

# Campus Employment

## Frequently Asked Questions for Supervisors

### **What is Campus Employment?**

Campus Employment is an employment opportunity available to students on or off campus. Students record the hours they work on Web Advisor, and are paid twice each month.

### **Who is eligible for these campus jobs?**

Preference in the hiring process is given to students who are awarded Federal Work Study in their financial aid package. If you would like to hire a student and they are not FWS eligible, check with your department chair to see if you can pay them from non-federal work study funds.

### **How do supervisors inform the Office of Financial Aid what student positions are available?**

Supervisors can post any open positions on College Central Network. If you have never Posted a position and do not have an account with CCN, contact Chris Shaffer in the Office of Financial Aid at X6019 and she will forward the instructions to you. The Instructions are also available on the W&J Faculty & Staff wiki.

### **Why does each position need an official Job Title/Job Description?**

Federal regulations require that every campus job have a Job Title and Job Description. Once a Job Description has been given to the Office of Financial Aid, it does not need to be resubmitted each year unless there are changes to it. If a new position is created, a Job Title and Job Description must be sent to the Office of Financial Aid.

#### Example of Job Title and Job Description

*Job Title* Student Office Assistant

*Job Description* Student will be responsible for answering phones, computer Data entry, filing, picking up and sorting mail, and other duties as assigned.

*Special Qualifications* Student should know how to use Microsoft Word and Colleague, as well as have excellent phone etiquette.

### **How do I know what account number to use on each student's timesheet?**

Each department/office should have an approved budget for paying student help with an account number. If you cannot find this number, please contact your department chair. It is each Supervisor's responsibility to ensure that wages students earn do not exceed their department's approved budget.

**What are the pay rates?**

Standard pay rate is \$7.25/hr.  
Special Skills rate is \$8.00/hr.  
Special hours/shift rate is \$8.00/hr.  
Reading mentor rate is \$8.00/hr.  
Student Supervisor rate is \$8.40/hr.  
Annual Fund and Phonathon- Varied rates

**Who can approve a student's timesheet as Supervisor?**

Each department/office must select who will be responsible for supervising the position. The supervisor and alternate supervisor must be listed on the Work Authorization form. These are the only people able to approve a student timesheet. An Alternate supervisor must be listed for every student.

**When are timesheets due?**

Student timesheets are due two times each month. The first one should include hours Worked from the 1<sup>st</sup> day of the month through the 15<sup>th</sup> and will be due on the 16<sup>th</sup>. The Second one should include hours worked from the 16<sup>th</sup> of the month through the last day of the month and will be due on the 1<sup>st</sup> of the following month. There will be an "expire" date at the top of the timesheet. This date allows a few extra days for students to enter their time. Please note that hours on timesheets that are not included in the pay period cannot be processed.

**How will I know the number of hours a student may work each week?**

These hours will be designated on the Work Authorization Form. Most students are awarded 8-10 hours per week. The number of hours is based on each student's eligibility.

**May I hire an upperclass student who has worked for me in the past?**

Yes, but the student still must have a new Work Authorization form completed each year. It is preferable that the student is still eligible for Federal Work study.

**Why is it important to hire Federal Work Study eligible students first?**

The Federal Government allocates funds to the college each year through the Federal Work study program that are used to pay students working on campus provided they are FWS eligible. It is imperative that all of these funds are utilized. If funding is returned, our allocation for the following year will be reduced. When students work on campus and are not work study eligible, the College pays their wages.

Students eligible for Federal Work Study have a large amount of financial need as determined by the Financial Aid application. Working on campus helps these students pay for their college expenses.

**How do I post a job on College Central Network?**

Instructions are posted [here](#). If you need assistance, contact Chris Shaffer in the Office of Financial Aid or Career Services.

**How do students find out what campus jobs are available?**

Campus job openings can be found on the W&J website [www.collegecentral.com/washjeff](http://www.collegecentral.com/washjeff).

**How do students apply for a campus job?**

The Office of Financial Aid will issue a Student Work Authorization Form to all students eligible for Federal Work Study. Students can view available jobs on College Central Network. They should follow the posted instructions for applying. Students should bring the Work Authorization Form with him/her when applying for any position. Once a student is hired, the supervisor is required to complete the Supervisor section of the WAF. The student must also sign and date the form. Send the completed form to Chris Shaffer in the Office of Financial Aid. Once the form is processed, it will be sent to payroll. As long as the student has all of their paperwork done with LeeAnn Spencer, a timesheet will be issued. The student will receive an e-mail saying their timesheet is available.

**What paperwork is required for a student to work?**

A student must have a Work Authorization Form, which will be e-mailed to them in early August. If they have never worked on Campus, they should also visit Lee Ann Spencer in payroll to complete their W-4 and I-9 forms.

**How do students secure a Student Work Authorization Form?**

New and returning students who have been awarded campus employment as part of their financial aid package will have the forms e-mailed to them in early August.

**What if students want to apply for a job but have not received the required Work Authorization Form?**

Students should contact Chris Shaffer, Student Employment Coordinator, in the Office of Financial Aid at X6019 or [cshaffer@washjeff.edu](mailto:cshaffer@washjeff.edu) in order to request a Work Authorization Form.

**What if I want to hire a student who doesn't have a Work Authorization form?**

A student who doesn't have a WAF should see Chris Shaffer to make sure they are eligible for Work Study. Students should not begin working until they have received this form.