Work Study Orientation

The information contained within this orientation is important. You will quickly review:

• The Work Study Program
• How to Complete Your Timecard
• How to be Successful in the Workplace
• Other Important DMACC Policies

Take your time to read everything, do not just simply click through the slides. TO COMPLETE ORIENTATION, YOU MUST COMPLETE THE CONFIDENTIALITY AGREEMENT AT THE END OF THIS PRESENTATION.
What is Work-Study?

Federal Work-Study provides part-time jobs for eligible students, allowing them to earn money to help pay education expenses. Students earn wages for the work they perform much like any other part-time employment. Wages are directly paid to the student, and not applied to the student’s DMACC account.
How Many Hours Can I Work?

• How many hours you can work each week will depend on the type of job you get and your employer’s expectations.

• Most student employment positions, however, will work around your class schedule and only require between 10-20 hours/week.

• The most you are allowed to work is 20 hours per week.
When can I work?

• Meet with your supervisor to arrange a work schedule.
• You will not be asked to work when you should be attending a class (this is against the Work-Study rules and is not allowed).
• You cannot work when the college is closed or during breaks (spring break, winter break, between semesters, etc.).
What Will I be Paid?

• Wage rates were identified when you applied for your Work-Study position.

• Almost all Work-Study positions pay $9.50 per hour. The published rate for the position is not negotiable.

• In rare cases, a DMACC student employee position may pay a higher wage rate for skilled labor.
When and How do I get Paid?

- Students are paid on the 15th and last business day of each month.
- Payroll is not applied to your student account at DMACC.
- You are required to establish direct deposit in order to receive your student wages.
- A student payroll calendar is available here. Print off this document and keep it for reference.
- You must complete an electronic timecard in order to be paid!
IMPORTANT: How do I Complete my Timecard?

- Without completing a timecard, you won’t be paid!
- Your timecard is completed electronically through a process called “Web Time Entry.” You will be responsible for entering and submitting your hours worked every pay period. From that point, your supervisor will be responsible for approving the hours worked.

Completing your electronic timecard is easy.

YOU MUST WATCH THIS VIDEO AS IT EXPLAINS THE PROCESS TO COMPLETE YOUR TIMECARD (WITHOUT THIS YOU WILL NOT BE PAID). Don’t forget to bookmark the video incase you need to watch it again the future! Without completing a timecard, you won’t be paid!
What if I Need Help With my Timecard?

Here are a couple tools that you can use to help you remember how to complete a timecard:

• **Timesheet Quick Reference** (print this off and keep it handy).

• **Web Time Entry Instructions** (this is a more in-depth guide and you may print).

If you need help with your timecard, you may always reach out to your supervisor.
How to Maintain Your Eligibility for Work-Study

• You must complete the FAFSA each school year and be offered Work-Study by the DMACC Financial Aid Department.
• You must be enrolled at least half-time.
  • Fall and Spring semesters: 6 credit hours
  • Summer: 4 credit hours.
• You must be actively attending your courses and making Satisfactory Academic Progress (SAP).
What is Satisfactory Academic Progress?

Federal regulations require that students maintain Satisfactory Academic Progress (SAP) in order to receive financial aid including Work-Study.

- Minimum cumulative GPA of 2.0
- You must complete your attempted coursework at a minimum cumulative rate of 67%. Anytime you withdrawal from or fail a course it hurts your completion rate. Completed course work is defined as any course for which the student receives a passing grade.
- Federal regulations limit financial aid eligibility to 150% (96 credits for a two-year program) of the published length of the education program, as measured in attempted credit hours. This means that you must by progressing toward completion.
Can I have the same job next year?

• It is possible that you may be able to continue your Work-Study employment during a future school year at DMACC.

• You must be eligible for Work-Study (as previously discussed) during the new school year.

• You must contact your supervisor to determine if the position will be available during the new school year and if you will be considered for the position.
Workplace Success

You are now a DMACC employee – **welcome**!

Working on campus is a great way to...

- Learn new skills
- Build your resume and gain new professional references
- Expand your network by developing positive relationships with other students and faculty/staff
- Become more connected to the DMACC campus
- ...and of course, earn extra income!
Workplace Success

Your next step will be to set up a time to meet with your supervisor to discuss:

- **Your schedule** – Create a schedule that meets the needs of your employer and works around your classes.
- **Workplace policies and procedures** – Find out how things are done in your department.
- **Appropriate workplace attire** – Ask what kind of attire is appropriate for your role/department.
- **How to reach them in case of illness or emergency** – Learn how to best contact your supervisor.
Workplace Success

Quick Tips for Workplace Success:

✓ **Set a schedule** – Balance time between work, school, and personal commitments.

✓ **Punctuality is important** – Arrive on-time (or a little early). Never be late!

✓ **Demonstrate good work ethic** – Prioritize your tasks and remain focused to complete projects and responsibilities in a timely fashion.

✓ **Communicate professionally** – Use workplace-appropriate verbal and written communication skills.

✓ **Ask for time off in advance** – Talk with your supervisor as far in advance as possible to request changes to your schedule/time off.

✓ **Build positive relationships** – Be polite, respectful, and helpful to others.

✓ **Show initiative** – Look for ways you can help your department and ask for additional projects if you finish your assigned tasks early.

