Brevard College Work-Study Handbook

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Welcome

Congratulations on becoming a Brevard College work-study student employee.

Whether this is your first job or you've worked before, your work-study position is about more than earning a paycheck. It's an opportunity to build professional skills, gain valuable experience, and make meaningful contributions to the Brevard College community.

Every shift gives you the chance to develop habits that employers value—communicating professionally, solving problems, working as part of a team, and taking initiative. These experiences will strengthen your résumé and help prepare you for internships, graduate school, and future careers.

This handbook is designed to help you navigate your work-study experience with confidence. Inside, you'll find practical guidance, helpful resources, and tips to help you succeed from your first day through your final semester.

We're excited to have you on the team and look forward to seeing all you'll accomplish.

🎯 Career Competency Spotlight
Career & Self-Development

Take initiative, ask for feedback, and reflect on what you're learning. The habits you build through work-study will help you grow as both a student and a future professional.

What you will gain:

- Professional Experience: Develop workplace skills in a supportive campus environment.
- Career Readiness: Build transferable skills that employers value in every profession.
- Meaningful Relationships: Connect with faculty, staff, supervisors, and fellow students who can mentor and support your growth.
- Flexible Scheduling: Balance your work responsibilities with your academic priorities.
- Confidence: Strengthen your communication, problem-solving, and leadership abilities through real-world experience.
- A Stronger Résumé: Graduate with meaningful experiences that demonstrate your skills and accomplishments.

🎯 Career Competency Spotlight
Professionalism

Professionalism is more than arriving on time. It means being dependable, communicating respectfully, taking initiative, and following through on your commitments. These habits build trust with your supervisor today—and strengthen your professional reputation tomorrow.

GETTING STARTED

Your First Day Starts Here

Congratulations! You are about to begin an important part of your Brevard College experience. Before you begin working, there are a few important steps to complete to ensure you are ready for success.

Use this checklist to stay on track as you prepare for your first day.

□ Read the Work-Study Handbook
□ Download and set up the UKG Ready app
□ Complete all required payroll paperwork via UKG Ready
□ Attend the required Work-Study Orientation during Creek Week
□ Attend the Work-Study Job Fair
□ Check your email on September 1
□ Meet your Work-Study Supervisor and Sign your Work-Study Contract
□ Establish your work schedule
□ Begin your first day of work

Meeting Your Supervisor

Your first meeting with your supervisor sets the foundation for a successful work-study experience. During your first meeting, be prepared to:

- Review your job description.
- Discuss workplace expectations.
- Establish your work schedule.
- Learn department procedures.
- Ask questions about your responsibilities.
- Complete any required training.

Remember, your supervisor is one of your greatest resources throughout your work-study experience. Don’t hesitate to ask questions as you learn your new role.

🎯 Career Competency Spotlight
Communication

Successful student employees communicate early, ask thoughtful questions, and keep their supervisors informed. Strong communication builds trust and helps you succeed in a workplace.

SUCCEED AT WORK

Success Starts with Good Habits

⭐ Be Professional

- Arrive on time and ready to work.
- Dress appropriately for your work environment.
- Take responsibility for your work.
- Follow through on commitments.

📞 Communicate Early

- Let your supervisor know if you'll be late or absent.
- Ask questions when you're unsure.
- Respond to emails and messages in a timely manner.
- Keep your supervisor informed of schedule changes.

⚖️ Balance Work & Academics

- Your education comes first.
- Use a planner or calendar to manage your class schedule, assignments, athletic/fine arts commitments and work hours.
- Planning ahead helps reduce stress and prevents scheduling conflicts.

⏰ Manage Your Hours

- Know your semester work-study award and keep track of the hours you've worked via UKG Ready.

Tornado Tip

First impressions matter. Arrive on time, dress appropriately, introduce yourself to your coworkers, and bring a positive attitude. The habits you build during your first few weeks often shape your reputation throughout your work-study experience.

Timekeeping & Payroll

Accurate timekeeping is one of your most important responsibilities as a student employee. Recording your hours correctly ensures you are paid on time and helps Brevard College comply with federal employment regulations.

Using UKG Ready & Recording Your Time

Before your first shift:

- Download the UKG Ready app. Use 6216025 for the Company Short Name. Use your Brevard username/password.
- Locate the Punch in and Punch out buttons on the main dashboard.
- Verify your banking details are accurate for direct deposit (returning students) or enter your bank routing/account number (new students).
- Verify your tax information is accurate (returning students) or enter your tax information (new students).

Every shift:

- Clock in when you begin working.
- Clock out immediately when your shift ends.
- Record only the hours you actually work.
- Review your timecard regularly and report errors to your supervisor immediately.
- You may also request a timesheet change in UKG that will go directly to your supervisor. Hit the green Change Request button in the upper right corner of your timesheet.

Timekeeping Expectations

- Clock in only after arriving at your work location.
- Obtain supervisor approval before working additional hours.
- Never estimate hours or ask someone else to clock in or out for you.
- If you forget to clock out, do NOT clock out at the time that you remember (which could be hours later)! You will need to request a Timesheet Change in UKG to record the appropriate clock-out time.

