

Student Employment Guidebook



Federal Work-Study (FWS) Student Employment Program (SEP)



Updated 05/2022

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Welcome

It is our privilege to welcome you to HACC, Central Pennsylvania's Community College as a student employee. We wish you every success in your new role as a student employee, and we hope that you quickly feel comfortable. This guidebook was developed to describe some of the expectations we have for all of our student employees and what you can expect from us. We hope that your experience here will be challenging, enjoyable, and rewarding. If you have any questions regarding Student Employment that your supervisor is unable to answer, please reach out to studentemployment@hacc.edu

HACC Yeah!

HACC's Core Values

Excellence:

- We set high goals and achieve them.
- We consistently perform above our own and others' expectations.
- We provide exceptional service to all.

Innovation:

- We challenge the status quo.
- We continually strive to develop new and creative approaches to the education and training needs of our communities.

Inclusivity:

- We promote respect, collegiality, diversity and empathy in all we say and do.
- We nurture awareness and cultural sensitivity to create a climate of trust.
- We create a learning environment that appreciates diversity.
- We respect the shared governance decision-making process.

Integrity:

- We behave in a manner consistent with our core values.
- We are honest, open and truthful in our statements and actions.
- We provide the most accurate information available in all communication.

Our Purpose: Learning for all, learning for life.

HACC reserves the right to modify any of our policies and procedures, including those covered in this guidebook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

General Employment Policies and Practices

Equal Employment Opportunity

The College is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms the Company's commitment to the principles of fair employment and the elimination of all discriminatory practices.

Principles of Student Employment

The student employment program encourages the part-time employment of students who need income to help pay for their educational costs. HACC, Central Pennsylvania's Community College believes that through the student employment program, students will gain the experience needed in the workplace or their field of study.

HACC will try to respond to the employment needs of our students to enhance educational or career objectives. Compensation for students shall reflect a wage rate commensurate with the duties and responsibilities of the position.

Student employees are not to displace regular, non-student employees. Student employment at HACC supplements rather than supplants other employment. Discrimination for or against any person based on race, color, religion, political affiliation or belief, age, sex, national origin, ancestry, non-job-related disabilities, place of birth, General Education Development Certificate (GED), marital status, sexual orientation, gender identity or expression, veteran status or any other legally protected classification is prohibited.

Types of Student Employment Programs

There are a few types of student employment programs.

Federal Work-Study (FWS)

FWS is a source of Federal Student Aid that a student earns through work. The Office of Financial Aid determines the student's eligibility and the award amount.

Student Employment Program (SEP) — Budget Positions

SEP is a HACC program. This source of funding is available to students who did not meet the financial need requirements for FWS or high school and international students. Students must meet other eligibility criteria to be awarded this fund.

Off-Campus Federal Work-Study Student Employment

HACC is required to spend a federally designated percent of its Federal Work-Study award in community service. Students who receive FWS have the option of earning their funds by working at a HACC-approved community service work site. Interested students should meet with a financial aid representative to discuss possible worksites. It is the responsibility of the student to contact the site that they are interested in and schedule an interview. If hired, the student will be employed by the work site, but 100% of their wages will be paid directly by HACC through the FWS program.

NOTE: If a student employee is injured at a community service work site, the student employee's injuries would fall under HACC's workers' compensation plan and the process would be the same as a regular employee.

Qualifications for Student Employment Federal Work-Study

A student must:

- Demonstrate financial need by completing the Free Application for Federal Student Aid (FAFSA).
- Be enrolled in a minimum of six credits at HACC each term.
- Meet Satisfactory Academic Program (SAP) standards as determined by the Financial Aid Satisfactory Academic Progress policy.
- Have a high school diploma/GED.
- Have a valid Social Security number.
- Be a U.S. citizen or eligible noncitizen.
- Not be in default on a Federal Student Loan.
- Not owe on a Federal Student Grant.
- Comply with Selective Service registration — males only.

Qualifications for Student Employment Program

A student must:

- Have a valid Social Security #.
- Be enrolled at HACC and actively taking a minimum of one credit.
- Be a U.S. citizen, eligible noncitizen, or be an international student with a valid F-1, J-1, or J-2 VISA.

Qualifications for International Students

International students with a valid F-1, J-1, or J-2 VISA may be eligible to work on campus through Student Employment. As of the date of this guidebook, all international students with a valid F-1, J-1, or J-2 VISA have to be approved by the Coordinators of Global Education.

Orientation and Training

To help you become familiar with HACC and our way of doing things, HACC will provide a paid orientation and mandatory training session to be completed within two weeks of your start date.

Work Hours

As a student employee, your supervisor will set your schedule to meet the department's needs. If students work for more than one department, students must make supervisors aware of schedules with other departments, to prevent any hours worked over the maximum allowable amount. There are no exceptions to working over the maximum hours.

