**Student Employment Process**

1. **Students Must Apply For Jobs Annually**

* The *Application for Student Employment* is on the FRC Website at Student Services, Student Employment.
* Students must complete the *Application for Student Employment* and submit it to Kristine Guess in the Advising Center.
* Kristine Guess will copy the application to the supervisors of all positions for which they are applying and keep a copy for the Student Employment file.
* The original application will be forwarded to Human Resources.

1. **Supervisors Select Employee(s) and Start the Hire Process.**

* Review applications and determine which applicant(s) to select.
* For each selected applicant, complete Section 1 of the *Student Employee Hire Form.*
* Email the completed hire form to Morgan Turner and Andre van der Velden.
* Send the student(s) to Human Resources to complete or update their employment paperwork.

1. **Completion of the Hire Process**

* Financial Aid will complete Section 2 of the hire form to verify that the supervisor has sufficient hours in his/her allocation and determine payroll funding.
* Financial Aid will send a signed copy of the hire form to Human Resources.
* Human Resources will work with the student to complete their employment paperwork.
* Once the employment paperwork is complete, Human Resources will finalize the *Student Employee Hire Form,* obtain all required signatures (Sections 3, 4, & 5), inform the student of their Approved Start Date, and send a copy of the completed *Student Employee Hire Form* to the supervisor.

1. **Processing Student Timesheets**

* Timesheets are submitted on a monthly basis with one timesheet per job assignment.
* Timesheet must be completed in full and include: job title; student 900#; hours calculated to the ¼ hour, and weekly & monthly hours totaled.
* Students are to submit their timesheet to their supervisor for verification of hours worked and for approval. Any discrepancies in hours worked must be resolved before submitting the timesheet.
* Timesheets must be signed by the student and the supervisor, and must be submitted to the Payroll Officer according to the College’s Mid-Month Payroll schedule.
* Timesheets that miss the deadline will be paid the following mid-month payroll cycle.

1. **Changes to Students’ Employment:**

* If a student or supervisor has terminated a student’s employment, inform Andre van der Velden and Morgan Turner through email of the termination. The student’s employment record will be marked as terminated and unused hours will become available for the department to reallocate.
* If the student has worked all of the hours allocated to him/her, that student cannot work additional hours until approved. If this situation occurs, email Andre van der Velden requesting additional hours. If hours are available, the student’s original hire form will be revised to reflect the additional hours and copies of the revised form will be provided to Human Resources and the supervisor.

**Other Things to Know**

**Posting On-Campus Student Jobs:**

All jobs are posted on the FRC website (Student Services, Student Employment, FRC Student Employment Job List). The job listing includes a link to the job description and notes whether or not the job is currently open. Contact Connie Litz for any changes to your department’s job listing or description.

**Department Allocations/Monthly Reports:**

Monthly reports will be generated for each department listing each student employee, their total allocation, hours used as of the prior month’s payroll, and the balance of hours remaining. It will include the annual department allocation and summary of all hours that have been allocated to date. Reports will be provided after payroll has been run for the prior month – around the 10th of each month.

**Restrictions on Student Employment:**

* Students must be enrolled in at least 6 units to participate in the Work Study Program (enrollment is not required for summer employment).
* Students cannot work until they have an Approved Start Date. Any work completed prior to this date will be considered voluntary and unpaid.
* Students cannot work more than 20 hours/week.
* Students cannot work overtime. If a student is employed by more than one supervisor, the student and supervisors must ensure no overtime is being worked. Overtime is defined as: any student working over 8 hours in a day or works 7 consecutive days.

**Where to Find Forms:**

* Application for Student Employment – online at [www.frc.edu](http://www.frc.edu) (Student Services, Student Employment)
* Student Employee Hire Form – online at [www.frc.edu](http://www.frc.edu) (Human Resources, Forms)
* Student Timesheets – in the Business Office
* Student Job Description Template – contact Connie Litz for an electronic copy

**Time Sheet are Due According to the Mid-Month Payroll Calendar:**

* The Mid-Month Payroll Calendar is on the website…. go to Administration, Business Services, Payroll.
* Time Sheet due dates will be posted on the Events Calendar on the home page of the website