

Student Employment (Work-Study) Frequently Asked Question

What is the process for getting work-study?

1. Attend a Student Employment Session the first week of school; see orientation schedule. Watch your Randolph email for date, time, and location of the meeting.
2. Come by Human Resources to complete federal and state withholding documents, Form I-9 (which requires you to show proof of eligibility to work in the US), and a pay disbursement form. The HR office is open Monday-Friday from 8:30 to 5:00 pm, or you can stay after the Student Employment Session is over during the first week of school.
3. Go to the Randolph College Human Resources website to view open positions. Follow instructions on job posting to apply. ***Students packaged with student employment will be given first priority. Students not packaged with student employment will be eligible to apply as of October 1.***
<https://www.randolphcollege.edu/humanresources/student-employment/>
4. If you receive an interview form, follow the instructions on the form to schedule an interview with the supervisor.

Where is the Human Resources Office located?

Student Employment is a part of Human Resources and is located in Main Hall. Office hours are Monday-Friday, 8:30 a.m. to 5:00 p.m. Inquiries must be made via email to studentemployment@randolphcollege.edu or by calling (434) 947-8398.

What is the Student Based Employment Program?

The Student Based Employment Program has two separate work programs, Randolph College Institutional Work-Study (RC) and Federal Work-Study (FWS). The goal of work-study is to provide part-time student employment on or off campus to enrolled students who are receiving some form of financial assistance (merit or need-based).

The term “work-study” does not mean students will be able to study during their scheduled work hours.

How many hours am I permitted to work each week?

The normal schedule is up to 10 hours per week. The schedule may vary from week to week as long as the total does not exceed 20 hours in any given week. The 20-hour-per-week maximum is a federal work-study guideline. ***Under no circumstances should you work more than 20 hours in one week!***

If I have worked my allotted hours for the week, can I volunteer to work and not get paid?

No. Under the Fair Labor Standards Act, we cannot accept volunteer work from any paid employees, including students.

How and when will I be paid?

You will be paid monthly **on or about the 25th of every month** starting in September (for August hours worked). If the payday falls on a weekend, you will be paid on the Friday before. We prefer that you choose to have your payments deposited directly into a bank account or applied to your tuition account balance. If you do not choose one of these methods of payment, you can pick up your check at the cashier's window in the Business Office on the scheduled payday.

What if I am away from campus for the holidays or I have already left for the summer?

We encourage you to have direct deposit, so we can deposit your earnings into your bank account even if you are not on campus. Your final check in May can be direct deposited or mailed to your home address.

Do I have to submit a timesheet every month?

YES, you need to **submit a timesheet every month to your supervisor by the 10th of the month for the previous month's hours worked.** You are responsible for keeping up with your hours during the month. You may log your hours as you work during the month on the electronic calendar/timesheet on the portal. **If you do not submit a timesheet by the designated date, you will not be paid until the following month.**

What will my hourly pay rate be?

Most work-study positions make \$11.00/ hr. There are some other positions on campus that make more (e.g., student managers, student callers, dining services, etc.).

Do I receive any benefits as a student worker?

No.

What do I do if I get hurt on my job?

Any employment-related disease or injury must be reported immediately to your supervisor, even if you think you are okay. You will need to complete a two-page Incident/Accident Report. The College provides insurance coverage for disabilities arising out of and in the course of employment in accordance with the Virginia Worker's Compensation Act. Failure to report promptly may result in loss of compensation and payment of medical expenses.

If you require medical attention, you must obtain from Human Resources a listing of the "panel of physicians" from which the employee may select a physician for treatment and/or consultation. Failure to seek treatment or consultation from a physician on the College's panel of physicians may result in the loss of payment of medical expenses. For more information about Worker's Compensation, contact Human Resources.

If I don't like my job, can I apply for a new position?

We will ask that you wait until all students interested in working have been hired. Then, if we have job openings, we can discuss the possibility of a move. Moving to a new job during the year will require a meeting/approval from the Director of Human Resources.