

COLLEGE WORK-STUDY Student Employment Packet

Attached are forms that must be filled out for student employment. Please be sure to bring your 3 forms of identification (SS Card, State ID or Drivers License, and current MATC Student ID).

- **Students receiving the Federal Work-Study Grant must be taking a minimum of 6 credits.**
- **Students receiving Budgeted Funds must be taking a minimum of 3 credits.**

To help ensure that your packet is complete, please use the list below as a guideline as you complete each form in the packet. Turn in your **completed packet** to **JoAnne Washington** in Room S203 at the Milwaukee Campus for processing.

Check when completed	Employment FORMS
	STUDENT EMPLOYMENT APPLICATION FORM <i>signed</i>
	FORM W-4 (2010) <i>signed</i>
	FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION <i>signed</i>
	DIRECT DEPOSIT FORM (MATC Authorization Agreement for Direct Deposit) <i>signed with voided check or savings slip attached</i>
	Family Educational Rights and Privacy Act (FERPA) <i>signed by you and your supervisor</i>

Employee signature:

Date:

To Apply for Student Employment Jobs

Work-study & Budgeted

1. Print the 3 forms: Application; W-4 Form; I-9 Form
2. Complete all 3 forms
3. Contact the person listed on the job you want to apply for and schedule an interview
 - Bring your application with you to your interview
 - If hired, your new supervisor **MUST** complete and sign your application in order to complete the hiring process
4. If you attend classes at the downtown campus, go to Room S203 and see JoAnne Washington.

Bring:

- Completed & signed **Employment Application**
 - Completed **I-9 Form**
 - Completed **W-4 form**
 - 3 forms of identification
 - **Current MATC ID**
 - **State ID or Driver's License**
 - **Social Security Card**
5. If you attend classes at West Allis, Oak Creek, or Mequon, call JoAnne at 414-297-8322.

Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification *(To be completed and signed by employee at the time employment begins.)*

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)

Employee's Signature

Date (month/day/year)

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

Preparer's/Translator's Signature

Print Name

Address (Street Name and Number, City, State, Zip Code)

Date (month/day/year)

Section 2. Employer Review and Verification *(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)*

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification *(To be completed and signed by employer.)*

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)	
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.		
Document Title: _____	Document #: _____	Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

**Documents that Establish Both
Identity and Employment
Authorization**

LIST B

**Documents that Establish
Identity**

LIST C

**Documents that Establish
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States	
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)			
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)	
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	5. U.S. Military card or draft record		
	6. Military dependent's ID card		
	6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
		8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
		9. Driver's license issued by a Canadian government authority	
For persons under age 18 who are unable to present a document listed above:		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security	
	11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Form W-4 (2011)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2011 expires February 16, 2012. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using

Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2011. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	<u> </u>
B	Enter "1" if: <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	<u> </u>
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	<u> </u>
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	<u> </u>
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	<u> </u>
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit	F	<u> </u>
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children 	G	<u> </u>
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶ H For accuracy, complete all worksheets that apply. <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 	H	<u> </u>

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold; text-align: center;">2011</div>
1 Type or print your first name and middle initial. Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 <u> </u>
6 Additional amount, if any, you want withheld from each paycheck		6 \$ <u> </u>
7 I claim exemption from withholding for 2011, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ 7		
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)
		10 Employer identification number (EIN)

**MILWAUKEE AREA TECHNICAL COLLEGE
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (CREDITS)**

Direct Deposit Guidelines

MATC'S payroll system allows you to have your net pay deposited to a maximum of three (3) accounts at financial institutions of your choice. Please complete the form below to ensure prompt processing of your pay. The last account completed can be used to deposit the net balance of your check. Please circle net balance if that is what you desire.

Please Note: Due to federal and banking regulations, allow (2) pay periods for your payroll check to be deposited to your account. The first pay period is necessary to notify the financial institution of your intent to have funds automatically deposited and to verify account numbers.

Authorization

I authorize Milwaukee Area Technical College to deposit my payroll checks(s) automatically each payday to the named account(s) below. MATC reserves the right in the event of an emergency to cancel direct deposits and process actual checks. If this process should become necessary, every effort will be made to give you prompt notification.

I hereby authorize Milwaukee Area Technical College to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository named below to credit and/or debit the same to such account.

