



**DAYTONA
STATE COLLEGE**

2024 - 2025

Student Employee Handbook

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Financial Aid Services – Student Employment

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WELCOME

Welcome to the Student Employment program at Daytona State College (DSC)! Student Employees play a vital role to the operations of DSC.

Financial Aid Services wants to see each student employee not only succeed, but also gain invaluable skills to take into the work force. Each position available to student employees is as unique as each department hiring student employees. We encourage you to read the job descriptions located on our Student Employment website and apply for the position(s) you believe are a good fit for your skills and qualifications.

Should you have any questions during this process, please contact Financial Aid Services either by phone at (386) 506-3015 or by email at FinancialAid@DaytonaState.edu.

TYPES OF STUDENT EMPLOYMENT

DSC offers four different types of student employment: Federal Work-study, Florida Work Experience Program, Institutional Work-study, and Community Service Work-study. Each of these programs is considered a self-help financial assistance program because you must work, to receive a payment. *Students can only hold one (1) student employment position at a time.*

Federal Work-Study (FWS)

- FWS is the primary student employment program at Daytona State College. Students are eligible to be awarded a certain amount of funds for the Fall and/or Spring semesters.
- Students are required to complete the FAFSA® Application each year, as it is considered a Title IV, self-help, need based program.
- Students who show financial need are typically eligible for FWS.
- A student may visit the Financial Aid Services Office to requested an FWS determination. Once identified as qualifying for FWS, the award will be added to the students account and can be accessed via their student portal, so that the student may apply for open positions on campus.
- Once a student is offered a position, and submits their student employment packet, the student will have their FWS award reviewed again to confirm no changes to eligibility.
- Due to our low tuition costs, all FWS employees are required to **enroll in a minimum of 6 credits each semester, including Summer.**
- Since FWS is a federal Title IV financial aid program, a student must meet all of the Title IV eligibility, including but not limited to being a U.S. Citizen or eligible non-citizen, meet financial aid satisfactory academic progress (SAP), not be in default or overpayment on any federal loan or grant program.

Florida Work Experience Program (FWEP)

- FWEP is a state program offered through the Florida Office of Student Financial Aid Services. Each school is given a small pool of funds to assist students to work on campus.
- To qualify, students must be Florida residents, be enrolled at least at half-time, and maintain a cumulative 2.0 on a 4.0 scale.
- In some cases, FWEP may be used in place of a FWS offer.

Institutional Work-Study (IWS)

- The second largest student employment program at DSC, IWS, allows those students who are not eligible for FWS to work on campus.
- Due to our low tuition costs, all IWS employees are required to **enroll in a minimum of 6 credits each semester, including Summer.**

- Although this is still considered a self-help program, students with no financial need, in non-degree programs, and international students (must have a social security number) are eligible for IWS.
- Not all departments will hire students with IWS, but it will be listed on the job descriptions.

Community Service Work-Study (CSWS)

- CSWS is a part of the FWS program; however, instead of being in an on-campus position, students will work for a local non-profit agency with an approved contract between the non-profit and DSC.
- In most cases these will be local elementary schools or after-school programs. DSC students will be reading and math tutors or may assist in watching children.
- DSC CSWS student employees will undergo background checks as a volunteer.
- Students will need to be eligible for FWS and meet all the other eligibility requirements.

ELIGIBILITY REQUIREMENTS

All DSC Student Employees must:

- Be admitted as a regular DSC student enrolled in a certificate, associate, or bachelor's degree program. For IWS eligibility students may also be non-degree seeking.
 - Dual-enrolled and transient students are not eligible for student employment.
- Complete the appropriate year Free Application for Federal Student Aid (FAFSA), as soon as possible.
- Be enrolled in a minimum of **6** credits, or the equivalent clock hours each semester, as required by your program.
- Have a minimum 2.0 cumulative GPA.
- Maintain satisfactory progress towards graduation as defined in the [Financial Aid Services Satisfactory Academic Progress \(SAP\)](#) policy.
- Be in both good academic and judicial standing with Daytona State College.
- Students working in local schools will also need to be cleared as a volunteer, which includes performing a background check
- While students with a criminal history are not excluded from participating in student employment programs, the hiring department, and/or Financial Aid Services, may decide a certain position is not right for the student and may recommend another one.

