



STUDENT EMPLOYEE HANDBOOK

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WELCOME TO OUR STUDENT EMPLOYMENT TEAM

Welcome! We are excited to have you join our team and contribute your talents, energy, and unique perspectives to the Student Services Department. As a student employee, you play an important role in supporting our mission and serving our campus community.

Student employment offers more than just a paycheck — it is an opportunity to develop your communication and teamwork skills, gain valuable work experience, build relationships, and grow both personally and professionally. The administration and staff at WCC are committed to providing a positive, respectful, and supportive work environment where you can learn, succeed, and make meaningful contributions.

This handbook is designed to help you understand your responsibilities, workplace expectations, and the resources available to support your success. We encourage you to review it carefully and ask questions whenever clarification is needed.

We look forward to working with you and supporting your growth throughout your employment experience. Thank you for being a valued member of our team.

WCC Student Services Team

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EMPLOYMENT REQUIREMENTS

To be eligible for employment, students must be enrolled in at least the minimum number of units for the applicable semester – six units for Spring and Fall, three units for Summer. Student employment is offered on a semester-by-semester basis. Students are expected to maintain satisfactory job performance throughout their employment. Employment may be ended at any time during the current semester if performance or eligibility standards are not met. Continued employment in the next semester is not guaranteed and is contingent upon continued eligibility, departmental needs, and available funding.

ACADEMIC EXPECTATIONS

The academic success of our students is our highest priority. In order to remain eligible for on-campus employment, students must maintain a minimum 2.0 GPA. Students must continue to demonstrate satisfactory academic progress to remain eligible for employment on campus.

If a student's GPA falls below the minimum requirement, that student will be placed on an Academic Improvement Support review (see [Appendix C - Student Employee Academic Improvement Support Agreement](#) for more information). This review is not intended to be punitive but is instead an opportunity for supervisors and student employees to work together to develop a plan that would improve academic standing and prevent loss of eligibility for employment.

During the review, you and your supervisor will meet to discuss your goals, identify any barriers affecting your academic performance, and create an Academic Improvement Support Agreement. Together, you'll explore campus resources that can help you succeed, such as tutoring, academic counseling, study skills workshops, faculty office hours, time management support, or other student success services.

Federal Work Study – If your student employee position is paid through FWS, and your GPA falls below 2.0 you will be placed on [Satisfactory Academic Progress](#) (SAP) warning. Student employees who have a second semester with GPA below 2.0 will be placed in SAP termination. This will result in job termination as the student employee will no longer be eligible to work.

If you are struggling with your academic progress, please reach out early to ask for help and take advantage of the many support services available on campus and know that we are invested in your success.

MAXIMUM HOURS

Students are allowed to work on campus for a maximum of 20 hours per week. However, the maximum number of hours is not guaranteed, but is based on budgetary restrictions and staffing requirements. Student work schedules are determined by the students' availability and departmental needs. Supervisors will work with student employees to establish and communicate work schedules in advance whenever possible to support effective planning.

STUDENT EMPLOYEE EVALUATIONS

Student employees will have a performance evaluation at the mid-point of the semester. Student employee evaluations are conducted to assess job performance, recognize contributions to the campus community, and support professional growth. These evaluations provide an opportunity for supervisors and student employees to discuss strengths, areas for improvement, and progress toward workplace goals. They also help student employees develop valuable skills such as communication, teamwork, responsibility, and time management that can benefit them in future careers. By providing constructive feedback and setting clear expectations, evaluations encourage continued learning, enhance job performance, and contribute to the effective operation of campus departments and services.

ATTENDANCE AND PAYROLL

Regular and dependable attendance is essential to the successful operation of the college and to the professional development of student employees. Student employees are expected to be reliable, punctual, and prepared to perform their assigned duties for the entirety of each scheduled shift.

Recognizing that community college students have diverse responsibilities and experiences, student employment may be a first job for some and an additional job for others. Regardless of previous work experience or outside commitments, all student employees are expected to report to work on time and as scheduled. Consistent attendance and punctuality demonstrate professionalism, support the effective operation of the department, and ensure quality service to students, faculty, staff, and the campus community.

ABSENCES

Student employees who are unable to report for a scheduled shift due to illness or an emergency must notify their supervisor as soon as possible, following departmental call-in procedures. Notification should be made directly to your supervisor using the department's designated communication method, not to a co-worker. Repeated absences, tardiness, failure to provide appropriate notice, or leaving work early without supervisor approval may result in corrective action, up to and including termination of student employment.

SCHEDULE CHANGES

The College recognizes that a student employee's primary responsibility is to achieve academic success. Student employment is intended to complement, not interfere with, a student's educational goals. Students who need to adjust their work schedules due to changes in class schedules, academic commitments, or other education-related obligations should notify their supervisor in writing as early as possible to request a schedule change. Requests for schedule changes unrelated to academic needs may be approved at the supervisor's discretion, based on departmental operational and staffing needs.

Student employees are prohibited from working during scheduled class times and may not miss, leave early from, or otherwise compromise class attendance in order to work under any circumstances. This includes attending classes remotely or online while at work. Failure to comply with this policy may result in disciplinary action, up to and including termination of student employment.

