

QUICKSTART GUIDE FOR SUPERVISORS

Payroll & Timesheets

- Timesheets are kept through the NovaTime system. Click [here](#) for NovaTime log-in, training and information.
- The person listed as the supervisor on the student's hiring authorization will be "assigned" to the student in the NovaTime system, and will be responsible for approving and submitting student timesheets through the online system.
- For assistance with NovaTime issues, please contact timesheets@mhcc.edu.
- Incomplete timesheets will be returned to the supervisor to complete the missing information.
- Student employees can pick up their paychecks in Payroll (lower level of Student Union) between 8:30 AM and 3:00 PM on the 15th and the last work day of the month. If the 15th and/or last work day falls on a weekend, payday will be the Friday before the weekend. If student employees do not pick-up their paychecks by 3:00 p.m. on paydays, the paychecks will be mailed to the addresses listed on their W-4's. Student employees must inform Payroll if their addresses change, so their checks can be sent to the correct address.
- If students wish to have their checks direct deposited, they must fill out the form [here](#), and send to Payroll.

Federal Work-Study (FWS) Awards/Amounts

- Students who are less-than-half-time and meet other standard eligibility requirements for FWS will be eligible for up to \$600 in FWS funds per term.
- Students who are half-time or greater and meet other standard eligibility requirements for FWS will be eligible for up to \$1200 in FWS funds per term.
- The Financial Aid policy for Summer Term work has been that students need to be enrolled in at least 2 credits in Summer Term to earn some of their Fall FWS award. However, regulations allow students to earn FWS during periods of nonattendance (i.e. non-enrollment) as long as they have financial need in the following term and we can document their intent to enroll in the following term.
- The Financial Aid Office will NOT automatically award FWS for Summer Term, even if students are enrolled. Rather, students wishing to use FWS in Summer Term will need to contact the Student Employment Office (studentemployment@mhcc.edu) to inquire about employment at MHCC.

Guidelines for FWS Student Employees

- FWS employees may work up to 20 hours/week during the term, and 40 hours/week during school breaks (dependent on their FWS funding).
- FWS employees may not work more than eight hours per day. Exceptions to this policy must be pre-approved by Student Employment.
- FWS students must maintain Satisfactory Academic Progress (SAP) each term they work as an FWS employee. To learn more about SAP, visit Keep My Aid on the MHCC Office of Financial Aid (OFA) website or contact the OFA with any questions.

- FWS employees may not earn more than the dollar amount of their work-study award per term. Unearned FWS dollars in one term cannot transfer to the next term—they essentially go back into the collective ‘pot’.
- ***Monitoring FWS student earnings every month is both the supervisor and the student responsibility. Any hours worked over the FWS award amount will result in those hours being charged to department’s budget or to the contracted agency at the full wage plus 15%, whether or not the off-campus contract waives any matching costs.***
- If a student loses their FWS due to falling below contracted credit hours, receiving a scholarship, or dropping out of school, you will be notified that the student can no longer work for you if you do not have Student Aide funding.

NOTE: Although it is the student’s responsibility to notify the supervisor of any changes to the Work-Study award, supervisors may want to contact Financial Aid and/or Student Employment with any questions or concerns. If Financial Aid makes changes to a student’s FWS award, they will receive a revised award letter and Financial Aid will notify the supervisor of such changes.

Wage Guidelines/Increases

- Raises are allowed on a term-by-term basis. After the initial Hiring Authorization for the fiscal year is received, any changes in wage can be initiated by emailing Student Employment. Please include the student name, ID#, current wage and new wage. Usually wage changes are effective the first of the month. Generally, supervisors request raises after one term of experience. A supervisor can request a pay increase sooner if an employee has taken on added responsibilities. All employee wages (including student wages) are regulated by state and federal employment law, and MHCC must remain in compliance with those laws. Contact HR or Student Employment with any questions.

Student Hiring Requirements/Process

- The hiring process is managed by Student Employment. Students must complete a comprehensive background check (CastleBranch), a W-4, I-9 and FERPA training. A hiring authorization is also completed by the student, supervisor and Student Employment. The information at the bottom of the Authorization includes the dollar amount of the FWS per term. All of the above must all be completed prior to students logging hours of any kind.
- Student Employment will notify you when the student is able to begin working.

Disapproval of Student Employment

- Student Employment may tell you that a specific student is, or has become ineligible to work. Some reasons for this decision may be if—
 - the student is not enrolled in or has dropped from the number of credits required for a FWS or Student Aide (SA) employee;
 - the student did not achieve Satisfactory Academic Progress and lost FWS funding;
 - the student was awarded a scholarship and exceeded their financial aid budget, thus losing FWS funding;

- the student did not present valid identification to complete the federal forms required for employment. It is against the law to employ any person who does not present documentation proving their eligibility to work in the United States;
- the student employee did not pass the criminal background check. If you are notified that the student you wish to hire (or have already hired) has been disapproved for employment, that student cannot work until the problem is resolved. Due to FERPA requirements for confidentiality of a student's financial aid information, Student Employment cannot answer some questions about termination or disapproval of a student's employment status. Please refer the student to the Office of Financial Aid.

Ceasing Student Employment

- ***What if I need to terminate a student employee or a student employee quits/graduates?***
 - E-mail Student Employment and Payroll immediately with student's name and ID, and reason for the separation from the position
 - State regulations require that any terminated employee must receive the final paycheck by the end of the next business day. Students who voluntarily resign or graduate must also receive their final paycheck by their last day of employment.
 - Final timesheets should be sent to Payroll.
 - This information is crucially important for your student employee's future job seeking process. Student Employment is contacted to verify past employment.
- ***What are grounds for terminating a student employee?***
 - The same as for any other employee. Tardiness, attendance issues, no-shows, violation of stated policies, harassment, or behavioral issues. Be sure to document specific incidents that support your decision to terminate.
- ***What if a student employee quits, graduates, or transfers?***
 - Notify Student Employment by email if a student quits, graduates, or changes jobs. Those end dates will be used in Unemployment Claims as appropriate. Prospective employers also request dates of employment.

Performance Evaluations/Issues

- ***What do I do about a student employee who has a performance problem?***
 - Contact Human Resources at jobs@mhcc.edu for guidance and assistance regarding performance concerns and student grievances. Please also contact Student Employment.
 - Document, train, and document. Even though there is no procedure in place for handling student employee performance issues, student employees can initiate legal or institutional actions if they feel they were wrongfully terminated.
 - Initiating behavioral change can be achieved through one-on-one counseling about the performance issue. Evaluation forms are available from Human Resources if supervisors wish to approach performance issues that way.
 - To protect yourself and the institution, document performance issues. Remember, YOU can be sued in wrongful termination cases.