COLUMBUS STATE
STUDENT EMPLOYMENT

FAQ for Community Supervisors of Student Employees



Thank you for partnering with us! Learn more about supervising and mentoring students in the Community Work Study Program.

Office of Career Services
Student Employment
Nestor Hall 108
614-287-2782
studentemployment@cscc.edu
cscc.edu/services/careers/

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Onboarding & Training

Community Work Study students are expected to meet the employment expectations of the individual agency for which they are employed. Supervisors are encouraged to hold students accountable to similar employment standards of your part time employees and volunteers. Columbus State does, however, have a set of base expectations for student employees and supervisors participating in our program:

Supervisor Expectations

- Provide and review the job description and expectations
- Provide necessary training, orientation, and feedback related to job duties
- Serve as a role model for professional behavior
- Recognize and support the success of student employees
- Ensure the student is supervised by an organization staff member; not a volunteer, intern, or other student

Student Expectations

- Fulfill the duties and responsibilities of the job description
- Maintain professional behavior and representation of the agency
- Maintain appropriate confidentiality and avoid conflicts of interest
- Work a consistent, reliable schedule
- Comply with agency rules and policies
- Personal business or studying during work is not allowed
- Work hours are not to be logged over scheduled class times

Scheduling & Attendance

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.

Who sets the schedule?

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

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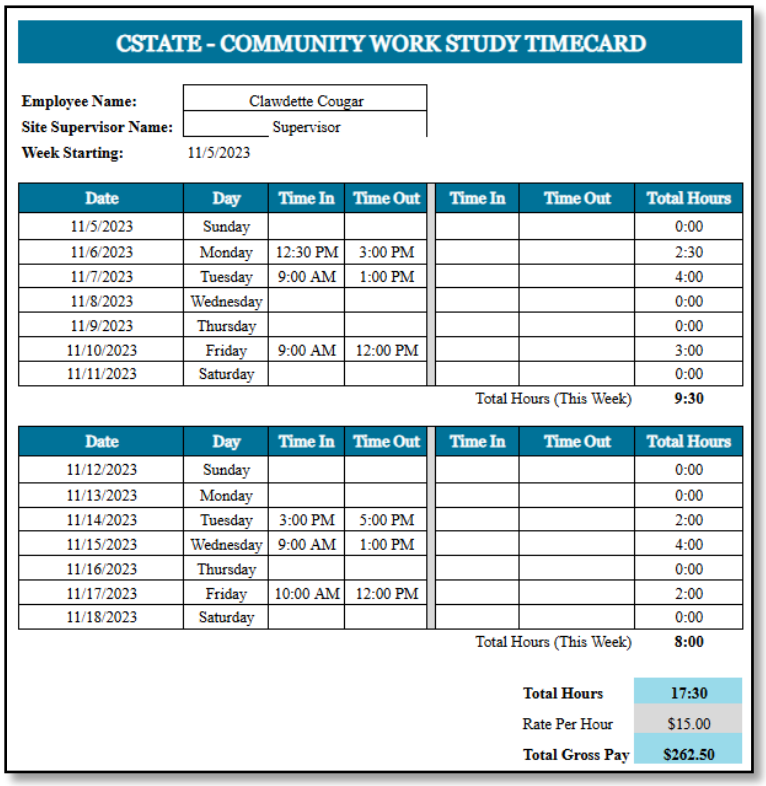
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Can students work during class time?
No. Per federal regulations, students may not work during scheduled class times, even if a class is canceled or ends early, without documentation.

Timekeeping & Pay

How do students report hours?
Community Work Study hours are reported separately by the student **AND** the community supervisor.

1. **Student Role:**
   Students must accurately record all hours worked through the **Workday Time function** by logging in at cscc.edu/workday and finding the Time app. Work hours should be added in daily as they are worked.
2. **Community Supervisor Role:**
   Community Supervisors enter student work time into the prepared **"Community Work Study - Biweekly Timesheet,"** found in the SharePoint folder.
3. **Career Services Role:**
   Career Services cross-references the time entered by the student with what the community supervisor submitted via the excel timesheet.
   a. Variances identified must be corrected as soon as possible in order to correctly pay the student.