- **Confirm the correct Routing Numbers and Account Numbers with your financial institution**
- **Attach a voided check or deposit slip above**

<u>Name of Financial Institution:</u>	<u>Name of Financial Institution:</u>	<u>Name of Financial Institution:</u>
City & State:	City & State:	City & State:
Bank Routing Number:	Bank Routing Number:	Bank Routing Number:
Account Number:	Account Number:	Account Number:
Circle One: Checking Savings	Circle One: Checking Savings	Circle One: Checking Savings
Deposit Amount: Net Balance:	Deposit Amount: Net Balance:	Deposit Amount: Net Balance:

Name (please print) _____ COSMO ID or Social Security Number _____ Date _____

Employee Signature _____ Work Phone Number _____

STUDENT PAYROLL PAY DATES

The following schedule indicates the pay period, the date paid, and the time reports due dates for the STUDENT payroll school year 2011-2012.

PAY PERIOD			TIME REPORTS DUE DATE	PAY DATE
08/28/11	TO	09/10/11	09/09/11	09/16/11
09/11/11	TO	09/24/11	09/23/11	09/30/11
09/25/11	TO	10/08/11	10/07/11	10/14/11
10/09/11	TO	10/22/11	10/21/11	10/28/11
10/23/11	TO	11/05/11	11/04/11	11/11/11
11/06/11	TO	11/19/11	11/17/11 **	11/23/11
11/20/11	TO	12/03/11	12/02/11	12/09/11
12/04/11	TO	12/17/11	12/16/11	12/23/11
12/18/11	TO	12/31/11	12/30/11	01/06/12
01/01/12	TO	01/14/12	01/12/12 **	01/20/12
01/15/12	TO	01/28/12	01/27/12	02/03/12
01/29/12	TO	02/11/12	02/10/12	02/17/12
02/12/12	TO	02/25/12	02/24/12	03/02/12
02/26/12	TO	03/10/12	03/09/12	03/16/12
03/11/12	TO	03/24/12	03/23/12	03/30/12
03/25/12	TO	04/07/12	04/05/12 **	04/13/12
04/08/12	TO	04/21/12	04/20/12	04/27/12
04/22/12	TO	05/05/12	05/04/12	05/11/12
05/06/12	TO	05/19/12	05/18/12	05/25/12
05/20/12	TO	06/02/12	06/01/12	06/08/12
06/03/12	TO	06/16/12	06/15/12	06/22/12
06/17/12	TO	06/30/12	06/29/12	07/06/12
07/01/12	TO	07/14/12	07/13/12	07/20/12
07/15/12	TO	07/28/12	07/27/12	08/03/12
07/29/12	TO	08/11/12	08/10/12	08/17/12
08/12/12	TO	08/25/12	08/24/12	08/31/12
08/26/12	TO	09/08/12	09/07/12	09/14/12

****Earlier submission and Supervisor approval**

TIME REPORTS RECEIVED BY THE PAYROLL DEPARTMENT AFTER THE DUE DATE WILL NOT BE PROCESSED UNTIL THE FOLLOWING PAY CYCLE.

Student Worker Statement of FERPA Understanding

What is FERPA? The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements regarding the privacy of student records. FERPA governs the release of these educational records maintained by an educational institution (MATC) and access to these records.

Who must comply with FERPA? As an educational institution that provides educational services and is attended by students who receive funds under any program administered by the U.S. Secretary of Education, MATC is subject to FERPA rules and regulations.

What are educational records? Education records are defined as records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution.

What is required of you as a student worker? Any and all student educational information that you come into contact with must remain confidential. The principles of confidentiality must be applied to all media, including, but not limited to, electronic data (COSMO, WebNow, faxes, etc.), e-mail, tapes, voicemail, etc. Student information is not to be discussed with other MATC employees who do not have a legitimate educational interest in the student. Nor is information to be discussed with other classmates.

What is a legitimate educational interest? The demonstrated "need to know" by those officials of an institution who act in the student's educational interest, including faculty, administration, clerical and professional employees, and other persons who manage student record information, including student employees or agents. A school official is determined to have a legitimate educational interest if the information requested is necessary for that official to (a) perform appropriate tasks that are specified in his/her position description; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; or (d) provide a service or benefit relating to the student such as counseling or financial aid.

Please Note: If there is a question regarding access to a record, you should immediately speak with your supervisor. It is important to remember that as a student worker you will be held to the same standards of confidentiality as MATC staff.

