CORRECT NOTIFICATION	ESK ROL	RIMI JOACCA WELL	7

HR:ER 8/2/2022

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- Hourly wages on campus range from \$15.00 to \$19.00.
- Students receive a monthly paycheck for hours worked. Pay periods are from the 11th of one month to the 10th of the following month.
- Wages are considered taxable income.
- Maintain the following minimum units of credit during the semester employed:

: 6 semester units

: 4 semester units

: 6 semester units

(Fall & Spring only)

- Maintain a 2.0 GPA (cumulative & semester) at Hartnell Community College
- In accordance with the Education Code, student workers are unclassified, at-will employees.
- Students may work a maximum of twenty (20) hours per week during regular academic term. No over-time is allowed.
- Any student employed must be paid for all hours worked. You may not volunteer to work unpaid hours.
- Students must be in good standing and must continue to make satisfactory progress towards obtaining a degree or certificate
- You are entitled to Worker's Compensation benefits, but are not entitled to unemployment insurance. If you are injured while working on campus, the injury must be reported to the supervisor immediately.

PAYROLL – INFORMATION REGARDING PAYCHECKS

You will receive your first pay check between four (4) to six (6) weeks, after you begin working. Payroll checks are available on the last working day of each month at the Cashier's Office. Picture I.D. is required. Direct deposit is available and will require you to complete the request form included in your new hire packet.

To avoid a delay in receiving your paycheck, you must

- Accurately fill out and sign your timesheet.
- Have your supervisor sign the timesheet.
- Have your SSN or Student ID # on your timesheet.
- List the hours each day that you have worked (rounded off to the nearest 15 minutes).
- Submit your timesheet on time

If you have any questions regarding the information in this handout, see contact information below:

Clara Maldonado-Moreno Federal Work-Study Program Specialist Financial Aid Department 411 Central Avenue Salinas, CA 93901 (831) 755-6806

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