

STUDENT EMPLOYMENT PAY SCALE

The rate of pay for each job is determined by the specific responsibilities of the job, as stipulated in the job description, along with the current industry standards for that position. Students who work on campus during the academic school year are exempt from paying Social Security taxes resulting in higher net pay.

Hampden-Sydney has Level I and Level II jobs depending on the job responsibilities.

LEVEL I

Skills and knowledge, which can be learned on the job, low accountability, moderate responsibility and judgment for tasks.

LEVEL II

Skills beyond those typically expected of an undergraduate student, independent problem solving to complete task, high accountability, strong analytical abilities, and minimal supervision on routine tasks. (Working hours between 10:00 p.m. and 1:00 a.m., weekends or both at least ½ of schedule will also qualify for Level II pay.)

Students returning to the same position will receive a \$0.25 per hour raise.

Years of Service	Level I	Level II
1 st year in this job	\$7.25	\$7.50
2 nd year in this job	\$7.50	\$7.75
3 rd year in this job	\$7.75	\$8.00
4 th year in this job	\$8.00	\$8.25

Helpful Hints While a Student Assistant

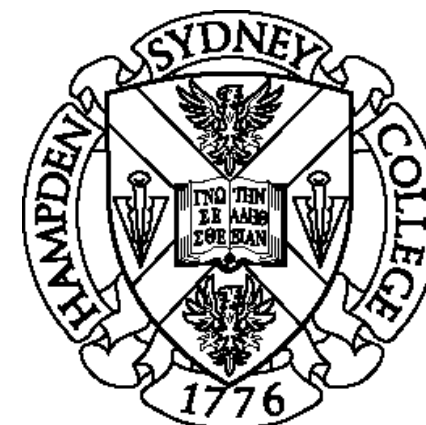
- Report to work on time. If for some reason you cannot be at work on time or at all, phone your supervisor and let him/her know.
- Remember every job is important. Make the most of all opportunities. Student employment is a good source of letters of recommendation for future employment after graduation.
- Use discretion when working in any office. Most office work is confidential.
- Wear appropriate attire for the work environment in which you are employed. Your supervisor may advise you what you may or may not wear.
- Communicate with your supervisor. Discuss any problems you may be having.
- Do not use office equipment for personal use.
- Smile and treat others with the same respect that you would want.
- Keep a good balance between work, sports, extracurricular activities, classes, and homework.

I hope this guide has been helpful to you. If you have any questions or suggestions please feel free to contact us at the Human Resources Department and...

**GOOD LUCK
WITH EMPLOYMENT
AT HAMPDEN-SYDNEY COLLEGE!**

HAMPDEN-SYDNEY COLLEGE

STUDENT EMPLOYMENT GUIDE



Human Resources Department
Cabell House – 2nd Floor
Hampden-Sydney, VA 23943
Hours: 8:30 a.m. to 5:00 p.m.

Linda Layne
Human Resources Assistant
llayne@hsc.edu
(434) 223-6296

Lisa Johnson
Payroll Manager
ljohnson@hsc.edu
(434) 223-6225

A STUDENT'S GUIDE TO HAMPDEN-SYDNEY EMPLOYMENT

This guide is designed to assist you in your search for a job on Campus while a student at Hampden-Sydney. Campus employment offers income, job experience, and referral contacts.

The Human Resources Department serves to coordinate the various components of the employment opportunities available to students on campus. We help assist the student in finding the right job, and making that job a meaningful experience for both student and employer. The Human Resources Department is located within the Business Office in Cabell House on College Road.

The Student Employment Coordinator is Linda Layne and the Payroll Manager is Lisa Johnson.
This office:

- Is a central location for information on on-campus job opportunities for Hampden-Sydney students.
- Processes new-hire paperwork (Student Assistant Employment Forms, federal tax, state tax and I-9 forms).
- Provides employment verifications for current and past student employees.
- Monitors and updates student pay rates to ensure equity and consistency campus wide.

PROCESS FOR FINDING EMPLOYMENT

How Do I Find a Job?

Each department hires their student employees directly. You will have to complete and submit an application to each department for which you have an interest in working. Student Applications may be picked up from Cabell House or on the web at www.hsc.edu/Human-Resources/Student-Employment

The process is as follows:

1. Wait until you register for classes. The hours you could work will depend upon your class schedule.
2. Once you have registered, complete a student application. Make copies of your completed application and give one to each supervisor(s) in the department(s) for which you are applying. (You may make copies of your application at the Business Office).
3. Introduce yourself to the supervisor to let him/her know that you are looking for a job. Be sure your phone number is on the application.
4. After reviewing your application, the supervisor will contact you to discuss possible employment opportunities.
5. Your supervisor, based on your class schedule, will determine hours and days to be worked on the job. The average campus job requires 6 to 8 hours each week. Each position is different; you may work more or less than these hours. You may also work at more than one job.
6. Your Student Assistant Employment Form must be completed by your supervisor(s) and submitted to Mrs. Linda Layne, Box 127, Human Resources Department prior to your starting work.

The payroll office will not be able to process a paycheck for you until the supervisor's form is received.

WHAT ARE MY RESPONSIBILITIES AFTER I AM HIRED?

If you have **NEVER** worked on campus before, you must fill out state and federal tax forms along with an I9 form providing us with acceptable (original) documentation. Forms must be completed and returned to Human Resources within 3 days of the hire date.

In compliance with IRS regulations, the College Payroll Office must see each employee's Social Security Card to ensure correct legal name and SSN for W-2 purposes. If you do not have your social security card, you may apply for one at the local Social Security Administration office in Farmville.

NOTE: THESE FORMS MUST BE COMPLETED BEFORE ANY WORK IS PERFORMED. PAYCHECKS WILL NOT BE ISSUED UNTIL YOU SUBMIT THESE FORMS TO THE HUMAN RESOURCES DEPARTMENT.

COPIES WILL NOT BE ACCEPTED.

Your supervisor will provide you with a timecard that must be completed and signed by you and your supervisor at the end of each month before any paychecks can be issued. Timecards are due in the Human Resources Department by the **fifth of every month**. Late timecards will not be processed until the next pay period.

Wages are paid directly to the student on the 15th of every month for work performed in the previous month. The checks are delivered to student's P.O. Box on the morning of payday.