



REED  
COLLEGE

## Student Worker Handbook

Updated January 2020

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# About this Handbook

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Congratulations on your new job on campus, and welcome to working at Reed! This Handbook is your guide to working on campus. Within it you will find information about expectations, communicating with your supervisor, student work policies, payroll information, and where you can find resources related to working on campus. Questions about the information in this handbook can be directed to the Student Work Office (contact information below).

This handbook was last updated December 2019. To view the most up-to-date handbook, please visit [reed.edu/student-work/student-worker-resources.html](http://reed.edu/student-work/student-worker-resources.html).

## Resources

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### Student Work Office

*The goal of the Student Work Office is to facilitate meaningful work experiences which contribute to student success by fostering holistic development, academic growth, and career preparedness.*

Kate Walford, Student Work Coordinator, can assist student workers with:

- Assistance [finding an on-campus job](#)
- Work-study information
- Disability-related work accommodations
- Guidance regarding workplace issues
- General questions about on-campus student work

503.517.4847 | [walfordk@reed.edu](mailto:walfordk@reed.edu) | Eliot 202, 8:30am-5:00pm M-F | [Student Work Website](#)

### Student Payroll

Dawn Derry, Student Payroll Specialist, can assist student workers with:

- Filling out employment paperwork and setting up tax withholding and direct deposit
- GPS timesheet submission & requests for GPS pin resets
- Questions about a paycheck
- Helping international students receive their Social Security cards

503.777.7549 | [derryd@reed.edu](mailto:derryd@reed.edu) | Eliot 306, 7:30am-4:00pm M-F | [Payroll Website](#)

## Financial Aid Office

The Financial Aid Office can assist with questions regarding financial aid and work-study:  
503.777.7223 | [financial.aid@reed.edu](mailto:financial.aid@reed.edu) | Eliot 202, 8:30am-5:00pm M-F | [FA Website](#)

## SEEDS Off-Campus Federal Work-Study

Questions about Off-Campus Federal Work-Study positions should be directed to SEEDS:  
Tara Miller, SEEDS Program Director  
503.777.7563 | [millert@reed.edu](mailto:millert@reed.edu) | Student Center 112 | [SEEDS Website](#)

## Center for Life Beyond Reed

The CLBR offers assistance with job applications, resumes, cover letters, information on fellowships, and searching for off-campus and post-graduation opportunities:  
503.788.6690 | [make an appointment](#) | Prexy | [CLBR Website](#)

# Finding an On-Campus Job

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## Handshake: Reed Student Job Board

Open on-campus positions are posted on Handshake. Handshake allows students to search for on and off-campus jobs, SEEDS off-campus Federal Work-Study positions, internships, and volunteer opportunities. Select “On Campus” just below the search bar to view open on-campus positions at Reed.

New students are automatically set up with an account in Handshake the summer before entering Reed. You can log into your account at [reed.joinhandshake.com](http://reed.joinhandshake.com) with your Reed email and password.

## SEEDS Off-Campus Federal Work-Study Positions

If you have *Federal Work-Study* (not *Reed Work-Study*) as a part of your financial aid package, you are eligible to apply for positions with SEEDS (Students for Education, Equity, and Direct Service). This program allows motivated students to work in over Portland nonprofits, public schools and public agencies and earn \$14/hour as one way to earn their Federal Work-Study. Find out more about the [SEEDS off-campus Federal Work-Study program!](#)

# Student Work Policies

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## What is Student Work?

Student work encompasses both:

- Paid on-campus student positions
  - In which the work benefits the college and does not necessarily relate to the student's education
- Off-Campus Federal Work-Study positions through SEEDS

The following are not considered student work positions because the project, experience, or work benefits the student and contributes to the student's education. A non-student could not be hired for this project, experience, or work:

- Positions elected by the Student Body
- Positions hired by the Student Senate Appointments Committee
- Signators of student organizations
- Fellowships/Summer Awards

## Employment Eligibility

Students who are currently enrolled and attending classes are eligible to work on campus as student workers. Students who are on a Leave of Absence, failed to re-enroll, graduated, or have otherwise not enrolled are not eligible for student employment. Students entering the college in the fall are eligible to begin work after July 1.

