



Cornell College

Student Employment Procedures

The Cornell College Student Employment Program

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Purpose

The purpose of the Cornell College student employment program is to provide students an opportunity to earn money to assist with educational expenses. Cornell employs hundreds of students during the academic year. These students are an important part of the Cornell College campus.

Procedure

The student employment program is administered by the Office of Financial Assistance. The supervisor of each department requests a specific award amount for each student worker for the academic year, based on departmental needs and available work-study budget. Returning students are responsible for securing their work-study positions each year, and entering students are directed to Handshake to apply for open positions or can opt into working for the on-campus cafeteria, managed by Bon Appetit.

Student Eligibility

Most students who work on campus must qualify for the student employment program, in which the federal government pays a portion of the student's wage. Federal Work-Study is a need-based form of federal financial aid. Work-Study award amounts are not a guarantee of funds; it is the maximum a student is able to earn.

In some special circumstances, students who do not qualify for Federal Work-Study may receive institutional work-study. Institutional work-study is only to fill positions on campus that require "specialized skills."

Students are not eligible to work if they have not submitted the forms necessary to process their financial aid award.

All work-study students that have their FAFSA selected for verification must have verification completed prior to being eligible to begin working.

Summary of Responsibilities

Student Employment Supervisor

Discuss your expectations regarding the position tasks and responsibilities with your student workers.

Coordinate work schedules that will not conflict with the student's class schedule.

Track student hours worked to ensure that they do not exceed their work-study award.

Approve bi-weekly timesheets using the payroll deadlines.

Document if a student is not fulfilling their responsibilities and counsel them on performance improvement.

Email the Financial Assistance Office to see if an award may be increased before the student has earned their full award. Not all students are eligible to have their work-study award increased.

Monitor department budgets to avoid spending more than the budget allocation.

Notify the Financial Assistance Office before hiring new students to see if they are eligible for federal work-study.

Review job descriptions on an annual basis. Updates should be shared with the Financial Assistance Office who will keep a copy on file.

Financial Assistance Office

Award and adjust student work-study awards.

Keep a current file of job descriptions for all positions.

Confirm where student workers are assigned to work.

Ensure federal regulations and institutional policies are followed.

Student

Complete W-4, I-9, direct deposit authorization, and marketplace coverage forms with the Division of Business and Enterprise Services before you begin working.

Perform tasks as assigned by the supervisor.

Contact your supervisor if you will be absent due to illness as early in the workday as possible. In addition, advance notice should be given when requesting a change in the work schedule or to take time off.

Continued tardiness or failure to notify your supervisor when you cannot report for work is sufficient grounds for termination.

Inform your supervisor of your class schedule and availability to work by the last day of the previous block.

Keep your electronic timesheet up to date.

Monitor your earnings on your payroll stub to determine how much you have left to work and talk to your supervisor about increasing your work-study award before your award runs out.

Represent yourself and Cornell College in a professional manner and maintain the confidentiality of student and College records to which you may have access.

Student Employment Positions

The following offices hire work study students. Open positions can be found [here](#):

Department	Department	Department
Admissions-Operations Students	Content Tutor	Library-Academic Technology Studio
Admissions-Main Office	Education	Music
Admission Calling Ambassadors	English	Marketing and Communications
Admission Tour Guides	Financial Assistance Office	Quantitative Reasoning Tutors
Admissions-Visit Team	General Athletics	Registrar's Office
Alumni and College Advancement	Geology	Religion
Art	Health Center	Residence Life
Berry Career Institute	Health Promotions	Service Center
Biology	Human Resources	Sociology/Anthropology
Bon Appetit	Information Technology	Sports Information

Business Services Office	Intercultural Life	Sports Medicine Assistants
Campus Ministry	International and Off Campus Studies	Student Life
Campus Safety and Security	Languages	Theatre Department
Chemistry	Library	Writing Studio

Forms to Complete

All students who work for Cornell College must have current W-4 Forms (Employee's Withholding Allowance Certificate) and an I-9 Form (Employment Eligibility Verification) on file in the Division of Business and Enterprise Services. Students are required to provide appropriate documentation when filing the I-9 form. Students are also required to complete a Direct-Deposit Authorization Form and Marketplace Coverage. All earnings are directly deposited to the student's bank account; paychecks will not be issued.

Earnings

All student workers who have accepted a work-study position on campus will receive their work-study assignment by email at the end of August. The email includes the work-study award for the academic year, the department where the student has been accepted, and the hourly wage. Students with two positions on campus will receive an assignment for each position.

Hours

Student workers' hours will vary depending on departmental needs. All hours must be recorded in the student's electronic timesheet and approved by the student's supervisor.

Students who are U.S. citizens should not schedule themselves to work more than 40 hours a week. International students are eligible to work no more than 20 hours a week during periods of enrollment. To avoid termination of your employment, the U.S. Citizenship and Immigration Services (USCIS) laws MUST be complied with.

