



Work Study Student Handbook

June 2018

Purpose of this Handbook

This Handbook is designed to be the primary reference document for Work Study Student Workers and Supervisors. The Handbook will be updated periodically to reflect changes in Institutional policy and changes in the law. However, no provisions in this Handbook are, or should be construed as, an implied or expressed contract or guarantees of employment or contractual obligation of Helena College.

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Contact Us

If you have questions or concerns related to Work Study, contact us. We are located at 1115 North Roberts Street. We welcome walk in visitors Monday through Friday from 8am to 5pm.

Our website at <http://www.helenacollege.edu/financialaid/workstudy.aspx> offers the most current information related to Work Study positions for Helena College students.

Email: Karina.Moulton@HelenaCollege.edu

Phone: (406) 447-6915

Fax: (406) 447-6397

Work Study Program Overview

Work Study is funded through both federal and state programs by the Department of Education, the State of Montana and Helena College. This program provides part-time jobs for Helena College students with significant financial need and is administered by the Scholarship & Work Study Officer and the Financial Aid Office, in accordance with the law, federal regulations, and instructions from the United States Department of Education.

Many students must work to earn money to pay for their educational expenses. Students also work to improve their skillsets, test their academic and future employment interests, and gain pre-professional experience. Participating in the Work Study program can be beneficial for students in the following ways:

- Help pay for education and other related expenses;
- Encourage community service and work related to a student's field of study;
- Gain valuable work experience and build relationships in on- and off-campus communities;
- Improve time management, communication, organizational and budgeting skills;
- Help to further develop a student's resume and professional experiences;
- Reference or recommendation for future employment; and
- Connect and contribute to College operations, student life, and campus and local community.

Work Study Eligibility

Requirements

In order to be eligible for a Work Study award, students must:

- Submit the Free Application for Federal Student Aid ([FAFSA](https://fafsa.ed.gov/)) <https://fafsa.ed.gov/>;
- Meet ALL institutional financial aid application and document deadlines;
- Demonstrate significant financial need as determined by the federal government and the Financial Aid Office;
- Meet all federal financial aid eligibility regulations as required by the Department of Education and Helena College;
- Receive confirmation of an approved Federal or State Work Study award by the Financial Aid Office;
- Be enrolled in at least 6 credits in a degree-seeking program;
- Maintain Satisfactory Academic Progress (SAP) standards as required by the Department of Education and Helena College;
- Not have defaulted on or owe a repayment to any federal aid program received for study at Helena College or any another institution; and
- Complete all employment authorization forms, identification and tax documents as required by the Human Resources Department, *prior to first day of work*.

Terms of Student Employment

As an hourly student employee,

- You are employed on an “at will” basis, which means that your employment can be terminated by you, or your employer, at any time, without notice or cause;
- You will receive an hourly wage and will be paid for each hour you work;
- You do not accrue leave time benefits such as sick, vacation, jury duty, holiday, or inclement weather pay;
- You are paid on a bi-monthly basis on the dates designated on the College’s payroll calendar, which can be viewed at <http://www.helenacollege.edu/hr/forms.aspx>;
- You have the option to sign up for direct deposit or be paid via paper check; and
- You have an employment record at Helena College University of Montana.

Responsibilities

The role of the student is vital to the success of the Work Study program at Helena College. It is important for students to treat this as a “real” job and perform their job duties, projects and assignments in a serious, responsible and professional manner, as they are both a representative and an employee of Helena College.

The STUDENT has RESPONSIBILITIES to:

- Ensure that you remain at least half-time enrollment status;
- Meet all application deadlines and submit all financial aid required documents with respect to Work Study eligibility;
- Document your identity and authorization to work in the United States by completing an I-9 Employment Verification form prior to your first day of employment;
- Refrain from scheduling Work Study hours during any scheduled class time. According to Federal Regulations, students CANNOT be paid for hours worked during scheduled class time;
- Create a manageable and flexible work schedule (with the supervisor) based on academic course load and other college commitments;
- Report to Work Study job as scheduled;
- Meet all job expectations and perform all duties as indicated by the supervisor;
- Notify supervisor immediately of anticipated absences or tardiness as early in the workday as possible; confirm with the supervisor the preferred form(s) of communication for such notifications;
- Limit work schedules to no more than 20 hours per week during the semester(s), 29 hours per week during scheduled breaks (with approval from the Scholarship & Work Study Officer and supervisor);
- Follow all procedures and policies as instructed by the Scholarship & Work Study Officer (in this handbook and through all other correspondence);
- Strictly abide by all College, state and federal privacy FERPA (Family Educational Rights and Privacy Act) regulations and policies;
- Strive to abide by all College and Work Study employment policies and procedures as outlined in this handbook;
- Act in a manner which displays the utmost confidentiality and respect of others;

