Financial Assistance Office – Student Employment

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Department/Institutional Funded Positions

Department funded student employment positions are funded 100% by the employing department or a designated college account.

Regent Service Program (RSP)

RSP funds are provided by the State of Nevada. These funds are not awarded as part of the student's financial aid package. Employment under the Regents Service Program (RSP) does not require the need determination made in the FAFSA process, but students must meet at least one of the eligibility criteria for the RSP program. They include:

1. Head of Household
2. Single parent who has never attended college or has had a break in enrollment of two or more years
3. First person in their immediate family to pursue a certificate or degree beyond high school
4. Not receiving support from parents or family
5. Has unusual family or financial circumstances

These funds are reserved for specific student positions that comply with all the requirements for RSP (most commonly "peer mentor" type positions on campus). Students are required to complete the Regent Service Program Application annually. This application is available from the Student Employment Coordinator in the Financial Assistance Office upon request.

General Student Wages/Work Study Overflow

General student wages funds provided by the institution to provide on campus student employment in support of WNC's operational mission.   Students' paid through these funds do not have to demonstrate financial need. These funds are also not awarded against their financial aid package. These funds are mostly used to sustain student employees during the summer when they are not being paid on work study funds.

General Improvement Funds (GIP)

GIP funds are Institutional funded programs designed to help provide on-campus employment in support of WNC's operational mission. Eligibility is restricted to students who are enrolled at least half time and making satisfactory academic progress. Students paid by GIP funds do not have to demonstrate financial need. Supervisors of GIP funded student employees are required to follow the guidelines outlined in this document. These funds are mostly designated to specific departments (Child Development Center, Café, Student Life, etc.)

Work Study Funded Positions

WNC has 5 types of work study programs. Work study funds are awarded based on the student's eligibility as determined by the Free Application for Federal Student Aid (FAFSA). Work Study funds are limited and awarded out based on submitting the FAFSA early and some programs give priority to continuing student employees in already established positions.

Federal Work Study Program (FWS) – Program 1

FWS funds are provided by the federal government. FWS funds are awarded on a first-come, first-served basis. Funds are awarded out automatically to eligible students as part of their financial aid award package. As funds are limited, students who complete the FAFSA prior to the April 1st priority funding deadline have the best chance of initially being awarded work-study funds. All federal work study students must demonstrate financial need based on their FAFSA information.

As funds are earned throughout the year, the Student Employment Coordinator will notify supervisors when a student's work study funds are getting low. In addition, starting in the Fall 2021 academic year, Workday will also have a notification to also let supervisors know that work study funds are exhausted.

When a student earns all of the allocated fall funds, the student must stop working until the spring semester begins. Any unearned funds from the fall semester can be carried forward and be earned in the spring. Unearned awards cannot be carried forward to the summer or to another academic year. The Scholarship & Student Employment Coordinator will work with supervisors to adjust student awards as needed to ensure that the majority of award funds are earned.

Supervisors and students should calculate the number of hours a student is eligible to work during the academic year. The following formula can be used:

Total Award / Hourly Wage = Total Number of Hours Available to Work

Revised Allocations

Student awards may increase or decrease from changes in the student's enrollment status, financial need, or student budget. Also any adjustment to the student's hourly pay rate, retroactive pay, or employment in another work-study position will change the student's award amount. Appropriate adjustments to the student's schedule should be made by the student and supervisor to remain within the award amount.

Examples:

   c. Evaluate the student based on experience, knowledge, skills, ability, and goals. Consider the students ability to work with others in the department.
   d. Discuss the hourly rate of the position, based on the required tasks, the student skills, abilities, and prior work experience.
   e. Discuss the student's school schedule and the potential hours the student would be available to work.

3. If you offer a student a position, email the Student Employment Coordinator your intent to hire including the name and student ID if possible.

4. The Student Employment Coordinator will confirm the student is eligible to participate in student employment and also see if they qualify for work study funds.

5. If the hire is approved, the Student Employment Coordinator will respond to your email copying HR. This email will provide information that will be needed for the Incoming Employee Form.

6. HR will reply including the link for you to have the student apply.

7. Once the student has applied, complete the Incoming Employee Form with provided information.

8. HR will complete the remaining hiring and onboarding processes.

Off Campus Supervisor Process

1. Work with the Student Employment Coordinator to develop an Off Campus Agreement including:
   - Memorandum of Agreement
   - Position Description
   - Schedule I
   - Schedule II

2. Complete and return all required documents by US mail or deliver to the Financial Assistance Office.

3. Review the job description and identify elements that would make a student successful in the position.

4. The Student Employment Coordinator will refer students to supervisors when students show an interest in the position.

5. Interview students – consider the following:

   a. Provide a clear description of the position, the required tasks, and your expectation of student employees.

b.

