

**STUDENT EMPLOYMENT INFORMATION SHEET
FEDERAL COLLEGE WORK-STUDY AND AUXILIARY
FALL / SPRING
2019-2020**

- 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.** Students are not permitted to work during scheduled class times.
- 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 filled 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 133, Colebank.
- Consult your Work-study Brochure for complete guidelines regarding the work-study program.