Fall, Spring, and Summer Terms

- Students must be enrolled in a minimum of six (6) credits for FWS and one (1) credit for SEP to begin working.
- Students are limited to a maximum of 20 hours per week while classes are in session. • This is regardless of the number of departments in which the student is employed.
- **The TOTAL number of work hours among the departments cannot exceed 20 hours while classes are in session.**
- **Students are limited to a maximum of 28 hours per week while classes are NOT in session.**

IMPORTANT

FWS students who drop below 6 credits may be able to continue work in the SEP, pending approval by their supervisor and the availability of department funds.

Attendance and Punctuality

It is important for you to report to work on time and to avoid unnecessary absences. HACC recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including termination. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can harm the success of HACC. You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or the designated manager. If your absence is unexpected, you should attempt to reach your immediate supervisor as soon as possible.

Inclement Weather

HACC is open for business unless there is a government-declared state of emergency or unless you are advised otherwise by your supervisor. There may be times when we will delay opening, and on rare occasions, we may have to close. Use common sense and your best judgment when traveling to work in inclement weather. Make sure to check your e-mail and sign-up for HACC's alert system, [E2Campus](#).

Workspace

Students should keep in mind that their workspace is important here at HACC. Students are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently.

Personnel Records

HACC must maintain accurate personnel records at all times. You are responsible to update and change your information in myhacc, including any change in name, home address, telephone number, immigration status, or any other pertinent information.

PAY RATE \$9.50/hr, Effective 7/1/22 \$11/hr

Workers Compensation

A student is covered by Workers Compensation if they are injured while on the job, NOT when they are going to class.

Federal Work-Study (FWS) Guidelines

Are student employees allowed to study during their scheduled time off work and get paid for studying provided that their assigned work has been completed before their shift ends? ([Click here to view all FWS Guidelines](#))

Based on the regulations listed below, a student is being paid to **work**. Therefore, if a student has completed his/her assignment(s) before the end of their shift, the supervisor should check with other departments to determine if the student could assist them for the remainder of the student's shift. If no department needs help, then the supervisor is to use their discretion and decide if they will allow the student to study and get paid during the remainder of their shift or not. In addition, if this is a recurring situation with the same student(s), then the supervisor should adjust the student's scheduled work hours to reflect the actual time they need them to work.

Code of Federal Regulations (CFR):

- 34 CFR 675.16 (a)(10) Regardless of who employs the student, the institution is responsible for ensuring that the **student is paid for work performed**.
- 34 CFR 675.16 (a)(11) A student's FWS compensation is earned when **the student performs the work**.
- 34 CFR 675.19(2)(i) The institution shall also establish and maintain program and fiscal records that include a certification that each student has worked and earned the amount being paid. The student's supervisor, an official of the institution or off-campus agency, shall sign the certification. The certification shall include or be supported by, for students paid on an hourly basis, a time record showing the hours each **student worked** in clock time sequence, or total hours worked per day.

Student Employee Responsibilities

Rules of Confidentiality

FERPA ([The Family Educational Rights and Privacy Act of 1974](#)) protects the privacy of student records. FERPA protects students and ensures their educational records are accurate and secure. FERPA applies to institutions that receive federal aid from the Secretary of Education.

If a new or continuing HACC student would like to have their information shared with an outside party (family member or employer, for example) a completed Student Information Release Form must be completed by the student and a notation must be entered into the computer system (Banner).

More information can be found on www.hacc.edu

DO NOT DIVULGE ANY INFORMATION YOU HAVE ACCESS TO OUTSIDE OF YOUR WORK AREA.

Rule 1. Keep it at work. Do not talk about student information to other people except those you work with and then only if it is related to your work.

Rule 2. Be sensitive when sharing information at work. It is sometimes easier than you think to be overheard by other students. Always be mindful and careful about what you say.

Other General Responsibilities

- New student employees will be provided with a Student Employment Guidebook from their supervisor. All student employees must read the guidebook and review it with their supervisor on the first day of employment.
- Students are responsible to complete New Student Employee Training provided by Career Services within 14 days of the hire date.
- Students are recommended to wear Student Employee badges throughout their shift. Once the student's shift has ended, they will turn in their badge to their supervisor or, if the supervisor is not available, the supervisor's designee.
- Students must be prepared to work and understand that their work is an extremely important piece to the success of the College.
- Students must report to work as scheduled. Students must perform their job responsibly and dependably.
- Students must contact their supervisor, or if the supervisor is not available, the supervisor's designee, before the scheduled time off work if the student is unable to work. Failure to notify a supervisor regarding time off may be grounds for termination.
- Students must immediately notify their supervisor of any changes made to their FWS award amount and discuss with their supervisor if any changes will occur.
- Students are required to report their work hours electronically on myHACC. See section "**Submission of Timesheets**" for more information. Students working in off-campus, community service positions must submit paper timesheets to their supervisors and submit timesheets online via myHACC.
- Students are discouraged from having friends or family visit during their work hours.
- Students must contact the Office of Human Resources with any problems related to employment.