- Demonstrate professional and courteous behavior at all times, as a representative of Helena College;
- Dress appropriately for the job (at the discretion of the hiring department); be sure to confirm preferred work attire with your supervisor PRIOR to working;
- Refrain from conducting personal/academic matters during work (i.e. No internet or cell phone use or excessive socializing at any time);
- Monitor college email account regularly for correspondence from both the Financial Aid and Human Resource Offices;
- Accurately track hours worked and submit a timesheet prior to your employer's deadline for each pay period;
- Monitor your wages to ensure that you are not exceeding your Work Study award amount;
- Notify your supervisors if you are employed in more than one position at Helena College;
- Discuss any work-related issues with your supervisor and/or the Scholarship & Work Study Officer.

Your Rights

As an hourly student employee at Helena College, you have the right to:

- Be treated respectfully;
- Have a safe, professional working environment;
- Fully understand your duties, responsibilities, and job expectations;
- Receive adequate training pertaining to your position;
- Be paid bi-monthly and on time, in accordance with the College's payroll calendar, which can be viewed at <http://www.helenacollege.edu/hr/forms.aspx>;
- Discuss questions or concerns with your supervisors and/or the Scholarship & Work Study Officer;
- Resign from a position at any time for any (or no) reason, with (where possible) advance notice to your supervisor;
- Notify the Scholarship & Work Study Officer or Human Resources of any work-related problems that cannot be resolved with your supervisor.

If You Have Questions or Need Help

- Contact the Scholarship & Work Study Officer at (406) 447-6915 regarding work-related concerns.
- Contact the Human Resources Director at (406) 447-6924 to discuss any concerns or file a grievance related to unlawful discrimination or harassment.
- Contact the Title IX Coordinator to discuss any concerns or file a grievance related to sexual misconduct or sex discrimination.

Job Search & Responsibilities

The Work Study Program provides students flexibility and responsibility. The Scholarship & Work Study Officer does not provide job placement for students, thus jobs are not guaranteed for any student who is eligible for a Work Study award.

Helena College operates its Work Study Program in a “free market” environment, which means that the College does not assign you to a specific job. You are free to apply to any open position. The job search process allows for open communication between the student and supervisor and encourages students to contact only those departments and/or supervisors of jobs of interest. If a student has trouble finding a job or has not received responses from one or more supervisors after several attempts by email or phone, he/she should contact the Scholarship & Work Study Officer for assistance.

Although many employers post vacancies on the Work Study Positions webpage throughout the academic year, most job openings are posted at the start of the school year in July and August. Don't wait! Begin applying to positions early.

We recommend that you apply for several positions. The more positions you apply to the better your chances are of obtaining a job. Applying to just one position and waiting to hear back before applying to additional openings is ***not*** a good strategy.

If you do not hear back from an employer, follow up no more than a week or two later to reinforce your interest in the position and inquire about the status of your application.

Job Information

There are several types of Work Study jobs available, both on- and off-campus. Off-campus jobs are associated with local non-profit organizations, community service and/or public agencies where the work performed is in the public interest.

Community Service Jobs

Students can earn their award by working with an approved local, off-campus community agency. Community service jobs contribute to improving the quality of life for both the local community and its residents, particularly low-income individuals, or to solve particular problems related to their needs. These jobs also provide the student with valuable work experience in their desired field of study, the opportunity to network and build relationships in the community both

professionally and personally. Community service opportunities may include, but are not limited to, work in the following areas:

- Literacy training (tutorial services, educational support);
- Mentoring/tutoring (in high schools; assist with academic & cultural enrichment, college and career awareness, personal wellness), supporting educational and recreational activities, and counseling, including career counseling;
- Social, educational, welfare and recreational services to young children and adolescents (day, afternoon or weekend programs, camps, etc.);
- Early learning services and community awareness programs for parents (communications, program development, community planning);
- Support services to enrolled students with disabilities;
- Environmental, housing and neighborhood improvement projects; public safety, crime prevention and control initiatives; rural development and community improvement (planning, construction, fund raising, maintenance, etc.);
- Childcare (prepare children for school while mothers receive job training).

Need Resume Assistance?

Many vacancy announcements require that you submit your resume along with your application. Both Career Services and the Scholarship & Work Study Officer can help you perfect your resume. The Career Services Representative can be reached via email at Greg.Thompson@HelenaCollege.edu, and by phone at (406) 447-6938, or by making an appointment through your Starfish account. The Scholarship & Work Study Officer can be reached at (406) 447-6915, via email at Karina.Moulton@HelenaCollege.edu, or by scheduling an appointment through your Starfish account.

