

STUDENT EMPLOYMENT FREQUENTLY ASKED QUESTIONS

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STUDENT EMPLOYMENT FREQUENTLY ASKED QUESTIONS

1. What is Federal Work Study (FWS), and how do I know if I'm eligible for it?

Federal Work Study (FWS) is a federally-funded financial aid program awarded to students based on their eligibility determined by the [Free Application for Federal Student Aid \(FAFSA\)](#) along with other financial aid criteria. Funding for this program is limited. Students are awarded a specific amount, and the federal government subsidizes the wages to the employer. This means that Rollins pays a portion of the wages and FWS pays the remaining portion.

Federal Work Study positions are available only to those students who have received communication from the Office of Financial Aid and/or the Center for Career & Life Planning (CCLP) regarding their work study eligibility for the current academic year.

- If you have not received this communication, you are not eligible for Federal Work Study positions.
- The receipt of a financial aid award does not guarantee a job.

2. What are Frueauff positions and how do I know if I'm eligible for it?

Frueauff student positions are funded through the Charles A. Frueauff Foundation Student Employment Fund. International students as well as domestic students that meet the financial aid criteria, a component of which is determined by the Free Application for Federal Student Aid (FAFSA), may apply to these positions.

Frueauff positions are available only to those students who have received communication from the Office of Financial Aid and/or the Center for Career & Life Planning regarding their eligibility for the current academic year.

- If you have not received this communication, you are not eligible for Frueauff positions.
- The receipt of a financial aid award does not guarantee a job

3. Does the term "work-study" mean I can study and do homework on the job?

This is a common misconception and we are happy to provide clarification. Students are not allowed to do homework or study while at work at their on-campus job, regardless of whether they are work study or non-work study employees. The purpose of the Federal Work Study program (FWS), according to the Department of Education, is as follows: "The FWS Program provides funds for part-time employment to help needy students to finance the costs of postsecondary education. [...] A student's FWS compensation is earned when the student performs the work."

4. Can I switch departments?

You are under no obligation to continue working for a department that you do not wish to. If you have any concerns pertaining to your current position, please reach to CCLP staff for guidance. We are here to help you succeed throughout your on-campus professional journey. Due to the scarcity of on-campus jobs however, it may not be easy to find another position. If you come

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across the opportunity to move to another department, please contact CCLP and we will assist you in this transition.

5. Can I be fired or removed from my position?

Yes. You are required to adhere to the policies and requirements of your department as well as your job description. Failure to do so can result in your termination from the position. To prevent this from happening, it is important that you fully understand your job description and the duties that are required of you. The job duties will be made available to you during the online application process, as well as through frequent communications with your supervisor.

6. I have received an e-mail indicating my eligibility for applying to Federal Work Study and Frueauff positions. How do I find these jobs?

Work Study and Frueauff positions for the academic year are posted on [Handshake](#), from late July throughout the months of August- September. If you see a position that interests you, complete and submit the online student employment application and attach any necessary documents.

There are many students applying for each position, so make sure to include information in your application that distinguishes you to the department(s). As with any employment application, demonstrating previous work experience, job skills, motivation, and willingness to learn are all beneficial. If you have any questions about your résumé, cover letter, or how to make yourself more competitive in a job application, please feel free to visit CCLP for guidance, or utilize our online resources available through our [website](#) and your [Handshake](#) account.

7. How do I find an on-campus job? (Work Study, Frueauff, Department-Funded)

Login to [Handshake](#) to view open on-campus student positions. If you see a position that interests you, please complete the online student application and attach any necessary documents.

There are many students applying for each position, so make sure to include information in your application that distinguishes you to the department(s). As with any employment application, demonstrating previous work experience, job skills, motivation, and willingness to learn are all beneficial. If you have any questions about your résumé, cover letter, or how to make yourself more competitive in a job application, please feel free to visit CCLP for guidance, or utilize our online resources available through our [website](#) and your [Handshake](#) account.

8. How long does it take to hear back about a position that I have applied to?

This can vary from department to department, but typically, once the position is removed from our webpage, students can expect correspondence via telephone or email within 3 weeks of removal of the posting. Make sure to check your **Rollins e-mail account** daily, as you do not want to miss correspondence from an interested hiring department.

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9. Where may I address employment inquiries and concerns?

The Center for Career & Life Planning is happy to answer any questions you have about finding and applying for an on-campus student job. If you have any concerns regarding your current on-campus position, please reach out to your supervisor first. CCLP serves as your next point of contact for concerns regarding your on-campus employment. We will receive and investigate student employee concerns and claims that are within our scope. Our priority is ensuring that our students are working in a safe and fair environment. If you have questions or concerns, please feel free stop by our center, contact us by phone at (407) 646-2195, or email at studentjobs@rollins.edu.

