

LCC Student Employee hiring procedures (Non-Federal Work-Study)

Updated 5/31/2018

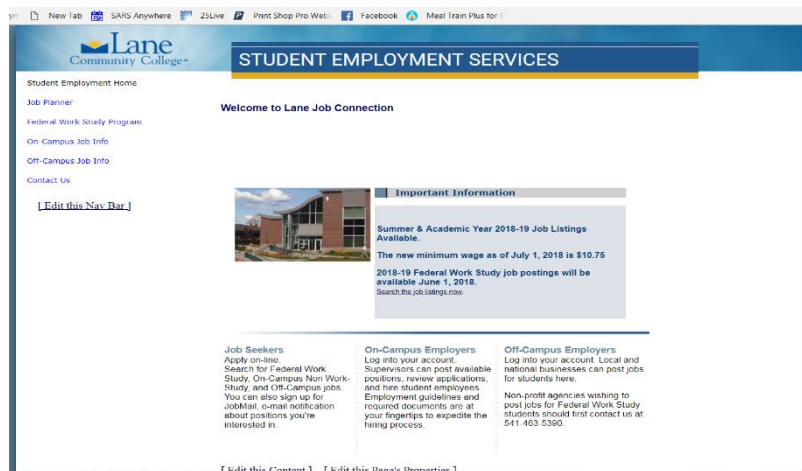
Funding sources: Learn & Earn, LETS, General Fund (non 04); ICP; Grant; Fund 9

Please keep in mind that Student Employment positions are reserve for student retention efforts where students directly help students succeed at Lane.



Hiring

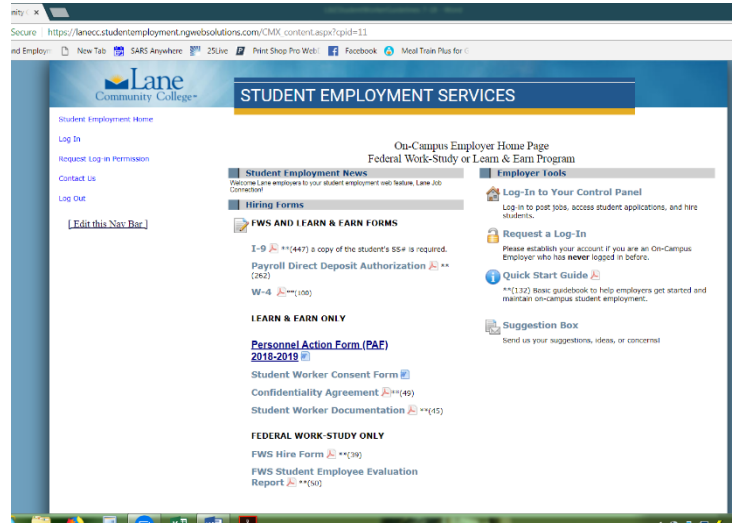
All positions must be posted on Lane Job Connection (LJC).



All student hires must be requested and approved through LJC by a Welcome Center Advisor.

Once a hire has been approved, the approval email you receive **must accompany your hiring paperwork sent to HR**. Students will not be entered into the payroll system until HR staff have received this email. Please remember that your student workers may *not* begin working until their hiring paperwork is complete.

Paperwork required



1. Approval email received from a Welcome Center Employment Advisor
2. A new student employee to your department requires a Student Worker Documentation form.
3. A student new to Lane's Student Employment system must complete new hire paperwork (PAF, I-9, W-4, Direct Deposit form, Confidentiality forms, and Student Worker Consent form) and provide a copy of their SS card.