PROCESS

- Students will review the job descriptions located on the Student Employment website and reach out to the contact listed on the job description.
- The contact person for the area will then return your call or email, typically within 48 hours.
- Students will need to submit a resume, and a cover letter is highly recommended.
- An interview will be conducted by the listed contact person, which is usually the supervisor responsible for the student employees.
- If the department decides to move forward with hiring, the student and supervisor will complete and sign the New Student Employment Packet.
- The following forms must be completed and submitted, in person by the new student employee, with the **original** signatures:
 - Student Employment Work Authorization Form
 - Florida Loyalty Oath
 - Florida Retirement System (FRS) Certification Form
 - I-9 Employment Eligibility Verification Form
 - W-4
- Once all the paperwork has been completed by the student and supervisor, the student will submit the packet in person to the Financial Aid Services Office for processing. New Student Employment packets will take 5-10 business days for processing and notification.
- **Students must wait for a clearance email from Financial Aid Services prior to working.**
- **Please Note:** Any student working without Student Employment clearance **will not be paid through FWS funds, there are no exceptions!**

STUDENT RESPONSIBILITIES

Determining Eligibility

Students must visit the Financial Aid Services Office to inquire about their eligibility for federal work-study (FWS) or funds from the FL Work Experience Program (FWEP). Once a determination is made the award will be added to the students accounts and can be accessed by the student via their student portal. This can be viewed online by logging into your Falcon Self-Service portal, clicking on "Financials" then "View Financial Aid". Be sure you are in the correct year. You will then print out a copy of your financial aid award and provide it to the hiring supervisor so that they may be made aware of your FWS eligibility.

After an eligible FWS student is offered a position, the students award will be confirmed on their account to ensure it is in an Offered/Accepted award status. A student will not need to Accept/Decline this award.

For step by step instructions on both [Viewing](#) and [Accepting](#) your financial aid awards, please review the How-To-Guides under [Financials](#).

If you do not qualify for an FWS award, but have an official Student Aid Index (SAI), as determined by FAFSA, and meet all other eligibility requirements for need based aid, please contact the Financial Aid Services Office either by email at FinancialAid@DaytonaState.edu or by phone at (386) 506-3015 to inquire about your eligibility.

Changing Eligibility

Students selected for the financial aid verification process, students who do not meet the requirements in a subsequent term, or students who receive additional aid, such as maximum student loans, will experience a change to their federal work-study (FWS) allotment and/or may be changed to one of the other student employment programs. Students will be notified via their Falcon Mail.

Similarly, students may be close to earning their maximum FWS or FWEP offered amount. In these cases, both the student and the supervisor will be notified by the Director of Financial Aid, or a designated employee, regarding nearing or exceeding the limit. When possible Financial Aid will try to increase the award to **no more than \$8,500** per academic year.

Students who have earned their entire FWS or FWEP allocation, and if no other programs are available, **the student must stop working immediately.**

Students Not Meeting Eligibility

Students who do not meet the eligibility requirements, such as the minimum 2.0 GPA, meeting Satisfactory Academic Progress (SAP), are no longer in good standing with academics or judicial, or do not meet the 6-credit hour enrollment, will no longer be eligible for student employment. Students and supervisors will be notified immediately via their Falcon Mail and will be paid for work performed up to and including the day the notice.

Work Schedule

During the Fall, Spring and Summer semesters, student employees in **any student employment program**, can work a **maximum of 20 hours per week, there are no exceptions**. Student employees will submit a signed copy of their work schedule and their class schedule every semester.

Please note: Due to changes in Labor Laws, **student employees will no longer be able to work over 20 hours per week during any semester**, to include the Summer semester, there are no exceptions!

- Federal Work-study and FWEP: Max up to 20 hours per week
- Community Service Work-study: Max up to 20 hours per week
- Institutional Work-study: Max up to 20 hours per week

Under no circumstances should a student be working during a time when class is scheduled.

If students state they can work during class time on a certain day, Student Employment will need:

- An email from the professor is required stating class was cancelled.
- The email MUST include:
 - The name of the course, AND
 - The date and time the class was cancelled.

This documentation is necessary, as working during a scheduled class time is a violation of the Higher Education Act of 1965 and subsequent amendments. Daytona State College can be fined and is audited randomly.

Exceptions Warning

When a student exceeds 20 hours in a work week an exceptions warning will be reflected on the supervisors Manager Self Service access under Team Time Direct Reports tile.

