6 weeks before running out of Federal Work Study funding.

Award Amount	Pay Rate	Total Hours
\$ 3,000.00	\$ 10.20	294.1
Total Hours	Average Work Hours per Week	Number of Weeks Remaining
294.1	15	19.6

### For \$4,000 FWS Award

EXAMPLE: Student awarded \$4000, at \$8.30 rate of pay, and works an average of 18 hours per week. This student can work up to 26.7 weeks before running out of Federal Work Study funding.

Award Amount	Pay Rate	Total Hours
\$ 4,000.00	\$ 8.30	481.9
Total Hours	Average Work Hours per Week	Number of Weeks Remaining
481.9	18	26.7

EXAMPLE: Student awarded \$4000, at \$10.20 rate of pay, and works an average of 12 hours per week. This student can work up to 32.6 weeks before running out of Federal Work Study funding.

Award Amount	Pay Rate	Total Hours
\$ 4,000.00	\$ 10.20	392.2
Total Hours	Average Work Hours per Week	Number of Weeks Remaining
392.2	12	32.6