Only students who are awarded *Federal Work-Study* (not *Reed Work-Study*) are eligible to work in Off-Campus Federal Work-Study positions through SEEDS (see below).

## Leaves

Students who are on a leave of absence are not permitted to work in student jobs during their leave. A student returning from leave in fall semester is eligible to begin working after July 1st. A student returning from leave in spring semester is eligible to begin working at the start of Paideia week in January.

## Graduating Student Workers

After completing their last semester at Reed, a student is eligible to work on campus through the Thursday of final exam week. Graduating students may not work any hours in their student jobs after this date.

## Work-Study

Students with financial aid may have one of two types of work-study awards as a part of their financial aid package: *Federal Work-Study* or *Reed Work-Study*. Students can earn this award through work in any hourly on-campus position (or Off-Campus Federal Work-Study position). See [Work-Study](#) for more information about work-study awards. Use the steps below to see if you have work-study and what type:

Log in to [Banner Self-Service](#) → Personal Info → Financial Aid tab → Award → Award for Aid Year → Award Overview tab → [select academic year]

## Workers Compensation

Student workers injured on the job should report injuries to their supervisor and to Human Resources ([hr@reed.edu](mailto:hr@reed.edu)) immediately, and in all cases, no later than 24 hours after the injury occurs. Further instructions for reporting on the job injuries can be found on the [HR website](#).

## Oregon Paid Sick Leave

All hourly student workers accrue Oregon Paid Sick Leave. Sick time allows you to be paid your regular hourly rate for hours that you are unable to work due to illness or medical care. For every 30 hours worked, one hour of sick time is accrued. If you work multiple hourly on-campus positions, all of the sick time earned is combined. You can use this pool of sick time for any of your hourly on-campus positions as well as SEEDS off-campus Federal Work-Study positions. Sick time may be used in increments of .25 hours.

### What can I use sick time for?

Sick time may only be taken for shifts that you are scheduled to work, but can not work due to one of the following reasons.

You can use sick time when you miss scheduled work hours:

- Due to illness
  - For example, you wake up with a fever and cannot attend your shift
- To seek medical care for mental or physical health
  - For example, you have to go to a doctor's appointment during an hour you are scheduled to work
- To attend the funeral of or grieve the death of a family member\*
- To care for a sick family member\* or seek medical care for a family member\*
- To seek resources related to domestic violence, harassment, sexual assault, or stalking

\*A family member is defined as the spouse or domestic partner of an employee; the biological, adoptive, or foster parent or child of the employee; the grandparent or grandchild of the employee; a parent-in-law of the employee; or a person with whom the employee was or is in a relationship of in loco parentis.

For more details, please see the Oregon Paid Sick Leave Notice in [English](#) and [Spanish](#).

## **Sick Time Frequently Asked Questions**

### ***How do I call out sick?***

If the reason for using sick time is foreseeable (for example, a doctor's appointment), notify your supervisor as far in advance as possible of your absence. If the reason for using sick time is unforeseeable (for example, you wake up sick the day of your shift), it is your responsibility to notify your supervisor that you are sick and will not be attending work before your shift begins. It is a good idea to clarify with your supervisor ahead of time how they would like you to communicate in the event that you are sick.

### ***How can I see how much sick time I have?***

You can view your accrued sick time in GPS. Click on "Leave Balances" to view your earned and available sick time hours.

### ***Does sick time expire?***

If you stop working on campus, you will lose any accrued sick time after 6 months. If you begin working on campus again within 6 months, you will retain any previously accrued sick time.

### ***How do I enter sick time on my timesheet?***

Please see instructions on page 13 for entering sick time into your timesheet.