The screenshot displays the 'Team Time Direct Reports' interface. On the left, a tile titled 'Team Time Direct Reports' shows a clock icon and '7 Exceptions'. The main area is titled 'Team Time Directs' and includes a 'Timesheet' section with 'Enter Time' and 'Find Team Member' options. Below this is a 'Team Members' table with columns for Name, Student Employee ID#, Job Title, Status, Campus Location, Full/Part Time Status, and Hours to be Approved. The table shows one member with a warning icon. At the bottom, a 'Day Summary' table shows reported hours for August 6th through 9th, with yellow warning icons for August 7th, 8th, and 9th. The 'Day Summary' table has columns for Day, Reported Hours, In, Break, Lunch, Out, and Time Reporting Code.

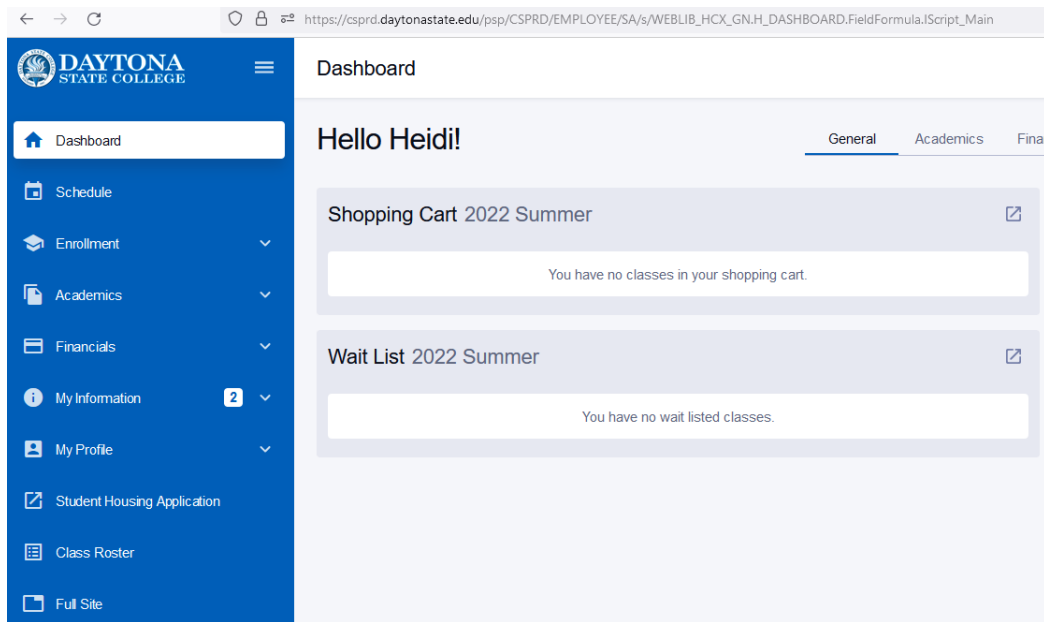
Day	Reported Hours	In	Break	Lunch	Out	Time Reporting Code	
06 Tuesday	7.50	8:00:00AM		11:30:00AM	2:00:00PM	6:00:00PM	03 STUDI - Student Pay Instit.
07 Wednesday	9.50	8:00:00AM		1:00:00PM	1:30:00PM	6:00:00PM	03 STUDI - Student Pay Instit.
08 Thursday	7.50	8:00:00AM		11:30:00AM	2:00:00PM	6:00:00PM	03 STUDI - Student Pay Instit.
09 Friday	4.00	8:00:00AM				12:00:00PM	03 STUDI - Student Pay Instit.

Reporting Time

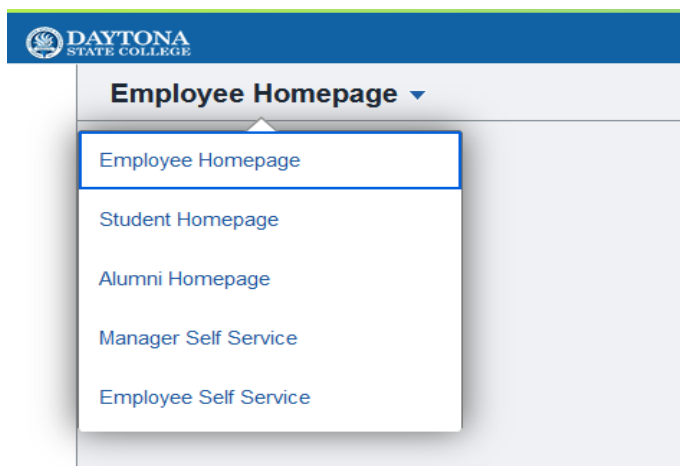
****Before a student can access their timesheet, the supervisor must complete the Temporary Network User Request Form (TNUR)****

Apart from Community Service Work Students, student employees will report their own time using their Falcon Self-Service portal. After entering your time, your supervisor will approve or deny your timesheet.