Milwaukee Area Technical College
Office of the Registrar
700 West State Street
Milwaukee, WI 53233-1443
414-297-7900

**Student Worker —
Statement of FERPA Understanding**

LAST NAME (STUDENT) FIRST NAME STUDENT IDENTIFICATION NUMBER

ADDRESS CITY, STATE, ZIP

I understand that by the virtue of my employment with

_____ Office/Department at Milwaukee Area
Technical College I may have access to records which contain individually
identifiable information, the disclosure of which is prohibited by the *Family
Educational Rights and Privacy Act of 1974*. I acknowledge that I fully understand
that the intentional disclosure by me of this information to any unauthorized
person could subject me to criminal and civil penalties imposed by law. I further
acknowledge that such willful or unauthorized disclosure also violates MATC's
policies and could constitute just cause for disciplinary action including
termination of my employment regardless of whether criminal or civil penalties are
imposed.

DATE

STUDENT WORKER SIGNATURE

Supervisor: _____

Date Hired: _____

NEW INFORMATION ATTACHED

Attached is a packet of information for your student worker.

Give the packet to the student and have them fill out the information on the first sheet.

Your signature, as well as the students' is required on the second sheet.

I, _____ acknowledge receipt
(student's name)
of a copy of the student employment information, confidentiality agreement, payroll
dates, time sheet information and my time reports.

Date: _____ Student ID# _____

**Please return this signed form to JoAnne L. Washington, Student Financial and
Employment Services, Downtown Campus, Room S203.**

**Milwaukee Area Technical College
Department of Student Financial and Employment Services**

Employee Confidentiality Agreement

In consideration of my employment and/or continued employment at the Milwaukee Area Technical College (MATC), Department of Student Financial and Employment Services (Department), I agree as follows:

1. For purpose of this Agreement, “confidential information” is defined as information that is (a) information disclosed to me or known by me as a consequence of my employment, and not generally known outside of MATC; of the Department; or (b) protected by State or Federal laws.
2. Confidential information may include records or data protected by laws such as the Family Educational Rights and Privacy Act (FERPA), and the Gramm-Leach-Bliley Act.
3. During my employment and after the termination of my employment, I will hold the confidential information of MATC and the Department in trust and confidence. I will safeguard confidential records, and will not use or disclose it or any embodiment thereof, directly or indirectly, except as may be necessary in performance of my duties for MATC and the Department. I understand that any unauthorized disclosure could be highly damaging to MATC, its employees, students, donors, or others.
4. I will not remove material containing confidential information from MATC or the Department unless authorized to do so by my supervisor. Upon termination of any assignment or as requested by my supervisor, I will return all such materials and copies thereof to the Department.
5. I understand that I should contact my supervisor if I am asked to disclose confidential information or if I have questions relating to what constitutes a confidential record.
6. I understand that if I violate this Agreement, I may be subject to disciplinary action, including termination or legal action or both.

Employee signature:

Date:

Supervisor signature:

Date:

Please return this signed form to JoAnne L. Washington, Student Financial and Employment Services, Downtown Campus, Room S203.

EMPLOYMENT INFORMATION FOR STUDENTS

There are two major student employment programs:

- 1. Federal College work-study**
- 2. MATC Budgeted work positions**

Federal work-study students normally work 3 to 16 hours per week during the regular school year. During periods of non-enrollment (i.e. break and summer) there is a possibility that 40 hours can be worked during specified times, providing there is enough funding available. When work is permitted during these particular times, students may not exceed 40 hours per week. (*Students must keep in mind that by working increased hours; they jeopardize the length of time they could be employed for the school year, because they will be using up their funding at a faster rate.*)

Budgeted students may work up to a maximum of 19 hours per week during the regular school year. A maximum of 40 hours per week will be allowed during breaks and summer, if the particular departmental budget is able to cover the wages and has need for the student's services, (a supervisor needs to be present during these special times).

IMPORTANT

Prior to employment for either program it is necessary for the student to have completed an employment application along with an INS-19 form and a W-4 document. These forms are obtained in the Student Financial and Employment Services Department. It is necessary for the student to have three types of identification: a current MATC ID, a Social Security card and a Wisconsin ID Card or a license. The student must be enrolled in 6 credits for the semester (if in a high school program – 2 credits).

A supervisor must be present during the employee's work hours. Students must do job duties at the work site, NOT at their homes.