Interview Preparation Tips

There are many ways to prepare for job interviews so that you can best showcase the skills and traits that may not come across on a paper resume. Here are some tips:

- Learn as much as you can about the employer's organization/department in advance.
- Practice answering interview questions with a friend to prepare your answers and any specific examples of your applicable skills/experiences.
- Dress appropriately. For many part-time jobs, it is not necessary to wear a suit to the interview. However, you should look professional and wear neat and clean business dress or business casual. Avoid wearing jeans.

- Bring two or three paper copies of your resume, as well as a pen and a note pad.
- Bring questions. Remember, an interview is an opportunity to find out if the job is a good fit for you. Ask the interviewer what s/he enjoys about working there and/or what skills would make an ideal candidate. Asking the right questions will provide you with more information about your potential employer as well as demonstrate your interest.
- Be 10-15 minutes early if possible.
- Cell phones should be turned off, not just set on vibrate or silent.

Students are Responsible For

- **Searching for AND securing a Work Study job!** Jobs are limited and fill quickly! Start searching EARLY! New jobs may be posted throughout the year depending on need;
- **Securing Work Study employment;**
- **Monitoring Helena College email account** for important correspondences from the Financial Aid Office and/or the Scholarship & Work Study Officer or Human Resources Department;
- **Submitting required employment forms** by the set deadlines;
- **Following all hiring procedures and job duties** (as instructed by the hiring supervisor, the Scholarship & Work Study Officer, the Human Resources Office, and this handbook);
- Notifying the Scholarship & Work Study Officer immediately if he/she experiences dissatisfaction or are uncomfortable in the job. Students have the right to end or change Work Study employment at any time, but should properly notify the appropriate college personnel (see section, **Changes to Employment**).

Securing a Job & Getting Hired

1. Check with the Financial Aid Office and/or the Scholarship & Work Study Officer for Work Study eligibility;
2. Search for jobs on the [Work Study Positions](http://www.helenacollege.edu/financialaid/workstudy.aspx) (<http://www.helenacollege.edu/financialaid/workstudy.aspx>) page of the Helena College Website;
3. Complete the Work Study Application;
 - a. Students *returning to a previous job* **DO NOT** have to complete this again, but are required to confirm (email, phone, and in person) with previous supervisor

that he/she can return to the job. The student must verify continued eligibility with the Financial Aid Office, and then complete a new hire card *prior* to working.

4. Select job(s) of interest;
5. Submit applications, cover letter, resume, and course schedules for each position to the supervisor(s) of that department via email, fax or in person, expressing interest in the job. Supervisors may contact students by phone or Helena College email to set up interviews. Students are expected to respond promptly to supervisors regarding job inquiries or decisions regarding requests for hiring. The job search, interview and hiring processes may take time and can be competitive; patience and persistence is recommended;
6. When the student and supervisor agree upon an employment arrangement, the supervisor will notify the Scholarship & Work Study Officer, who will then draft a hire card. It is the student's responsibility to schedule an appointment via Starfish with the Scholarship & Work Study Officer to complete hire paperwork. **IMPORTANT NOTE: Students MUST NOT begin work until they have completed the required hire forms with Human Resources/ Scholarship & Work Study Officer.**

How to Confirm Your Work Study Award

If you want to confirm the amount of your Work Study award, you can login to your MyHC account, and then select "Financial Aid", then select "My Award Information", then "Award by Aid Year". The financial aid award information webpage will display either your Federal or State Work Study award. If you have questions about your financial aid package, or the amount of your Work Study award, you should contact the Scholarship and Work Study Officer or Financial Aid Office.

Declining Work Study Awards

It is strongly recommended that students who cease employment through the Work Study program notify the Financial Aid Office to decline their awards to provide opportunities for other students interested in the program. The Scholarship & Work Study Officer needs to be notified in order to terminate employment with the Human Resources Office.

Award Cancellations

Awards may be cancelled/adjusted due to ineligibility because of a receipt of outside agency scholarship or grant award that create an over-award of need-based funding. Awards may also be cancelled if a student is not meeting Satisfactory Academic Progress (SAP) requirements. Student grades will be evaluated at midterms and the end of each semester, if the student has less

than satisfactory grades, including D's and F's in the majority of the student's courses, the student's employment may be suspended at the discretion of the supervisor. The employment suspension is to allow the student to focus more on their studies. It is also the supervisor's discretion if the student return to the position on any given basis.

It is an institution policy that students be enrolled in a minimum of six credits during each semester. If a student drops below six credits during the semester, they must contact the Financial Aid Office immediately. Continuation of their Work Study position is determined on a case-by-case basis depending on the circumstances and timing of the drop.