Students are encouraged to manage their time carefully and avoid overcommitting themselves with work and other obligations. Maintaining a healthy balance between work and academic responsibilities is essential to both personal well-being and academic success. As a student employee, your education should remain your highest priority, and you are expected to reserve sufficient time for attending classes, studying, completing coursework, and meeting your academic responsibilities.

JOB ABANDONMENT

Failure to show up to work for three consecutive scheduled shifts without notifying a supervisor may be considered job abandonment and can potentially result in immediate termination of employment.

PAYROLL

Student employees are paid once each month on the **10th day of the month** for all hours worked during the previous calendar month. Paychecks are mailed by the District Office to the student's mailing address on file. At this time, direct deposit is not available for student employees.

Student employee timesheets are completed and submitted through the WCC Self-Service system. Student employees are responsible for accurately recording all hours worked and submitting their timesheets by the published monthly deadline. Failure to submit a timesheet by the deadline will delay payment until the next payroll cycle.

After submission, timesheets must be reviewed and approved by the student's supervisor before they are processed by the Payroll Department. It is the responsibility of each student employee to ensure that their timesheet is complete, accurate, and submitted on time.

TIMESHEET ENTRY

Student employee timesheets are managed through the College's Self-Service system. To access your timesheet, log in to Self-Service, select the **Employee** tab, and then click **Time Entry**. You will be directed to the time entry portal where you can record the hours you have worked. Detailed instructions are provided in [Appendix B – Self-Service Time Entry](#).

Student employees are encouraged to enter and submit their hours on a weekly basis to help ensure accuracy and avoid last-minute issues. At a minimum, all timesheets must be submitted no later than the last working day of each month, or by the deadline established by the Payroll Department. A sample payroll calendar is provided below to illustrate monthly submission deadlines.

The Payroll Department enforces strict timesheet submission deadlines. Once the time entry portal closes, it cannot be reopened to accept late submissions. It is the responsibility of each student employee to accurately record and submit all hours worked by the required deadline. A payroll calendar identifying all submission deadlines will be provided at the beginning of each semester.

Failure to submit a timesheet by the required deadline may delay payment until the next payroll processing cycle. Student employees are responsible for monitoring payroll deadlines and ensuring their timesheets are submitted on time.

PAYROLL SCHEDULE 2025/2026			
Month		Self Service Time Entry Deadlines	
2025	July	7/31/2025	11:00 a.m.
2025	August	8/29/2025	11:00 a.m.
2025	September	9/30/2025	11:00 a.m.
2025	October	10/31/2025	11:00 a.m.
2025	November	11/26/2025	11:00 a.m.
2025	December	12/22/2025	11:00 a.m.
2026	January	1/30/2026	11:00 a.m.
2026	February	2/27/2026	11:00 a.m.
2026	March	3/27/2026	11:00 a.m.
2026	April	4/30/2026	11:00 a.m.
2026	May	5/29/2026	11:00 a.m.
2026	June	6/29/2026	11:00 a.m.

REST AND LUNCH BREAKS

Student employees are entitled to rest and meal breaks in accordance with College policy and applicable state and federal labor laws.

Student employees who work a **4-hour shift** are provided one **paid 20-minute break**.

Student employees scheduled to work **5 hours or more** are required to take an **unpaid 30-minute meal break**. Meal breaks must be taken in accordance with supervisor's direction and should not be skipped, shortened, or worked through without prior approval.

Breaks should be scheduled in a manner that minimizes disruption to departmental operations. Student employees are expected to return from all breaks on time and remain available to perform their assigned duties for the remainder of their scheduled shift.

HOLIDAYS

The District observes a number of federal holidays and academic holidays throughout the year. A complete list of holiday closures is available on the College's academic calendar, published on the College website.

On designated holidays, the College is closed, and these days are considered non-workdays for student employees. Student employees are not eligible for holiday pay and will only be compensated for hours actually worked.

SICK LEAVE

Student employees receive **40 hours of sick leave per fiscal year** after completing **90 calendar days of employment** with the District. Sick leave is provided in advance; however, it may only be used after the 90-day eligibility period has been met. The purpose of sick leave is to provide eligible student employees with paid time off when they are unable to work due to illness, injury, medical appointments, or to care for a family member. Student employees should notify their supervisor as soon as possible when they need to use sick leave, following the department procedures for reporting absences.

When sick leave is used, student employees must complete and submit a paper timesheet indicating only the sick leave hours taken. The timesheet must be submitted to the appropriate supervisor during the same month in which the sick leave is used. Unused sick leave does not carry over from one fiscal year to the next and has no cash value upon separation from employment.

Supervisors are responsible for reviewing and approving all sick leave submissions in accordance with District payroll procedures.

PROFESSIONALISM

CELL PHONE POLICY

Student employees are expected to remain attentive to their work responsibilities during scheduled work hours. The use of personal cell phones and other personal electronic devices must not interfere with the employee's job performance, ability to provide excellent customer service, workplace safety, or the efficient operation of the office. Please note the following guidelines:

- Personal calls and text messages should be kept to a minimum. If an urgent call must be taken, please step away to a private area and keep the call brief.
- Scrolling on social media, gaming, streaming, and other non-work-related use of personal devices are not permitted during work hours except during authorized breaks or meal periods.
- Personal devices may be used for work-related purposes only when authorized by their supervisor.
- Earbuds or headphones may not be worn while working unless specifically authorized for the job assignment. Student employees must remain attentive and readily available to assist students, faculty, staff, and visitors. Additionally, the use of earbuds or headphones may interfere with the ability to hear instructions or emergency notifications, or alarms and may create a safety concern.
- Taking photographs, videos, or audio recordings in the workplace is prohibited unless expressly authorized by a supervisor. Student employees are expected to protect the privacy and confidentiality of students, employees, and college information always.
- Supervisors may establish additional department-specific expectations regarding personal device use based on operational or safety needs.