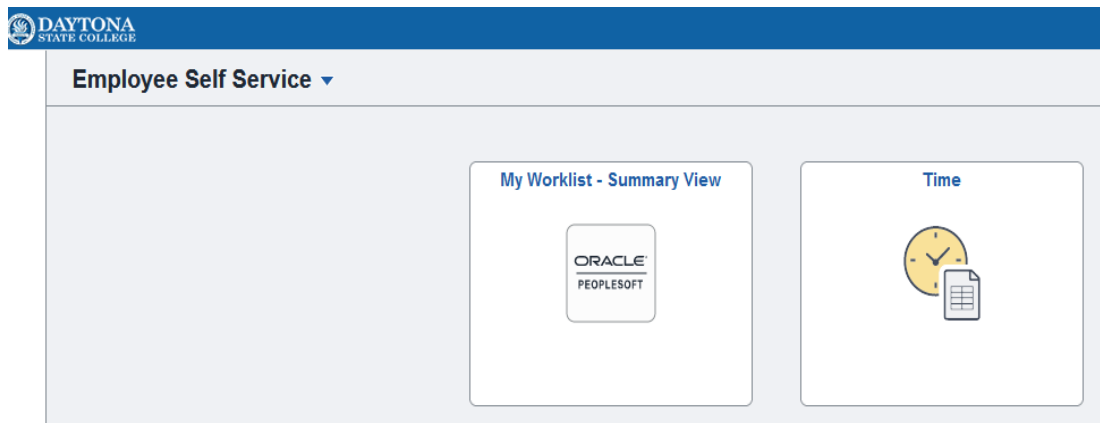
After logging in to your Falcon Self-Service, **click on Full Site** in the left-hand menu.



Once there, click on the down arrow and select, **Employee Self Service**



Select the **Time** tile



From there students will enter the time they began work and the time they ended, in the appropriate In and Out fields.

In addition, they will need to select **“Student – Federal”, if FWS, FWEP, or CSWS, or “Student – Institutional”**, if institutional work-study. **Timesheets should be submitted for approval at the end of each shift, daily.**

Students experiencing issues accessing their timesheet should tell their supervisor. During the start of the semester, new student employees may see a delay in accessing their timesheets. However, supervisors can enter time.

Community Service Work Study students will enter their time on a paper time card and the designated contact for the organization will submit it to the Financial Aid Services Office Student Employment Coordinator.

Paychecks

Per Daytona State College policy, all employees, including student employees are required to set-up direct deposit. The form is submitted with the New Student Employment packet; however, if there is a change to a student’s bank, a new direct deposit form will be required and is available on the Financial Aid website.

Unlike regular DSC employees, student employees are not paid unless they physically work. This means if campus is closed due to a holiday, they are not paid. In addition, student employees do not accrue sick, vacation, or compensatory time. **Similarly, student employees are not paid overtime and should not try to make up missed hours in a following week.**

Students are paid on a bi-monthly basis and the funds will be direct deposited into the bank account submitted.

Payrate

Student employees will be paid based on the following classifications and job responsibilities. The student employee salary schedule will be revised to reflect any changes in minimum wage. The new rate is effective at the start of the Fall 2024 semester.

Classification	Pay Rate	Position Examples	Department Examples
Clerical	13.00/hr	Student Assistants, Front Desk Clerks, Sr. Museum Assistant; Office Assistants	Financial Aid, Student Accounts, Admission, Advising, Records
Instructional	13.25/hr	SI Leaders, Peer Tutors, Lab Assistants, Teaching Assistants	Academic Support Center, Writing Center, School of Engineering
Specialized	13.25/hr	IT Field Techs, Falcon-AID, IT Helpdesk, Cyber-sentry, Lifeguard; Technical Theater Assistants	Information Technology, Athletics
Off-campus Community Service	13.50/hr	Elementary school math and reading tutors, assisting in a shelter	Financial Aid (FWS Requirement)

*****All positions are classified by Financial Aid Services and Human Resources.*****

Student FICA Tax Exemption

Per Rev. Proc. 2005-11, section 7, an undergraduate student enrolled at least half-time and deemed a regular student under 34 C.F.R. Section 668.2, is exempt from paying FICA taxes (social security and Medicare). If a student employee is in their final semester and taking a less than half time course load to complete the degree, the student is also exempt. Please note: though the student may be exempt from paying FICA Taxes they would not qualify for student employment due to not meeting the minimum enrolled credit hours of 6 credit hours.