Payroll

Students are paid according to their approved Work-Study Contract, assigned hourly wage, and the Brevard College payroll schedule. Direct deposit is strongly encouraged for faster, more secure payment. Payday is every other Friday. If you do not provide bank details, you will need to pick up a physical check in the HR office during regular business hours.

Supervisor Approval & Monitoring Hours

- Review your time before each payroll deadline. Payroll deadline is noon every other Tuesday.
- Correct any missing hours promptly by requesting a timesheet change in UKG.
- Confirm your supervisor has approved your time.
- Monitor your remaining work-study hours and communicate with your supervisor if you are nearing your limit.

Timekeeping Errors & Policy

If you forget to clock in or out, notify your supervisor as soon as possible. Falsifying time records, including recording hours not worked or having another student clock in or out for you may result in disciplinary action, including removal from the Work-Study Program.

Student Account Pay Agreement

Some students choose to have eligible work-study earnings applied directly to their student account rather than receiving a paycheck. If you're interested in this option, complete the required Student Account Pay Agreement and contact Student Accounts with any questions.

Payroll Tip:
Check your UKG Ready time throughout the pay period, not just before payroll is processed.

REFLECT. LEARN. GROW.

Great Employees Don't Just Gain Experience. They Learn From It.

Every project you complete, every challenge you overcome, and every conversation you have teaches you something valuable. Taking time to reflect on those experiences helps you recognize your growth, build confidence, and prepare for future opportunities. At Brevard College, Connection Conversations and End-of-Year Performance Evaluations are designed to help you celebrate your accomplishments, identify new goals, and continue growing as a student employee and future professional.

Experience + Reflection = Growth

Experience gives you opportunities to learn. Reflection helps you recognize what you've learned. Together, they build the confidence and skills you'll carry into internships, graduate school, and your future career.

Connection Conversations

Connection Conversations are informal check-ins between you and your supervisor. Rather than focusing only on tasks, these conversations encourage you to reflect on your experiences, discuss your progress, and connect your work-study position to your personal, academic, and career goals.

Questions to Reflect On

- What accomplishment are you most proud of this semester?
- What new skill have you developed?
- What challenge helped you grow?
- How has your work-study experience prepared you for future opportunities?
- What goal would you like to set for yourself next?

End-of-Year Performance Evaluation

Your performance evaluation is an opportunity to celebrate your accomplishments, receive constructive feedback, and identify areas for continued growth. Feedback isn't about being perfect—it's about learning, improving, and becoming more confident in your abilities.

Tornado Tip

Keep a simple list of projects, accomplishments, and compliments you receive throughout the year. It will make updating your résumé and preparing for interviews much easier.

REFLECT. LEARN. GROW.

Workplace Expectations

✦ **Respect Others**

Treat everyone with courtesy, professionalism, and respect. Value different perspectives and help create a welcoming and inclusive environment for students, faculty, staff, and visitors.

✦ **Protect Confidential Information**

Always respect privacy, follow department procedures, and never share information that isn't yours to disclose. When in doubt, ask your supervisor.

✦ **Use Technology Responsibly**

Use College technology, equipment, and digital resources appropriately. Protect your passwords, follow department guidelines, and use technology in ways that support your work responsibilities.

✦ **Work Safely**

Follow department safety procedures. Report accidents, injuries, or unsafe conditions immediately. Never use equipment unless you've received the appropriate training.

If Your Job Changes

Sometimes opportunities change during the semester. If you're considering changing departments, resigning from your position, or experiencing challenges in your workplace:

- Talk with your supervisor first.
- Contact the Office of Career Exploration & Development.
- Work together to develop a smooth transition plan.

Professional communication is an important part of every workplace.

Feedback Helps You Grow

Everyone makes mistakes while learning something new. If concerns arise about your performance, your supervisor will work with you to provide guidance, answer questions, and help you improve. Most situations can be resolved through honest communication and a willingness to learn.

In situations involving serious misconduct or repeated concerns, additional corrective action may be necessary according to College policies.

💡 Did You Know?

One of the qualities employers value most is coachability—the willingness to accept feedback, learn from mistakes, and continue improving.

CAMPUS RESOURCS & FAQ'S

Campus Resources

Office of Career Exploration & Development
Questions about Work-Study Program
Email: jobs@brevard.edu
Website: workstudy.brevard.edu

Student Accounts
Questions about Student Account Pay Agreements or billing.
Email: studentaccounts@brevard.edu

Financial Aid
Questions about your Work-Study award or eligibility.
Email: finaid@brevard.edu

Payroll
Questions about UKG Ready, timesheets, or pay.
Email: hr@brevard.edu

Counseling & Wellness
Support for your personal well-being and success.
Email: counseling@brevard.edu

Frequently Asked Questions

What if I need to change my work schedule?
- Talk with your supervisor as early as possible.

What if I forget to clock in or out?
- Notify your supervisor immediately so your time can be corrected.

Can I change work-study positions?
- Yes. Contact your supervisor and the Office of Career Exploration & Development for the next steps.

Who should I contact if I have questions?
- Start with the Office of Career Exploration & Development. We'll help connect you with the right campus resource.

Tornado Tip
Don't be afraid to ask for help. Every successful student employee started exactly where you are today.