COMMUNICATION

Student employees represent the College and are expected to communicate with students, faculty, staff, and visitors in a professional, respectful, welcoming, and courteous manner at all times.

Disruptive, aggressive or inappropriate forms of communication are not permitted. This includes, but is not limited to, yelling, shouting, or other behavior that may be perceived as hostile or unprofessional. Student employees must not engage in language or behavior that is demeaning, threatening, intimidating, discriminatory, offensive, or harassing toward others.

All workplace interactions should reflect professionalism, respect for diverse perspectives, and a commitment to maintaining a positive and inclusive environment. When disagreements or concerns arise, student employees are expected to address them constructively and seek assistance from a supervisor when appropriate.

COMMUNICATION WITH EXTERNAL PARTIES

Student employees are not authorized to serve as official representatives or spokespersons for the College unless specifically designated by their supervisor. Student employees may not communicate with external organizations, vendors, media representatives, government agencies, donors, community partners, or members of the public on behalf of the college without prior authorization.

Requests for information, official statements, commitments, agreements, or responses to complaints should be referred to the appropriate supervisor or College official. Student employees should not make promises, provide official interpretations of college policies, or disclose college information to external parties unless such communication is part of their assigned job duties and has been approved by their supervisor.

DRESS CODE

Student employees represent the college and contribute to a professional, welcoming, and inclusive environment. This dress code establishes expectations for appropriate workplace attire while allowing for comfort and individual expression.

Student employees are expected to maintain a neat, clean and professional appearance during all work shifts. While casual clothing is acceptable, the following are some general guidelines:

- Clothing should have no offensive, discriminatory, profane, or inappropriate languages or images.
- Clothing should not be excessively revealing, torn, dirty or distressed
- No pajamas, slippers, or other sleep wear
- College-spirit wear is encouraged

LIMITATIONS

Student employees should perform only the duties that are part of their assigned position. This helps ensure that everyone is working safely, receiving appropriate training, and complying with college policies and employment guidelines.

If you are ever asked to complete a task that seems outside your normal responsibilities, or if you're unsure whether a task is appropriate for your role, please check with your

supervisor before proceeding. We are always happy to answer questions and provide guidance.

A few examples of tasks that may require supervisor approval or may fall outside a student employee role include:

- Taking on responsibilities typically assigned to full-time staff or faculty
- Making decisions that require supervisory authority
- Accessing sensitive or confidential information without authorization
- Using equipment or systems for which you have not been trained
- Working additional hours or assuming new responsibilities without prior approval

When in doubt, please ask. We would much rather answer questions ahead of time than have you feel uncertain about a task. These guidelines are for your protection and ours.

SOCIAL MEDIA AND PUBLIC COMMUNICATIONS

Student employees who are authorized to create content for WCC's social media accounts play an important role in representing the college and promoting engagement with other students, staff, alumni, and the community. Content should reflect the WCC's mission, values, and commitment to creating a welcoming and inclusive environment.

When creating content for authorized departmental accounts, you are highly encouraged to demonstrate WCC spirit, enthusiasm, and pride. Content should be engaging, informative, positive, and relevant to the student's experience. You should promote your program's services, events, achievements, and opportunities in a way that reflects professionalism and respect for diverse perspectives.

You are recommended to follow the approved branding guidelines, showcase WCC's merchandise when appropriate, and provide trends that align with the college's values and professional standards. Creativity and innovation are encouraged, but content should always be appropriate for a public audience and consistent with departmental expectations.

Before photographing, recording, livestreaming, or capturing the voice of any individual for college-related content, you must get appropriate permission and follow all WCC's procedures regarding photo and media use. You must verify that a photo release form has been completed before publishing or distributing content.

Student employees must not create, publish, respond to, or distribute communications on behalf of WCC unless authorized to do so as part of their assigned job duties and under the direction of a supervisor.

You are not to represent yourself as an official spokesperson for WCC, nor make statements, commitments, requests, or decisions on behalf of the college through social media, email, text message, phone calls, direct messages, or any other form of communication unless specifically authorized.

SOCIALIZING DURING WORK HOURS

Student employees are expected to remain focused on their assigned duties during scheduled work hours. While brief and courteous interactions may occur, excessive socializing with friends, classmates, family members, or other visitors during work time should not occur.

Friends and personal visitors should not remain in work areas or interfere with the performance of job duties, services to students, or office operations. Student employees should not leave their workstations or assignments to socialize unless authorized by a supervisor or during an approved break period.

Supervisors may ask visitors to leave work areas when their presence disrupts operations, compromises confidentiality, or distracts employees from their responsibilities.

Repeated instances of excessive socializing, unauthorized visitors, or neglect of work duties may result in corrective action.

SPONSORED ACCOUNT

All student employees will be assigned a District-sponsored account (e.g., *spoWEOPS07*) that provides access to the college's systems and resources, including SARS, employee email, program SharePoint sites, and network printers.