***Other questions about sick time?*** Contact the [Kate Walford](#), Student Work Coordinator.

## **Disability-Related Accommodations**

Student workers seeking an accommodation for student work related to a disability can begin the process by setting up a meeting with the Student Work Coordinator. Students are not required to disclose disability related information to their supervisor before this meeting.

Contact: Kate Walford, Student Work Coordinator

503.517.4847 | [walfordk@reed.edu](mailto:walfordk@reed.edu) | Eliot 202, 8:30-5 M-F | [katewalford.youcanbook.me](http://katewalford.youcanbook.me)

## **Wages**

The hourly pay rate for student workers at Reed is \$12.50/hour (through June 30, 2020). Most jobs on campus will be paid at this rate. Some student positions may pay a higher rate based on job duties or required skills or experience.

## **Maximum Hours**

When classes are in session and during reading and finals weeks, student workers at Reed may not work more than 20 hours/week in all positions combined. During school breaks (Fall, Winter, Spring, and Summer breaks), student workers at Reed may not work more than 40 hours/week.

## Rest and Meal Breaks

Per Oregon State law, student workers must receive meal and rest breaks, as outlined below. Student workers cannot legally waive their rights to rest or meal breaks. Supervisors must ensure that these breaks are being taken by student workers.

Student workers must receive a 30 minute **unpaid** meal break during any shift that lasts 6 hours or longer. If the work period is at least six hours but less than seven hours, the meal period is to be taken after the second hour worked and prior to the commencement of the fifth hour worked. If the work period is more than seven hours, the meal period is to be taken after the third hour worked and prior to the commencement sixth hour worked.

Student workers must receive one **paid** rest period, not shorter than 10 minutes, for any shift longer than 2 hours, at a rate of one rest break for every 4 hours worked. Rest breaks and meal breaks are not the same, and both must be given separately.

**Numbers of Meal and Rest Periods Required Based on Length of Work Period**

Length of work period	Number of rest breaks required	Number of meal periods required
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2
18 hrs 1 min - 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min - 24 hrs	6	3

## Overtime

Student workers may not work more than 40 hours per week (20 hours during academic semesters) in all on-campus (and off-campus Federal Work-Study) jobs combined. Therefore, working overtime is not authorized. The standard workweek for student workers is Monday through Sunday at Reed College. Any overages will be noted in payroll, and the student and supervisors will be advised to remedy the situation in the future.

## Holidays/Time Off

Student workers are not eligible for holiday pay, pay for administrative leave days, or inclement weather days that they do not work. Student workers should not be scheduled to work on Federal Holidays, unless it is considered an emergency and prior arrangements have been made.



# Student & Supervisor Responsibilities

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## Supervisor Responsibilities

- Ensuring that students do not begin working until they have completed hiring paperwork in the Payroll office and are officially hired in HireEm
- Ensuring that student workers' schedules do not conflict with their academic classes
- Ensuring that required Meal and Rest Periods are given to student workers
- Communicating expectations for student workers, including those regarding department/office policies and procedures, schedules/shifts, and how to communicate planned and unplanned absences from work
- Providing student workers with the necessary training for their role, including safety training and FERPA confidentiality training if they will have access to confidential information
- Meeting with students at least once per semester to discuss performance and goals
- Providing immediate feedback about performance or behavior that is not acceptable, and setting clear expectations for improvement
- Ensuring that student workers' timesheets are approved by the approval deadline

## Student Worker Responsibilities

- Completing all hiring paperwork in the Payroll office upon hire and before working
- Informing supervisor of class schedule each semester so that work hours do not conflict with academic classes
- Accurately filling out timesheet, electronic or paper, and submitting prior to the deadline
- Ensuring that work does not total over 20 hours/week during academic semesters and 40 hours/week during breaks, in all on-campus positions combined
- Communicating with supervisor, per their instructions, regarding both planned and unplanned absences from work
- Following all college and department/office policies while performing work duties
- Abiding by the Honor Code while working as a student worker
- Adhering to FERPA confidentiality policies if job requires accessing confidential information
- Notifying supervisor if resigning from student work position

## Attendance

Student workers are responsible for arriving at work on time and communicating with their supervisor if they will be late or unable to attend work, as far in advance as possible. When starting a new position, students should make sure they understand their supervisor's expectations for communication regarding both planned and unplanned absences from work.

