

Expectations for Student Employees in the Workstudy Program

1. Student employees are expected to complete all pertinent paperwork prior to first day of work.
 - AR 4EC, I-9, New Student Employee Survey, Student Payment Authorization Form, and W-4 – all students
 - Students will receive a green-to-go ticket from Human Resources once they complete all required paperwork. Students must present this ticket to their supervisors before beginning work. **After showing your ticket to your supervisor, please keep it with you.**
 - Employment paperwork is valid for the duration of the student's time at JBU, unless otherwise specified by Human Resources.
2. Student employees are expected to arrive on-time for each assigned shift.
3. Student employees are expected to ask their respective supervisor(s) in advance for time off from work.
4. Student employees are expected to notify their respective supervisor(s) in a timely manner when they will be unable to work due to sickness or scheduling conflicts.
5. Student employees are expected to submit completed timecards within the timeframe designated by the automatic email sent at the end of each timecard period.
6. A student employee designated as a freshman is expected to remain in his/her assigned Essential Services position for one school year.
 - Essential Services positions include: Grounds Crew, Food Services, and Custodial Services.
7. Student employees who are not in Essential Services positions are expected to find a position on the Workstudy online system via the EagleNet portal. Students must work for the first supervisor who hires them. Students must remain in their positions for the length of time for which they were hired (e.g. a single semester or a complete school year).
8. Student employees are expected to fill out and submit timecards within the timeframe specified via email for each pay period.
9. Student employees are expected to contact Human Resources in the Student Accounts Office if an issue arises with payroll.
10. Student employees are expected to contact their supervisor if an issue arises with the assigned work or shift.
11. Student employees are expected to contact the workstudy coordinator if they need assistance finding jobs via the Workstudy online system or resolving issues in their current positions.
12. Student employees are expected to maintain a minimum 2.0 cumulative GPA.
 - A student who does not maintain a 2.0 cumulative GPA is not eligible for workstudy until cumulative GPA is 2.0 at a given semester's end.
13. Student employees are expected to work the total hours assigned to them. Students must work at least part time (four hours per week) to maintain workstudy eligibility. A student with a job connected with the athletic division may work 150 hours in the semester of a sport's primary season, as long as the student does not work more than 76 hours the other semester of the school year, for a total of 226 hours for the entire school year.
14. Student employees may not work when school is not in session (e. g. over Christmas break and Spring break.)