Previous Year Awards

The receipt of an award and/or Work Study earnings in a previous year(s) **does not guarantee** a future Work Study award. All awards are annual and based on both a student's financial need, student's ability to meet all financial aid deadlines, and the availability of funding, as well as prior work performance. **The student is not to work until the hire card and other necessary paperwork is completed with the Scholarship & Work Study Officer at the start of each academic year.**

Employment Authorization

Students must complete employment authorization forms with the Scholarship & Work Study Officer or the Human Resources Office **PRIOR** to beginning work and by the stated hiring deadline(s). If students begin work without having these completed forms and an approved Work Study award, their job status and pay may be subject to delay, denial and/or charged to the supervisor's department, at the discretion of the Scholarship & Work Study Officer and/or the Human Resources Office.

Changing or Quitting Jobs

After accepting a job or after beginning work, a student is expected to assume the responsibilities associated with their job and role as a Work Study employee, as instructed by the supervisor and as outlined in this handbook, for the assigned semester or year. If the student is considering one of these options it is strongly recommended that, the student discusses the situation with his/her direct supervisor and/or with the Scholarship & Work Study Officer to reach a resolution. If it is determined the student will cease employment, the student must notify the Scholarship & Work Study Officer immediately.

Changes to Current Employment

1. Provide the supervisor **AND** the Scholarship & Work Study Officer with **written notice of at least two weeks** (if possible) before ending employment. Exceptions may be made if notice of less than two weeks is provided, but at the discretion of the supervisor and Scholarship & Work Study Officer. The Scholarship & Work Study Officer, in conjunction with the student and supervisor, will process Job changes on a case-by-case

basis. The Scholarship & Work Study Officer will update employment records ONLY after written notification is received from the student **AND** from the appropriate supervisor(s);

2. Students should start a new job search if they would like to continue earning their Work Study award (if eligible) and can refer to the section, **JOB SEARCH & RESPONSIBILITIES** for more details. Students cannot begin the new job until the Scholarship & Work Study Officer has processed the employment records for both the previous and new job.

For additional assistance with changing jobs, contact the Scholarship & Work Study Officer.

Returning to a Previous Job

It is strongly recommended that students and supervisors discuss and confirm with the Scholarship & Work Study Officer *prior* to the next semester/academic year. Students and supervisors can decide together if the existing employment arrangement will work for the next semester/year or if the student must search for a new Work Study job.

Supervisors will complete the hiring process with the Scholarship & Work Study Officer in mid-June for students returning to the same jobs for the following fall. Even though some students return to the same jobs and may have similar schedules in the following year, they are *not* permitted to begin work in the next academic year until they have received confirmation of their eligibility and have completed the necessary hire forms for the new academic year.

Working Multiple Jobs

Students may work more than one job throughout the academic year, as long as the maximum number of hours between all positions is no more than 20 hours per week. A hire card must be completed for each position. A timesheet must be submitted for each position.

Between all positions, students may not work more than 8 hours per day. It is best if the student provides hours worked for each job to the other supervisor(s).

Before You Start to Work at Helena College

Congratulations! You got a job! The information below explains what you need to do next to get started in your new position at Helena College or at an approved off-campus location. Some requirements ***must be completed before your first day of work***. To learn more about these requirements and obtain the forms you will need, schedule an appointment through your Starfish account with the Scholarship & Work Study Officer.

Before your first day of work

- I-9 form (to verify your identity and employment eligibility)
- Hire form

As soon as possible

- Federal tax withholding elections (W-4 form)
- Sign up for direct deposit of your paycheck (strongly recommended)

Payment for Your Work Study Employment

Your Work Study award is *an amount you can work towards*, which means you do not receive the money upfront all at once. How much you receive of your Work Study award is based on the number of hours you work and your hourly wage. Your Work Study award is the maximum amount of your gross earnings that can be subsidized by the Work Study program during the academic year or term that you are enrolled and eligible for funding.

Paychecks for hours worked by Work Study eligible students are processed on a bi-monthly basis on the schedule published in the College's payroll calendar, which can be viewed at <http://www.helenacollege.edu/hr/forms.aspx>. Your net earnings will be paid directly to you either via check, or (if you signed up) via direct deposit. You may spend this money to meet any costs associated with your higher education, such as outstanding charges on your student billing account, laundry, personal expenses, books, supplies, travel to/from home – it's your choice!

If you need help budgeting your college expenses or have questions about how your Work Study earnings should be used, contact your Financial Aid Office.

Your Work Study Award Maximum

After you find a job and start working, you must keep track of your earnings toward your Work Study award balance as you work.

