



On-Campus Employment
Information and Handbook

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Career Development Services
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On-Campus Employment Hiring Process

The University makes every effort to provide employment opportunities, but students are responsible for finding a job. Opportunities may include office and clerical support, tutoring, research, and laboratory support. Supervisors are responsible for posting open student employment positions to Handshake. Students can then apply to these postings through their Handshake account. The CDS staff will provide technical assistance to ensure supervisors are able to post their jobs.

Job Descriptions, Posting Opportunities & Paperwork

Supervisors should submit job postings in Handshake to provide access and equity for all students. Once a supervisor has selected a student employee candidate for hire, they will need to ensure the student has completed their necessary hiring paperwork. Both supervisors and students can check the status of paperwork completion with Human Resources and Payroll.

Resume & Interview

Students are required to submit their resume through Handshake when applying for a job posting. Supervisors should conduct an interview when selecting and hiring student employees.

Off-Campus Employment Hiring Process

Some non-profits and hub-zone organizations qualify to hire federal work-study or institutional bi-weekly students. These may include community service or tutoring. Career Development Services will explore organizations that are qualified to hire students. CDS will engage with off-campus employers that will provide positions that are designed to provide students with experiential-learning experience related to their career goals.

Off Campus Employment

- CDS will coordinate the application and hiring process for this employment program
- Off-campus employers will be required to post their opportunities on the job board Handshake
- CDS will work with the Office of Student Financial Aid and Scholarships to verify the eligibility of work-study students prior to application
- Organizations will screen applications to be contacted for a personal or telephone interview
- CDS will coordinate with Human Resources and Payroll to ensure the proper internal paper work has been completed
- Selected students are required to complete an on-campus orientation

Federal Work-Study Process

Federal Work-Study (FWS) is a federal program established by the Higher Education Act of 1965, as amended. Rules and regulations governing the program are established by the U.S. Department of Education. FWS encourages part-time employment opportunities to students with demonstrated financial need. Students are able to gain real world work experience while working around their class schedule: a plus with regard to future employment in their career of choice. Federal Work-Study may also be used for work in selected governmental and nonprofit agencies serving the community.

Eligibility

Alabama A&M's Office of Student Financial Aid and Scholarships awards federal work-study funding. In order for students to be considered for the Federal work-study program, the Office of Student Financial Aid and Scholarships must receive a completed FAFSA. Work-study awards are given each year to eligible students based on the level of need determined on the FAFSA, the FAFSA filing date, and the level of federal and institutional funding available.

A student may be eligible for employment under the Federal Work Study Program if the student meets the following requirements and the funds are available:

- A student must be admitted to the University.
- A student must demonstrate financial need. Need is determined by an evaluation of the student's Free Application for Federal Student Aid (FAFSA).
- A student must be in satisfactory academic standing and maintain a GPA of 2.5 or greater while employed

Qualifying and Application Process

Only currently enrolled, full-time AAMU undergraduate students are eligible for work study employment. For student employee positions that require access to or the handling of sensitive personal information or jobs that require interactions with minors, a background check may be required. If a background check is required, all student employees in that position must also complete a background check. Results or refusal of a background check could affect employment eligibility.

To apply for financial aid, student must:

1. Complete a Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov.
2. Complete a Request to be considered for FWS on Laserfiche.

Federal Work-Study positions are available through Handshake, an online data system overseen by the Career Development Services office. With this electronic platform, students can search and apply for FWS jobs, follow employers, store documents, access specialized resources, and connect with Career Center staff.

Viewing and Accepting a FWS Award

Students who are eligible for work-study will be contacted by email by the Office of Financial Aid. Students will be provided a link to complete a form on Laserfiche to indicate their interest in working as a work-study student. Work-Study will be awarded on a first-come, first-served basis. New and returning students will follow the steps below to accept their award and proceed with finding a work-study opportunity at AAMU.

NEW STUDENTS

STEP 1 : View Eligibility for Work Study

Follow the instructions below to view and accept your award.

- Go to www.aamu.edu. Click on myAAMU in the top right-hand corner
- Go to SSO. Click on Self-Service Banner tab
- Click on the Financial Aid tab
- Click on the Award tab
- Click on Award for Aid Year tab and select current term (25/26)
- Click Submit
- Click on Accepted Award Offer tab
- Look for tab showing accept award offer.
- Click Submit

STEP 2: Obtain the Work-Study Authorization Form

- Once the award has been accepted, visit the Office of Financial Aid, in Patton Building, Room 211 to pick up the Work-Study Authorization form. *The form will list the student's approved start date and award amount.*
- Pick up an Employment Authorization Form.

STEP 3: Valid Official Identification

- Students will need to have their official state identification and original copy of their social security card before they can receive an official hire date and proceed with work activities.

STEP 4: Find an Opportunity

- View Work-Study jobs posted in Handshake.
- Inquire directly with CDS about other opportunities, Patton Building, Room 101.
- Follow-up with a past on-campus supervisor.

