Gannon University Work Study Program

THE STUDENT EMPLOYMENT PROGRAM AT GANNON

This information has been compiled for students who will be employed by Gannon University either **On-Campus** or at an **Off-Campus** agency. In accepting a position, students agree to abide by the following regulations. Please read these items carefully. If there are questions, please discuss them before accepting a position.
The Student Employment Program provides jobs for eligible full-time and part-time students.
The Student Employment Program gives students an opportunity to earn money to help pay for their educational expenses.
Academic Year work study positions allow a maximum of 10 hours per week.
Certain departments offer positions at less than 10 hours per week.
Summer positions allow a maximum of 30 hours per week.
Earnings depend upon hours worked and wage rates.
The hourly rate is at least the minimum standard set by the Federal government.
The maximum amount students may earn is determined by the Financial Aid Office.
In no case can students earn more than that amount without approval from the Financial Aid Office.
Maximum salaries are not guaranteed. Start date, vacation, holidays, etc., are some examples that may affect your total earnings.
Eligibility to participate in this program will be dependent upon a students need as determined by the FAFSA application as well as criteria set up by the Financial Aid Office. Paychecks are issued to students on a bi-weekly basis, and may be picked up in the Waldron Campus Center.
Incoming freshmen may be employed the summer before they enter, once they have been accepted by the Admissions Office, paid their deposit, and graduated from high school. Students must have a QPA of 2.0 or better after each academic year to be considered for employment.
Student employees are evaluated by their supervisors at the end of employment period.
An unsatisfactory evaluation will result in the student not being eligible for rehire in the Gannon Work Study Program.
IMPORTANT: On-campus work study students may not switch work study jobs during a semester. They may switch the following semester upon request to the Student Employment Coordinator and upon receipt of a termination notice from their prior Supervisor

LOAN REDUCTION

The work study program is based on need, therefore students may be given the option to reduce or adjust their school loans in order to be eligible for, or keep, their work study job. The Financial Aid office will notify you if you have this option. If you decide to reduce your Subsidized Stafford Loan, you have the option of increasing your Unsubsidized Stafford Loan.
The Subsidized Stafford Loan Program allows principal and interest to be deferred until you are no longer enrolled.
The Unsubsidized Stafford Loan Program accrues interest while you are enrolled. This interest must either be paid twice a year or be added to your principal.
For further information, contact the Student Loan Coordinator in the Financial Aid Office.

OFF-CAMPUS WORK STUDY PROCEDURE

A student must be a Pennsylvania resident and qualify for Federal Work Study to be eligible for an Off-Campus position. Eligibility will be determined when the following 2 applications are submitted.
Student must complete and submit the online NOVUS Work Study Application.
IN ADDITION: The PHEAA Off-Campus Placement Form must be completed
in the Financial Aid Office, where we have a list of available Off-Campus sites.
The Financial Aid Office will determine if you are eligible for off-campus work study. If you are eligible, the FA office will process your application with PHEAA, who has final approval of your application. You will be notified of your eligibility via your Gannon e-mail address. Once approved, it is the students responsibility to contact the Off-Campus site for an interview, and to notify the Financial Aid when they are hired.

PAYROLL PROCEDURES:

On-Campus work study students will submit their hours via Web Entry. Instructions for Web Entry can be found on the Financial Aid website. A student must submit accurate time entry. Students are not permitted to work without Financial Aid Office Approval. If students work over six 6 consecutive hours, they must break for a minimum ½ hour. If this is not done, 1 hour will automatically be deducted. No student will be paid for more than 8 hours in a day. You cannot show hours worked during your scheduled class time. Disciplinary measures will be taken if any such discrepancies occur. To insure a timely paycheck, have your supervisor verify and submit your online time worked on the Friday prior to pay week. Without your supervisors approval, times cannot be processed, and you may have to wait until the following pay period to get paid.

Off-Campus work study students MUST submit weekly Timesheets signed by their Off-Campus Supervisor. The Timesheets are to be turned in to the Financial Aid Office before 10:00AM of each payroll Monday. Timesheets are to be submitted in a timely manner. You should, under no circumstances, collect or save these timesheets. Meal times, travel to and from work, and sick time CANNOT be included. If students work over 6 consecutive hours, they must break for a minimum ½ hour, and it must be reflected on the Timesheet. If this is not done, 1 hour will automatically be deducted. No student will be paid for more than 8 hours in a day.
Paychecks are issued to students on a bi-weekly basis, and may be picked up in the Waldron Campus Center.

EMPLOYMENT GUIDELINES:
Establish a work schedule with your supervisor. Any changes to this schedule must be approved by your supervisor. Absenteeism and tardiness indicate a lack of professionalism. Continued absenteeism may be grounds for termination of your employment. If you are unable to work, you must contact your supervisor prior to the time you were scheduled to work. If you are unable to make the call yourself, you must get someone else to contact your supervisor and leave a message on your behalf. You are expected to dress and act in an appropriate manner during work periods. Check with your supervisor to find out what the attire for your placement is. Your attitude, interest, and willingness to learn are important to your employer. The more you contribute towards these lines the more valuable you will become.

EVALUATION CHECK LIST
ATTENDANCE:
Report to work on time 100% of the time
Notify supervisor if ill or absent
Come to work prepared
Arrive at work alert
APPEARANCE:
Come to work dressed and groomed appropriately
INITIATIVE/EFFORT:
Begin new tasks without being told
Work hard to complete tasks without delay
Ask for help as necessary to complete job
Show willingness to assist others when needed
RESPONSIBILITY/DEPENDABILITY:
Care for any equipment
Complete work on time
Be honest
Manage your own time
INTEREST:
Accept work assignments willingly
Be enthusiastic
Show concern for work and customers
Plan and organize your time
Accept constructive criticism