

C O L U M B I A B A S I N C O L L E G E

Student Employment State Work Study Program



Student Handbook

Phone: (509) 542-4875

Fax: (509) 547-3673

<http://jobs.columbiabasin.edu>

COLUMBIA BASIN COLLEGE
STUDENT EMPLOYMENT
STATE WORK STUDY

Student Handbook

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The data in this handbook reflects an accurate picture of Columbia Basin College at the time of publication. However, the community college reserves the right to make necessary changes in procedures and policies. Changes, if any, will be announced prior to their effective dates.

Revised October 2007

STUDENT EMPLOYEE HANDBOOK

MISSION STATEMENT

The Student Employment Program at Columbia Basin College serves three purposes:

1. To provide employment for students enabling them to earn a portion of their expenses while pursuing a college education.
2. To enhance the educational development and growth of students by providing work-related learning experiences.
3. To provide academically related work experience which may be of value vocationally in post-college years.

The **Student Employment Office** at **Columbia Basin College** is committed to assisting students with their employment needs. For further information contact our office at:

Columbia Basin College
Student Employment Office
2600 North 20th Avenue
Pasco, WA 99301
Phone: (509) 542-4875 FAX: (509) 547-3673
Website: <http://jobs.columbiabasin.edu>

Congratulations on your Columbia Basin College State Work Study Placement

State Work Study is an opportunity for a career-related work experience.

Remember that your State Work Study Job is an opportunity for you to have a beneficial career-related work experience.

If for any reason you feel that this opportunity is not meeting its fullest potential, please talk with your employer about your concerns and also examine your own behavior, professionalism and accountability.

Look for ways that you may become a greater contribution to your employer. Both the student and the employer have the responsibility to make the state work study placement a successful experience.

If after talking with your supervisor about your concerns, you still feel that your placement is not providing you with a positive career-related experience, please make an appointment to discuss your concerns with the CBC Student Employment Office.

We wish you the best in your State Work Study Placement.

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Note: All State Work Study forms are available on our web site. To access, please follow these instructions:

1. Go to <http://jobs.columbiabasin.edu>
2. Click on the link "State Work Study"
3. This page will have SWS Employer Forms, Procedures and other information.

STATE WORK STUDY (SWS) PROGRAM

INTRODUCTION

State Work Study is funded by the State Legislature and administered by the Higher Education Coordinating Board through the Financial Aid Office. These funds are generally used for off-campus jobs which are related to the student's major and/or career goals. Like all work-study programs, students must file a Financial Aid Form and have a demonstrated NEED.

Students in the State Work Study program have special procedures they must follow. This section is intended to address those areas and clarify possible questions and/or concerns.

Placement in these positions comes with the expectation that the student will stay employed in their job the entire academic year. If the occasion arises that the student is contemplating quitting or finding another job, it is essential to give your employer a two week notice and to contact the Student Employment Office.

Overall, it is important for you to feel good about the work you're doing and to always do the best job you can. The purpose behind State Work Study positions is to provide a bridge between the academic world and the "real" world of work. If at any time you are unhappy or uncomfortable at your work site, the Student Employment Coordinator is available to assist and support you in your employment concerns.

REFERRAL AND PLACEMENT OF A SWS STUDENT

Primary emphasis is made on assuring that the student is placed in a position which is educationally beneficial and relates to the student's academic program or career interest.

REFERRAL PROCEDURES

Students are required to meet with the SWS Coordinator for referrals to jobs. State Work Study recipients schedule an appointment with the Student Employment Coordinator at the time they receive their award letter.

Based on the student's academic program, career goals, and the available SWS positions, the Coordinator will make job referrals. The employer will be given a completed SWS Referral Form (Appendix A) upon employment of the SWS student.

REFERRAL PROCEDURES (cont.)

"The Referral Form" will indicate the maximum dollar amount and the number of hours per week you may work based on the amount of your award and the hourly rate of pay. Additionally, the form includes the name, address and telephone number of student and employer.