# Workplace Issues

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Examples of workplace issues include conflict with supervisor or colleagues, difficulties with communication, workplace environment, or understanding expectations. Student workers who would like guidance on any sort of workplace issue may contact the Student Work Coordinator, who can provide guidance and options for seeking resolution.

Contact: Kate Walford, Student Work Coordinator  
503.517.4847 | [walfordk@reed.edu](mailto:walfordk@reed.edu) | Eliot 202 8:30am-5:00pm Monday-Friday | [Appointments](#)

## Title IX

Reed's policy governing discrimination on the basis of sex is the [Discriminatory Harassment and Sexual Misconduct Policy](#) (DHSM). This policy details and explicitly prohibits specific forms of harassment and encourages the reporting of these prohibited behaviors (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking). Reed provides resources to students, faculty, and staff to address concerns relating to discrimination on the basis of sex, sexual orientation, or gender identity. See [information about reporting](#), [resources for survivors](#), and [information about Title IX](#) for more resources.

Contact: Santi Alston, Title IX Coordinator & Program Director for Restorative Practices  
503.517.4842 | [alstons@reed.edu](mailto:alstons@reed.edu) | [titleix@reed.edu](mailto:titleix@reed.edu) | Eliot 108A

## Bias Incidents or Discriminatory Harassment:

Reporting experienced, observed, or disclosed discriminatory harassment is strongly encouraged. Reporting an incident is not the same as filing a formal complaint. All internal reports will receive prompt attention. The Dean for Institutional Diversity (or designee thereof) will evaluate the report and seek to determine whether an informal or formal resolution is appropriate. This process is intended to seek a resolution for reports of bias incidents and discriminatory harassment. It is not a process of fact finding in order to determine whether the DHSM policy has been violated. Students who have experienced or witnessed bias related incidents or discriminatory harassment are encouraged to report the incident to the following staff member(s) and to review your options for information resolution and/or formal adjudication. A full list of staff members who can take your report or provide you with more information is listed on [our website](#).

Contact: Jessika Chi, Assistant Dean for Institutional Diversity  
[chij@reed.edu](mailto:chij@reed.edu) | 503-517-5065 | Eliot Hall 312

# Payroll Information

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## Hiring Paperwork

Students must complete hiring paperwork (I-9, Direct Deposit and both Federal and State W-4 forms) **before they begin working**. Students can fill out these forms in the payroll office (Eliot 306) Monday-Friday, 7:30-4pm.

## Social Security Number

Students must have a valid U.S. Social Security Number (SSN) to be eligible to work at Reed College. Both the I-9 and W-4 forms require a valid SSN and must be completed and submitted before the college can issue a payroll check.

International students will need to apply for an SSN once they are hired for their first on-campus position. The Payroll Specialist can provide information on applying for a number. Please keep in mind that it can take as long as six (6) weeks to receive an SSN and the college cannot issue a check or direct deposit without a valid SSN. See [Process for Hiring International Students](#) for more information.

## Immigration Form (I-9)

In order to fill out the I-9 form, students must bring acceptable forms of identification. For more information on accepted forms of identification, [please see this list](#). Students must bring either one document from list A, or a document from list B and a document from list C.

## Employee Withholding Certificate (W-4)

The W-4 form provides the college with the student's tax information. If a W-4 was completed during the past or current calendar year, a new form is not needed, unless previously filed EXEMPT. If filed exempt, the student will need to fill out a new form for each year they want to maintain an exempt status (the payroll specialist will send a notice). Students should consult their parents or guardians regarding questions about their withholdings.