All students should keep in mind that once you have earned your full work-study award, you must stop working immediately. Contact your supervisor to see if their budget will allow for an increase in the work-study award. The supervisor will request by email an increase in the award to the Financial Assistance Office.

Federal regulations prevent students from working during scheduled class time, unless class has been canceled or the student has been excused from class by their instructor. If this occurs, the Financial Assistance Office must receive verification. Please contact Financial Assistance and request the verification of unscheduled work form be sent to you.

Rate of Pay

Cornell College pays work-study students a minimum of \$12.00 per hour.

[Timesheets](#)

Students are required to complete and submit an electronic timesheet bi-weekly. It is the responsibility of the student to submit the timesheet by the last Saturday of the pay cycle so that the supervisor can approve the timesheet the following Monday.

By approving the electronic timesheet, the supervisor is verifying that the student worked the documented hours.

If a student falsifies timesheet information, the Financial Assistance Office may be obligated to report this incident of fraud to the Office of Inspector General of the Department of Education. A federal investigation may result. Falsification of a timesheet could result in immediate dismissal from the student employment program. The student may not be eligible to work on campus the remainder of their time at Cornell.

Developing Work Schedules

All students should be given the opportunity to work their work-study awards in the department to which they are assigned. The student, together with the supervisor, should plan a work schedule that is compatible with his/her class schedule. Any request for time off, such as a weekend or a particular shift, must be approved *in advance* by the supervisor. This includes if a student switches shifts with another student.

Termination of Employment

A student may be terminated from their work-study position if the student is not performing in a satisfactory manner. The supervisor should make clear to each student employee their performance and responsibility expectations. The termination process is up to the supervisor's discretion, and may include: unsatisfactory work performance, poor attendance and improper conduct.

International students must comply with U.S. Citizenship and Immigration Services (USCIS) laws. International students will receive one written warning if the student works beyond 20 hours a week. If there is a second occurrence, the student's employment will be immediately terminated for the remainder of the academic year.

Immediate dismissal: If a student has falsified records including timesheets, has divulged confidential information from the workplace, is caught stealing, or engages in harassment or other offensive behavior, the student may forfeit employment opportunities while at Cornell College.

Questions Concerning Campus Employment

If you have questions regarding the student employment program, please contact the Financial Assistance Office at 319-895-4216 or email studentemployment@cornellcollege.edu.

If you have questions regarding your paycheck or timesheet, please contact the Payroll Coordinator, at 319.895.4593 in the Division of Business and Enterprise Services Office.

Cornell College Office of Financial Assistance

Located in Old Sem, Second Floor

Office hours: 8 a.m. - 4:30 p.m.

Phone: 319.895.4216

Email: financialassistance@cornellcollege.edu

Fax: 319.895.4106

Questions & Answers for Students

Students often have questions relating to the student employment program. Listed below are some of the more common questions:

Q: When do I report to my student employment position?

A: You should report to your supervisor by the first Monday of the first block or make prior arrangements with your supervisor.

Q: How can I find a different work-study position on campus?

A: Open work-study positions are [posted in Handshake](#).

Q: I was assigned a position for my first year at Cornell College. How will I know what my assignment will be for future years?

A: In March of each year, work-study supervisors are required to submit an email to the Financial Assistance Office listing the returning students they plan to hire and the

amount of the student's work-study for the upcoming year. Many students will work in the same department during all four years at Cornell. Be sure to let your supervisor know if you are interested in returning to the same job.

If you wish to work in a different department for the following year, you are responsible for finding a new position on campus during the month of February or March. The new supervisor should include your name on the email request. Please notify your current supervisor if you will not be returning to their department.

Q: Can I switch jobs during the year?

A: Yes. If you are offered another position on campus, you may switch. You must notify your current supervisor that you will no longer be working for them, and the hiring supervisor must then notify the Financial Assistance Office that they have hired you to work in their office.

Q: What if I don't earn all of my awarded amount during the year?

A: Any unearned amount is forfeited. Amounts are not carried forward to future years. All work-study awards are the maximum a student may earn, they are not a guarantee of funds.

Q: When will I be paid?

A: Payment will be biweekly by direct deposit.

Q: How do I decline or increase my work-study award?

A: If you wish to decline your work-study award, you must notify your current supervisor and the Financial Assistance Office.

If you wish to increase your work-study award, you must have the supervisor approve the increase, and the supervisor should email the Financial Assistance Office because all increases must be approved by that office. Not all students are eligible to have an increase to their work-study award.

Q: Must I report my work-study earnings on my federal income tax?

A: Yes. All earnings, including federal work-study dollars, must be included on your Federal Income Tax form if you file. You will receive a W-2 form from Cornell College showing the amount of earnings during the previous calendar year.