A student may not be concurrently employed in two State Work Study positions. Employers are reimbursed up to a maximum of 19 hours per week. Students may work more than 19 hours, but employers will not receive reimbursement for any hours over 19 hours a week.

SWS TIME SHEETS

The Student Employment Office will provide employers with Washington State Work Study Time sheets (Appendix D) to be completed and submitted on a monthly basis. The employer may request the student to use a different time sheet for their internal use in addition to the official one required by the college.

PAYMENT TO STUDENT

The employer is responsible for paying each student (by check only) at least once per month depending upon the employer's pay period. If the employer pays weekly or bi-weekly, the official college time sheet will still be submitted only once per month for reimbursement. Federal taxes, FICA (Social Security) and medical aid will be withheld from paycheck.

REIMBURSEMENT TO EMPLOYER

The employer must pay the student and THEN submit the time sheet for reimbursement to the college by the 5th of the following month. Reimbursement will be mailed by the end of the following month by the CBC Business Office.

WHEN YOU ARE HIRED

Notify the Student Employment Office as soon as possible. The Student referral form (Appendix A) must be completed and received by the SWS office prior to a student starting work. This is a joint responsibility of the student and employer. The student should check with their employer to be sure this has been done.

Students are responsible to track their hours and money earned each quarter to ensure they do not work beyond their approved amount. The approved dollars and hours are noted for each quarter on the Job referral from.

Meet with your employer to discuss Job requirements and office procedures. The Employee Evaluation form can be useful at this meeting (Appendix C). This should be completed by the Employer and discussed with you at the end of each quarter.

WHEN YOU ARE HIRED (cont.)

Students are responsible to work out an appropriate work schedule with their employer and to report to work on that schedule unless otherwise agreed with employer.

Employers should be notified of any absences for any reason as soon as possible. If absent more than one day, notify employer each subsequent day you are not at work.

If you have any concerns or problems with your employment, first contact your immediate job supervisor to discuss. If these are not resolved with your supervisor, contact the Student Employment Office and request a meeting with the State Work Study Coordinator. Solutions to problems should be worked out with your employer whenever possible.

When you terminate from a State Work Study job, the student must complete a termination form (Appendix B), have it signed by employer and submit it to the State Work Study Coordinator in the CBC Student Employment Office. Employers should be given a two-week notice of your termination.

STUDENT RIGHTS

Students are considered employees of the State Work Study employer who has hired them. All students are encouraged to visit their employer's Human Resources office and receive a copy of their policies and procedures.

1. *Minimum Wage:* Federal Guidelines states "that State Work Study employees will not be paid less than current State minimum wage." SWS Students should be paid a comparable wage for the job.
2. Students should not contact any one higher than the immediate supervisor prior to meeting with the SWS Coordinator.

HOURS

Students are limited to a 19 hour work week when classes are in session and may work up to 40 hours per week during breaks and vacation periods (if their quarterly award is not yet fully expended at the completion of the quarter and if their supervisor requests that they do so).

If it is of absolute necessity to the employer that the student work more than 19 hours per week while classes are in session, the student's actual hours worked must be reflected on their State Work Study Time Sheet. The employer will only be proportionally reimbursed for a total of 19 hours per week; however, earnings that exceed the dollar amount that the student was awarded for the quarter, may possibly impact the amount of their financial aid award for the following year.

MONITORING EARNINGS

It is the student's responsibility to monitor their earnings and hours every month. To ensure a steady and reliable position throughout the academic year, it is in their best interest to work within their work-study allocation for each quarter.

STUDENT PROCEDURES FOR SWS THROUGH CBC

For further information see Appendix B – Student Procedures for SWS through CBC.

Note: All SWS Forms are available on the Web at <http://jobs.columbiabasin.edu>

STATE WORK STUDY PERFORMANCE EXPECTATIONS

APPROPRIATE WORK ATTIRE

Students are expected to dress in a neat, clean, and appropriate manner. Dress codes may vary from job to job; therefore students should check with their supervisor to determine the appropriate dress for their position.