Student employees are paid only for scheduled hours worked which are printed on the time reports. Supervisors' budgets will be charged with overages if extra hours are worked.

1. Overtime is not permitted.
2. Banking of hours is not permitted, hours missed are lost.
3. Students are NOT paid for holidays, lunches, breaks, jury duty or sick time
4. Working more than 6 hours in a day, a break of ½ hour must be indicated on the time report.
5. Once a student accepts a job offer, it is expected that the student will stay in that position for the entire semester.

It is the supervisor's responsibility to provide a clear understanding to the student as to what is expected on the job.

Discrepancies in a student's paycheck should be reported immediately to their supervisor. If the discrepancy cannot be resolved, the student employment department should be contacted for assistance.

EMPLOYMENT INFORMATION FOR STUDENTS - continued

Whenever a work related injury occurs, notify the supervisor immediately and fill out an accident report. This must be done within 24 hours of the injury.

If a problem arises concerning the position, the matter should be discussed with the immediate supervisor. If the problem can't be resolved, contact the Department of Student Financial and Employment Services to speak with a representative.

Failing to report to work as scheduled, not calling in when sick or unable to work, or failing to meet job responsibilities are reasons for termination from a position.

A W-2 wage and tax statement will be mailed by the Payroll Department to the student after the close of the calendar year, (the end of January or early February). If the student elected to be "exempt status" from federal and state taxes, NO W-2 form will be sent. Students are exempt from both Social Security and Medicare taxes.

Harassment on the job, on the basis of sex, race, religion, age, national origin, or handicap is against the policy of equal opportunity and affirmative action as adopted by MATC and as such will not be tolerated in any form.

SUMMER EMPLOYMENT

All students requesting work positions for the summer must fill out a summer financial aid application and request work-study. The forms are usually available the second week in March from the Financial Aid Department (S222) and on the MATC Financial Aid Web page. (go to matc.edu, click on Current Students, Click on Forms and look for Summer MATC Financial Aid Form). Completed forms must be delivered to Financial Aid – downtown campus, Room S222.

Summer employment eligibility extends to those students who are enrolled for a minimum of 6 credits – and awarded CWS for the summer as part of their financial aid process. The student must have the upcoming years financial aid application completed and on file with the financial aid office or be registered for the fall semester. The student must also have attended at least one semester of the previous school year.

Other work-study students are BUDGETED. They are being paid through the departmental budget of the area they are working for. These students must be taking at least 3 summer credits – Basic Skills students need only 1 credit for summer.

Summer employment requires a new employment application to be filled out.

Employment should be a positive learning experience. Student employees are expected to perform job assignments in a manner that is consistent with the department goals. Appropriate personal conduct and positive attitudes are also important aspects of satisfactory job performance.

MATC STUDENT EMPLOYEE – TIME REPORT INSTRUCTIONS

A student must complete a timesheet to get paid for the hours worked. Do not alter any of the pre-printed information on the timesheets.

Enter the start and stop time for each day, including all breaks and lunches. Students who work more than 6 hours in a day must indicate a half hour break in time. (These are not paid periods of time). Do not exceed the authorized number of hours printed on the timesheet.

Timesheets are for a two-week period with the ending date being a Saturday.

Calculate the total hours for each week and write in where it says “week 1 total or week 2 total hours”. Enter the total number of hours worked for the two-week period in the box marked “total hours”, on the lower left hand side of the timesheet.

The student should review the number of hours being reported with the supervisor. The supervisor and the student sign the timesheet at the end of the two-week period and the supervisor delivers or mails the timesheets to the payroll office. Outlying campuses and Community Service sites may FAX a copy of the timesheet to the downtown Payroll Department. However, Payroll will need to receive the original timesheet for their records. This should be done Friday before the scheduled pay date or latest on the Monday before the pay date – 2:00 p.m. **TAKE NOTE** – (early pay dates will alter this schedule).

Timesheets improperly completed or submitted late will result in the student not being paid on the scheduled payroll date.

Checks are picked up by the student at the payroll window after 11:00 a.m. on the Pay Date indicated on the Student Payroll Pay Date Schedule.

Report minutes as a fraction of an hour, (example 8:00 – 8:15 – not 8:03 – 8:16)

15 minutes = .25 hrs

30 minutes = .50 hrs

45 minutes = .75 hrs