Your Work Study award maximum is the total cumulative amount of your gross earnings that can receive a Work Study subsidy. You should record the hours that you work each pay period. Your employer will pay you for the hours that you work, at the wage rate agreed upon. When your cumulative total earnings equal your Work Study award maximum your employment must end. *You should talk to your employer to find out whether you will be able to continue to work for that employer after you earn your Work Study award.*

If you do not earn the entire amount of your Work Study award in the fall term, and you will be enrolled in the spring term, then any unearned amount of your fall term Work Study award automatically carries forward to be used during the spring term. However, if you have not earned the entire amount of your academic year Work Study award by the end of the spring term then

any remaining unearned amount does *not* carry-forward to the next academic year and you would not receive payment (in a lump sum or otherwise) for any remaining unearned amounts.

Summer Work Study awards are on a case-by-case basis and varies depending on available funding and student's enrollment for current or future terms. Contact the Scholarship & Work Study Officer to determine summer eligibility.

Wages

Students are paid an hourly rate of the Montana state minimum wage unless otherwise approved by the Scholarship & Work Study Officer and the Financial Aid Office. Wage rates vary for any Work Study job. Off-campus positions will start at \$.25 per hour higher than on-campus positions to offset transportation costs. Any student who has worked in one position for a full academic year will receive a \$.25 raise at the beginning of the second year.

Policies on Working Hours

Meeting employment responsibilities is important, but academic studies should always be a first priority for Helena College students.

Class Time

You are not permitted to work during scheduled class times. Exceptions can be made if a class is cancelled. In this instance, you must provide documentation of the cancellation, which should be attached to the corresponding time sheet.

Maximum Hours

Students are allowed to work a maximum of 20 hours per week while school is in session, and no more than 29 hours per week during breaks and vacations.

In order for students to be eligible to work during the summer term, they must be registered for the upcoming fall semester, and must notify the Scholarship & Work Study Officer to approve their summer Work Study award. During the summer semester, if students are taking classes they are limited to 20 hours per week. If they are not taking courses, they are then able to work up to 29 hours per week.

Multiple Jobs

If you have more than one job at Helena College, you must notify all of your employing departments that you have more than one job at the College. You must work with your supervisors to coordinate your schedule in advance. You must follow your employer's instructions on how to record on time sheets the hours that you work in each department. You must stay within the maximum working hours between all jobs.

Overtime

Work Study students are not permitted to work overtime.

Work Study Payroll

Work Schedules

Students should set up a work schedule with their supervisor at the time of hire and are expected to follow it. It is very important for students to discuss class schedules, academics, personal, medical, and other responsibilities, commitments and extracurricular activities with the supervisor **prior** to accepting a job and creating a work schedule. The supervisor should be aware of the student's availability for the semester and year, when possible. Students are expected to contact the supervisor when there are scheduling conflicts or issues (tardiness, absences, academic/other responsibilities, emergencies, etc.).

Pay Only for Time Worked

As an hourly student employee, you will be paid only for actual *time worked*.

- **Exception for Paid Rest Periods:** However, if you work at least four hours, but less than eight hours per day, you are entitled to one paid fifteen-minute rest period for the “shift”. If you work eight hours per day, you are entitled to take two paid fifteen-minute rest periods and are required to take one *unpaid* thirty minute lunch period. A department may choose to combine the unpaid thirty minute lunch period with the paid 15-minute rest periods to create a full one-hour lunch break—thirty minute unpaid and thirty minute paid. You may not skip meal or rest periods in order to shorten the workday. In addition, you may *not* work more than 8 hours per day.
- **Not Eligible for Sick or Vacation Leave:** As an hourly student employee, you are not eligible for paid sick or vacation leave. You can only be paid for actual *time worked*. If you are sick, you should not work. You should contact your supervisor to report that illness prevents you from coming to work as scheduled and talk to your supervisor to find out if it is possible to schedule other hours to make up the missed time.
- **Not Eligible for Jury Duty, Holiday, or Inclement Weather Pay:** As an hourly student employee, you are not eligible to receive pay for a day not worked due to jury duty, a holiday not worked, or inclement weather pay. You can only be paid for actual *time worked*. You are not allowed to work on days when the college is closed.

Holidays

The College community enjoys many holidays, however when they fall on a regular business day Work Study students are considered temporary employees and will not receive payment for any holiday when the College is closed and classes are not in session. Hours may be made up the

week prior/following or the week of the closure (with approval from the Scholarship & Work Study Officer or supervisor).