CONFIDENTIALITY

Student employees may be working in offices dealing with confidential information. It is the student's responsibility to keep appropriate job-related information confidential. This is very important.

APPROPRIATE EMPLOYER NOTIFICATION

The State Work Study program requires that Employers and the State Work Study Coordinator be given a two week notice when terminating your employment. This should be done in writing. Please remember that you are representing CBC and the State Work Study Program.

ABSENCES

Contact your employer each day that you are not going to work. Give as much notice of an absence as possible.

ANSWERS TO COMMONLY ASKED STUDENT QUESTIONS

Are all students eligible to work 19hours/week?

The number of hours that you may work is determined by your quarterly award using the following formula: **(quarterly award ÷ # of weeks in the quarter ÷ hourly wage = # of hours per week)** If the above formula determines that you may exceed a 19 hour work week, then these additional hours must be worked during the quarter break only.

Is there summer state work study?

No!!! State Work Study at CBC is for fall, winter, and spring quarters only. If your employer requests that you continue to work throughout the summer months, you and your employer need to understand that your summer employment will not be considered State Work Study. If eligible, however, you may resume your state work study status with your employer for the following year.

Can students work more than one job on campus and off?

No. A Student worker may only work as an on-campus student worker or as an off-campus State Work Study worker.

When and how do I get paid?

State Work Study students receive their pay check directly from their SWS Employer. The student will receive their paychecks on the Employer paydays. It is the responsibility of the student to request that information from the Employer.

Can I get overtime?

Since students are not allowed to work more than 8 hours a day, or more than 19 hours a week, students are not paid overtime.

What happens if I drop below 6 credits or lose my Financial Aid for any reason?

You must stop working immediately and contact the CBC Student Employment Office.

Can I study while working?

No.

Can I be fired?

Yes, misrepresenting yourself in your application or hiring materials, poor performance, failure to work scheduled hours, lack of available funding, or any other generally accepted reason to discontinue employment may result in your employment being terminated at will.

How do I know how much I have earned?

You are responsible for keeping track of your worked hours each month. Questions on this should be discussed with your employer.

STATE WORK STUDY STUDENT EMPLOYEE CHECKLIST

- Job Referral Form must be submitted to the Student Employment Office prior to your first day of work
- Request a meeting with your employer within the first week of work to review work performance expectations.
- Meet quarterly with your employer to complete an Evaluation Report (Appendix C)
- Notify the Student Employment Office immediately if for any reason you lose your financial aid. Students cannot continue to work on the State Work Study Program if you are not receiving Financial Aid.
- If you have a problem or concern, ask to meet and discuss this with your immediate supervisor. If the problem is not resolved, contact the Student Employment Office to schedule a meeting with the State Work Study Coordinator. Do not report problems beyond your immediate supervisor.
- When terminating from your State Work Study job, please complete a termination form, have your employer sign and date and submit this to the Student Employment office (Appendix E). Employer should be given a two week notice.

Note: All State Work Study Forms are located in the Appendix and on the web at <http://jobs.columbiabasin.edu>

Off-Campus 55% State Work Study Authorization/Referral Form

Student Name (As printed on Financial Aid forms) _____

Local Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone or Message _____

Major or Career Interest _____ Email Address _____

Freshman _____ Sophomore _____

(Shaded area to be completed by the Columbia Basin College Student Employment Office)

Listed below is the student's financial aid award for this academic year.

FALL \$ _____ = _____ Hrs/Qtr WINTER \$ _____ = _____ Hrs/Qtr SPRING \$ _____ = _____ Hrs/Qtr
(Date 00/00/0000 – 00/00/0000) (Date 00/00/0000 – 00/00/0000) (Date 00/00/0000 – 00/00/0000)

The student's quarterly award amount is equal to their gross wage earned under the State Work Study Program. The employer is reimbursed 55% of the gross earnings up to the award amount. Given the hourly rate of pay listed below, this student is eligible to work _____ hrs. per week.