Student employees must log in to their workstations and College systems using the sponsored account credentials provided by their supervisor. The sponsored account is separate from the student's personal College account and does not provide access to student-specific services such as grades, course announcements, or other features within Canvas. To access student services, employees may need to log in using their student account through a separate browser or browser profile.

The sponsored account is considered the employee's official work account and must be used for all work-related communications and business conducted on behalf of the College. Student employees should not use their personal student account for work-related correspondence.

Likewise, the sponsored account email must not be used for personal business or matters related to the employee's own student status, including questions regarding enrollment, financial aid, academic records, or student account issues.

CONFIDENTIALITY OF STUDENT INFORMATION

Maintaining the confidentiality of student information is essential to fostering a safe, respectful, and trusting educational environment. Student records often contain sensitive personal, academic, and behavioral information that must be protected from unauthorized access or disclosure. Protecting this information helps preserve students' privacy rights, supports their well-being, and ensures compliance with the Family Educational Rights and Privacy Act (FERPA), a federal law that safeguards the privacy of student education records. By keeping student information confidential, educators and staff demonstrate professionalism, build trust with students and families, and help create an environment where students can learn and thrive with confidence that their personal information is secure.

The following guidelines summarize the essential responsibilities for all employees and student workers. (See “FERPA Basics for Staff” in Appendix G for more detailed information).

1. What Counts as an Education Record

Education records include any information directly related to a student that is maintained by the institution in any format (paper, digital, video, audio) that is personally identifiable to a student. Examples of education records include:

- Academic records and transcripts
- Advising notes
- Financial aid documentation
- Enrollment information
- Contact information

Records not considered education records include:

- Personal notes kept in the sole possession of the creator
- Law enforcement/campus security records
- Medical or counseling records
- Alumni records created after a student leaves the institution

Even though these records are not part of the education records, they are still required to be kept confidential. However, students do have the right to:

- Access their education records
- Request corrections to inaccurate records

- Provide consent before disclosure of personally identifiable information (PII) unless an authorized exception applies

2. When May Staff Access Student Information?

Staff may access student records only when they have a legitimate educational interest, meaning the information is required to perform their job duties. Curiosity or personal interest does not qualify.

3. Sharing Student Information

In general, student information must not be shared without written consent. FERPA allows limited exceptions, including:

- Lawfully issued subpoenas
- Health and safety emergencies
- Official audits or reviews
- Financial aid processes

Even in these cases, each exception has specific prerequisites that must be met before disclosure. FERPA does not permit informal or undocumented requests, including those from government agencies without proper authorization. Please refer any requests for student information to your supervisor.

4. Protecting Student Information

All employees are responsible for maintaining the security and privacy of student information. This includes:

- Locking computer screens when stepping away
- Storing physical documents securely
- Avoiding conversations about students in open or public areas
- Using only approved communication channels for sharing

Avoid sharing any student information unless you are certain the recipient is authorized. If you accidentally violate FERPA regulations by sharing confidential student information to an unauthorized person, please inform your supervisor immediately so that corrective measures can be taken.

SECURITY AND EMERGENCIES

The college is committed to providing a safe and secure work environment for all student employees. Student workers are encouraged to remain aware of their surroundings, follow campus safety procedures, and report any suspicious activity, safety hazards, or security concerns to their supervisor or campus security immediately.

Student employees should work only in authorized areas, secure personal belongings, and follow established procedures for building access, emergency response, and workplace safety. In the event of an emergency, student workers should follow college emergency protocols and cooperate with campus security, law enforcement, and college officials.

The college provides safety resources, training, and support to help ensure the well-being of student employees while they are performing their job duties. Maintaining a safe campus environment is a shared responsibility, and all student workers are expected to contribute to a culture of safety, respect, and security.

In the event of an emergency, please follow the protocols outlined in the safety plan (see handout) and be aware of the following:

- Notify your supervisor as soon as it is safe to do so.
- Follow all evacuation, shelter-in-place, lockdown, or other emergency instructions issued by the College or emergency responders.
- Do not place yourself at risk by attempting to manage an emergency beyond your training or responsibilities.
- Assist students and visitors as directed, while prioritizing your own safety and following emergency procedures.
- Report any injuries, accidents, safety hazards, or emergency incidents to your supervisor as soon as possible after the situation has been addressed.

APPENDIX A

STUDENT EMPLOYEE EVALUATION FORM

Student Employee's Name _____ ID #: _____

Job Title: _____

Evaluation Period: _____ Today's Date: _____

All characteristics may not apply to each student, therefore, if a category cannot be rated OBJECTIVELY, please select "NOT APPLICABLE". Please rate the student worker's performance in the areas listed, using the rating scale below.

NOTE: There is a section for both the employee and the supervisor to provide a rating.