STEP 5: Receive an Offer from the Supervisor

- The on-campus supervisor will select and hire.
- The on-campus supervisor will complete the Work-Study Authorization Form with the official start date to be taken back to the financial aid office.
- The supervisor will submit the Electronic Personnel Action Form (EPAF) on behalf of the student.
- The student will provide their work schedule to their supervisor.

STEP 6: Deliver Employment Authorization Form from Human Resources

- Visit Human Resources, *located behind the Council Federal Credit Union and adjacent to the Property Management and Public Safety Offices.*
- Ensure that you have your official state identification and original copy of your social security card.
- Deliver a copy of the Work-Study Authorization Form with work location and start date.

RETURNING STUDENTS

STEP 1 : View Eligibility for Work Study

Follow the instructions below to view and accept your award.

- Go to www.aamu.edu. Click on myAAMU in the top right-hand corner
- Go to SSO. Click on Self-Service Banner tab
- Click on the Financial Aid tab
- Click on the Award tab
- Click on Award for Aid Year tab and select current term (25/26)
- Click Submit
- Click on Accepted Award Offer tab
- Look for tab showing accept award offer.
- Click Submit

STEP 2: Obtain the Work-Study Authorization Form

- Visit the Office of Financial Aid, in Patton Building, Room 211 to pick up the Work-Study Authorization form. *The form will list the student's approved start date and award amount.*

STEP 3: Find an Opportunity

1. View Work-Study jobs posted in Handshake.
2. Inquire directly with CDS about other opportunities, Patton Building, Room 101.
3. Follow-up with a past on-campus supervisor.

STEP 4: Receive an Offer from the Supervisor

- The on-campus supervisor will select and hire.
- The on-campus supervisor will complete the Work-Study Authorization Form with the official start date to be taken back to the financial aid office.
- The supervisor will submit the Electronic Personnel Action Form (EPAF) on behalf of the student.
- The student will provide their work schedule to their supervisor.

Dates of the Federal Work-Study Program

For 2025-2026, the *earliest* and *latest* dates to work in a work-study position are as follows:

- FALL/SPRING AWARD - August 27, 2024, and end no later than May 9, 2025.
- FALL ONLY AWARD - August 27, 2024, and end no later than December 17, 2024.
- SPRING ONLY AWARD - January 13, 2025, and end no later than May 9, 2025.

Students are not allowed to work beyond the award end date listed on the work study authorization form. Students will not be paid for hours worked beyond the award end date.

Cancellation

The Financial Aid Office may cancel a student's award if he or she:

- Fails to maintain Satisfactory Academic Progress.
- Fails to report to accept the work study award and pick-up work-study authorization form within two weeks of being awarded
- Fails to report to the work site within seven dates of the starting date on the authorization form
- Has received another award or scholarship of which the Financial Aid Office was unaware of at the time the work study award was made.

Student Responsibilities

- Students may not work more than 20 hours per week during the academic year.
- Students are not permitted to work during class time.
- Students must create a work schedule with their supervisor.
- Students must maintain their established work schedule. If students are unable to work their designated hours, they must notify the supervisor and mutually arrange a new schedule.
- Students should be punctual. If students are delayed for any reason, they should contact their supervisor.
- Students must complete their timesheet on a daily basis.
- Students must adhere to the dress code expected for their work site.
- Students should perform all tasks to the best of their ability. If students have any questions or problems, they should contact their supervisor.
- Students should not sleep or play during work hours.

Supervisor Responsibilities

- Supervisors must ensure that a full-time staff member is present and available any time a student is working.
- Supervisors should remind students to update their timesheet on a daily basis.
- Supervisors must review and approve student timesheets each pay period.
- For work-study students, supervisors should monitor the student's balance to avoid any overages. After a student has exhausted his or her allotted work-study funding, any additional work and pay will be the sole responsibility of the employer.
- Supervisors must develop a desired work schedule with students.
- Supervisors should assist students in keeping track of the hours they worked.
- Supervisors must clearly define students' duties and explain the job as thoroughly as possible.
- Supervisors should introduce students to other employees.
- Supervisors must explain rules and regulations relevant to the work site.
- Supervisors must give day to day supervision.
- Supervisors must inform students of the department dress code expected for the work site.

Student Work Hours

For work-study students, the Work Study Authorization form will reflect the estimated earning per semester. Both bi-Weekly and work-study students cannot exceed 8 hours of work per day. Students cannot work more than 5 hours without taking at least a 15-minute break. Student are permitted to work a maximum of 20 hours per week. Overtime is not permitted.

- Students cannot work during final exams, regardless of whether their exams have been completed.
- Students are not permitted to work during scheduled class times, even if their class is cancelled. Student must submit a copy of their class schedule to their supervisor.