Date Observed	Holiday
Monday, September 3, 2018	Labor Day
Monday, November 12, 2018	Veterans Day Observed
Thursday, November 22, 2018	Thanksgiving
Friday, November 23, 2018	Columbus Exchange
Tuesday, December 25, 2018	Christmas
Tuesday, January 1, 2019	New Year's Day
Monday, January 21, 2019	Martin Luther King Day
Monday, February 18, 2019	Presidents Day
Monday, May 27, 2019	Memorial Day
Thursday, July 4, 2019	Independence day

Work Study earnings must not exceed an annual award. It is suggested that students plan to earn half of an award per semester, during the hours that are most convenient for academic, employment and personal commitments. The number of hours a student can work will vary, depending on their eligibility, schedule and the demands of the department in which they work. For most on-campus jobs, the College's hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, but may vary by department and/or event schedules. Weekend hours may be available in select departments.

Managing Hours

Students **MUST** earn only the amount of their total award. Students who work hours in excess of their award (without proper approval and/or eligibility) will not be paid from Work Study funding. These students may choose to consult with their supervisor regarding continuing employment with pay from the department in which they work. Students and supervisors will receive a set of two email notices to help manage hours:

Work Study Hours' Notice 1	Earnings are <i>within \$500-\$900</i> of maximum award
Work Study Hours FINAL Notice 2	Earnings are <i>within \$50-\$250</i> of maximum award OR earnings have reached or exceeded the maximum award. Students MUST stop working IMMEDIATELY.

It is strongly recommended that students manage their hours as carefully as possible as **NOT** to work hours in excess of their total award.

PLEASE NOTE: The week in which students are submitting hours **does NOT** include the **previous** pay period's hours that students may have already submitted for approval. Payroll processing is one pay period behind in the system, so it is important that when managing hours, students be sure to add hours worked in the pay period prior. Students can use this formula to calculate hours for the standard Work Study award of \$3,000.

Annual Work Study award/divide by the anticipated hourly wage rate

_____ = Total hours of work

Total hours of work/divide by the number of weeks in the academic year (approximately 15 weeks per semester)

_____ = Average number of hours to work per week

Example: \$3,000/\$8.50 hourly rate = 352.94 hours

353/~30 weeks per year = **~11.75 hours per week**

Students may also contact the Scholarship & Work Study Officer with award and earning inquiries.

Paychecks

Payment for Work Study earnings **may be DELAYED** (or denied) when a:

1. Time sheet is submitted **late**, either by the student or by the supervisor;
2. Time sheet is submitted for **multiple weeks** in one submission from the student and/or from the supervisor;
3. Time sheet is **incomplete or inaccurate** upon submission;
4. Time sheet is submitted for a student who has **NOT** been officially hired through the Work Study program;

5. Time sheet is submitted for a student who has **earned monies in excess** of an approved Work Study award.

Direct Deposit & Money Management

The College offers direct deposit services for Work Study earnings. It is **strongly recommended** that students sign up for this service. Any student interested in having their paycheck automatically deposited into a checking and/or savings account may do so. Students can contact the Human Resources Office at 406-447-6924 to set up direct deposit.

The first paycheck for every student, regardless of whether or not they sign up for direct deposit will be a paper check.

Paper checks will be mailed to the student's address on file with the Human Resources Office. Students will receive an email from the Payroll Specialist stating they can pick up paychecks by a certain date. After that date, the checks will be mailed.

How to View Your Pay Stubs

We strongly encourage you to keep track of the hours you work and verify that your paychecks are correct. Your total hours worked multiplied by your hourly wage rate should equal the "gross" amount shown on your pay stubs for each pay date. Pay stubs and other payroll information are always available for you to view through Cyberbear, regardless of whether you have elected to have your checks directly deposited into your bank account or you receive paper checks.

You are able to view you pay stubs in Cyberbear by:

- Go to <http://cyberbear.umt.edu/>
- Select Login to Cyberbear
- Select "What is my NetID?" under the NetID box (this is not your HCS#)
- Enter your last name and date of birth to retrieve your NetID
- Go back to the Cyberbear login page and select "I don't know my password!" to reset your password so you can login.

Are There Problems with Your Pay Check?

You should immediately report any problems with your paycheck to your supervisor and the Human Resources Payroll Specialist.

Please don't hesitate to contact the Financial Aid Office if additional assistance is needed. The Scholarship & Work Study Officer will work directly with you and your department to quickly resolve any payment problems.

Your W-2 Document

Internal Revenue Service (IRS) regulations require that employers must annually provide their employees with a calendar year record of their payroll information. A W-2 is the document that meets that requirement by reporting your total earnings and the amount of federal, state, and other taxes that were deducted from your paychecks for each calendar year. You need a W-2 form to prepare your tax returns.

Helena College will mail you a hard copy of your W-2 on or before January 31. It will include payroll information from the previous year through December 31. The W-2 will be sent to your *permanent* address of record in the College's student information system, so it is important that your permanent address is up-to-date in your MyHC account.

