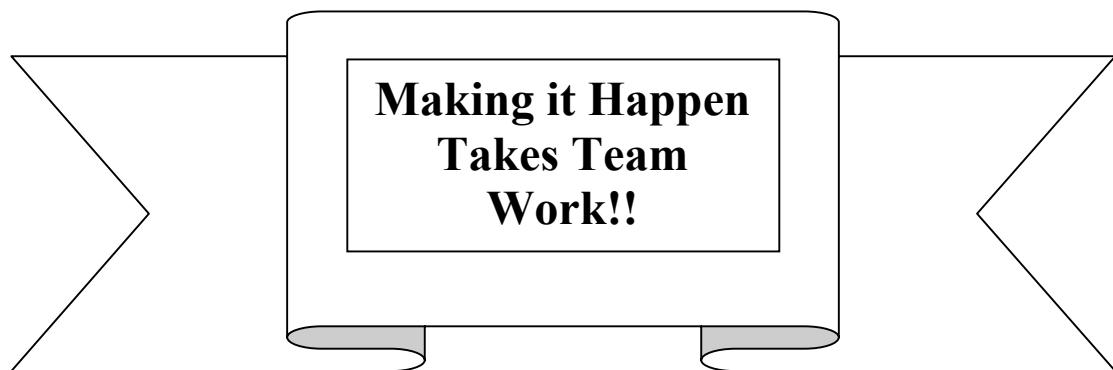




Work-Study Handbook

Updated: April 2022



M E M O R A N D U M

TO: **Student Staff**

FROM: **Trinidad State College Financial Aid Office**

SUBJECT: **Work-Study**

DATE: **April 2022**

Welcome to the Trinidad State College (TSC) family. Many of our faculty and staff started their career at TSC as work-study, so you are in GREAT company. We hope that you find your work-study assignment challenging, informative, and rewarding.

This handbook is written for those student employees who may be new to the workforce, and those that have no employment experience. Your employer will also receive a handbook that outlines good practices that we want ALL student staff to follow. We hope that you find your work-study assignment to be a positive step in helping you decide your future goals and careers. If you find that your work-study assignment does not fit your future plans or are unsatisfied with it, please discuss your concerns with your supervisor and if necessary, make a change in your appointment. As in all areas, Trinidad State College is here to serve the student and this is a vital portion of your college experience.

Again, thank you for choosing Trinidad State College. We are happy to have you here and we look forward to a great year together!!!

NEED-BASED WORK STUDY

Students must apply for financial aid and have financial need in order to be awarded need-based Work Study. Go to the Financial Aid Office for information on how to apply for financial aid. Work Study positions are subsidized by Federal or State funds.

Student Staff Responsibilities:

Your work-study position is a paid internship that allows you to explore career opportunities, fund your education, and make your college experience more meaningful. We ask that you sit down with your employer the first week and review with them the following:

Responsibilities Check List:

Paper Work: It is the responsibility of the student worker to make sure that all necessary paperwork is filed with the Payroll and Human Resources Departments prior to working any hours. Paperwork includes an I-9 form, W-4 form, providing an original driver's license and social security card.

Time sheets are available on the TSC Portal. It is your responsibility to maintain and submit to your supervisor for approval. They are to be turned in on a bi-weekly basis. Scheduled dates are available in the Payroll Office and on the Portal. Make sure your working time does not conflict with class time and that the time sheet is submitted by YOU and approved by your supervisor. If all pertinent information is **not** completed, it will be returned to your supervisor and your pay may be delayed to the next pay period. If your time sheet hours are not submitted by the deadline, you will be responsible to submit a manual time sheet, and it will not be processed until the next available bi-weekly period.

Orientation: Make sure that your employer takes you for a tour of the building and introduces you to key people that you will be working with. If you will be responsible for making copies, ask where the copier is located, what the code is, and ask them to show you how to operate it. (Remember that you are being entrusted with this copier code and it is not to be used or distributed. The copiers are only for official College business. There is a public copier in the library and the cost is minimal.)

Ask your employer what are your specific job duties. Sometimes the employer forgets that the work-study does not have the experience and assumes or expects the student to already be aware of policy or certain job duties. Remind the supervisor (nicely) that you are new and need to have performance expectations explained in greater detail.

Confidentiality: If you working in an office that deals with student records, personnel issues, or any other records, confidentiality is a **MUST**. Sometimes people may enter your work area and discuss important issues that are not to be shared with others. It is

the hope of the College that you will develop loyalty to not just your employer, but to the College. For that reason, we ask you to not share gossip or information overheard. A confidentiality form will be provided upon employment by Human Resources.