Students are eligible to work a maximum of 19 hours per week during the school period and a maximum of 40 hours per week during school breaks and vacations. Hours worked beyond the **maximum** listed above, or in addition to the award amount will not be compensated. Maximum work study award is subject to revision if the financial situation changes. You will be informed accordingly.

Signature School Authorization: _____ Phone Number: (509) 542-4875
Institution: Columbia Basin College: 2600 North 20th Avenue Pasco, WA 99301

IMPORTANT INFORMATION FOR EMPLOYERS

1. This authorization certifies this student is eligible to earn under the state work study program at Columbia Basin College.
2. Employers pay 100% of student earnings plus benefits up to the limit shown for each quarter and bill the CBC Student Employment Office for 55% of student earnings up to the limit shown for each quarter. Employer and students are responsible for monitoring limits.
3. Retain one copy of this authorization for your records and return the original authorization form to the CBC Student Employment Office prior to the student starting work.
4. A current signed State Work Study contract must be on file at the CBC Student Employment Office prior to the student's employment.
5. The employer matching share is specified on the referral form.
6. Additional information about SWS can be found in the SWS Handbook and on our website at: <http://jobs.columbiabasin.edu>

EMPLOYER:

Agency/Business Name: _____ Contact Person: _____

Phone: _____ Fax: _____ E-Mail: _____

Address: _____ City: _____ State: _____ Zip: _____

IF YOU CHOOSE TO HIRE THIS STUDENT PLEASE COMPLETE THE FOLLOWING:

Student's Supervisor _____ Phone _____ E-Mail _____

Student's Job Title _____ # of Hours per Week _____ Rate of Pay \$ _____/HR

Start Date _____ Work Study employee may not work past **Month 00, 0000**

Employer Signature _____ Date _____

Thank you for considering this student and supporting the growth of the Washington State Work Study Program.
Prior to student beginning work, return to: Kamara Satterfield, Columbia Basin College, Student Employment Office
2600 North 20th Avenue Pasco, WA 99301
Email: ksatterfield@columbiabasin.edu Fax: (509) 547-3673 Phone: (509) 542-4875

Off-Campus 80% State Work Study Authorization/Referral Form

Student Name (As printed on Financial Aid forms) _____

Local Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone or Message _____

Major or Career Interest _____ Email Address _____

Freshman _____ Sophomore _____

(Shaded area to be completed by the Columbia Basin College Student Employment Office)

Listed below is the student's financial aid award for this academic year.

FALL \$ _____ = _____ Hrs/Qtr WINTER \$ _____ = _____ Hrs/Qtr SPRING \$ _____ = _____ Hrs/Qtr
(Date 00/00/0000 – 00/00/0000) (Date 00/00/0000 – 00/00/0000) (Date 00/00/0000 – 00/00/0000)

The student's quarterly award amount is equal to their gross wage earned under the State Work Study Program. The employer is reimbursed 80% of the gross earnings up to the award amount. Given the hourly rate of pay listed below, this student is eligible to work _____ hrs. per week.

Students are eligible to work a maximum of 19 hours per week during the school period and a maximum of 40 hours per week during school breaks and vacations. Hours worked beyond the **maximum** listed above, or in addition to the award amount will not be compensated. Maximum work study award is subject to revision if the financial situation changes. You will be informed accordingly.

Signature School Authorization: _____ Phone Number: (509) 542-4875
Institution: Columbia Basin College: 2600 North 20th Avenue Pasco, WA 99301

IMPORTANT INFORMATION FOR EMPLOYERS

1. This authorization certifies this student is eligible to earn under the state work study program at Columbia Basin College.
2. Employers pay 100% of student earnings plus benefits up to the limit shown for each quarter and bill the CBC Student Employment Office for 80% of student earnings up to the limit shown for each quarter. Employer and students are responsible for monitoring limits.
3. Retain one copy of this authorization for your records and return the original authorization form to the CBC Student Employment Office prior to the student starting work.
4. A current signed State Work Study contract must be on file at the CBC Student Employment Office prior to the student's employment.
5. The employer matching share is specified on the referral form.
6. Additional information about SWS can be found in the SWS Handbook and on our website at: <http://jobs.columbiabasin.edu>