3 = Exceeds Expectations 2 = Meets Expectations 1 = Needs Improvement N/A = Not

Applicable Student Employee Evaluation Form

Competencies	Employee Rating	Supervisor Rating
CRITICAL THINKING/PROBLEM SOLVING: Exercises sound reasoning to analyze issues, make decisions, and overcome problems. Able to obtain, interpret and use knowledge, facts, and data to find a solution. Refers issue to the supervisor when appropriate.	☐ 3 ☐ 2 ☐ 1 ☐ N/A	☐ 3 ☐ 2 ☐ 1 ☐ N/A
ORAL/WRITTEN COMMUNICATIONS: Expresses thoughts and ideas clearly and effectively in written and oral form to all constituents. Ensures that communication positively represents the department, being aware of surroundings and others present	☐ 3 ☐ 2 ☐ 1 ☐ N/A	☐ 3 ☐ 2 ☐ 1 ☐ N/A

TEAMWORK/COLLABORATION: Builds collaborative relationships with colleagues and customers with diverse backgrounds and viewpoints. Able to work in a team structure by sharing ideas and receiving feedback. Able to recognize and identify strategies to manage interpersonal conflict.	☐ 3 ☐ 2 ☐ 1 ☐ N/A	☐ 3 ☐ 2 ☐ 1 ☐ N/A
INFORMATION TECHNOLOGY APPLICATION: Effectively uses appropriate technology to accomplish a given task. Able to apply computing skills to solve problems.	☐ 3 ☐ 2 ☐ 1 ☐ N/A	☐ 3 ☐ 2 ☐ 1 ☐ N/A
LEADERSHIP: Recognizes and encourages the strengths of others to achieve common goals. Uses interpersonal skills to coach and develop others. Able to manage own emotions and those of others. Uses empathy to guide and motivate, organize, prioritize, and delegate work.	☐ 3 ☐ 2 ☐ 1 ☐ N/A	☐ 3 ☐ 2 ☐ 1 ☐ N/A
PROFESSIONALISM: Understands the impact of non-verbal communication. Demonstrates integrity and ethical behavior and acts responsibly with the interests of the larger community in mind. Able to learn from their mistakes.	☐ 3 ☐ 2 ☐ 1 ☐ N/A	☐ 3 ☐ 2 ☐ 1 ☐ N/A
WORK ETHIC Demonstrates personal accountability and effective work habits, e.g., punctuality, productivity, and workload management. Arrives to work on time, is prompt for meetings, absences are infrequent and do not place an undue burden on supervisor or coworkers.	☐ 3 ☐ 2 ☐ 1 ☐ N/A	☐ 3 ☐ 2 ☐ 1 ☐ N/A
CAREER MANAGEMENT: Identifies and articulates skills, strengths, knowledge, and experiences relevant to the position. Understands how to appropriately self-advocate in the workplace.	☐ 3 ☐ 2 ☐ 1 ☐ N/A	☐ 3 ☐ 2 ☐ 1 ☐ N/A
QUALITY AND QUANTITY OF WORK: Works effectively and efficiently. Able to meet deadlines and accomplish multiple tasks with accuracy and thoroughness.	☐ 3 ☐ 2 ☐ 1 ☐ N/A	☐ 3 ☐ 2 ☐ 1 ☐ N/A

CUSTOMER SERVICE: Ensures that department and university are accurately and positively portrayed. Requests are responded to in a timely and accurate manner, and the response is complete.	☐ 3 ☐ 2 ☐ 1 ☐ N/A	☐ 3 ☐ 2 ☐ 1 ☐ N/A
KNOWLEDGE AND SKILLS: Demonstrates a working level of skill/knowledge in the area of expertise. Applies professional and technical expertise to best meet department/area needs.	☐ 3 ☐ 2 ☐ 1 ☐ N/A	☐ 3 ☐ 2 ☐ 1 ☐ N/A
General Comments (include areas of strength and areas needing improvement). <i>Use additional page if necessary.</i>		
Employee Comments (may include employment environment and feedback regarding supervisor). Use additional page if necessary.		