PAF

Distribution: Send original and yellow copy to Human Resources. Retain pink. Print on 2018/2019 paper.		Human Resources Personnel Action Form Learn and Earn Allocation				
Name (Last) (First) (MI)		I. number		Submitting Department / Division Job Placement		
Time Entry Method: <input type="checkbox"/> Web <input type="checkbox"/> Department						
Status						
<input type="checkbox"/> New Hire (Attach W-4 & I-9)	<input type="checkbox"/> Retiree	<input type="checkbox"/> Faculty Contracted	<input type="checkbox"/> C1 Classified Contracted	<input type="checkbox"/> C2 Classified Contracted PT	<input type="checkbox"/> Trial Service	
<input type="checkbox"/> Date of Birth (MM/DD/YYYY)	<input type="checkbox"/> Terminated Involuntary	<input type="checkbox"/> Probationary	<input type="checkbox"/> Temporary	<input type="checkbox"/> Faculty Deferred Pay (12 mo)	<input type="checkbox"/> C3 Classified Hourly	
<input type="checkbox"/> Leave w/ Pay w/ Benefits	<input type="checkbox"/> Lay Off				<input type="checkbox"/> Replacement	
<input type="checkbox"/> Leave w/o Pay, w/ Benefits						
Salary Table						
<input type="checkbox"/> C1 Classified Hourly (10% part)	<input type="checkbox"/> FC Faculty Contracted	<input type="checkbox"/> FP Faculty Part Time	<input type="checkbox"/> ET Retiree			
<input type="checkbox"/> C2 Classified Contracted	<input type="checkbox"/> FF Faculty - Flight Technology	<input type="checkbox"/> MC Management Contracted	<input type="checkbox"/> EP Special Pay			
<input type="checkbox"/> C3 Classified Hourly (100% part)	<input type="checkbox"/> FH Faculty Hourly	<input type="checkbox"/> MH Management Hourly	<input type="checkbox"/> SW Student Worker			
Payroll Account Distribution						
Position No. (C, M, MR, F, FR, W) CNAxxx	Suffix 00	FOAP 111100-530320-570100-310000		% 100	Beginning Date	End Date
Timesheet Org	E-CLS C4	Job Class W0108	Job Title Learn and Earn	Table SW	Grade 01	Step 01
Hourly Rate \$10.75	Annual Salary	Appt %	Assigned Salary	Hours per Pay:	# of Pay Periods	
Pay Calculations Comments:						

A PAF needs to be created with each new student that you hire using the appropriate FOAP for your needs. Learn & Earn has its own FOAP: 1 1 1 1 0 0 - 5 3 0 3 2 0 - 5 7 0 1 0 0 - 3 1 0 0 0 0

Include your departments "Time Sheet Org"

Student Employment positions begin at \$10.75 an hour and may be increased to \$10.95 after a student worker has worked two full consecutive terms.

Student Worker E-class is C-4

Other Learn and Earn Info

Employment Contract

Contract of employment
The rights and responsibilities
relationship between an em
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kinds of pr

- Student Worker OPE is 10%.
 - There are no tuition waivers available.
 - Student workers also may **not** work from home, or on days the college is closed, such as in-service days or holidays.
 - Student workers must have a Lane employee staff member present when they are working.
 - Minimum/maximum credits and maximum terms:
- Student Employment student workers must be enrolled in a minimum of 6 credits the entire time employed as student workers at Lane.
- Student Employment student workers may work no more than 9 total terms as student workers, including summer term(s).
- The minimum 6 credit enrollment and the maximum 9 term limit of employment will be verified by Welcome Center staff throughout their employment.
- The employing department and responsible manager will be notified if students drop below the 6 credit requirement or reach the maximum 9 term limit of employment. Two options are available at this point: (1) Convert employee status to Classified Hourly "22 day non-competitive" hire for a **maximum** of 22 days or (2) immediately discontinue employment altogether. In either event, the individual (student) is forbidden from continuing as a "student worker".
- During the term, students may work up to 15 hours per week (best practice for student success and retention suggests that students are more likely to have academic success working no more than 15 hours per week). The employing department and responsible manager will be notified if students work over the maximum 15 hours per week.
 - Academic Year: During the three standard academic year terms, a division's presently employed student may continue working through breaks (a maximum of 40 hours per week) as long as they are registered for the following term, and returning to work for the same division the following term.
 - Summer term only: Student workers may work up to 40 hours per week if they:
 - Worked for your division during the previous spring term.
 - Are pre-registered for the following fall term
 - Are enrolled in less than 6 credits for the present summer term.
 - If they are registered for 6 credits or more during summer term, they can only work up to 15 hours per week.
- Students may only have one Non-Federal Work-Study job at a time, unless in training for a new job which begins in a following term.
- Student cannot have a Federal Work-Study award during the term they are hired for a Student Employee funded position.
- If your Learn & Earn funded student workers work more hours than allotted, your division will be responsible for finding the funds for the additional hours. If this occurs, please create a new PAF for each student with your division's FOAP. The Welcome Center staff will monitor Learn & Earn allocation balances.
- Learn & Earn allocations are processed by Financial Aid department during spring term. Allotments may be used with as many hires as you wish.
- Feel free to contact StudentJobs@lanecc.edu or huntert@lanecc.edu with any questions or concerns, or call x 5678 .