

Work Study Student Worker Handbook



Supporting Student
Success Through
Campus Employment



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Welcome

Welcome to the Work Study program! As a student worker, you are an essential part of our campus community. This handbook outlines your responsibilities, expectations, and the resources available to support your success both on the job and in the classroom

1. Program Overview

The Work Study program is a form of financial aid that provides part-time employment opportunities for eligible students. It allows students to gain valuable work experience, develop professional skills, and help offset the cost of education.

Goals of the Program:

- Support student academic success
- Foster professional development
- Meet campus departmental needs

2. Eligibility and Hiring

Eligibility Requirements:

- Must be enrolled at least half-time at Wingate University
- Eligible to work in the United States
- Must provide valid I-9 documentation (e.g., U.S. passport OR driver's license + Social Security card, etc.).
- Must have/apply for a Social Security Number (SSN) for payroll and tax reporting.
- Must have/set up U.S. Bank Account

Hiring Process and Required Onboarding Steps:

- Apply for open position(s) through WorkDay
- Sign your Student Worker contract
- Complete required Workday onboarding tasks and visit the Human Resources Office to verify your I-9 Documents (e.g., I-9, W-4, direct deposit)
- Receive clear to start email from Human Resources or Student Employment



- If you are a new or re-hire (not currently active in WorkDay; terminated), you will go through onboarding with HR before approval is issued.
- If you are an active worker in the system, your hire will be processed and approval will be sent within 3-5 business days by Student Employment once all documents have been signed

Important Reminder:

You cannot begin working until you've received an approval email clearing you to begin work.

3. Expectations and Conduct

Student workers are expected to:

- Arrive on time and ready to work, following assigned work schedule
- If unable to report at the scheduled time, notify your manager before your shift begins or as soon as possible in the event of an emergency
- Communicate professionally and proactively with your manager
- Comply with departmental/university policies and manager instructions
- Maintain a positive, respectful, and professional attitude, behavior, and language

Failure to follow expectations, standards of conduct, and/or workplace policies may result in disciplinary action, up to and including termination from the program.

4. Work Schedules and Timekeeping

- Students are discouraged from working more than 20 hours per week. International F-1 Visa students are prohibited from working more than 20 hours per week under their student visa while enrolled in classes. No student is permitted to work more than 29 hours per week under the work-study program.
- Confirm your work schedule with your manager.
- You must log your time daily in Workday to ensure accurate reporting and timely payroll processing.
➡ [Workday Enter Time User Guide](#)
- Time must be submitted and approved by your manager before payroll deadlines.
- You may not work during scheduled class times. If a class is cancelled, students will need to provide the supervisor with documentation in order to work during that time period.

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5. Pay and Compensation

Student workers are paid monthly/hourly at a rate determined by position and campus policy.

- Late or missing timesheets may result in delayed pay
- Make sure your hours are accurate and submitted on time for manager approval.

Errors in Pay:

Wingate University is committed to ensuring timely and accurate compensation. In the event of a pay discrepancy, corrections will be processed in the next payroll period following confirmation.

Off-cycle payroll checks may be requested if all the following apply:

- The employee submitted time by the published deadline (see Pay Schedule)
- The gross pay amount exceeds \$200.00
- A documented administrative error occurred
- The employee declares a financial hardship

Off-cycle checks will NOT be issued under the following conditions:

- The employee failed to submit time by the published deadline
- The employee is already receiving 50% or more of their scheduled pay
- The gross amount is under \$200.00

Requests should be submitted to HR after time corrections have been entered.

6. Performance and Evaluations

Managers may conduct periodic performance reviews to provide feedback and support growth. Strong performance may lead to continued employment or letters of recommendation.

7. Confidentiality and FERPA



Student workers may have access to sensitive information. You are expected to:

- Maintain strict confidentiality
- Never share or misuse student, employee, or institutional information
- Follow FERPA (Family Educational Rights and Privacy Act) regulations

8. Workplace Policies

As a student employee, you must follow all campus policies, including those related to:

- Honor Code
- Discrimination and harassment
- Health and safety
- Technology use
- Attendance and punctuality

9. Ending Employment

Employment may end due to:

- Graduation or withdrawal
- End of the academic year
- Lack of funding
- Resignation or dismissal

If you plan to resign, provide your manager with at least **two weeks' notice** when possible.

10. Termination for Cause and Future Employment Eligibility

Student employees are expected to uphold the standards of conduct outlined in the **University Honor Code, Student Handbook**, and applicable University policies while employed on campus. Failure to meet these expectations may result in termination for cause and may affect eligibility for future on-campus employment. All determinations are made on a case-by-case basis, considering the nature and severity of the conduct.

Impact on Future On-Campus Employment:



Conduct that may affect future employment eligibility includes, but is not limited to:

- Violations of confidentiality or misuse of sensitive information
- Theft, dishonesty, or misuse of University property or resources
- Aggressive, threatening, disruptive, or unsafe behavior
- Reporting to work under the influence of alcohol or drugs
- Failure to comply with manager instructions or workplace expectations
- Misuse of University technology, systems, or equipment
- Falsifying or inaccurately reporting time worked
- Serious or repeated violations of the Honor Code, Student Handbook, or other University policies

Based on the circumstances, outcomes may include:

- Permanent ineligibility for future on-campus employment, or
- A one-semester suspension from employment eligibility, which includes the current semester and the following semester

Appeals Process:

Students may appeal a termination for cause or employment ineligibility by submitting a written appeal to the Office of Student Employment.

- Submitting an appeal does not reinstate a student to their previous position.
- Appeals are reviewed by a University committee, and all decisions are final.
- The appeals committee includes representatives from Student Employment, Human Resources, Community Standards, and the Vice President for Student Services.
- Students may submit one appeal related to conduct matters.
- Approval of an appeal does not guarantee future on-campus employment and does not allow a student to return to their prior position.

Record Keeping:

The Office of Student Employment maintains records of disciplinary actions, terminations, and appeals in accordance with University policy.



11. Resources and Support

Need help? Reach out to:

- **Human Resources:**
 - hr@wingate.edu
 - Located in the Stegall Building, Level B
- **Office of Student Employment:**
 - workstudy@wingate.edu
 - Located in the Crowder Welcome Center
- **Office of International Programs:**
 - [International Student Services](#)
- **Financial Aid Office:**
 - finaid@wingate.edu
- **Office of Career Pathways:**
 - careerhelp@wingate.edu
- **Workday:**
 - [User Guides](#)
- **Student Employment:**
 - [Student Employment FAQs](#)

Thank You!

We're glad to have you as part of our Wingate University campus workforce. Your contribution matters. We hope this opportunity supports both your education and future career goals.



12. Policy Ownership

- Policy Owner: Human Resources Department
- Supporting Offices: Office of Student Employment
- Approval Authority: Human Resources and Office of Student Employment
- Review Cycle: Annually in June or as required by law

13. Policy Revision Tracker

Revision Date	Version	Description of Changes	Approved By
9.16.2025	1.0	Initial implementation of Work Study Student Worker Handbook	Human Resources / Office of Student Employment
1.26.26	1.1	Updated Expectations and Conduct, Workplace Policies, added Termination for Cause and Future Employment Eligibility, Impact and Appeals Process	Human Resources/ Office of Student Employment