International student employees fall under this exemption as well unless they fall out of the F-1 status. Then the student employee may be assessed retroactive FICA status.

ON THE JOB EXPECTATIONS

Absences

Students should work the scheduled hours; however, supervisors understand illness, family emergencies, and basic time off may be needed. Students should provide as much advance notice as possible when the absence is an event scheduled in advance. In the event of illness or emergency, please contact your supervisor *before* your work hours begin.

Students who no call-no show may have their student employment position terminated. Please remember the departments rely on student employees to assist with various tasks.

Attire

While DSC does not require employees to wear business professional attire, most student employee positions are in office settings with interactions with students, faculty, and/or other staff members. Clothes should be office appropriate with no offensive language, references to drugs, or revealing.

If you are unsure whether something is appropriate, please check with your supervisor.

Language

Students are expected to use appropriate language when speaking to other students, staff, and faculty. If a student does not agree with the supervisor, or task assigned, please speak directly to the supervisor calmly and tactfully, without the use of foul language.

In addition, while student employees may run into friends while working, foul language and inappropriate conversations will not be tolerated. Please be mindful of your surroundings.

Homework While Working

Student employees are required to complete all job responsibilities prior to asking the supervisor if they can work on homework in the downtime.

Supervisors can opt to send students home, instead of allowing them to complete homework assignments. **This can save the department funding for times it is truly needed.**

Breaks

Student employees working **more than 5 hours in a shift are required to take a 30-minute break.**

- **This break is unpaid**, and the employee will need to “Clock-Out/Clock-in”. Only in rare instances should the student employee skip a break to leave early.
- Similarly, **students working an 8-hour shift are entitled to a 60-minute break**. The same “Clock-Out/Clock-In” applies.

Confidentiality

Maintaining confidentiality is of the utmost importance. Student employees may see academic information, financial information, and other sensitive information. Student employees cannot discuss these situations with friends or family. Depending on the severity level of the information shared, violations of confidentiality can be grounds for immediate termination.

Injuries

Although extremely rare, if a student employee is injured while performing the duties assigned during the scheduled work hours, please immediately notify your supervisor. Depending on the severity, Campus Safety may need to be involved and an injury report completed within **48 hours**. The supervisor will then let both Student Employment and Human Resources know.

Grievance Procedures

In the event a student employee has a work-related concern with a student, faculty, or staff member, the student should set-up a time to speak with the supervisor. Hopefully, the supervisor will provide strategies to enhance the working relationship.

However, if the student no longer feels comfortable, or safe, working in a certain department, the student needs to contact the Director of Financial Aid, or a representative of the Financial Aid Services team member, immediately. An appointment will be set up for the student employee to discuss the issues and determine if the student needs to find another student employment position.

Resignation/Termination

As Student Employment works to create real-world scenarios, student employees are asked to give the customary two-week notice. This will allow the department to adjust other schedules or hire additional student employees as needed. Sometimes, providing two weeks is not possible, so please try to give as much notice as possible.

The department and supervisor can terminate employees for various reasons, but the most common reason is “no call-no show” and the supervisor has attempted to reach out multiple times with no success. Please do not ignore the communications.

Unless the student employee is terminated due to specific reasons, such as violations of DSC's code of conduct policies, including, but not limited to confidentiality, DSC's drugfree workplace policy, or harassment (sexual or otherwise) policy, the student can be hired by another department.

HARASSMENT

Harassment of any kind is not tolerated by the Student Employment program. The College is committed to maintaining a work and educational environment that is free of harassment. In keeping with this commitment, the College will not tolerate harassment of the College's employees or of employees performing services for the College by anyone, including any supervisor, co-worker, vendor, client, or customer of the College or any third party.

1. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, based upon a person's protected status, such as gender, color, race, religion, national origin, age, physical or mental disability or other protected group status. The College will not tolerate harassing conduct affecting tangible job benefits or grades, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing, or practical jokes directed at a person based on his or her protected status.
2. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.
3. All College employees are responsible to help assure harassment is avoided. If an employee feels they have experienced or witnessed harassment, they are to notify the Human Resources Office. The College forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. If an employee feels they have been retaliated against, they are to notify the Human Resources Office.

CONTACT INFORMATION

Students with questions or concerns should contact Financial Aid Services.

Financial Aid Services – Student Employment

Daytona Beach Campus

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Building 100, Room 104

Email: FinancialAid@DaytonaState.edu

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