

**STUDENT EMPLOYMENT INFORMATION SHEET
FEDERAL COLLEGE WORK-STUDY AND AUXILIARY
FALL / SPRING
2017-2018**

➤ The rate of pay typically begins at \$8.75 per hour. The pay period begins on Saturday and ends on Friday. Your payroll cycle is every 2 weeks. Please refer to the Pierpont Payroll Calendar. Semi-monthly direct deposit payments can be viewed on-line.

➤ Students are not authorized to begin working until registered through Kronos. Once you are registered in Kronos, you must track your time through a Kronos time clock. A combination of a thumb print & employee ID will be used to access a Kronos time clock.

➤ When classes are in session you may work from 1 to 20 hours per week – work schedules must be approved by your supervisor. When school is not in session you may work a maximum of 29 hours per week with supervisor approval. **A 30 minute unpaid break is required when you work more than 6 consecutive hours.**

➤ Refer to your Student Hiring Manager for your total allotted amount to be earned for each job, type of funding and employment dates. Federal College Work-study funds are allocated based upon eligibility, availability of funds and work performance.

➤ A Student Employee Performance Evaluation form may be completed by your supervisor annually or at the conclusion of your employment. You may request from your supervisor a copy of the evaluation form and a job description at the beginning of your employment.

➤ You will receive a W-2 – Federal Withholding Statement in January. It must be filed with the Internal Revenue Service by April 15.

➤ If for some reason you must terminate your work assignment, please notify your supervisor (Auxiliary Funded) or the Student Employment Office in room 248 Hardway Building (Federal College Work Study Funded) so that your position can be filled with another student.

➤ Questions regarding earnings, contact the Payroll Office – Room 305, Hardway Building.

➤ Consult your Work-study Brochure for complete guidelines regarding the work-study program.