All individuals who have access to a computer are responsible for signing a Computer Use Policy Form. This form assures the College that ALL individuals will use the computers for only educational or work purposes. Accessing unacceptable sites, such as pornography, chat rooms, etc... will not be tolerated. A Computer Use Policy Form will be provided upon employment by Human Resources.

Greeting Students, Visitors, TSC Employees: All work-study will be expected to be friendly, helpful, and pleasant to anybody that they deal with while on the job. Your employer will explain how to specifically greet customers, fellow students, or other TSC employees.

Answering the Phone: If you are responsible for answering the phone in an office, ask your supervisor if there is a specific way to greet the caller. Usually it will be something like: "Trinidad State College, (identify the office), and then (identify yourself). For example: "Trinidad State College, Student Services. This is Sandy, may I help you?" This may sound silly, but answer the phone with a smile on your face. Believe it or not it makes a difference in your tone and voice inflection and you sound more helpful. If you are responsible for answering phones, ask your supervisor how they expect you to record messages in your area. Again, be pleasant and helpful to the caller when you explain that your supervisor is away from the office. Ask them if they would like you to give them a message. Make sure you repeat the caller's name or ask how to spell it and get a telephone number.

Hours Worked: You are an hourly employee and as such will only be paid for the hours that you actually work. This is a great opportunity to include experience on your résumé and as with any job you, are only paid for those hours worked.

You are responsible for making sure that you do not work more hours than is allowed under the work-study program. Once you have checked with Financial Aid and been approved work study, you will receive an award notification indicating pay rate, maximum hours to be worked, and important dates. When you receive your award notification, take the total dollar amount and divide it by the rate per hour, and this will give you the number of hours that can be worked over the semester. Take that amount and divide it by 20 weeks and that will give you the amount of hours that can be worked each week. You are not allowed to work over 20 hours per week.

Please work with your employer to create a schedule that allows you time to balance your work-study assignment with your college classes. Remember, your primary objective is to receive a quality education and your hours should not interfere with your classes.

Dress for Success: Your work clothes will depend on your work assignment. We understand that the appropriate dress for students is jeans, t-shirt, and either boots or tennis shoes. We ask that students working in offices dress appropriately. You will be representing the College and while we don't expect you to go out and purchase new clothes, we also don't expect you to dress inappropriately. Speak to your supervisor about any special clothes or equipment needed for your job. Otherwise, dress in a manner suitable for your work, and consistent with good taste and good personal hygiene. Individual departments may have their own particular dress code.

Resume: Do you have a résumé or even know what this is? We are one of the few colleges that does not require student workers to complete an application, present a résumé, and have an interview before placed in College employment.

Do...

Show up to work on time.

Plan to work the time you are scheduled for.

Dress professionally.

Communicate with your supervisor. If you need to change your work schedule, then let them know. If you are having other problems, communicate it!

Be friendly and helpful!

Don't...

Dress inappropriately

Discuss confidential information with others.

Forget to call if you can't report for work.

Be Rude!!!

Underestimate yourself. You can accomplish anything you set out to do!

Allow friends to "hang out" while you are supposed to be on the job.

Take personal phone calls (on cell phone or office phone – unless in an Emergency.)

Fail to complete work assignment.

APPLYING FOR WORKSTUDY PROCEDURE

A student must contact Financial Aid before they may begin working. Financial aid must check eligibility and provide an award letter if eligible.

The award letter will consist of the hourly rate, maximum number of hours a student may work within a semester, important dates, and how to contact Human Resources and Payroll. Students will need to contact Human Resources and Payroll to complete required paperwork before they may begin working.

Once all paperwork is complete, students will be presented with a "Blue Card" on the Valley Campus, and a "Green Card" on the Trinidad Campus in which the supervisor and student will need to sign. The student will need to return the Blue or Green Card to Human Resources to begin working.

Information included in the payroll packet will be a listing of the cutoff dates for timesheets and pay dates. Please mark your calendars with these dates. If your timesheets are late you will not be paid for that time until the following pay day. Students are paid bi-monthly.

The Colorado State Community College System requires that all employees are set up for direct deposit of their paycheck, this includes student work study. This has to be your own checking or savings account and it can not be your parents account or anyone else. Fill out the form and attach a deposit slip or copy of a check with VOID written across it, and attach it to the form. If you close your account let payroll know immediately, if you wait to inform payroll and direct deposits have been issued you will have to wait at least a week if not more before a replacement check can be issued to you.

Once you get the okay from Human Resources, you may begin working!

We look forward to working with YOU!!

If you have any work study questions, please do not hesitate to contact financial aid at:

financialaid@trinidadstate.edu

or

719-846-5017