Drug-Free Workplace Policy

The Federal Drug-Free Workplace Act became effective on March 18, 1989. It requires that all grantees receiving grants from any federal agency certify to that agency that they will maintain a drug-free workplace or, in the case of a grantee who is an individual, to certify to the agency that the employee will not engage in certain unlawful actions involving controlled substances while conducting grant activities. The statute provides that if an individual is convicted of certain drug-related federal, state, or local offenses, the court may suspend eligibility for federal benefits.

HACC is a recipient of funding from the federal government. All students are required by federal law to abide by this prohibition as a condition of their employment.

Breaks and Lunches

HACC does not have a policy on breaks/rest periods. Since HACC employees do not have a break/rest period requirement, it is not encouraged to require you to follow a break/rest period schedule. Instead, your supervisor will use their discretion for your breaks and lunchtime.

Pennsylvania employers are required to provide **break** periods of at least 30 minutes for minors ages 14 through 17 who **work** five or more consecutive hours. Employers are not required to give **breaks** for employees 18 and over. **Under the Fair Labor Standards Act, any break less than 20 minutes must be paid.**

Computer and Technology Use

Please refer to Shared Governance Policy (SGP) 901, Acceptable Use of Technology Code of Conduct for specifics, but as a general rule communicating the following via electronic email is prohibited:

1. Credit Card Data (Numbers, expiration dates, CVV numbers (3-digit verification number on the back))
2. Banking Account numbers (ABA Numbers)
3. Social Security Information
4. FERPA non-Directory information (Any characteristics that would make a student's identity easily traceable)
5. Personal Health care information

All other requirements that are outlined in the Employee Rights and Responsibilities of HACC form are approved and required to be signed during the onboarding process.

Terminations and Dismissals

Dismissal Guidelines

Supervisor conversation -- As an institution of higher learning, HACC wants its student employees to learn from their mistakes. Thus, the first level of disciplinary action for concerning behaviors by a student employee is typically a conversation between the student employee and the supervisor. Supervisors are encouraged to document this conversation and send the student a follow-up message within two business days, reminding them of the key points of the discussion, including the concerns.

Written Warning #1 -- If a student exhibits performance that is unsatisfactory and the problem is not resolved with an initial conversation, it is required for the supervisor to provide the student with a formal written warning. The written warning must include:

- The nature of the problem.
- The remedy to the problem

Dismissal -- If the student's performance or problematic behavior(s) have not been resolved following the steps above, the student employee can be dismissed.

Involuntary Termination with Notice — Supervisors may terminate a student's job with notice for several reasons. These reasons may include:

- When the student's Federal Work-Study (FWS) maximum has been met. Federal

Regulations state that the College may elect not to help students above their computed financial need. Students who have exhausted their FWS award must be approved by the department that they are employed by to continue working under student employment (SEP) money.

- When the department has used all of its allotted budget funds for SEP employees.

Student Resignation

Student Employees are expected to give 2 weeks' notice to Supervisor and the Student Employment team by emailing studentemployment@hacc.edu

Involuntary Termination without Notice — Supervisors have the right to terminate a student without notice if the student is found to violate College behavioral standards. Some examples of violations include, but are not limited to:

- Disclosure or use of confidential information for any personal reason
- Timecard falsification
- Theft of College property*
- Improper use of College property, computer systems, etc.
- Use of drugs or alcohol during or immediately before the work shift*
- Any forms of sexual harassment governed by the policy Title IX SGP 114*
- Discrimination, physical and verbal abuse, or threatening behavior*
-

Payroll and Timesheets

Submission of Electronic Timesheets

You are required to report hours worked using the electronic web timesheet located on myHACC.

If your electronic timesheet is not available due to a processing delay with the EAPF packet, or you are late in submitting your hours worked and missed the web reporting deadline, or working at an off-campus site, then you **must** submit a paper PR-5 timesheet (see directions below) to your supervisor immediately for approval and submission to the Payroll office.

Instructions for Completing the Electronic Timesheet on myHACC

- Log into myHACC with your HAWKmail prefix.
- Click the Student tab.
- Click on the HACCWeb link to the left.
- Click on the Employee Services tab in HACCWeb.
- Click on Employee Dashboard.
- Click on Enter Time and choose the Pay Period to enter the time
- NOTE: If you work in two (2) different departments, select the correct department before you enter your time.
- Click on the day to enter your worked hours.
- Hours must be typed in with four (4) numbers (i.e. 08:00 am to 09:45 am) Minutes must be in 15-minute intervals (i.e. 01:15 pm to 04:30 pm, **NOT** 01:10 pm to 04:20 pm).
- Click on the proper AM/PM button.
- If doing numerous days click on next day to go to the next day.
- Hit Save when you are done.

