

Colorado Northwestern Community College

College Work-Study Program Policy

Each student accepting employment through the work-study program is expected to observe the following policies and procedures, and to follow them.

- A. Upon receipt of a financial aid work-study award, students must obtain Authorization for Student Employment paperwork from the Financial Aid Office.
- B. Upon completion of all required employment paperwork, through the payroll office, students will pick a job from the Work-Study Job book.
- C. From the job listing, select one or more positions and contact the work supervisor(s) identified on the job description(s) to arrange for an interview. If hired by the supervisor, the supervisor must contact the financial aid office. The financial aid office will provide a "referral form" that will need to be signed by both the work-study and the supervisor. The signed referral form must be returned to the financial aid office before work is begun.
- D. Supervisors will clearly define the duties and responsibilities with the student so that together both may arrive at mutual expectations. Also, students should clearly identify their workdays and hours. Students are held accountable for maintaining the established work schedule.
- E. Students who are ill or unable to report to work must always contact the supervisor in advance to either notify him/her of illness, or to rearrange work hours. Never, under any circumstances, fail to report to work without notifying the supervisor in advance.
- F. When at work, it is inappropriate to have friends visit or to make personal calls. Students who need to make a personal call must check first with the supervisor.
- G. Students must record all hours worked through their "Crossroads" account. At the end of the payroll period the student will submit his/her hours for the supervisor's approval. Time will be submitted every other Friday. Any student who falsifies a time sheet will be suspended from the work-study program, may be suspended from all financial aid programs, and referred to the U.S. Department of Education for suspected fraud investigation. Further, failure to submit a time sheet may result in suspension from the College Work-Study Program.
- H. Students must never work more than 20 hours per week during periods of enrollment, provided the award is sufficient. Based on the average work-

study award at CNCC, most students will be able to work approximately 10 hours per week.

- I. All students are paid every two weeks.
- J. All College Work-Study awards are based upon the availability of funds and may be revised during the school year without prior notice. In that event, every reasonable effort, through student loans, other jobs, etc., will be made to assist a student for the remainder of the year.
- K. Students whose work performance or attendance is unacceptable may have their contract canceled by the supervisor. Remember that this employment opportunity can provide documented work experience and references for future job.
- L. All work-studies will have a background check.

Important things to remember:

↗ Time is due every other Friday

*↗ Make sure you enter your time every day that you work. Make sure you **submit** your time at the end of the two week pay period*

↗ Payday is every other Friday



*↗ Pay will only be deposited into a checking, savings or Bank Mobile account designated by you – **YOU MUST HAVE AN ACCOUNT***

TIME REPORTING – Hourly employees

Timesheet should be completed on a daily basis

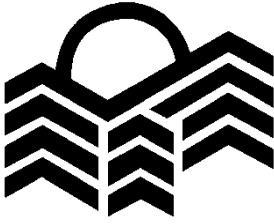
If you submit a timesheet, follow these steps to fill out and submit your timesheet:

1. Log-on to Crossroads CNCC Portal (located on CNCC's website at www.cncc.edu): **User Name** is your S number (be sure to capitalize the S) and your **password** is your portal password
2. Click on your **Employee tab** and locate **Time Reporting** box
3. Select the current pay period to enter your hours. You **cannot** enter hours for a previous pay period
4. Your timesheet only shows a week at a time, you will need to click **Next** to view the next week
5. Click **Enter Hours** to enter hours worked. Time **must** be entered in 15 min increments
6. Enter **Time In** as the time you came into work – beginning of the day, after lunch break
7. Enter **Time Out** as the time you left work – lunch break, end of day
8. You will need to change **AM/PM** as needed
9. After entering your time in and out for the day, click **Save**. Your hours will total automatically
10. Click **Timesheet** to return to your timesheet
11. After you enter all time on timesheet, review and then click **Submit for Approval**
12. You will need to enter your Self Service Banner (SSB) password to certify and electronically sign your timesheet
13. Once your timesheet is submitted, you can make changes to it by clicking on **Return Time** button as long as your supervisor has not started the approval process

Deadline for Timesheet Submitters: The last day of the pay period at 5:00 p.m.

If you do not submit a timesheet for the pay period you worked, you will need to contact CNCC Human Resources staff as soon as possible.

If you need more information or help with your timesheet, contact
Angela Miller 970-675-3227 or Keely Ellis 970-675-3219



**COLORADO NORTHWESTERN
COMMUNITY COLLEGE
2019-2020
CRAIG WORK-STUDY POSITIONS**

Administration Office Support

STUDENT SERVICES

Clerical Assistant (2)

Duties: Filing, answering phones, dealing with public (i.e. students) and confidential information, typing and computer work. Give tours to prospective students. Assist with student mailings and scan documents into archive. **MUST BE ABLE TO DEAL WITH CONFIDENTIAL INFORMATION**.
Other duties as assigned.

Wage: \$12.00

Supervisor: Carol Sharp

STUDENT SUPPORT

Student Support Assistant (1)

General office and customer service skills, help with events and student activities.
Other duties as assigned.

Wage: \$12.00

Supervisor: Adam Cooley

ADULT LEARNING ASSISTANCE PROGRAM (1)

Assistant

Duties: Do general filing, preparing testing packets, shredding confidential material, making photocopies, and recording texts for students if necessary.

Wages: \$12.00

Supervisor: Tyler Bridges

Community Education

Office Assistant (1)

Duties: Copying, filing, and bulletin board assembly. Assist with various projects.

Wage: \$12.00

Supervisor: Sasha Nelson

BOOKSTORE

Bookstore Assistant (1)

Duties: Assist students with finding texts and materials, running cash register, helping with freight and stocking shelves. **MUST BE ABLE TO DEAL WITH CONFIDENTIAL INFORMATION**.

Wage: \$12.00

Supervisor: Jennifer Otis

Program Support

Cosmetology

Assistant

(1)

Duties: Filing, reception work, and various office procedures.

Wage: \$12.00

Supervisor: Christy Bugay

Nursing

Simulation Clinical Skills Lab Assistant

(2)

Duties: Responsible for the overall usage, maintenance and upkeep of simulation manikins and skills lab equipment.

Wage: \$12.00

Supervisor: Char Opper

SCIENCE

(2)

Lab Assistant

Duties: Assisting in the lab. Must be dependable and able to follow detailed instructions. Prepare and organize lab media and supplies. Clean and stock equipment for labs, setup/breakdown weekly labs.

Wage: \$12.00

Supervisor: Liz Johnson

ARTS & SCIENCES

(1)

Assistant

Duties: Copying, non-confidential grading, class set-up.

Wage: \$12.00

Supervisor: Jesse LaRose

Maintenance

Maintenance/grounds/custodial

(1)

Duties: Help with minor maintenance tasks, painting, washing equipment, grounds work, weeding, lawn mowing, trimming, sprinkler adjustments, snow removal, custodial helper, sweeping, mopping, and cleaning tables & chairs, general cleaning duties.

Wage: \$12.00

Supervisor: Tony Aldrich

Student Activities and Athletics

ATHLETIC DEPARTMENT

Soccer

(5)

Duties: Help with home games, grounds maintenance, stats, etc. Must be organized, have good communication and phone skills. Must be able to lift at least 45 lbs.

Wage: \$12.00

Supervisors: Doug Seigle & Kyle Kazemi