

2021-2022 Work Study Process

Process for 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.
2. Supervisor submits their position(s) in **Paycor** for approval.
3. Supervisor searches available resumes in CCN to select candidate(s) to interview.
4. Supervisor notifies **Human Resources** of the chosen candidate.
5. The candidate and job offer details will be routed for approval.
6. The Work Study Coordinator verifies eligibility of the student, which includes meeting Satisfactory Academic Progress (SAP), the enrollment status and financial need if applicable.
7. Human Resources will coordinate the completion of the onboarding paperwork via **Paycor PERFORM**. The **student** is responsible for accessing and completing assigned onboarding tasks.
8. Human Resources will notify the supervisor when the student has completed all the steps necessary to begin working (**Student CANNOT begin working until notified**).

Conditions of Employment

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Eligibility is monitored continuously by the Work Study Coordinator.

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.

Continuing Students

Supervisors are required to re-submit positions annually for approval and candidates for approval for any student anticipated to work past June 30th.

Time Clock

The **student** is responsible for utilizing the Timeclock+ system with their assigned Timeclock+ ID daily to ensure all hours are logged correctly. The **supervisor** is responsible for ensuring the accuracy of the recorded hours, working with the student to resolve any discrepancies and **approving** the hours weekly. Approvals are due by close of business each Monday for the preceding week. Supervisors who repeatedly do not comply with timekeeping responsibilities may lose their rights to have student workers assigned to them.

Paychecks are available on the 15th of the following month.

Expectations

Supervisors **MUST** submit an Expectation form to the Work Study Coordinator for their student(s) by the 1st day of employment and by the end of the semester to continue employment for the next semester.

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. This includes those students who worked part of the term and are no longer working. It is recommended Supervisors adopt a process to complete the evaluations when a student's employment ends.

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. Supervisors are required to complete a **Work Study Release of Employment** upon termination or being notified by the student of their intention to resign.

College Central Network Posting

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

How to for Student:

1. Go to 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
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. To find available students you look under 'Job Candidates' and click the Search Student and Alumni Resumes
6. You can customize your search to find the best candidate for your position