

“STEP” HANDBOOK

*Student Guide to the
Student Temporary Employment
Program*

*Oklahoma City Community College
2009-2010*

STEP MISSION

The Student Temporary Employment Program (STEP) at Oklahoma City Community College (OCCC) complements the educational process and provides students with work experiences to enhance knowledge, assist in meeting student employment needs, utilize student knowledge and skills, and achieve college goals.

INTRODUCTION

Student employees serve in many departments and perform a myriad of duties vital to the success of OCCC. Even more important, research shows that employment is a primary factor in student retention and success. Students who work are more likely to earn a degree, and they also obtain grades comparable to their nonworking peers. Part-time work experience can also be a significant factor in development of work ethics and career choice.

Human Resources offers program oversight and assistance to currently enrolled students in securing jobs to meet financial needs and to provide job experience. Campus-based job opportunities include Student Non-Work Study, Federal Work Study and Temporary.

Attending classes should be every student's number one priority. Student employment is intended to be a productive learning experience, and students are encouraged to choose jobs that relate to their academic and occupational goals whenever possible.

Oklahoma City Community College is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran.

HOW TO APPLY FOR POSITIONS AT OCCC

1. Logon to www.occcjobs.com and click on “create application,” located on the left side of the webpage. You will be directed to a page that will guide you through completing the application online.
2. After you have completed the application information, you will be asked to search for positions for which you would like to apply.
3. Read the requirements of each position carefully, and be sure to attach any required documents.
4. If you are a Federal Work Study Program student, you must obtain an authorization form from Financial Aid (this will be given to you once you sign and return the award letter to Financial Aid). Bring the authorization form to Human Resources located at the John Massey Center or to Employment Services located on main campus.
5. Students (work study and non-work study) cannot begin working until the Personnel Action form has been fully approved, a background check has been conducted and all paperwork has been completed in Human Resources.
6. If you have any questions, please contact Karen Schmidt at 682-7819.

TIPS ON OBTAINING EMPLOYMENT

Don't be afraid to use personal contacts. If you know someone who is working in an area in which you are interested, a letter of support from that person to a supervisor might be helpful in securing a job. Inform campus office personnel, faculty or administrators of your interest as appropriate.

Prepare a resume and cover letter to use when submitting applications for student jobs. Be sure this is current by updating often.

Arrive five to ten minutes early for interview appointments and any other meetings with your employer. Be sure to dress appropriately for the office in which you are working. If unclear as to the dress expected for an area, be sure to clarify expectations in the interview.

Follow up an interview with a letter thanking the interviewer for taking the time to discuss the position with you. If you do not hear back as promptly as you expected, follow up with the interviewer to determine the status of the position.

Always be sure to carefully consider your work schedule prior to committing to it for the semester. It is important to take into account not only class time, but lab work time, homework time, and personal time as well.

EMPLOYEE RESPONSIBILITIES

When a student accepts a position, he/she is also accepting responsibility and commitment to that department. That student is also an employee of OCCC and thus represents Oklahoma City Community College.

Student employees are not permitted to engage in reading, homework, or personal work during the hours he/she is being paid by the OCCC. Students are also expected to be reliable and considerate. If unable to work because of illness, family/personal matters, or any other reason, the supervisor should be contacted immediately.

While many departments prefer students who are able to work blocks of time, others have more flexibility because of the nature of the duties performed. Most students work between 5-20 hours weekly, which varies by department as well as student availability.

It has been shown that students who hold a part time job while attending college also learn time management and organizational skills that have proven to be extremely valuable post-graduation.

PAY INFORMATION

Rate of Pay for Student Employees

All student employees starting rate of pay is \$8.00 per hour. After working two full semesters (not including the summer session) the student is normally given a raise to \$8.50 per hour.

Payment Dates

Students receive their paychecks, via direct deposit, once monthly on the last working day of each month. Checks are deposited prior to the end of the month in December due to the closing of the OCCC for Christmas break.

Timesheets

For part time non-exempt employees, timesheets are submitted electronically via the employees MineOnline account (mineonline.occc.edu). Timesheets are due by noon on the Monday following the end of the pay period. The timesheet should be completed as the hours are worked. Supervisors are expected to approve and submit timesheets by noon on Tuesday following the end of the pay period.

For full time non-exempt employees, timesheets are available on the Payroll Forms page of the OCCC website. For full time partial year employees, the timesheet is due by noon on Monday by the end of the pay period. Supervisors are expected to approve and submit timesheets by noon on Tuesday following the end of the pay period. For 12 month employees, timesheets are due on the last day of the pay period.

FREQUENTLY ASKED QUESTIONS (FAQ'S)

When will I be paid?

Students receive their paychecks, via direct deposit, once monthly on the last working day of each month. Checks are deposited prior to the end of the month in December due to the Christmas break. All employees are **required** to have direct deposit for their paychecks. Students who do not have a checking or savings account may contact Chase Bank at 405-688-3000 to establish an account that has been designed especially for OCCC employees. However, OCCC employees may use the bank of their own choosing.

When can I get a pay increase?

Normally pay raises are given after the student has worked two complete semesters in one department. However on occasion raises may be given earlier at the discretion of the department, with the approval of the Vice President for Human Resources.

What if I would like to work in a different department?

If you would like to apply for a job in a different department, you should feel free to do so at your discretion. However, if possible, be courteous and allow the supervisor notice of your intent to leave your current position so they are able to find a replacement for you. Remember, this is valuable work experience and the work contacts made during college years are important when applying for full time employment after graduation. Also keep in mind that you will be paid the beginning rate of pay until you have completed 2 semesters (not including summer) in your new assignment.

Am I allowed to study while I work?

Student employees are not permitted to engage in reading, homework, or personal work during the hours he/she is being paid by OCCC. The time spent in a student job should be viewed with as much seriousness and consideration as a full time regular position. Students should be performing the duties assigned by their supervisor during work hours. If time is needed due to school assignments or other personal matters, discuss with your supervisor as soon as possible.

How do I apply for the Federal Work Study Program?

In order to apply to the Federal Work Study Program you should visit with personnel in the Financial Aid Office. For more detailed information about this and other forms of financial aid, please contact the Office of Student Financial Support Services at 682-7525.