## Tax Withholding

### Filing Exempt

**Federal:** In order to claim exempt on their W-4 for Federal taxes, one must meet the following guidelines:

1. For previous year's taxes, you had a right to a refund of all Federal tax withheld because you had no tax liability.
2. Your parents will claim you as a dependent for this tax year
3. Your income will be more than \$1100.00 this tax year
4. You will not have more than \$350.00 of unearned income (interest, dividends).
5. Your total income will be \$12,400.00 or less

OR if your parents will not be claiming you on their taxes, and you do not earn more than \$12,400.00, you can claim exempt for Federal taxes.

**State:** The standard deduction for the state of Oregon is \$2315.00. You may claim exempt on your Oregon taxes if:

- Last year you had the right to a refund of all Oregon tax withheld because you had no tax liability, and
- This year you expect a refund of all Oregon income tax withheld because you expect to have no tax liability

## **Social Security and Medicare Taxes**

Social Security and Medicare taxes are not withheld from a student's wages as long as they are enrolled and actively attending classes based on one-half time enrollment or more. Social Security and Medicare taxes are withheld during winter break (December/January) and summer break (mid-May thru August).

## **International Students**

International students are eligible to work on campus up to 20 hours a week when school is in session. During the winter and summer breaks they are able to work full time, but may not exceed 40 hours a week for all jobs on campus. Since there are specific guidelines on their taxes, International students should go to Eliot 306 to speak to the payroll specialist when completing their W-4 forms.

## **Timesheets and Getting Paid**

You are responsible for recording your hours worked for each pay period in your timesheet on GPS Payroll through Banner Self-Service. You will have a separate timesheet for each student position you work in.

If hours are incorrectly logged for a position, the student needs to make sure they delete the hours prior to completing the submission of the time sheet. If there are any hours pending the payroll specialist will submit them for the student. If the student forgets to log their hours by the 3pm deadline, please contact the payroll specialist as soon as possible so they can walk the student through how to proceed in getting the hours approved.

## **Payday and Direct Deposit**

Normal pay periods are every other Friday. If the student has a savings or checking account, they may have their paychecks directly deposited into that account. This feature eliminates lost checks, and saves the student a trip to the bank to deposit or cash their check. Contact the payroll specialist to sign up for direct deposit. Student paychecks are held at the payroll specialists desk in Eliot 306.

## Filling out your Timesheet:

1. Log into [Banner Self-Service](#) and select “GPS - Griffin Payroll Systems”
2. You will see all of your student positions listed here. Select the position you would like to enter hours for.
3. Your timesheet will look like this:

**Time Sheet**  
**Title and Number:** Admission Intern -- TR0006-00  
**Department and Number:** ADMISSION -- 05250  
**Time Sheet Period:** Jun 24, 2019 to Jul 07, 2019  
**Submit By Date:** Jul 08, 2019 by 03:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jun 24, 2019	Tuesday Jun 25, 2019	Wednesday Jun 26, 2019	Thursday Jun 27, 2019	Friday Jun 28, 2019	Saturday Jun 29, 2019	Sunday Jun 30, 2019
Regular	1	0	10.5		Enter Hours	Enter Hours	6	Enter Hours	4.5	Enter Hours	Enter Hours
Commission	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Bookstore Buy Back Commission	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Paradox Tips	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Oregon Paid Sick Leave	1	0	4		Enter Hours	4	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			14.5		0	4	6	0	4.5	0	0
<b>Total Units:</b>			0		0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

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4. To enter hours worked, select “Enter Hours” on the “Regular” line for the specific day you worked. Enter the time in and out on that date. If you take a lunch break, enter your hours worked as two separate blocks of time (one before and one after the break). See the example below, in which the student took a break from 12:00-12:30pm. **Do not change the shift as students are always shift 1.**

**Date:** Wednesday, Jun 26, 2019  
**Earnings Code:** Regular

Shift	Time In	Time Out	Total Hours
1	08:30 AM	12:00 PM	3.5
1	12:30 PM	03:00 PM	2.5
1			0
1			0
1			0
			6

**Account Distribution**

Earnings Code	Shift	Hours
Regular	1	6

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5. Click “save” use the “timesheet” button to return to your full timesheet, or “Previous Day” and “Next Day” buttons to enter time on those dates. If you worked the same hours on multiple days, you can also select “Copy” and copy the shift you entered onto other dates.
6. When all of your hours are entered for a pay period, select “Submit for Approval” on the main page of your timesheet.