EMPLOYER:

Agency/Business Name: _____ Contact Person: _____

Phone: _____ Fax: _____ E-Mail: _____

Address: _____ City: _____ State: _____ Zip: _____

IF YOU CHOOSE TO HIRE THIS STUDENT PLEASE COMPLETE THE FOLLOWING:

Student's Supervisor _____ Phone _____ E-Mail _____

Student's Job Title _____ # of Hours per Week _____ Rate of Pay \$ _____/HR

Start Date _____ Work Study employee may not work past **Month 00, 0000**

Employer Signature _____ Date _____

Thank you for considering this student and supporting the growth of the Washington State Work Study Program.
Prior to student beginning work, return to: Kamara Satterfield, Columbia Basin College, Student Employment Office
2600 North 20th Avenue Pasco, WA 99301
Email: ksatterfield@columbiabasin.edu Fax: (509) 547-3673 Phone: (509) 542-4875

Student Procedures for State Work Study Through Columbia Basin College

(Please read very carefully and retain for future reference)

1. You have been determined eligible to participate in the State Work Study (SWS) program. SWS is a part of your financial aid award, **and you must work in an approved SWS position in order to receive any portion of this allocation. (You may not use your SWS award to work both on and off-campus in a state and federal work study position.)**
2. In order to apply for State Work Study positions, you must be referred through the Student Employment Office and have a completed **“SWS Referral Form”** to present to the employer.
3. **If you should be hired**, the employer must sign the referral form and return it to the Student Employment Office immediately. A signed referral instigates the following process:
 - Financial Aid is notified to change your **CWS award to SWS**.
 - Time sheets are mailed to the employer.
 - You will begin to earn your **SWS** award in the form of a pay check from your employer.
4. **Employers must have an approved** contract in order to participate in the program. If you have identified an interested employer who is able to provide you with career related employment, ask them to notify the Student Employment Office immediately. The necessary forms will be mailed to them and the employer’s rate of reimbursement will be established.
5. **Your SWS quarterly salary must not exceed the dollar amount shown on your award letter.** It is the responsibility of the student and the employer to insure that the limits are not exceeded. If your earnings exceed the award, or you work beyond the designated time period shown on the referral, your employer will be responsible for 100% of your additional earnings. It is also possible that the additional (non work study) earnings could decrease your financial aid allocation for the following year.
6. **State Work Study is limited to a 19 hour week while classes are in session. If your award has not yet been expended, you are able to work up to 40 hours per week during breaks.** Any earning over 19 hours per week while classes are in session must be documented on your time sheet even though the employer is not reimbursed for any portion of these earnings. Employers can be reimbursed up 40 hours per week, however, during breaks. This is only if your award has not been totally expended at the end of the quarter.
7. Time sheets are submitted at the end of each month (regardless of the employers pay period) and must be signed by both the student and the employer. If the time sheet is not completed according to procedure, it will be returned for the necessary adjustments and must be resubmitted by your employer ASAP. Submit only one time sheet per month.
8. **Should your financial aid eligibility change, your work study eligibility may also change.** If you cancel your enrollment, reduce your credit hours to less than half time, or lose your financial aid due to your academic achievement, you immediately lose your eligibility for work study. It is imperative that you inform your employer and the Student Employment Office immediately and discontinue working as a State Work Study participant.

State Work Study Student Employment Evaluation

Name of Employee: _____ Period of Review: _____

Company/Department: _____

Name of Supervisor: _____

WORK PERFORMANCE:

Ability to fulfill the requirements of the job:

Superior Good Meets Standard Below Standard

Comments: _____

(Comparison to previous evaluation:) Improved No Change Negative NA

Productivity:

Superior Good Meets Standard Below Standard

Comments: _____

(Comparison to previous evaluation:) Improved No Change Negative NA

Ability to follow instructions:

Superior Good Meets Standard Below Standard

Comments: _____

(Comparison to previous evaluation:) Improved No Change Negative NA

Cooperation:

Superior Good Meets Standard Below Standard

Comments: _____

(Comparison to previous evaluation:) Improved No Change Negative NA

Attitude:

Superior Good Meets Standard Below Standard

Comments: _____

(Comparison to previous evaluation:) Improved No Change Negative NA

Initiative:

Superior Good Meets Standard Below Standard

Comments: _____

(Comparison to previous evaluation:) Improved No Change Negative NA

Work Habits:

Superior Good Meets Standard Below Standard

Comments: _____

(Comparison to previous evaluation:) Improved No Change Negative NA

Please Complete Side 2→

PERSONAL:

Relationship with fellow employees:

Superior Good Meets Standard Below Standard

Comments: _____

(Comparison to previous evaluation:) Improved No Change Negative NA

Relationship with clients/customers:

Superior Good Meets Standard Below Standard

Comments: _____

(Comparison to previous evaluation:) Improved No Change Negative NA

Professionalism:

Superior Good Meets Standard Below Standard

Comments: _____

(Comparison to previous evaluation:) Improved No Change Negative NA

Appearance/Demeanor:

Superior Good Meets Standard Below Standard

Comments: _____

(Comparison to previous evaluation:) Improved No Change Negative NA

Communication Skills:

Superior Good Meets Standard Below Standard

Comments: _____

(Comparison to previous evaluation:) Improved No Change Negative NA

AREAS OF CONCERN & GOAL SETTING:

Concern

Goal Setting:

EVALUATOR COMMENTS:

STUDENT COMMENTS:

Student Signature: _____ Date: _____

Employer Signature: _____ Date: _____

WASHINGTON STATE WORK STUDY PROGRAM
TIME SHEET

Student Employee's Name (*Print*)

1. _____
Last First

2. _____ - _____ - _____
Student's Social Security Number

3. _____
Student's College/University

4. _____
Student's Job Title

5. **First Day Hours Were Worked:** ____ / ____ / ____
Month Day Year

6. **Last Day Hours Were Worked:** ____ / ____ / ____
Month Day Year

7. Record of Actual Hours Worked

01 ____ - ____	16 ____ - ____
02 ____ - ____	17 ____ - ____
03 ____ - ____	18 ____ - ____
04 ____ - ____	19 ____ - ____
05 ____ - ____	20 ____ - ____
06 ____ - ____	21 ____ - ____
07 ____ - ____	22 ____ - ____
08 ____ - ____	23 ____ - ____
09 ____ - ____	24 ____ - ____
10 ____ - ____	25 ____ - ____
11 ____ - ____	26 ____ - ____
12 ____ - ____	27 ____ - ____
13 ____ - ____	28 ____ - ____
14 ____ - ____	29 ____ - ____
15 ____ - ____	30 ____ - ____
	31 ____ - ____

8. Total Hours Worked: _____

"I hereby certify that this time sheet is a true and correct statement of hours worked by me and that I do have work study eligibility to cover my gross earnings."

9. _____
Student's Signature

10. _____
Date Signed (on or after last day worked)

ATTENTION EMPLOYERS

Type or complete in ink all items requested. Verify the information for accuracy. An incorrect or blank item may delay reimbursement.

This time sheet **MUST** be received by the student's college/university within **15 DAYS** from the end of the current pay period or **REIMBURSEMENT MAY BE DENIED.**

Once the institution submits the time sheet to the Higher Education Coordinating Board, you should receive your reimbursement check within 3-6 weeks if no corrections are needed. At the end of the state's fiscal year, it may be 1 or 2 weeks longer.

11. Hourly Rate of Pay \$ _____ . _____

12. Gross Compensation \$ _____ . _____

13. FICA \$ _____ . _____

14. Other Deductions \$ _____ . _____

15. Net Earnings \$ _____ . _____

16. _____
Name of Employing Business or Organization (*Print*)

17. _____ - _____
Firm's Federal I.D. Number Suffix

"This time sheet is a true and correct statement of the time worked by this student. The student has completed the assignment satisfactory, continues to have work study eligibility, and has been paid by check the amount of net earnings as shown. I hereby certify, UNDER PENALTY OF PERJURY under the laws of the State of Washington, that the foregoing is true and correct" (must be signed and dated on or after last day student worked).