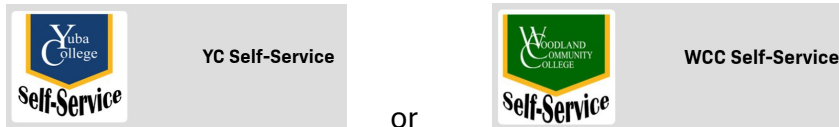
Supervisor Signature _____ Date _____

Student Employee Signature _____ Date _____

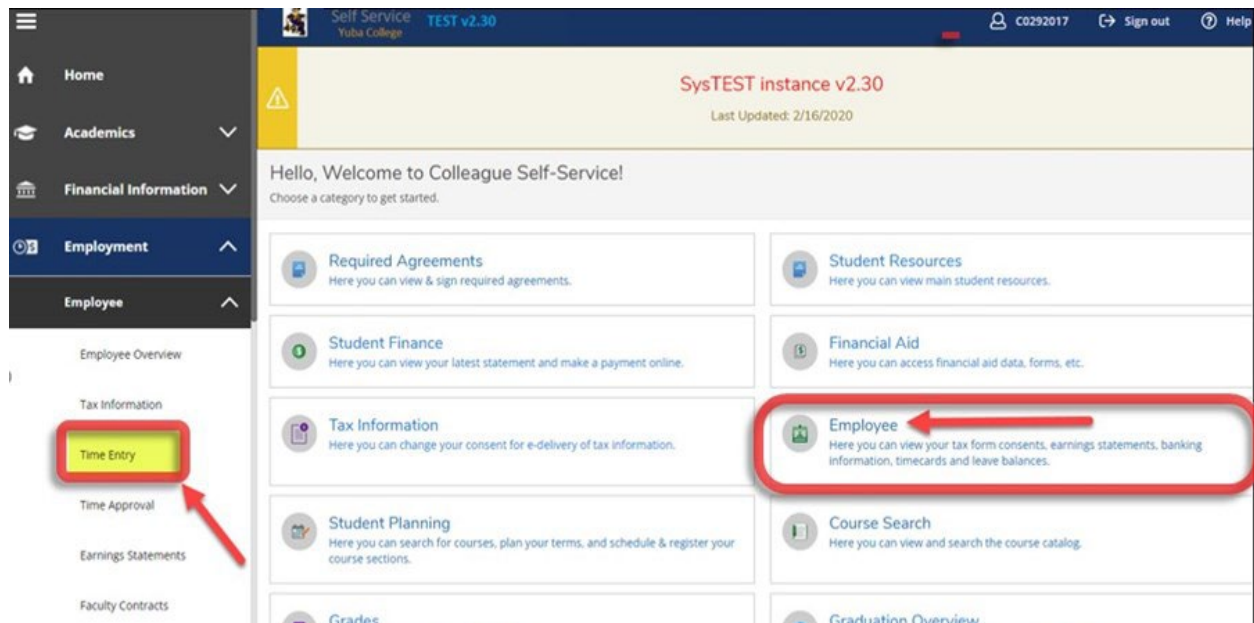
APPENDIX B

SELF-SERVICE TIME ENTRY

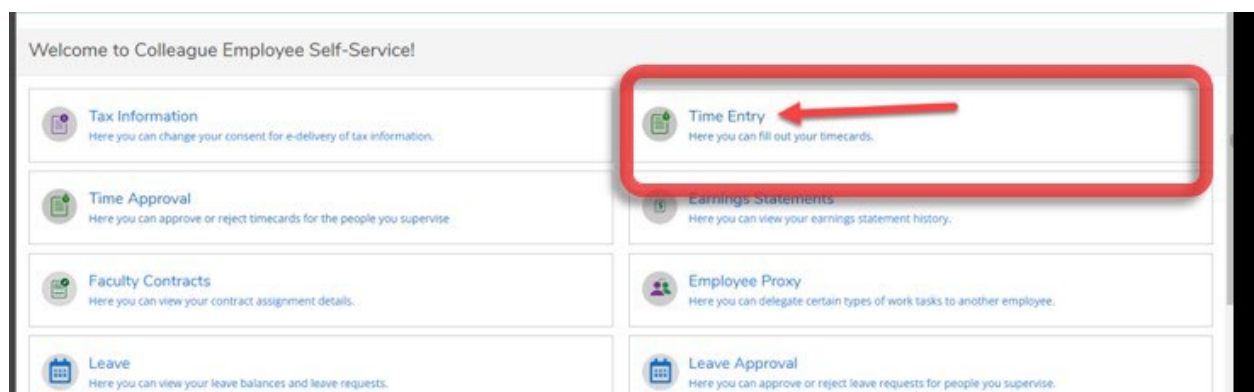
1. Sign into Self Service (<https://login.yccd.edu/>) Through the Single Sign-on Portal
2. Select tile by location



3. Select 'Employee'.



4. Select 'Time Entry' to access your timecard.



5. Select the timecard for the current pay period

Note: Prior pay periods will be moved to time history once payroll has been processed

Self Service Yuba College TEST v2.30 C0292017 Sign out Help

Employment Employee Time Entry

SysTEST instance v2.30
Last Updated: 2/16/2020

Time Entry

10th Tenth of the Month

11/01/2021 - 11/07/2021 Due by: 11/30/2021 11:59 PM Total: 0.00 Hours	IT Student employee	>
11/08/2021 - 11/14/2021 Due by: 11/30/2021 11:59 PM Total: 0.00 Hours	IT Student employee	>
11/15/2021 - 11/21/2021 Due by: 11/30/2021 11:59 PM Total: 0.00 Hours	IT Student employee	>
11/22/2021 - 11/28/2021 Due by: 11/30/2021 11:59 PM Total: 0.00 Hours	IT Student employee	>
11/29/2021 - 11/30/2021 Due by: 11/30/2021 11:59 PM Total: 0.00 Hours	IT Student employee	>

Enter only actual hours worked during the pay period.

- Daily entry is recommended.
- Time is recorded in 15 minute increments as a decimal (for example, if you worked 4 hours and 15 minutes, enter the time as 4.25)
- If you did not work on a particular day, leave the entry box empty.
- Completed timecards are due on the last working day of each month, by 11:59pm.
- Supervisor approvals are due the next working day by 10:00am.

6. To submit your timecard for approval, click the **SUBMIT FOR APPROVAL** button.

You will know your timecard has been submitted three ways: **SUCCESS** will appear in the top right in green, the submit button will change to **RETURN TIMECARD TO EDIT**, and your timecard landing page will have the word **SUBMITTED** below the pay period range

The screenshot displays a timecard submission form. At the top, it shows the pay period 'Week 06/14/2021 - 06/20/2021' with a total of 35.00 hours. Below this is a table for entering hours. The table has columns for 'Earn Type', 'Mon 6/14', 'Tue 6/15', 'Wed 6/16', 'Thu 6/17', 'Fri 6/18', 'Sat 6/19', 'Sun 6/20', and 'Total'. The 'Regular' row shows 7.00 hours for Mon, Wed, Thu, and Fri, with a total of 28.00. The 'Sick' row shows 7.00 hours for Tue, with a total of 7.00. Below the table, there is a 'Position Total Hours' row showing 7.00 for each day from Mon to Fri, 0.00 for Sat and Sun, and a total of 35.00. At the bottom, there is a 'Comments' section and a 'Submit for Approval' button, which is highlighted with a red box. Other buttons visible include 'Remove Sick', '+ Additional Time', 'Save', and 'View Leave Balances'.