CSTATE - COMMUNITY WORK STUDY TIMECARD

Employee Name: Clawdette Cougar
Site Supervisor Name: _____ Supervisor
Week Starting: 11/5/2023

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
11/5/2023	Sunday					0:00
11/6/2023	Monday	12:30 PM	3:00 PM			2:30
11/7/2023	Tuesday	9:00 AM	1:00 PM			4:00
11/8/2023	Wednesday					0:00
11/9/2023	Thursday					0:00
11/10/2023	Friday	9:00 AM	12:00 PM			3:00
11/11/2023	Saturday					0:00
					Total Hours (This Week)	**9:30**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
11/12/2023	Sunday					0:00
11/13/2023	Monday					0:00
11/14/2023	Tuesday	3:00 PM	5:00 PM			2:00
11/15/2023	Wednesday	9:00 AM	1:00 PM			4:00
11/16/2023	Thursday					0:00
11/17/2023	Friday	10:00 AM	12:00 PM			2:00
11/18/2023	Saturday					0:00
					Total Hours (This Week)	**8:00**

Total Hours	**17:30**
Rate Per Hour	$15.00
Total Gross Pay	**$262.50**

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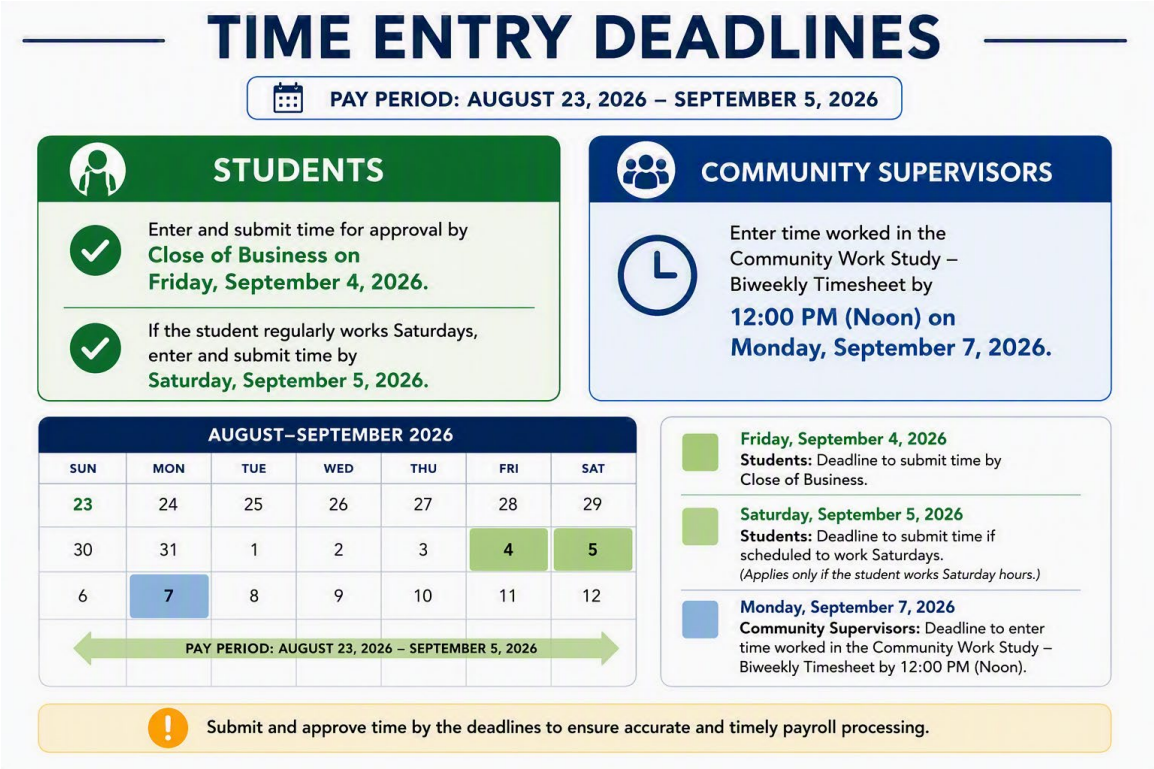
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What are the time entry deadlines?

Students: Enter and submit time for approval by the close of business on the second Friday of the pay period (or Saturday if their work schedule includes Saturday hours).

Community Supervisors: Enter time worked in the Community Work Study - Biweekly Timesheet by 12:00 PM (Noon) on the Monday following the end of the pay period.

See following example using the pay period of Sunday, August 23, 2026 through Saturday, September 5, 2026.



Related Information:
Workday Timekeeping Guides Here
Pay Period Dates

What if a student employee misses the time entry deadline?
If the student employee deadline has passed but the community supervisor has filled in the timesheet, Career Services may elect to enter the work hours on the student's 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.

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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 Career Services 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 the schedule to prevent 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. Career Services 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 for the new academic year. 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.cscc.edu/engage/organization/career-services
Student Employment Cougar Connect: https://connect.cscc.edu/organization/studentemployment
Career Services Website: https://www.cscc.edu/services/careers/community-work-study.shtml

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