

**BATON ROUGE COMMUNITY COLLEGE**  
**Federal Work Study Employment Packet Checklist**

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Name \_\_\_\_\_ Student ID \_\_\_\_\_

Preferred email address \_\_\_\_\_

Contact phone number \_\_\_\_\_

Department \_\_\_\_\_ Campus \_\_\_\_\_

**\* Please make sure that you are eligible for work study program before completing the packet. To avoid a delay in processing please review all documents before submitting to the Office of Financial Aid and complete the check list below.**

- ☐ Application for Student Employment
- ☐ Human Resources Employment Authorization Form (hiring form)
- ☐ FWS Guidelines
- ☐ Confidentiality Contract
- ☐ I understand that a background check must be completed and approved before starting my federal work study assignment.
- ☐ I understand that I must complete a New Hire Employee Packet in Human Resources (Governor's Building – first floor)
- ☐ I understand that I may not begin my work student assignment until I have received my approval/welcome letter from the Work Study Coordinator.

## Application for Student Employment

### A. Student Information

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Email address: \_\_\_\_\_ @ \_\_\_\_\_

### B. Semester for which you are applying:

☐ Fall

☐ Spring

☐ Summer

\_\_\_\_\_ Academic Year

### C. Job Skills

- ☐ Typing (\_\_\_\_wpm)
- ☐ Filing
- ☐ Computer (Word/Excel)
- ☐ Telephone skills
- ☐ Data entry
- ☐ Bulk mail outs
- ☐ Peer tutoring

- ☐ Proficient in Math
- ☐ Proficient in Writing
- ☐ Shelving books (Library)
- ☐ Knowledge of computer/internet
- ☐ Ability to work without supervision
- ☐ Physically able to lift heavy objects
- ☐ Customer Service

### D. Availability

Please indicate positions that may be of interest to you: (Check the website under financial aid work study for available job openings)

1. \_\_\_\_\_

2. \_\_\_\_\_

Day	Time
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

### E. Sign This Worksheet

Completion of this application does not guarantee student employment at Baton Rouge Community College. Your application will remain on file for one aid year. Work-Study job openings are located on BRCC website under financial aid work-study. BRCC is an equal opportunity Employer.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## HUMAN RESOURCES

### EMPLOYMENT AUTHORIZATION FORM

<input type="checkbox"/> Institutional Student Worker	<input type="checkbox"/> Academic Learning Center	<input type="checkbox"/> Federal Work Study	<input type="checkbox"/> SI Leader
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Instructions for Non-Federal Work Study Student using this form: PLEASE PRINT

1. Student completes Section A
2. Supervisor completes sections B & C; SIGNS TO REQUEST HIRING OF STUDENT
3. Student completes section D
4. Student delivers completed form to the Human Resources on date instructed by supervisor

#### SECTION A: STUDENT INFORMATION

Student's Name \_\_\_\_\_ Student Id# \_\_\_\_\_

Email \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Student: ☐ Ft ☐ Pt ☐ Enrolled At \_\_\_\_\_ ☐ Not Enrolled

#### SECTION B: APPOINTMENT INFORMATION

Today's Date: \_\_\_\_\_ Department/Section: \_\_\_\_\_

Weekly Hours: \_\_\_\_\_ Rate Of Pay: \_\_\_\_\_ ☐ On Campus ☐ Community Service

☐ Other ☐ Family Literacy and/or Tutoring Pre-School Or Elementary Children

Budget Code: \_\_\_\_\_

Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_ Prog: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Maximum Hour's Student Is Authorized to Work: \_\_\_\_\_ Maximum Award/Wages: \_\_\_\_\_

Semester(s) ☐ SPRING ☐ SUMMER ☐ FALL Student is ☐ FT ☐ PT

#### SECTION C: INTERVIEW LOCATION

Date \_\_\_\_\_ Contact: \_\_\_\_\_

Interviewer's Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Interviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Job Location: \_\_\_\_\_

Please List Secondary Contact, Phone Number And Email Address In The Event Interviewer/Supervisor Is Unavailable:

Supervisor/Designee: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Hiring Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### SECTION D: SIGNATURE

*I understand that the hours/wages in Section B are the maximum a student may earn for the period indicated and that the offer is conditional based upon the student maintaining eligibility.*

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

#### Section E: AUTHORIZATION TO HIRE

Appointing Authority Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Human Resources Only:**

Position Number: \_\_\_\_\_ Processed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_

# BATON ROUGE COMMUNITY COLLEGE

## Federal Work Study Program Guidelines

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Welcome to the Federal Work Study Program! You will be working as a student worker representing Baton Rouge Community College. Review the information below that will assist you with keeping your position and enhancing your present skills and developing others. Please read the guidelines carefully and do not hesitate to ask questions if you need clarification concerning a particular guideline.