10. Are all available on-campus jobs posted on Handshake?

In almost all cases, on-campus student job vacancies are available for viewing on [Handshake](#). In addition, new employment opportunities may arise from networking with Rollins community members.

11. When is the best time to apply for an on-campus job?

Many positions for the upcoming academic year are posted as early as late July. It is best to apply for them before or during the first couple of weeks of the academic year. Some jobs only become available later however, so we recommend that you keep checking the website for new job openings throughout the year.

12. How many hours per week will I work?

Students typically work between 8-16 hours per week. One's workload depends on the student's availability as well as the departments' need.

Please note, student employees:

- **may not** work during scheduled class times and may not be excused from class in order to work on campus.
- **may not** work more than a total of **20 hours per week** while classes are in session (including the week of finals).
- **may work** up to 40 hours per week during official academic break periods (as defined by the College's Academic Calendar) when classes are not in session (excluding the weeks of finals), provided they are registered for 8 undergraduate hours.

If you working in a Work Study position, the more hours you work, the faster you will earn your work-study award. Once you reach the level of your work-study award for the semester/year, you may be required to cease working. Each student is responsible for monitoring his earnings so he/she does not exceed the amount of FWS awarded.

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13. I only used a portion of my work-study award. Can I save the remaining for a work-study job next year?

All financial aid awards are only available for one academic year. You must re-apply every year for financial aid and work-study. Make sure to meet with a Financial Aid advisor if you have questions about your specific work study award.

14. Will I be eligible for employee benefits while working as a student employee?

No, student employees are not eligible for health, dental, medical or vision benefits. Please visit www.HealthCare.gov if you have questions regarding Exchange coverage options.

15. What forms are required to be completed before I can start working?

The necessary forms are available through the [New Hire Paperwork Tab](#) on the Student Employment information on our website: <http://www.rollins.edu/career-life-planning/students/student-employment.html>.

16. What documents do I need to bring from home in order to be able to work?

In accordance with federal law, you will not be able to work unless you present to the employer the required identification and eligibility documents before working. You need to bring original, unexpired ID documents from [this list](#) to campus. You must present in person, either:

- One document from List A
- Or a combination of one document from List B and one from List C

Note: We cannot accept copies.

17. What are the available payment methods?

It is the policy of the College that all employees receive their pay electronically via Direct Deposit. As a new employee, the College provides you with two alternative banking methods for direct deposit of your pay. Both methods take full advantage of the safety and convenience of electronic direct deposit. Thus, you won't need to visit a bank to cash your check or to make a deposit—your pay will be automatically deposited and available for your use on pay day. To learn more about how direct deposit works, [download the Employee Pay Selection Form \(PDF\)](#).

18. What is the pay schedule, and when can I expect to receive my pay?

The Human Resources Payroll Department offers information on Pay Schedules, and in almost all cases, hourly student employees are paid on a bi-weekly basis. On occasion, student employees who receive stipend pays may receive their pay via a bi-weekly, per semester pay, or alternative schedule agreed upon by the student and their supervisor.

19. How do I keep track of the hours I work?

Rollins utilizes an online system, TimeClock+, to provide timekeeping assistance. Student employees should connect with their supervisor regarding the process of reporting their hours.

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For specific instructions, click on the TimeClock Plus tab via the following link:

<http://www.rollins.edu/human-resources/services/payroll.html>. You may also review this short [video](#).

20. What are the benefits of working on campus and how do I capture my learning?

Student employees at Rollins make a huge difference in the success of the school. Please take the time to review the Student Employee Handbook, which provides an overview of on-campus employment benefits and expectations, as well as tips to ensure a successful work experience:

<http://www.rollins.edu/career-life-planning/documents/student-employee-handbook.pdf>

As you engage in your on-campus work, we invite you to be intentional about your professional development and career goals. Throughout your Rollins employment you will connect with your supervisor about creating opportunities for growth:

- At the start of your job, you will complete an **Initial Reflection** exercise aimed at assessing your strengths and weaknesses, as well identifying the transferable skills you bring to the workplace.
- Towards the end of your job, you will complete the **End of Year Reflection** to assess your newly developed skills, trace your progress, evaluate opportunities for further development, and celebrate your strengths.
- Your supervisor will meet with you on a regular basis, and will provide a **Learning Evaluation** towards the end of your employment.
 - *Thru these reflective processes and by engaging in communication with your supervisor, colleagues, and teams you work with, you will be able to steer and capture your learning, and in so doing, direct your professional path.*

Remember, as a Rollins student you have access to an array of career related resources (résumé, cover letter, LinkedIn profile guides, etc.) available through your [Handshake](#) account and the [Center for Career & Life Planning](#) website. Do not hesitate to contact the CCLP team, as we are here to help you best articulate your transferable skills and work experience.

Feel free to reach out with questions/concerns at 407-646-2195, or email us at studentjobs@rollins.edu. We look forward to connecting with you and helping you make the most out of your on-campus job experience!