18. _____
Supervisor's Signature

Print Supervisor's Name

19. _____
Date Signed (**on or after last day worked**)

20. Date Received by College/University _____

21. Received and Authorized by _____

22. Institution Code _____

23. Position Number _____

24. Reimbursement Rate: 65% ____ 50% ____ Other ____

25. Reimbursement Amount \$ _____

COMPLETION OF STATE WORK STUDY TIME SHEETS FOR COLUMBIA BASIN COLLEGE

The following procedures, in order as they appear on the time sheet, should be performed before they are sent to the Columbia Basin College Student Employment Office. Check these items carefully as errors can cause delays in reimbursement to valued employers.

First and Last Days Hours Worked	<p>The first and last day hours worked should match the first and last day hour that are recorded on the time sheet.</p> <p>In order for all records to match, this should be correct before it is sent to the CBC Student Employment Office. The first and last day worked may not cover more than a 31-day period. For example, a time sheet dates 1/10/00 to 2/15/00 contains overlapping hours from 2/10 to 2/15.</p>
Record of Actual Hours Worked	<p>Hours must be recorded in quarter hours or decimals.</p> <p>Employers should record the hours worked as it is reported and paid on their payroll.</p>
Total Hours Worked	<p>The sum of hours actually worked should equal total hours worked.</p>
Student's signature And Date Signed	<p>The student MUST sign and date the time sheet legibly, and on or after the last day hours were worked.</p> <p>The student's original signature is the only proof we have that the student actually worked the hours recorded on the time sheet. No one may sign on the student's behalf, nor may any documentation replace the correct signature and date. The signature MUST be in pen, not in pencil.</p>
Rate of Pay	<p>Only one pay rate may be recorded on a time sheet.</p> <p>If the student was paid at two different rates during the same period, each pay needs to be recorded on separate time sheets. Please notify CBC Student Employment Office immediately if there is a change in the rate of pay so we may adjust our records accordingly. Pay rates may only be two places past the decimal. For example, a pay rate of \$7.9555 can only be reimbursed at \$7.95.</p>
Gross Compensation	<p>Verify the gross compensation by multiplying the total of work by the pay rate.</p> <p>If it appears the student was paid incorrectly, it must be investigated and corrected prior to submitting the time sheet.</p>
Deductions	<p>The time sheet must show the deductions taken from the student's gross compensation.</p> <p>The reason for recording this information is to insure that the student is being treated as a regular employee, not a contractor.</p>
Federal ID Number	<p>The federal ID Number must be correct, and in proper Format, Ex: 99-9999999.</p> <p>If an alpha suffix was included with the approval job description, it must be entered on the time sheet.</p>
Supervisor's Signature and Date Signed	<p>The supervisor must sign and date the time sheet legibly, and on or after the day hours were worked.</p> <p>The signature MUST be in pen, not in pencil.</p>



**ALL TERMINATIONS OF STUDENT EMPLOYEES
REQUIRE THE FOLLOWING INFORMATION:**

Student Employee Name: _____

Employer/Department: _____

Date termination effective: _____ **Today's date:** _____

Action that initiates termination: _____

Was the student notified of termination? _____ **Date:** _____

(Supervisor's Signature)

(Employee's Signature)

(Department's Signature)

(On-Campus Student Employment Officer's Signature)

Note: Please contact the Student Employment Office to request this form to complete prior to the last day of the student's employment.



Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, equal opportunity and affirmative action. CBC does not discriminate on the basis of sex, race, color, national origin, religion, age, marital status, physical, mental or sensory disability, sexual orientation or Vietnam veteran status in its educational programs or employment. Questions may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs, (509) 542-5548.

Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability and require an accommodation, please contact the CBC Resource Center, (509) 542-4412, or TTY/TDD at (509) 546-0400. This notice is available in alternative media by request.