

# Colby Student Employment Information

## Welcome to the Class of 2027!

This information will give you an in-depth overview about student employment at Colby. If you have any questions, please feel free to contact us at [studentemployment@colby.edu](mailto:studentemployment@colby.edu) or visit the Office of Human Resources in the Roberts #119. We look forward to assisting you with your campus employment needs.

### **ABOUT STUDENT EMPLOYMENT AT COLBY**

All students, regardless of financial aid eligibility, may hold part-time campus jobs, and many Colby students hold campus jobs each year. There are jobs available in virtually every academic and administrative department during the school year and over the summertime. While priority is given to Federal Work-Study students and International Work-Study students to obtain the necessary hours to meet their financial aid earnings award, there are numerous work opportunities for all students who are interested in employment during the school year. In September, all students will have the opportunity to search and apply for campus jobs. There is no off-campus work study.

The Office of Human Resources' student employment services maintains student jobs in **Workday**. Students are limited to one campus job unless it does not provide enough hours to meet the student's aid award. Students can work up to **12 hours per week maximum**.

### **Colby College Move-In Day Resource Fair**

Student employment will be available to meet you during the Colby College Move-In Day Resource Fair on August 29, 2023. Please make sure to **bring your original effective IDs** with you so you can complete your employment verification form (I9 form). Under federal law, all new employees must complete Form I-9 and submit documentation to verify their identity and their eligibility for employment. You can find more information about the I-9 process on the [U.S. Citizenship and Immigration Services](#) website. The lists of accepted IDs is here. Your I-9 document requirements will vary depending on your citizenship status and place of residence. Please review this [site](#) to determine which documents you will need to submit. Even if you did not apply for jobs yet, completing I9 will help processing your employment besides sending your original IDs back with your family.

### **WHAT TO EXPECT**

The College relies on student employees in all facets of operation and expects a conscientious attempt on the students' part to be good employees. Student employees are expected to be dependable, prompt, responsible, and honest. Students need to balance their academic and extracurricular activities with their work assignment; be sure to discuss your availability with your supervisor in advance and communicate any changes to your schedule promptly. Departments maintain different policies and practices so student employees and supervisors should agree on the expectations upon hiring. We recommend students continue in their job for at least one semester before changing jobs. The student and temporary employment coordinator is available to assist students who have questions or concerns about their particular job(s).

### **Finding a Job**

As an incoming or current Colby student, you will be given a Colby login. This will be the same login you use to access MyColby, OKTA, Workday, Moodle, and more. You can access Workday through MyColby (in the panel on the right-hand side), or through OKTA in the link below. If this is your first-time accessing OKTA, you may need to set-up Multi-Factor Authentication (MFA). A guide to this

can be found [HERE](#). If you have any questions or need assistance, contact the Colby ITS Support Center (support@colby.edu, P: 207-859-4222).

Academic Year Student Jobs (From early September to mid-May). **Open student jobs during the academic year can be found in Workday. Follow below steps to find and apply for jobs:**

1. In Workday, Search for “**Find Student Jobs**” and click on **Find Student Jobs – CR** (report).
2. Scroll through the jobs and review job descriptions which can also be found in the job book.
3. Apply by clicking on the **Apply** button and uploading a resume and cover letter to express your interest.

## **PAY RATES**

Pay rates vary depending on the level of responsibilities and qualifications required for the job. The minimum is the state minimum wage of \$13.80 per hour.

## **EMPLOYMENT PAPERWORK**

Students who have been offered a first-time campus job or hired into a job **are required to complete the Form I-9 (Employment Eligibility Verification), which requires showing original, unexpired ID(s) on or before the first day of work.** First year students who have a work-study award (with an offer to work) are encouraged to complete the form in person during new student orientation at the Student Employment table. Once you have a job offer, students should make an appointment to complete the work authorization paperwork by contacting the Office of Human Resources. For a List of Acceptable Documents see page 3 of the [Form I-9](#). *If you do not have proper ID(s), you will not be able to work or continue to work on campus.*

## **ENTERING TIME AND GETTING PAID**

All students must enter time worked in Workday by the end of a pay period for supervisors to approve the time and submit it to the Payroll Office. The deadline for hours to be approved is every other Monday by 10:00 a.m. (same week as the pay week). Students are paid every other week ([see schedule](#)). The College highly encourages direct deposit into a bank account for pay, which is set up in Workday prior to starting a job. Pay is direct deposited on the Thursday following the end of a pay period.

It is the responsibility of both the student and the supervisor to submit the required time and approval in a timely manner. By entering time and approving it, both the student and the supervisor attest to the accuracy of the hours worked. Any falsification of information on the student’s part could result in disciplinary action, including termination.

All students must enter a Social Security number in Workday upon hire to be paid in the United States. To obtain a Social Security card if you do not already have one, students can visit the local [Social Security Administration](#) office.

## **CONTACTS**

- Student Employment, email: [studentemployment@colby.edu](mailto:studentemployment@colby.edu);
- Payroll Office, email: [payroll@colby.edu](mailto:payroll@colby.edu);
- Student Financial Services, email: [sfs@colby.edu](mailto:sfs@colby.edu);
- ITS: [support@colby.edu](mailto:support@colby.edu)

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