Earn Type	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Sun 6/20	Total
Regular	7.00		7.00	7.00	7.00			28.00
Sick		7.00						7.00
Position Total Hours:								
	7.00	7.00	7.00	7.00	7.00	0.00	0.00	35.00

7. If you need to correct your timecard, select **RETURN TIMECARD TO EDIT** button. You may only edit your timecard if the pay period is open for entry submission and the supervisor has not approved the timecard.

8. If you need to correct your timecard and your supervisor has already approved it, you will need to ask them to **“Unapproved/Reject”** the timecard. This will allow you to select the **RETURN TIMECARD** edit option.

If the pay period is closed for employee submission, then the supervisor can make the change on the employee’s behalf. Supervisors should indicate adjustments in the comment box. An automated email will notify the employee that an adjustment was made

Pay Period 06/14/2021 - 06/20/2021
[All Time Sheets](#)

Week 06/14/2021 - 06/20/2021
 35.00 Total hours

Saved just now [Save](#) [View Leave Balances](#)

2SPECPAYROLL • Payroll Specialist
 Carrock, Gary A. • Business Office
 35.00 | Submitted

Earn Type	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Sun 6/20	Total
Regular	7.00		7.00	7.00	7.00			28.00
Sick		7.00						7.00
Position Total Hours:	7.00	7.00	7.00	7.00	7.00	0.00	0.00	35.00

[Comments](#) [Return Timecard to Edit](#)

Supervisors may REJECT A TIMECARD back to you for corrections if they do not agree with time submitted. Automated emails are sent with the supervisors' comments or you may also view the comments in Self Service. If your timecard is rejected, you will see **"Rejected"** under the pay period date range.

Corrections must be made before the pay period closes for employee time entry. If the pay period is closed, then the supervisor can make the change on the employee behalf. Supervisors should indicate adjustments in the comment box as an automated email will be received by the employee that an adjustment was made

Time History

Employees may review prior completed timecards in Self Service under the Time History heading.

Welcome to Colleague Employee Self-Service!

 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Information Here you can view and update your banking information.
 Time Entry Here you can fill out your timecards.	 Time Approval Here you can approve or reject timecards for the people you supervise.
 Earnings Statements Here you can view your earnings statement history.	 Employee Proxy Here you can delegate certain types of work tasks to another employee.
 Leave Here you can view your leave balances.	 Time History Here you can view your paid timecards.
 Position History Here you can view a list of your positions.	 Stipend History Here you can view a list of your stipends.
 Current Benefits Here you can view all your current benefits.	

Select the year and the pay period to view.

Time History

Select a Year to view associated Pay Period

2021

Pay Period

05/10/2021 - 05/16/2021 Weekly	>
05/03/2021 - 05/09/2021 Weekly	>
04/26/2021 - 05/02/2021 Weekly	>
04/19/2021 - 04/25/2021 Weekly	>
04/12/2021 - 04/18/2021 Weekly	>

05/10/2021 - 05/16/2021
Weekly

Dates

05/10/2021 - 05/16/2021

If you have any Questions, Contact:

YCCD Payroll Department

yccd-payroll@yccd.edu

APPENDIX C

STUDENT EMPLOYEE ACADEMIC IMPROVEMENT SUPPORT AGREEMENT

WE'RE HERE TO SUPPORT YOUR SUCCESS

As a student employee you are first and foremost, a student. Your education is the reason you're here, and I want to help you succeed both in the classroom and in your student employment position.

I understand that life happens. Balancing school, work, family, and personal responsibilities can sometimes make it difficult to maintain the academic progress you want. A GPA below 2.0 doesn't define your abilities or your potential—it simply lets us know that now is a good time to pause, check in, and identify ways we can better support you.

This agreement is not meant to be a disciplinary action. Instead, it's an opportunity for us to work together, connect you with campus resources, and develop a plan that helps you get back on track academically while you continue to earn money and gain work experience. Together, we will work toward improving your academic standing so you can remain successful both in the classroom and in your student employment position.

SUPERVISOR COMMITMENT

As your supervisor, I am committed to helping you succeed by

- Supporting your academic success and recognizing that being a student is your primary responsibility.
- Helping identify campus resources that may be beneficial to you.
- Provide flexibility, when operationally possible, to allow your participation in tutoring, counseling, or academic support appointments.
- Meeting with you periodically to discuss progress and offer encouragement.

My goal is not simply to improve your GPA, but to help you build the skills, confidence, and support network that will benefit you throughout your college experience.

Academic Improvement Plan

Student Employee Name			
Student Employee ID#			
Department			
Supervisor Name			
Date		Current GPA	

OUR CONVERSATION

Thank you for trusting me to be supportive of you during this challenging time. This space is just to summarize our conversation and develop a plan to support your academic recovery.