Federal regulations require that actual hours and days worked by students should be documented and signed by the supervisor and the student. This is currently captured in the Workday system electronically.

Student Time Calendars
Time Calendars are built into the Workday system. Students clock in and out during each shift they work. Once hours are submitted, they are routed to the supervisor for approval. All students, regardless how they are paid, uses the “Student Hours Worked” clock in function.

Payroll Time Submission
Submitted hours are routed each pay period from the student to their Supervisor in Workday. Once the hours have been reviewed, the Supervisor approves them and they are routed directly to the BCN Payroll Office. If a Supervisor will be on leave during a payroll submission, they are to delegate that task to their Manager so the student will be paid on time.

Audits
In Workday, the Student Employment Coordinator can access time calendars and keep an eye on things remotely. We no longer need to do actual departmental audits as we did in the HRS system.

Payroll Periods, Paydays, Payroll Cutoff, & Late Pay

Payroll Periods and Paydays
Students employees are paid on the 10th and 25th of each month. Hours earned from the 1st to the 15th of the month are paid on the 25th of each month. Hours earned from 16th to the end of the month are paid on the 10th of the next month. If a payday falls on the weekend or a holiday, the payday will be the last workday before the weekend or holiday.

Cutoff Schedule
Payroll cutoff schedules are available in Workday on the student’s work calendar. These dates are called “Lock Out” dates. It is imperative that each student employee submits their hours to their supervisor by the proper due date.

Late Pay
Late payroll submissions will be held until the next payroll cutoff date. The student will miss a paycheck. A special check request can be made *only if extenuating circumstances exist*. The Financial Assistance Office-Student Employment will maintain strict adherence to the established payroll deadlines.

Paychecks and FICA

Paychecks
Students employees are paid on the 10th and 25th of each month. Paychecks wil^

FICA

FICA is a social security and Medicare taxes on employee wages. Both the employer and the employee make a matching contribution.

During the Fall/Spring a student employee is exempt from FICA if:

- The student is eligible for student employment
- Has international student status

During the summer, a student employee is FICA exempt, if:

- Is enrolled for at least 1 credit and meets the summer school eligibility requirements
- Has international student status
- As summer payroll is processed, the Student Employment Coordinator will confirm if students are enrolled in at least 1 credit. Student who are not enrolled and are thus not exempt from FICA will be sent to BCN Payroll. The Student Employment Coordinator will notify BCN Payroll of student not meeting the 1 credit requirement

If a student is employed on another type of contract in addition to the student employment contract the formal dress code, attire must be appropriate for the workplace. At time of hire, student employees should discuss appropriate dress for their position with their supervisor. Supervisors have the final say on what is appropriate in their workplace

As a rule, the following clothing is not considered appropriate for the workplace:

Halter Tops, spaghetti straps, mid-drifts
Clothing that is soiled or that contains advertisements for alcohol or dr

Monitor the students work hours in relation to the work-study award

Ensure that the student works within the published guidelines, no more than 20 hours per week when classes are in session, no more than 8 hours a day when classes are in session. No more than 28 hours a week when classes are not in session

Set ground rules for scheduling student hours, absences, and other schedule changes

Ensure students do not work when they have a scheduled class.

Payroll:

Submit student hours on time in Workday

If something doesn't look right (hours are not calculating correctly, etc.) contact the Student Employment Coordinator for assistance.

Communicate with the Scholarship & Student Employment Coordinator:

Employee/Employer Conflicts

Student employees and supervisors both share the responsibility of addressing problems during the terms of a student’s employment. The following guidelines can be successful in dealing with potential conflicts:

Recognized and address the problems as they arise. Work with the student or supervisor to deal with issues before they begin to snowball.

Review the job descriptions and requirements to ensure that both parties have clear understanding of the expectations.

Consult the Scholarship & Student Employment Coordinator for assistance.

If the issue persists after verbal warnings, notify the student in writing the corrective action that needs to be taken.

Keep clear records and documentation.

Consult the Student Employment Coordinator prior to a termination (See Termination for more information)

Equal Opportunity Employment

WNC is an Equal Opportunity Employer. The college does not discriminate on the basis of national origin, race, color, religion, age, gender, sexual orientation, disability, or veteran status. It is our policy to comply fully with the nondiscrimination provision of all state and federal regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation.

Evaluation Process

Currently there is no formal or required evaluation process for student employees. If a department does evaluate their student employees (which is encouraged), a copy of that evaluation should be submitted to

Working for Instructors

Work-Study students may be assigned to assist an individual instructor if the work involved is the type for which the institution would normally support under its own employment program. This is appropriate as long as the work performed by the student is in line with the instructor's official duties and is considered work for the institution itself and does not violate the Family Educational Rights and Privacy Act of 1974, as amended.