If you are actively working on campus, you will be able to view your W-2 through Cyberbear.

Completing Time Sheets

Time Management

Students can access time cards through the [Human Resources](http://www.helenacollege.edu/hr/forms.aspx) forms webpage (<http://www.helenacollege.edu/hr/forms.aspx>). Time sheets should be completed electronically, to the nearest 15-minute increment, and submitted with handwritten signatures.

Falsification of hours on a time sheet is a serious offense. If you falsify hours you will face immediate termination from your job and you may face student conduct disciplinary action.

Calendars showing paydays and when time sheets are due, as well as school closures can be found on the [Human Resources](http://www.helenacollege.edu/hr/forms.aspx) page (<http://www.helenacollege.edu/hr/forms.aspx>).

It is the student's responsibility to turn time cards in on time with the appropriate signatures to the Human Resources Office.

Time cards are due on the **1st and 18th** of every month, unless those days fall on a weekend.

Only report one pay-period per time sheet. Pay periods run the 2nd to the 18th and the 19th to the 1st each month. **Do not** complete your timesheet ahead of time; ensure no holidays show hours worked. Round to the nearest 15-minute increments.

Time sheets must be submitted with the student's supervisor signature. The supervisor must approve the time sheet for accuracy prior to the student submitting it to the Human Resources Department.

Submitting a Late Time Sheet

Ensure the correct dates are listed on the time sheet and turn into the Human Resources Office. Notify the Human Resources Office that the time sheet is for a past pay period.

Only report one pay-period per time sheet.

Training

In order to create more well-rounded employees, Work Study students will be required to complete mandatory online trainings. Depending upon the position in which the student is employed they will be required to do two to three online trainings, including FERPA (Family Educational Rights and Privacy Act), Customer Service Overview, and General Ethics in the Workplace. Once the student completes mandatory hire paperwork, the Scholarship & Work Study Officer will send an email notifying students about the trainings. The Human Resources Department will send the student the mandatory trainings from SafeColleges. The student will have 30 days to complete the assignments. The students can include the time it takes to complete the trainings on their time sheets, as long as they do not go over their weekly hours. If supervisors approve, the students can complete their trainings during scheduled work times.

Student Performance Evaluations

Performance evaluations can serve as an important learning tool to assist you in further developing your skills by highlighting your strengths and constructively identifying areas for improvement. The performance review process can serve as a foundation that allows you and your supervisor to discuss your contributions toward the achievement of departmental and College goals and objectives, clarify expectations, and give and receive feedback. Positive performance reviews can help your supervisor act as a reference for you in the future. Talk with your supervisor about it.

For new student employees, the performance evaluations must be completed after the student has been employed for 4 weeks. For current employees and those new employees whom have had a 4-week evaluation, will continue to have performance evaluations at the end of each semester. If for some reason, a student ceases employment prior to this time the supervisor must complete a performance evaluation at the time of termination/departure. The performance evaluations will be kept in the student's file in the Human Resources Department. Evaluations are located in the appendix of this document for student workers to review and understand what aspects they will be evaluated on.

Employment Verifications & References

Requests to verify past or present employment at Helena College for Work Study employees should be directed to the Human Resources Office. Requests must include authorization for you for the release of this information. Without signed consent from you, the Human Resources Office will not release any information about your employment history with Helena College.

Supervisors of students are permitted to complete character references on request. If you want to provide a reference to a potential employer that includes details about your performance in a Work Study job at Helena College, ask your supervisor to act as, or write a letter of reference for you.

Helena College Employment Policies and Procedures

Absence & Punctuality

If a student is unable to attend the Work Study job because of illness or other personal problems/scheduling conflicts, he/she must contact the supervisor as soon as possible. It is strongly recommended that supervisors be notified every time a student anticipates an absence or anticipates arriving to work later than scheduled. Frequent absences and tardiness are justifiable causes for ending Work Study employment.

Emergencies do arise, but frequent absences, or lateness, as well as failure to give proper notice of absence(s) decreases the value of the student's role as a Work Study student and his/her services to the College and may result in dismissal from employment. A student's failure to report to their job without notice is grounds for dismissal on the basis of voluntary termination.

Affirmative Action

Helena College provides equal employment opportunities to applicants and employees without regard to race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation, or political beliefs.

Each employee (student, faculty, or staff) must be careful to avoid remarks that could be interpreted as racial, religious, ethnic, gender-related, or personal insults. We can neither condone nor tolerate disrespect for personal dignity. If you believe that you have been discriminated against in employment, please contact the Human Resources Office at 406-447-6924.

