

## STUDENT EMPLOYEE INSTRUCTIONS

**STUDENT EMPLOYEE REQUISITION** - For every type of position (Student Worker 1,2 or 3) or funding source or Federal or District position, in your area, you will need a Student Employee Requisition for hiring (please type it - it makes it so much easier for us to read). This requisition will need to be signed by the Cost Center Manager and then sent to Vinci Adams, Business Services (who will verify your account number.) Vinci will forward the requisition to Human Resources. A position code will be added to the system and then a copy of the requisition will be forwarded to the Career Center for posting. The department will receive a copy back. Check the account number in case a correction was made to your requisition.

**TIP - Do the requisition for the entire school year (if possible.) For 2004/05 the Federal Work Study code has changed to 11019.**

**STUDENT EMPLOYMENT AUTHORIZATION** - Students can either look under the CR web page for employment opportunities or approach departments directly. If, after interviewing the student applicant, you choose to hire them, then a Student Employment Authorization form will need to be completed. If the student did not work for CR last year they will need to fill out the entire packet.

**TIP – The student will need proof that they are eligible to work in the United States - you will attach a photocopy of their driver's license and signed social security card (see the I-9 form for other options).**

**TIP - In addition, the student will need to answer yes or no and sign below regarding the conviction of a crime other than minor traffic offenses. If the student answers yes to that question, send them to Human Resources immediately (with their paperwork) before processing them any further. Human Resources will let you know if they are eligible to work for CR.**

**TIP - If you have a minor (under 18 years old) who would like to work for you, please contact Human Resources for additional paperwork requirements.**

Completed student employment authorization forms are routed to the Career Center for log-in and then are forwarded to the Financial Aid office for verification. The Financial Aid office returns verified forms to the Career Center and they are forwarded to the Human Resources office for recording/payroll processing.

**TIP - Remember that the student must meet the unit load and GPA requirement in order to be eligible to be a student worker. Students that do not meet these requirements will not be eligible to work.**

**TIP - Students cannot do Federal Work Study and District Work Study at the same time (see the form for all the details.)**

Human Resources will return a copy of the final student authorization form to the Career Center for storage and the department will also receive a copy back. The

Career Center keeps a log of where and when employment forms were delivered/received.

Human Resources will determine if the student worker moves from step A to step B. A student must have worked two semesters in the position (Fall and Spring) in order to move to step B.

Timesheets - green timesheets are used for student workers. Timesheets run from the 21st to the 20th of the next month, they are due in Payroll by the 25th of the month. Timesheets may be considered too late for payment if they arrive after the last working day of the month. Review the timesheet for accuracy - *is the account code correct?* Students cannot work more than 20 hours in any week (for all positions.) No student worker can work a full day without taking a lunch break after 5 1/2 hours. Student payday is the 10th of the month.

***TIP - Employment paperwork should be received at HR before the student's timesheet arrives, do not wait until the end of the pay period to process the Student Employment Authorization.***