**What is the process for student employment?**

1. Students new to Student Employment should attend the Student Employment Orientation Session on Wednesday, August 30th 11 AM in Nichols Theater (Main Hall).
2. Come by Human Resources (HR) 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.
   1. The HR office is located in Main Hall and is open Monday-Friday from 8:30 to 5:00 pm.
3. Go to the Randolph College Human Resources website to view open positions. Follow instructions on job posting to apply.
4. Follow the instructions on the job posting to schedule an interview with the listed supervisor(s). You will need to bring the Interview Form and current class schedule to your interview(s).

**How many hours am I permitted to work each week?**

* Students typically work 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.

**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*](https://www.dol.gov/agencies/whd/flsa), 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 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 $12.00/ 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*](https://www.randolphcollege.edu/humanresources/wp-content/uploads/sites/46/2014/06/107_accident_report.pdf).
* 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*](https://workcomp.virginia.gov/content/injured-workers). 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?**

* It is our expectation that, once hired, you will stay in your position for an entire academic year.
* If you are not satisfied with your job, you should first attempt to resolve any problems with your supervisor.
* Assistance is available at the Human Resources Office if you experience employment difficulties.
* You may change jobs if one is available.

**Can I work multiple jobs?**

* Student employees are allowed multiple jobs to accommodate their financial needs. However, students cannot exceed 20 hours in any given week, for all positions combined.

**Is there a dress code?**

* Randolph College does not have a campus-wide dress code. Each department is responsible for establishing a dress code based on the nature and location of the job.

**How do I schedule my time off?**

* You may occasionally need to be absent from work. Request approval (in advance) from your supervisor. You may be expected to make up time missed, if possible.

**How do I continue my eligibility for future academic years?**

* Your department supervisor can request that you return to the department each year. You must be in good academic standing.