

FAQ for New Campus Supervisors of Student Employees

General Employment

What is Student Employment?

Columbus State defines a student employee as a part-time employee whose eligibility for employment occurs during and is based on their pursuit of a degree or certificate at Columbus State Community College. Student employees are considered at-will, non-benefits eligible, and temporary. Types of Student Employment positions include Federal Work Study (FWS), College Work Study, and Community Service Work Study.

What is the difference between the job types?

Position Type	Funding Source	Enrollment Min	Work Location	Additional Financial Aid Requirements
College Work Study (CO-WS)	Hiring Department	3 Credits	On-Campus Departments	No
Federal Work Study (FWS)	Financial Aid Award	6 Credits	On-Campus Departments	Yes
Community Service Work Study (CSWS) <i>(Sub-Program of FWS)</i>	Financial Aid Award	6 Credits	Community Orgs / Non-Profits	Yes

Who qualifies as a student employee?

All applicants must (College Work Study and Federal Work Study):

- Be enrolled and degree/certificate-seeking at Columbus State
- Received HS diploma/equivalency
- Enrolled in 3 or more credit hours
- Work no more than 20 hours/week

Applicants for Federal Work Study must ALSO:

- Be enrolled in 6 financial aid-eligible credit hours
- Maintain Financial Aid Eligibility/Satisfactory Academic Progress ([SAP](#))
- Must be awarded Federal Work Study as a part of their Financial Aid Award

How many hours can student employees work?

- Student employees are limited to **20** hours per week while classes are in session.
- During academic breaks (weeks between semesters), students may work up to **30** hours per week.
- Students can work a maximum of **8** hours per day (taking appropriate breaks).
- Not allowed to “volunteer” in the capacity that they would be paid.

See [Federal Work Study Schedule Examples](#).

Can a student work more than one campus job?

No, current program policy limits student employees to one campus job.

If selected for and advancing to a part- or full-time staff role, the student employment position will end.

Hiring & Onboarding

How do I post a position? Do I work with Career Services or HR?

All student employee hiring is handled through Career Services. The following forms are needed to initiate a Job Requisition and Job Posting. Contact Student Employment to request.

- **SE Job Description:** Documents position details. Does not need submitted with every Posting Request, but at least every 2 years or as needed.
- **SE Posting Request:** Collects additional details on recruiting needs, schedule, and funds. Submitted each time a new posting is requested.
- **College Work Study Approval:** Used only when Requesting a Classification Change to College Work Study or Requesting a College Work Study Job Requisition and Posting.

What is the applicant review and hiring process?

Student Employment reviews incoming applicants to ensure they meet the general eligibility requirements. Then, you review applicants, schedule and hold interviews, and identify your hire selections. Student Employment then works with the candidate for their pre-employment steps.

For additional details, see the [Quick Reference Guide](#).

What must be completed before a student starts work?

Students must complete all required hiring steps before working any hours. Steps include an offer letter acceptance, background screening, I-9 verification, tax forms, direct deposit enrollment, and required onboarding tasks.

What is the hiring process for F-1 International Students?

Up to the point of Offer, the process is the same. During the Offer stage, the student would be provided with additional instructions for requesting a Social Security Number, which is required for E-Verify. There would be a slight pause in the process for this to be obtained. Once received, the process will continue. Student Employment staff will provide guidelines on documentation that may be needed for the I-9 Employment Verification process.

Are supervisors responsible for training?

Yes. Supervisors must provide job-specific onboarding covering duties, introductions, expectations, schedules, professionalism, communication, and office procedures.

Are student employees assigned a One Device/Laptop or phone through IT?

No. Student employees are not assigned equipment/technology during hire. They may utilize a spare department computer if available, you could request a department loaner from IT, or they could use a personal laptop.

Scheduling & Attendance

Who sets the schedule?

Schedules are set collaboratively, balancing academic commitments, department needs, and hour limits.

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Availability should be discussed in the interview and schedules should be communicated clearly and updated as needed.

What if a student is late or absent?

You should set clear expectations for notice, communicate consistently, document recurring issues, and address concerns early. Use the [“Coaching Conversation Log – Template”](#) on our [CougarConnect page](#).

Can students work during class time?

No. Students may not work during scheduled class times, even if a class is canceled or ends early, without documentation.

Timekeeping & Pay

How do students report hours?

Students must accurately record all hours worked through the Workday Time function. Supervisors must review and approve timesheets promptly.

Related Information:

[Workday Timekeeping Guides Here](#)

[Pay Period Dates](#)

[2025 Workday Timekeeping Reviewing Time QRG](#)

What if a student employee misses the time entry deadline?

The deadline for employees to input/edit and/or submit time for approval is by the close of business on the Monday after the pay period ends. Noon the following day (Tuesday) is the cut-off for supervisors to review and approve time and time off requests for employees.

If the employee deadline has passed but the supervisor deadline has not, you may enter the work hours on their behalf. If both deadlines have passed, the employee must wait until the pay period “unlocks” following that pay day to be able to enter missed hours.

Can students be paid for non-worked time?

No. Students are paid only for hours actually worked or approved training/professional development activities. Related, see [Campus Closure policy](#).

How are Federal Work Study awards tracked?

Starting the 2026-27 year, Federal Work Study awards are incorporated into Workday through a student’s financial aid, allowing for up-to-date tracking of payroll wages against FWS awards.

The Student Employment team will send occasional updates on award usage and award remaining. Supervisors and students are still strongly encouraged to monitor earnings to avoid overages (resulting in departmental funds usage).

What if a student works unapproved hours?

All worked hours must be paid. You should address the issue promptly and adjust schedule to prevent

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recurrence. Coaching and Disciplinary action may be considered, up to and including Separation for continued instances.

Workplace Conduct & Performance

How should performance issues be handled?

Address concerns early, be specific and constructive, document repeated issues, and consult Student Employment as needed. Utilize the [“Coaching Conversation Log – Template”](#) on our [CougarConnect page](#) to document these discussions and plans for improvement.

Can student employees be disciplined or terminated?

Student employees are at-will and temporary employees of the college, and Columbus State reserves the right to terminate a student employee with or without cause. While supervisors are not required to follow the Progressive Discipline [policy 3-32](#), Student Employment suggests a progressive model of discipline, but you may proceed directly to termination when appropriate. To submit a student employee for separation, [utilize the Cougar Connect form](#) and upload related documentation.

End of Employment

Do students get rehired every semester? / When does student employment end?

Student employees do not need to be rehired each semester or each academic year. Students must maintain eligibility to continue their employment. Employment typically ends when a student graduates, is no longer enrolled, funding ends, or the employment is ended by the department or student.

There is typically a short Student Employment Black Out period between summer and autumn semester to confirm all continuing student worker eligibility. To submit a student employee for separation, [utilize the SUPERVISORS: Report SE Separations Here Cougar Connect form](#) and upload related documentation.

Helpful Links and Resources

Career Services Cougar Connect: <https://connect.cscs.edu/engage/organization/career-services>

Student Employment Cougar Connect: <https://connect.cscs.edu/organization/studentemployment>

Career Services Website: <https://www.cscs.edu/services/careers/faculty-work-study.shtml>