## Entering Sick Time:

Sick time is entered in the same format as regular hours. From your timesheet, select “Enter Hours” on the “Oregon Paid Sick Leave” line on the date you would like to enter sick time for.

Time Sheet		Admission Intern -- TR0006-00										
Title and Number:		ADMISSION -- 05250										
Department and Number:		Jun 24, 2019 to Jul 07, 2019										
Time Sheet Period:		Jul 08, 2019 by 03:00 PM										
Submit By Date:												
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jun 24, 2019	Tuesday Jun 25, 2019	Wednesday Jun 26, 2019	Thursday Jun 27, 2019	Friday Jun 28, 2019	Saturday Jun 29, 2019	Sunday Jun 30, 2019	
Regular	1	0	10.5		Enter Hours	Enter Hours	6	Enter Hours	4.5	Enter Hours	Enter Hours	
Phonathon Commission	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	
Bookstore Buy Back Commission	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	
Paradox Tins	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	
Oregon Paid Sick Leave	1	0	4		Enter Hours	4	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
<b>Total Hours:</b>			14.5		0	4	6	0	4.5	0	0	
<b>Total Units:</b>			0	0	0	0	0	0	0	0	0	

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:

RELEASE: 8-14-0-1

Enter your hours here the same way you enter regular hours, with breaks for any meal breaks you would have taken:

**Date:** Tuesday, Jun 25, 2019  
**Earnings Code:** Oregon Paid Sick Leave

Shift	Time In	Time Out	Total Hours
1	12:00	PM 04:00	4
1		AM	0
1		AM	0
1		AM	0
1		AM	0
			4

Time Sheet | Previous Day | Next Day  
 Add New Line | Save | Copy | Delete

**Account Distribution**

Earnings Code	Shift	Hours
Oregon Paid Sick Leave	1	4

Account Distribution

RELEASE: 8.14.0.1

## Lost or Stolen Payroll Checks

Please notify the Payroll Specialist immediately if a payroll check has been lost or stolen. The payroll specialist will notify the bank and place a stop payment on the original issue, and will then issue a replacement check. The fee for replacing a lost check is \$25.00 per check. Stolen checks will take longer to replace (especially if the check has been cashed). The standard procedure is that a police report has to be filed and then the employee has to go to the bank and sign an affidavit that verifies that they did not cash the check. Copies of that information then need to be brought to payroll, and after verification, a check will be issued.

## Off-Campus Federal Work-Study

### Time Sheets for Off-Campus Federal Work-Study

If students have an off-campus Federal Work-Study position, they will be emailed the paper timesheet that must be used to track time. If they work for one of the off campus positions that does not always have a supervisor present, they can email the supervisor the dates and times they worked and ask them to approve via that email. Please cc your payroll specialist on the email so when the approver replies they can use it as the time sheet.

All emails and paper time sheets for off campus positions need to be submitted to the payroll specialist by 11am on the Tuesday after the cycle ends in order to make the payroll.

The payroll calendar is available on the [student payroll website](#); it lists specific work periods, deadlines for time sheets and paydays. For further clarification, contact Dawn Derry at [derryd@reed.edu](mailto:derryd@reed.edu).

### Federal Work-Study Wages

Students working in off-campus FWS positions may only earn **up to** the amount of their award in off-campus position(s). The payroll specialist will keep track of their award and will inform the student when they are close to using all of their award amount. When the student has earned the amount of their award in off-campus position(s), their employment in that position will be terminated and they may no longer work any hours.