



Student Employment

Quick Guide



Before You Start

- Complete all hiring paperwork (I-9, W-4, direct deposit) before your first day.
- Make sure you're enrolled and eligible to work (check credit-hour or enrollment minimums).
- Attend any required orientation/training.
- Know your supervisor, your department, and how you'll be scheduled.



CC Student Employment Benefits

- Gain work experience, develop skills, build your professional reputation.
- Your employment counts toward your total cost of attendance (if applicable) and ties into your broader student success.
- Treat it as a professional role: meet expectations, communicate clearly, ask for help when needed.



Work Hours & Pay

- You may work up to [insert maximum hours/week] hours during term time unless otherwise noted.
- Know your wage rate: \$[insert rate]/hour (or department-specific if different).
- Timesheets: submit by the deadline (day/time) every pay period. Late submission = possible delayed pay.
- Pay is via direct deposit — make sure your bank info is correct and updated.



Expectations

- Arrive on time, dressed appropriately, ready to work.
- If you will be late or absent: notify your supervisor as soon as possible, ideally before your shift.
- Follow your department's policies (dress code, confidentiality, equipment usage).
- Your job is part of your student life: you are still a student first, so balance is important.
- If performance, attendance or behavior issues arise, it may lead to corrective action — up to termination.



Resources

- Financial Aid Office: for questions about how your job impacts your aid or enrollment eligibility.
- Payroll/Timesheet Help Desk: for questions about pay, direct deposit or timesheet submission.
- Your Supervisor: key first point of contact for scheduling, job duties and expectations.



Mentoring

- Your supervisor is more than just a manager—they can be a mentor for your professional and personal growth.
- Take opportunities to ask questions, seek feedback, and learn new skills.
- Be proactive: share your goals and ask for guidance on how to improve or take on new responsibilities.



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