1. You will be paid every two weeks from Baton Rouge Community College based on the number of hours worked on your time sheet. The time sheet must be submitted to your supervisor for their signature. **Also, the electronic timesheet must be completed on LOLA. If the time sheet is submitted later than the due date or returned to your department for corrections, your timesheet will be processed in the next pay period.**
2. Students are paid for only actual hours worked. Students do not receive pay for sickness, holiday, special closures or vacation. It is common practice to allow an employee a paid 15-minute break for every four hours of work. Lunch should be listed on both the electronic timesheet and the daily attendance log sheet. **A minimum of 30 minutes should be taken for lunch for hours worked of 6 hours or more. A minimum of 1 hour should be taken for lunch for hours worked of 8 hours. Your timesheet will be returned if there are errors.**
3. Students are not authorized to work over 20 hours per week, unless approved by the Financial Aid Director. **Students should never work over 8 hours per day.**
4. Students should not list scheduled class time on the timesheet as time worked, even if the class is cancelled for the day. You cannot sign in/out for class or work at the same time. For example, if you are scheduled to be in class at 11: 00am. you must sign out from work at 10: 45am. You cannot be in two places at once. You must sign in on quarter hour intervals only; for example, (15 minutes = .25, 30 minutes = .50, and 45 minutes = .75). Your timesheet will be returned if there are errors.
5. Students must be enrolled in at least 6 hours each Fall and Spring semesters. You must meet Satisfactory Academic Progress (SAP) which is reviewed at the end of each semester. Interruption of education studies will result in immediate dismissal from the FWS Program.
6. FWS awards are estimated and based upon 20 hours per week. You may not receive your full award earnings during the award year. The funds are not reserved for you if you fail to work the 20 hours weekly. Monitor your work study earnings to prevent working over your allocated work study award.

7. One of the primary purposes of the FWS Program is to develop good work habits. Careless work, absences and tardiness do not reflect positively on you. Develop good channels of communication with your supervisor and the FWS Coordinator. If you fail to have good work habits, you may be terminated from the Work Study Program immediately. You must be willing to learn, be pleasant, and businesslike. In addition, you should maintain a neat appearance and leave the workstation and work areas neat and orderly. Remember, you are building work experience for your resume and good work habits for yourself.
8. You should be punctual and always report to work on your scheduled work day(s). If there is a good reason for your absence, then call and speak directly with your supervisor. In an emergency situation, calling your supervisor before the time you were scheduled to work is not always possible; however, you should contact your supervisor at the earliest opportunity following the emergency. Your supervisor is depending on you to accept responsibility for the work hours assigned to you. If you receive three (3) written reprimands for continued or chronic absences or tardiness, you may be terminated from the work study program.
9. While it is our desire to assist the student employed under the FWS program, we are unable to transfer students from department to department because you don't like your assignment, the people you work with, or your supervisor. However, at the end of the semester you may request a transfer for the beginning of the next semester. Transfers will be minimal and at the discretion of the FWS Coordinator.
10. If you decide to leave the Federal Work Study Program you must submit a written notation to your supervisor and to the FWS Coordinator. You must give a two-week notice to ensure that proper replacement can be made. There will be no exceptions to this guideline unless both you and your current supervisor agree in writing to a different time frame.
11. Falsification of your reported hours or the supervisor's signature on the time sheet will result in termination from the Federal Work Study Program.

**STUDENT ACKNOWLEDGEMENT:**

**I have read the Federal Work Study Guidelines and understand that violations of these guidelines will result in termination from the program.**

**STUDENT NAME (PRINT)** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STUDENT ID** \_\_\_\_\_

## **STUDENT WORKER CONFIDENTIALITY CONTRACT**

The student worker at Baton Rouge Community College (BRCC) supports administrative functions. This person in this position will on occasion access individual student information from various sources, including the LOLA system. With respect to this student information and any other pertinent information, the student has read, understands, and agrees to the following:

1. In compliance with the Buckley Amendment (FERPA), the student worker acknowledges the confidentiality of student information and BRCC pertinent information. Student information will not be distributed or discussed with anyone other than the worker's supervisor or employees of the College as designated by the student worker's supervisor.
2. The student worker will not attempt to alter, change, add or delete student record information or College documents, unless specific instruction to do so is provided to the student worker by the worker's supervisor.
3. The student worker will access only that information specified by the student worker's supervisor.
4. All procedures, creative work, written documents and computer programs will be documented according to standards set by the student worker's supervisor and are considered to be the property of BRCC. The student worker understands that failure to abide by the above contract is grounds for immediate dismissal from the work position, and may further subject the student to disciplinary action.

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Student Name (print)

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Department/Office

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Student Signature

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Date



## WORK-STUDY DAILY ATTENDANCE LOG SHEET

NAME \_\_\_\_\_ STUDENT ID \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ LOCATION \_\_\_\_\_

PAY PERIOD \_\_\_\_\_  
MONTH/DAY THRU MONTH/DAY

### FIRST WEEK

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	HRS WKD.
M							
T							
W							
TH							
F							
SAT.							
SUN.							

TOTAL HOURS WORKED FOR THIS WEEK \_\_\_\_\_

### SECOND WEEK

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	HRS WKD.
M							
T							
W							
TH							
F							
SAT.							
SUN.							

TOTAL HOURS WORKED FOR THIS WEEK \_\_\_\_\_

The supervisor or designee certifies that the time worked by the student worker is accurate and does not conflict with class time.

NOTE...Did you enter your electronic timesheet on LOLA for approval? Yes\_\_ No\_\_  
If not (Reason) \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR PRINTED NAME \_\_\_\_\_ Extension x \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE SUBMIT TO THE OFFICE OF FINANCIAL AID BY THE END OF THE DUE DATE OF THE PAY PERIOD.