Together we agreed that the following steps will help support your academic goals and keep you eligible to continue working on campus:

			Initial Meeting Date: _____	Mid-Semester Date: _____	End of Semester Date: _____
☐	Meet with a tutor or visit the Academic Success Center.				
☐	Meet with an academic counselor to review my educational plan.				
☐	Visit my instructors during office hours if I need additional help.				
☐	Attend study groups or other academic support workshops.				

☐	Improve my time management by using a planner or scheduling dedicated study time.				
☐	Reach out for help early if I begin to struggle in a class.				
☐	Communicate with my supervisor if I need support balancing work and school responsibilities.				
☐	Other:				

If academic improvement is demonstrated and GPA improvements are noted, this agreement will be concluded successfully. If academic challenges continue, additional support options and employment eligibility will be reviewed in accordance with District policy and student employment requirements.

ACKNOWLEDGEMENT

By signing below, we acknowledge that this agreement is intended to encourage academic success through collaboration, communication, and the use of campus resources. It is not intended as disciplinary action but as a supportive plan to help the student achieve academic and employment success.

Student Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

APPENDIX D

Yuba Community College District-Payroll Department

			Student															
Print:	Last	First											10th	EOM				
Colleague ID Number															Month/Year			
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
Number of Hours Worked																		
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Employee's Signature															Date		**Department/Job Title	
															This section to be completed & calculated by Payroll Department.			
Earn Type			**GL#											Hours Worked	Pay Rate	Total (Hours X Pay Rate)		
			Position ID															
Earn Type			GL#															
			Position ID															
Earn Type			GL#															
			Position ID															
															Total \$			

**Authorized Signature

Date

**These sections to be completed by Supervisor, Division Dean or Budget Manager:

GL#, Authorized Signature, Department/Job Title, & Circle if applicable: Lec Rate / Lab Rate

Revised 8/5/2024

APPENDIX E

On-campus Student Resources

Basic Needs Center

<https://wcc.yccd.edu/student/basic-needs-center/>

The Basic Needs Center has been established to serve as an access point to connect students with on-campus and community resources for food, housing, mental and physical health, and transportation.

CalWORKs

<https://wcc.yccd.edu/student/calworks/>

CalWORKs is a California welfare reform program designed to assist students who are receiving TANF/CalWORKs benefits (monetary assistance) to achieve long-term self-sufficiency through coordinated student services offered at the Woodland Campus and Lake County Campus. Yolo County, Lake County, and Colusa County are all considered “Region 2” counties in CalWORKs.

Dream Center

<https://wcc.yccd.edu/student/dreamcenter/>

Woodland Community College is dedicated to uplifting and empowering undocumented students and those from mixed-status families by providing accessible resources and comprehensive support to help you achieve your higher education goals.

DSPS

<https://wcc.yccd.edu/student/dsps/>

The Department of Supportive Programs and Services (DSPS) at Woodland Community College offers specialized support services and accommodations to students who have verified disabilities. EOPS/CARE

EOPS

<https://wcc.yccd.edu/support/eops/#home>

A student will be considered for EOPS if the following criteria are met:

- Be 18 years of age
- Have a high school diploma, GED, or equivalent

- Be a California Resident or Deferred Action for Childhood Arrivals (DACA) eligible
- Enrolled in 12 or more units
- Have completed less than 70-semester degree-applicable college units
- Deemed educationally disadvantaged:
- Previously enrolled in remedial education
- First-generation college student
- Emancipated Foster Youth
- Student is a member of an underrepresented target group by local Woodland Community College student equity goals

Financial Aid

<https://wcc.yccd.edu/student/financialaid/>

Our goal is to assist you in bridging the gap between your own resources and the cost of attending college. We offer assistance with completing applications and providing information about the requirements of the various financial aid programs. Financial aid consists of federal grants, work study, state grants, fee waivers, and outside scholarships.

MESA

<https://wcc.yccd.edu/student/mesa/>

MESA is an academic preparation program that assists California community colleges' educationally disadvantaged students to succeed in math, science, and engineering so they can transfer to four-year colleges or universities and attain four-year degrees in math, engineering, and science fields. This support is especially crucial to students who come from low-performing high schools.

Student Success Center/Tutoring

<https://wcc.yccd.edu/student/success-center/>

The Student Success Center prepares students for successful academic careers by engaging students in core subject areas and teaching life-long learning strategies that can be used across the curriculum. We promote and respect all aspects of diversity by finding innovative ways to assist students of different learning styles and needs.

TimelyCare

<https://myapps.microsoft.com/> (select the tile for TimelyCare)

Free to students! Non-emergency virtual mental health care available 24/7.

TRIO

<https://wcc.yccd.edu/student/trio/>

TRIO is a set of federally funded college opportunity programs that motivate and support students from disadvantaged backgrounds in their pursuit of a college degree. TRIO programs provide academic tutoring, personal counseling, mentoring, financial guidance, and other supports necessary for educational access and retention.

Veterans

<https://wcc.yccd.edu/student/veterans/>

Veterans Services welcomes and assists those who served in our nation's military and their qualified dependents. All veterans and/or dependents who wish to collect education benefits must contact the Woodland Community College SCO to create a file and start the use of your education benefits