GUIDELINES FOR STUDENT EMPLOYEES

The attached is your job placement information. If you have been placed in more than one job, you will have more than one email. Please read and keep the entire placement form – it contains important information about your job and information you will need to fill out your timesheets.

New student employees must complete federally mandated I-9, W-4, and K-4 paperwork in the Human Resources Office, located in Boles Hall, before beginning a campus job.

You should contact your supervisor immediately. When you meet with your supervisor, you should discuss the following:

Job description
What will be your work schedule? (Be sure to take your class schedule with you.) What are your duties? How will you be trained? Who do you report to each day for work assignments?

Attendance
Who do you contact if you are sick or otherwise legitimately unable to work? You should report to work punctually when you are scheduled to work. If you have a legitimate reason to modify your schedule, always call your supervisor in advance to make changes. If you fail to show up, it creates problems within the department. Many jobs have flexible hours if you work it out in advance. Remember, the Centre College community – faculty, staff, and fellow students – are depending on you!

Job Performance
Your job performance will be evaluated once or twice a year by your supervisor. Unsatisfactory performance may result in dismissal from your job. Repeated failure to report to work is grounds for dismissal. If you are dismissed, you will jeopardize any future job placements on campus. Your future eligibility for federal work-study will be based on your job performance and your actual use of your work-study this year – in addition to your financial eligibility.

GETTING PAID

* Student employees will be paid once a month. Payday is usually the 10th of the month.
* Electronic timecards will be used to report your time worked for payroll purposes. Timecards are available on Centrenet under the “Finance” section of the “Student” tab.
* Timecards will only be available after the Student Financial Planning Office has completed the set-up of your job placement. This often takes place some time after you have begun working. So, you should keep track in some other way of the times you have worked until that information can be entered into your electronic timecard. Please note: You will be reporting “Time In” and “Time Out,” not just the number of hours worked each day.

Per Federal Regulations, you are not allowed to work during a time you are scheduled to be in class or lab. Please make sure you don’t do this!

* Failure to meet the due dates, any incorrect or missing information, or missing human resources paperwork will delay your paycheck for a month. No exceptions.

QUESTIONS about job placement or financial aid: Laura Keown, keown@centre.edu. Ext. 5365