

2011-2012

Student Employment

Information and Responsibilities



Pine Technical College
FINANCIAL AID

The student should retain this sheet for their records.

Pay Rate: \$8.00/hour

Maximum Hours: Students cannot work more than 20 hours in one week.

Maximum Earnings: Students cannot earn more than the amount listed for the semester on their Award Letter.


Length of Employment: Students may be employed from July 1, 2011 until May 9, 2012.


Checklist for Becoming a Student Worker and Maintaining Eligibility:

- ◇ Make sure you have work-study eligibility by reviewing your financial aid award letter through your online PTC account.
- ◇ Review the job opportunities posted on the PTC website (www.Pinetech.edu). Contact supervisors directly to schedule interviews. Discuss job responsibilities and work schedules at the interview.
- ◇ If hired, complete a Student Employment Packet (available from the Financial Aid Office).
 - ◇ Complete the top two sections of the Work-Study Agreement. Have your supervisor complete and sign Section B of the agreement.
 - ◇ Complete the W-4 and Employment Eligibility Verification (I-9) forms. (If you worked last school year and have accurate W-4 and I-9 forms on file with the Pine Technical College Payroll Office, you are not required to submit a W-4 or I-9 for the 2010-2011 award year unless you wish to update the forms already on file.)
- ◇ Return all completed forms to the Financial Aid Office. When you drop off the forms, be sure to bring the appropriate forms of identification required for the I-9 (Social Security Card and Drivers License or a US Passport).
- ◇ You may begin working once the paperwork has been processed and your supervisor receives your timecard and timesheet from the Payroll Office. **You cannot work until your supervisor receives a timecard and timesheet.**
- ◇ Notify your supervisor if you are unable to work your scheduled hours.
- ◇ Turn in timecard and timesheet to your supervisor at the end of each pay period. Be sure to complete your timesheet and timecard in **ink not pencil**. **Please submit a timecard and timesheet even if you did not work during the pay period.** (Simply indicate that you did not work during the pay period.) See the time card due date schedule on the back of this sheet. **Late timecards and timesheets will result in late payments.**
- ◇ Maintain Satisfactory Academic Progress (SAP) in your classes each semester to avoid termination of your financial aid (including work-study). The SAP policy can be found in the Pine Technical College Student Handbook (available online at www.Pinetech.edu).
- ◇ Be enrolled in and attending at least 6 credits each semester in which you work.
- ◇ You will be paid every other Friday (please see the schedule on the back of this sheet for exact dates). If you have questions about your paycheck, please contact the Business Office.

Other Important Information:

- You cannot work more than 20 hours in one week or 8 hours in a day, without prior approval from the Financial Aid Office. Be aware that if students work a full 8 hour day, they are entitled to a ½ unpaid break. If you abuse this rule, your work-study award may be cancelled.
- If you provide false information on your timesheet and timecard, your work-study award will be cancelled, you will be forced to repay any funds received illegally, and your file may be turned over to the U.S. Department of Education to be investigated for fraud.

 800.521.7463/
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A MEMBER OF THE
MINNESOTA STATE COLLEGES
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