Instructions for Employment under the College Work Study Program

CONTRACT
Familiarize yourself with the maximum earnings, the maximum hours you may work, and the first and last date of employment, as indicated on the contract. Take all three copies to the QCC Department or off campus agency to which you have been assigned. If you are accepted for the position, you and your supervisor must sign the contract, the white copy must be returned to the Financial Aid Office L409. The supervisor will keep the yellow copy and the pink is for your records.

You will not be placed on the payroll until we have the signed contract.

TIME SHEET
Your supervisor will have a supply of blank timesheets. Note the instructions on the back. Timesheets are for specific period of time (see payroll card). All hours worked during one payroll cycle must be entered on one timesheet. Do not enter two pay cycles on one timesheet. Hours must be entered in ¼ hour units e.g. 3 hours, 3 ¼ hours, 3 ½ hours, 3 ¾ hours. Students who work six consecutive hours must take an unpaid half-hour break.

Hours should be entered on a daily basis and any change to the timesheet must be initialed by the supervisor. Timesheets must be mailed or delivered to the Financial Aid Office by the supervisor; timesheets may not be accepted from the students.

Timesheets received after the due date will result in a delay in that paycheck.

Keep a copy of your timesheet and a record of your earning as you will not be paid for any hours worked beyond the amount of your award.

PAYMENT
You will be paid every two weeks. If you have elected either the Scholar Support Card or Direct Deposit then you will receive your funds in that manner. If not, then a paper check will be mailed. The first paycheck may take up to a month after the timesheet is submitted.

PUBLIC SERVICE CORP
Your payroll schedule, check information and other regulations will be provided by the Public Service Corp at the time of your placement.

GENERAL INSTRUCTIONS
Your employment will start immediately and will end on the date indicated on your contact. You may work until you have earned the amount of your award or until the end date on your contract, whichever comes first. You are limited to work 20 hours per week. Work hours are to be determined by mutual arrangement with your supervisor and according to the requirements of the department. Students may not work during scheduled class hours.
This is an hourly program and there are no provisions for sick or annual leave. You are paid only for hours actually worked. You are expected to report for scheduled work hours and must notify your supervisor in the event of absence.

Should you drop below six credits, you must terminate your assignment.

Please notify this office if you terminate your position or if you decide not to take the job.

CONFIDENTIALITY
Students who work in an office setting that may contain student records are expected to maintain the strictest measure of confidentiality concerning such material. Failure to comply with this regulation will result in the termination of your assignment.