✓ **Ask questions** – Don’t be afraid to ask questions or ask for help if you need it.
Workplace Success

One last tip to consider...

Utilize the DMACC Career Center’s services!

Your work study job can be a great launching point for your next internship or job opportunity! When you’re ready to start searching for a new position on- or off-campus, contact the Career Center for guidance on how you might highlight your work study position on your resume and in interviews.

Learn more: www.DMACC.edu/CareerCenter
Human Resources Procedures

• As a new employee, it is your responsibility to read and understand the DMACC HR Procedures that are located on the HR website.

• Each procedure is listed by category and can be viewed and printed out.
Technology Usage

• As a student employee, if you have any technical problems with your computer you can contact Tech Support for assistance at 515-965-7300 or techsupport@dmacc.edu.

• Use of technology, including peer-to-peer file sharing, for the unauthorized acquisition or distribution of copyrighted materials may subject users to College disciplinary actions and civil or criminal liabilities. See DMACC policy ES 4790
Accidents/Workers’ Compensation

• College employees shall be covered by the College’s Workers' Compensation insurance in accordance with federal and state laws and regulations.

• As a student employee, you must promptly report any work-related accident or illness to your supervisor.

• DMACC’s Workers’ Compensation Policy can be reviewed under HR 3605.
Unemployment and Health Insurance

• Student employees are ineligible to file a claim for unemployment benefits after the position has ended or the employee has been terminated.

• Student employees are ineligible to participate in DMACC health insurance plans/options.
Termination

- Student employment is contingent upon the need for services, enrollment, assignment obligations to Regular employees and work performance.
- A student employment position is temporary and is subject to end at any point during the award year.
- Continued employment and participation in the Federal Work-Study program is contingent on the availability of federal funds.
Campus Safety

• As a student employee, it’s important that you have registered for DMACC Alert.

• DMACC students, faculty and staff can get DMACC Emergency information via DMACC Alert on their cell phone, land line phones or email. Log on to www.getrave.com/login/dmacc to update your contact information and alert settings.

• It is VERY IMPORTANT that you familiarize yourself with the DMACC Security Contact Procedures and Emergency Numbers.
Fire & Tornado

• When a fire alarm sounds, please proceed to the nearest fire exit and remain in an area at least 500 ft away from the building. Familiarize yourself with the fire exits in your building.

• If you find a fire and the fire alarm has not sounded, pull the nearest fire alarm pull station, and then proceed to the nearest fire exit in the building.

• When a tornado alarm sounds, go to the designated area or an INTERIOR hallway or restroom away from exterior windows, glass doors or any potential flying glass.

• These designated areas as well as the Tornado procedure is described on the Tornado Drill instructions posted throughout buildings and inside all classrooms near the main hallway entrance. Please familiarize yourself with the designated areas to go to in case of a tornado.
Discrimination

- A College employee or applicant for employment who believes that College policies or procedures on equal opportunity in employment or education have been violated, resulting in discriminatory treatment on the basis of race, color, national origin, creed, religion, sex (including pregnancy), sexual orientation, gender identity, age, disability, genetic information, actual or potential parental, family or marital status of a person or, to the extent covered by law, veteran status, may file a formal complaint through the College Discrimination Complaint Procedure or with the appropriate state and/or federal agencies.

- Discrimination Complaint Procedure for Employees and Applicants is found in HR 3010.

- Students may file a formal complaint through the College’s Discrimination and Harassment Complaint Procedure for students (ES 4645).
Harassment

• Harassment that is based upon an individual's race, color, national origin, creed, religion, sex (including pregnancy), sexual orientation, gender identity, age, disability, genetic information, actual or potential parental, family or marital status of a person or, to the extent covered by law, veteran status is a form of discrimination.

• The harassment of College employees, students and applicants for employment by supervisors, faculty, students, colleagues or College business associates is prohibited.

• As a student employee, you must familiarize yourself with HR Policy HR 3005 regarding harassment in the workplace.
Drug-Free Schools/Alcohol

• The college will comply with the Drug-Free Schools Act (EDGAR Part 86) and shall take appropriate action, to the extent possible, to provide a work environment free of drugs and illegal substances (see BS 5551).

• Compliance with Board Policy 2016, Drug-Free Workplace, shall be a condition of employment.

• No employee or student may appear on college property if, as a result of the use of drugs or other illegal substances, he/she cannot adequately perform normal functions or if he/she impedes the normal operation of the college.
Confidentiality Contract

• Some Work-Study students perform duties in an administrative fashion which means that you may have very limited access to confidential and private records of:
  • DMACC Students
  • Faculty
  • Staff

• These confidential and private records are protected by the federal law from disclosure. Click here to learn more about FERPA and protecting student educational records.

• You must agree to maintain the confidentiality and privacy of all such records during and after your period(s) of employment at DMACC. This is called your “Confidentiality Contract.”
Completing a Confidentiality Contract

• You shall not, directly or indirectly, communicate to any other person other than your supervisor, or any individual approved by your supervisor, any information concerning such records.

• Any unauthorized disclosure may be grounds for termination and prohibition of future employment under the Federal Work Study program at DMACC.

• **REQUIRED ITEM:** Click here to complete the required Confidentiality Contract. Once you have submitted the electronic Confidentially Contract you will have completed the Work-Study Orientation.

Congratulations!