- Click on the Timesheet button again, if finished you can exit the screen.
- At the end of the two-week pay period, click on the “Submit for Approval” button.
- Do not submit before, unless you are done working for the 2-week period.
- The first time after you submit for approval, you will have to type in the PIN (MyHACC password) you used to log in to confirm that time is correct.
- You can make changes to your timesheet at any time and from any location. Therefore, if you forget to put the time in when it is time to submit for approval, you can access your timesheet from your home computer.

Manual Timesheet Instructions

Occasionally, it is possible that you may not have access to your electronic web timesheet until the second pay period. When this happens, it is essential that you complete a paper PR-5 timesheet which can be found on the myHACC portal, by contacting your supervisor directly, or by emailing payroll@hacc.edu for assistance.

Submission of Paper Timesheets (PR-5)

- You must submit your timesheet to your supervisor no later than noon the Monday following payday.
- Record the number of hours worked on the timesheet at the end of every shift.
- You should submit their timesheets to their supervisor for approval at the end of every two-week pay cycle.

Falsifying Timesheets

Student employees must accurately report hours worked on timesheets. Supervisors must certify the hours worked are correct. There are laws and regulations regarding fraud in obtaining financial aid. Falsifying of times may result in the following:

- Immediate termination from the FWS program.
- Fines up to \$10,000 and 5 years in jail are potential penalties
- Repayment of aid received
- Permanently barred from receiving further financial aid of any type, reported to the Department of Education for prosecution.

Pay Periods, Checks, and Direct Deposit

Student Employees at HACC are paid on a two-week lag as a part of a bi-weekly pay schedule through Direct Deposit. The **Direct Deposit form** is provided in the **Student employee Packet** and must be completed and returned to Payroll at the time you are hired. Before a paycheck or direct deposit can be issued, the following must occur:

- The appropriate direct deposit documents must be provided to the Payroll office promptly.
- It can take up to two pay cycles for the direct deposit to become active.
- Until the appropriate direct deposit forms are submitted to Payroll, A PAPER CHECK will be mailed directly to you at the most current address on file in your student record.
- It is the student’s responsibility to confirm that HACC has a current address on file in the system. Any checks lost in the mail may be reissued only after a ten-day waiting period has been met.
- If assistance is needed for a damaged, lost, or stolen paycheck, please contact the Payroll office immediately for assistance at payroll@hacc.edu.

What Happens When You Do Not Submit Your Timesheets on Time?

You will not receive a paycheck for that pay period! You will need to wait until the next pay period to submit those hours along with any hours worked in the current pay period. Your previous hours and current hours then will be combined into one paycheck during the following pay cycle.

Frequently Asked Questions

1. When does a student need to be enrolled?

A student must be enrolled in the semester they are working.

Summer

End of the spring semester– 6/30/XX

Fall

7/1/XX- End of the fall semester

Spring

1/1/XX- End of the spring semester

2. What is the summer enrollment requirement for FWS/PHWS?

A student must be enrolled in at least 6 credits in summer at HACC to work until 6/30/XX.

3. What is the summer enrollment requirement for SEP?

A student must be enrolled in at least 1 credit at HACC to work until 6/30/XX.

4. What is the pay rate for all student employees?

The student is paid \$9.50 per hour.

5. How many hours can a student employee work?

A student employee can work up to 20 hours per week while class is in session. When class is not in session (i.e. the week between summer and fall, spring break, the week between spring and summer) a student employee can work up to 28 hours per week.

6. How many credits does a student employee need to be enrolled?

For FWS/ PHWS

A student must be enrolled at HACC in at least 6 credits.

For SEP

A student must be enrolled at HACC in at least 1 credit.

7. Who is eligible for FWS?

- Students must have a current year FAFSA on file
- All Financial Aid requirements must be satisfied
- Students must be making Satisfactory Academic Progress (SAP)
- Enrolled in at least 6 credits at HACC while they are employed
- Students must have Financial Aid approval for FWS before working

8. Who is eligible for PHWS?

- Students must have a current year FAFSA on file.
- All Financial Aid requirements must be satisfied.
- Students must be making Satisfactory Academic Progress (SAP).
- Enrolled in at least 6 credits at HACC while they are employed.
- Students must have Financial Aid approval for PHWS before working.
- Students must be eligible for the PHEAA Grant.

1. What is the difference between FWS (Federal Work-Study) and PHWS (PHEAA Work-Study)?

The difference between the two is the fund source that their pay will be coming. The amount paid is not affected.