

## 2020-2021 Work Study Process

Process for paperwork completion to place students in on-campus positions.

1. When a student inquires about a student worker job, we direct them to create an account in College Central Network (CCN) and upload or build a **professional** resume. Student will be given Packet I
2. Supervisor creates an account in CCN (if they do not already have one) and posts their position(s), if CCN account already exists repost job
3. Supervisor searches available resumes to select candidate(s) for their position(s)
4. Supervisor selects interviews and submits the Request for Student Employment Form (RSE) **with the job number** to the Work Study Coordinator (WSC, Carla Sandoval). Send student to get Packet I if student doesn't already have one
5. RSE will be routed for administrative signature by WSC
6. Upon receipt of an Administrator approved RSE, WSC verifies eligibility of the student, which includes a professional resume being submitted, meeting Satisfactory Academic Progress (SAP), the enrollment status and financial need if applicable. WSC will contact student to complete all pre-employment paperwork
7. Once the WSC has an approved RSE, pre-employment clearance, and all required paperwork; The WSC will notify student and supervisor of outcome (Good to work, Ineligible to work or Work with restrictions) via email and if/when the student can begin working (**Student CANNOT begin working until notified**)
8. All documents are submitted to Human Resources
9. The supervisor closes the position in CCN if no other students are required

### Conditions of Employment

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements.

### Primary Term Eligibility (Fall and Spring)

The District has approved the maximum of 20 hours per week for all students. There are other stipulations, which may affect available hours and eligibility to work on campus. Students must be enrolled in a minimum of 6 units to be eligible to work up to 10 hours per week and enrolled in a minimum of 12 units to be eligible to work up to 20 hours per week. Enrollment verified on a weekly basis.

### Summer Work Study

Summer hours are primarily based on Fall enrollment: students must be enrolled in a minimum of 6 units to be eligible to work up to 10 hours per week and enrolled in a minimum of 12 units to be eligible to work up to 20 hours per week. All other students, not enrolled in Fall, are based on Summer enrollment.

### Graduate Exemption

Graduates can work the term immediately following their graduation if enrolled in at least one class. They must still meet SAP and have financial need if applicable.

### Time Cards

Time cards are due to the Business Office on the 25<sup>th</sup> of each month. The **student** is responsible for completing their time card on a daily basis. The **supervisor** is responsible for checking the accuracy of the time card and **submitting** the signed time cards to the Business Office. **STUDENTS CANNOT TURN IN THEIR TIMECARDS TO THE BUSINESS OFFICE.** Supervisors may only submit one timecard per student; supervisors will need to collaborate for students working in dual departments.

Paychecks are available on the 15<sup>th</sup> of the following month.

## **Expectations**

Supervisors **MUST** submit an Expectation form to the Work Study Coordinator for their student(s) by the 3<sup>rd</sup> week of employment for each academic year.

## **Evaluations**

Supervisors **MUST** submit a signed Evaluation by Supervisor **AND** Evaluation by Student Worker for each student worker per primary semester of employment by the end of each semester to continue participation in the program.

## **Termination**

Termination of employment by student or supervisor during a semester, results in the student being unable to participate in any of the work programs for a period of no less than six weeks. Re-instatement into the program is contingent upon job availability and student has continued eligibility.

## **College Central Network Posting**

Students can log into CCN to update, expire or repost their resume at any time. Supervisors can update, expire or repost positions at any time. Removal of ineligible student resumes occurs monthly.

### **How to for Student:**

1. Go to [collegecentral.com/taftcollege](http://collegecentral.com/taftcollege)
2. Click on 'Students'
3. Click on 'Create Account' and follow the steps
4. Choose to 'Build a Resume or 'Upload a Resume"' and follow the steps
5. Choose the first option under Resume Authorization to allow supervisors to view your resume

### **How to for the Supervisor:**

1. Go to [collegecentral.com/taftcollege](http://collegecentral.com/taftcollege)
2. Click on 'Employers'
3. Click on 'Create Account' and follow the steps
4. Notify WSC when account is created and you will receive an email with your password to log in
5. Under 'Job Board' you can Post, Edit, Repost or Expire Job Postings
6. You can go into your account at any time to change, update or repost your job information.
7. To find available students you look under 'Job Candidates' and click the Search Student and Alumni Resumes
8. You can customize your search to find the best candidate for your position