Attire & Workplace Etiquette

There is no formal dress code for Work Study employees; however, student employees are expected to dress in a fashion that is appropriate to their particular job on-or off-campus as they are a **representative of Helena College at all times**. Jeans can be worn (if approved by the supervisor), but in good taste for the environment in which they are working.

Students are expected to be professional, courteous and respectful in their interactions with students, staff, faculty, and the community. In certain areas, dress precautions must be taken for health and safety reasons and supervisors in those work areas will instruct students. A student's clothing must be clean and in good repair. Individual supervisors may establish a dress code for their department and students will be notified of such attire accordingly.

Students will not be permitted to wear provocative clothing, clothing bearing offensive language or advertising alcohol, cigarettes, illegal substances or events, or clothing that exposes their midriff or upper thigh areas. A student must also exercise good personal hygiene habits.

Homework, reading and other personal work are not permitted unless a supervisor authorizes these activities. Telephones, computers and other college resources are for business use only (with the exception of any medical/family emergency) and are not to be used for personal reasons without supervisor approval. Cell phones, computers with internet access (college and personal laptops), video games and other electronic devices not related to the Work Study job duties are not to be used during work hours.

Confidentiality

The College expects its employees (including Work Study students) to be the most prudent in discussing ANY college business with others. Most, if not all work within Helena College may be regarded as confidential, and it is in the best interest of the College and its employees if that work is not discussed indiscriminately with others who are not directly involved. Confidential college matters should **not** be the subject of casual conversation at ANY time. Matters concerning college finances, student/faculty/staff information, and other such private or personal subjects should be held in the strictest confidence. Disregard for confidentiality can (and most often will) result in disciplinary action by the Scholarship & Work Study Officer and college personnel, which may include suspension and/or termination.

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that ensures the confidentiality of student records. Student employees of Helena College are required to become familiar with the basic provisions of FERPA and acknowledge their understanding of its terms by signing the College FERPA form (prior to working). This will ensure students' awareness of FERPA and its consequences of violating the terms while a College and Work Study employee. FERPA violations may result in disciplinary action including, but not limited to, suspension and/or termination from a Work Study job permanently for a student's career at Helena College.

Students must NOT, under any circumstances, release student information to anyone other than the student, unless:

- Your Work Study job, Work Study supervisor and/or college personnel permits;
 - Including Admissions, Registrar, Financial Aid, Business Office, Disability Services, etc.
- The student has provided a written statement giving permission for the College (Work Study student) to discuss their file/information with a separate party.

Work Study students must refer all requests for information regarding a student to other available college staff, faculty or Work Study supervisor directly; this will ensure that student employees are not at risk of violating FERPA. This does not include positions in the Financial Aid Office or the Business Office, as these Work Studies are there to serve the students.

Students also must avoid acquiring student information that he/she is not required to possess and must NOT exchange student information that he/she has learned while in the Work Study job. An example of disclosing student information and violating FERPA would be any of the following:

- Informing a student/parent/friend/college employee of another student's class schedule;
- Information a student/parent/friend/college employee of another student's phone number, email/home/campus address, date of birth;
- Informing a student/parent/friend/college employee of another student's personal information.

Any of these (as indicated by the Scholarship & Work Study Officer or college personnel) are violations of FERPA and will result in disciplinary action and/or termination from a Work Study job. Any information Work Study students obtain during their employment must remain in the appropriate department/office. For more information on the U.S. Department of Education FERPA laws and guidance, click [HERE](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

Conflict of Interest

No administrative officer/employee or student employee may accept, for private use, directly or through a member of his/her immediate family or otherwise, any gratuitous payment, loan, service, or accommodation of value from any other party doing or seeking to do business with Helena College. Accepting entertainment, travel or gifts of a character that reasonably might be deemed by others to affect the judgment or action of the officer or student employee in the performance of his/her employment duties with Helena College would also contravene this policy.

Human Resources

If there are questions about any Helena College Employee policies and procedures in this handbook, contact the Human Resources Office at 406-447-6924.

Injury & Accident

If a student is injured or has an accident while performing their duties as a Work Study student, the student must immediately notify the supervisor. The supervisor should immediately contact the Financial Aid Office and the Human Resources Office for further instructions.

Satisfactory Academic Progress (SAP)

For students to receive and maintain their Work Study award and other financial aid regulations require that they maintain Satisfactory Academic Progress (SAP) towards a degree. Students can view the definition, academic standards, and the entire **Satisfactory Academic Progress** policy [HERE](http://www.helenacollege.edu/financialaid/policy_docs/SAP%20Policy%20Updated%20for%20Helena%20College.pdf) (www.helenacollege.edu/financialaid/policy_docs/SAP%20Policy%20Updated%20for%20Helena%20College.pdf).