

## ***Hiring a Student Worker***

### **Please Follow These Steps:**

- 1) Check your budget. It is important to know if you have institutional funds for work-study or if you will need a federally funded student. \*Note\*- The work-study specialist no longer has access to your institutional budget number or totals.
- 2) Call Leana Davis @ 7661 to set up a time to review the student worker applications. A list can be provided to separate institutional from federal student workers.
- 3) Provide a list of students you plan to interview to Leana Davis so that federal budgets can be calculated. It will also be determined at this time if a student still qualifies for the work-study program. (Enrolled at least ½ time) Leana will then return the list with detailed information on student's federal eligibility, which will let you know how many hours a week a student can work.
- 4) Proceed with the interview process for those students you are still interested in.
- 5) Email Leana Davis ([ldavis@mchenry.edu](mailto:ldavis@mchenry.edu)) to notify her which student(s) you have hired. Please send an email even if you have a returning worker so it can be determined if they still qualify for the work-study program and so their award, if any, can be calculated.

**\*\*PLEASE DO NOT HIRE STUDENTS WITHOUT NOTIFYING THE WORK-STUDY SPECIALIST. IF A STUDENT TURNS IN A TIMECARD AND HAS NOT COMPLETED PAPERWORK THEY WILL NOT BE PAID UNTIL THE FOLLOWING PAY PERIOD\*\***

- 6) The student's timecards should be turned into the timecard box in the Financial Aid Office Rm. A256. A list of timecard due dates can be found in the HR section of Inside MCC.
  - a) Timecards must include the proper dates. Students should not combine weeks on their timecards. Please review the Payroll Deadline list to assure the proper dates are being used.
  - b) Timecards must be totaled (student workers make \$8.00/hr)
  - c) The department must be listed at the top of the timecard.
  - d) If using institutional funds the institutional account number must be listed at the top of the timecard. If using federal funds the work-study specialist will enter the account number.
  - e) The timecard must have a supervisor's signature.

**\*\*IF THESE STEPS ARE NOT COMPLETE THE TIMECARDS WILL BE RETURNED AND THE STUDENT WILL NOT BE PAID UNTIL THE FOLLOWING PAY PERIOD\*\***