Onboarding

Students must complete all necessary onboarding tasks before the first day they begin work. Students will not be paid until their hire has been initiated and approved in Human Resources. If a student missed the deadline for submitting their timesheet via Banner Self Service, retroactive timesheets will be completed digitally. Once completed, supervisors are responsible for submitting these timesheets to Payroll for processing. The payroll schedule is also available via the website.

Paychecks

The actual amount students earn depends on the hours worked each week and the pay rate established by the hiring employer. For work-study students who do not earn their entire FWS award, the unearned amount is forfeited at the end of the academic year. There are no exceptions to this rule.

Timesheet Submission

Students have a deadline to submit their timesheets via Banner Self-Service. If timesheets are not submitted prior to the deadline, student will not be allowed to enter their time. The supervisor must submit a digital retroactive timesheet to the payroll department and the student's paycheck will be delayed. Student will not receive that pay until the next scheduled pay date.

Sick Leave

On-campus student employment positions, both bi-weekly and work-study, are not eligible for sick leave pay.

Earning Fraud

Students will only be paid for the hours they worked. If any student intentionally submits fraudulent time sheets for approval to their employer, the Financial Aid Office will notify the AAMU Judicial Officer.

Termination

A supervisor can terminate a student's employment with just cause for poor performance, tardiness, absenteeism, failure to meet job requirements and inappropriate behavior. The supervisor is responsible for completing a Student Employee Job Separation/Termination Form. The supervisor must notify the Financial Aid Office if a work-study student is terminated.

Grievances

If students and/or supervisors believe they have been treated unfairly, they may submit a written statement to the Office of Human Resources describing the nature of the grievance and reasons why the action was unfair.

On-Campus Employment Resources

Many helpful student and supervisor resources are available on the Career Development Services page on the AAMU website.

(<https://www.aamu.edu/campus-life/student-support/career-development/on-campus-employment.html>)

To navigate to the On-Campus Employment page...

- Go to aamu.edu
- Type “Career Development Services” in the search bar
- Click on the first result below the search bar
- Click on the “On Campus Employment” button

Student Resources:

- Resume Writing Resources
- Professional Development Resources
- Work-Study Information (from Financial Aid)
- How to Apply for a Job on Handshake
- How to Submit Your Timesheet
- Payroll Schedule (linked on Payroll site)

Supervisor Resources:

- On-Campus Job Description Guidelines
- NACE Career Readiness Competencies (from NACE)
- Examples of NACE Career Readiness Competency Statements
- How to Post an On-Campus Position on Handshake
- How to Create an EPAF
- How to Approve Student Timesheets
- Retroactive Student Timesheet (linked on Payroll site)
- Student Employee Agreement
- Student Employee Evaluation Form
- Confidentiality Agreement
- Student Employee Job Separation/Termination Form
- Sample Job Descriptions

Student Training and Professional Development Program on Blackboard

The National Association of Colleges and Employers (NACE) NACE is the leading organization for higher education professionals. NACE provides a wealth of knowledge and resources related to forecasts hiring and trends in the job market; tracks starting salaries, recruiting and hiring practices, and student attitudes and outcomes; and identifies best practices and benchmarks in higher education.

NACE has identified the following eight career readiness competencies:

- Career & Self Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

Alabama A&M University's Career Development Services (CDS) office incorporates the career readiness competencies in their professional development workshops and trainings. The Student Training and Professional Development Program equips students with essential workplace skills based on the eight NACE Career Readiness Competencies. These universal skills help students succeed in interviews, internships, and jobs—while also preparing them to grow into leadership roles and adapt to new challenges.

The program supports both short-term career opportunities and long-term professional success, and consists of the following courses:

- On-Campus Employment & Student Employee Onboarding
- Professional Development
- Customer Service

On-Campus Employment & Student Employee Onboarding

This module introduces students to the on-campus hiring process and Federal Work-Study (FWS) eligibility. Students will explore different job types, learn how to apply, and understand how campus employment can enhance their academic and career goals. The module also outlines key responsibilities and expectations for student employees.

Learning Objectives:

- Understand the benefits of on-campus employment
- Identify various job types and application steps
- Recognize responsibilities of student employees
- Access essential campus employment resources
- Professional Development

Professional Development

Professional development supports career and self-development by helping students build on existing skills and acquire new ones. It reflects professionalism through initiative, responsibility, and a commitment to growth. Completing the training can enhance job prospects and showcase abilities in communication, problem-solving, and leadership. Lifelong learning signals to employers that you are adaptable, driven, and ready for new challenges.

Learning Objective:

- Identify how professional development supports career readiness and long-term growth

Customer Service

This module demonstrates how customer service fosters key NACE Career Readiness Competencies such as communication, teamwork, problem-solving, and professionalism. Students will learn how to manage customer interactions with empathy, resolve issues efficiently, and use technology effectively—all while reinforcing leadership, equity, and long-term career development.

Learning Objectives:

- Explain how customer service contributes to career readiness
- Demonstrate professional and ethical customer interactions
- Identify strategies to enhance service through teamwork and technology