

Work Study Time Cards

Napa Valley College pays work study and student employees monthly, in accordance with the Payroll Calendar. Timecards must be submitted electronically by the 12th of each month via DocuSign and include the supervisor's signature.

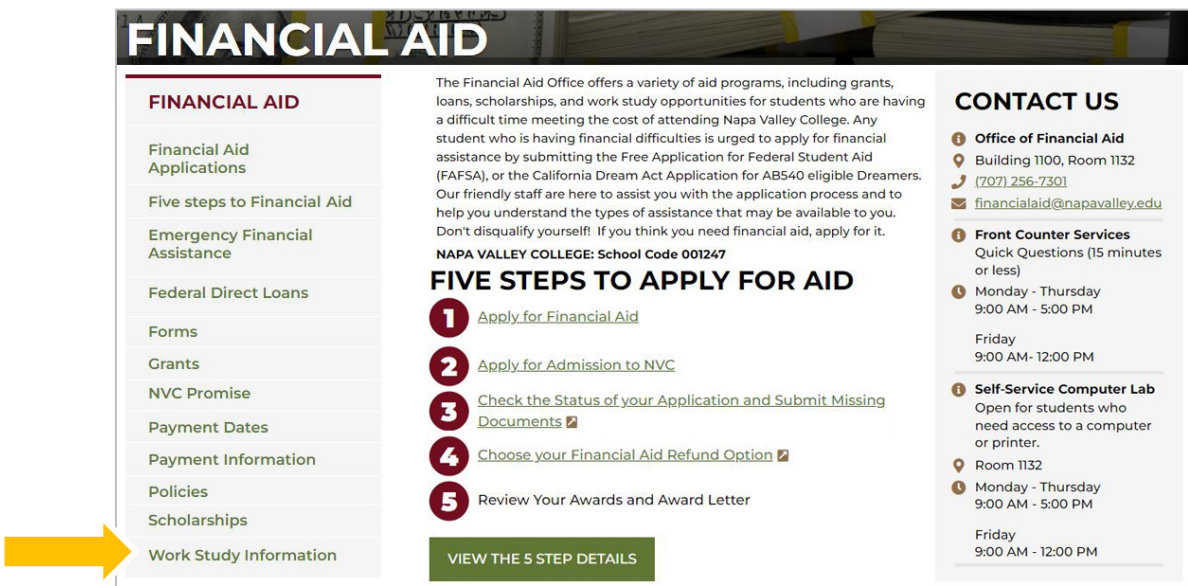
How do I submit a time card?

Time cards are student-initiated via DocuSign, require the name of the supervisor and associated email, and be completed by both parties by the end of business day on the 12th. To access the student time card you can follow these steps.

1. Navigate to the Napa Valley College website www.napavalley.edu
2. Hover over **Admissions & Aid** then click **Financial Aid**.



3. On the left navigation pane click **Work Study Information** and the Work Study page will load.



4. On the right navigation pane click **Work Study Forms**.

[Home](#) / [Admissions & Aid](#) / [Financial Aid](#) / Work Study Information

WORK STUDY INFORMATION

FINANCIAL AID
Consumer Information
Cost of Attendance
Financial Aid Applications
Five steps to Financial Aid
Emergency Financial Assistance
Federal Direct Loans
Forms
Grants
NVC Promise
Payment Dates
Payment Information
Policies

The Work Study Program at Napa Valley College allows eligible students to gain valuable work experience and earn money while attending school. A work study award is a form of "self-help" financial aid that provides employment opportunities for students who need financial assistance in order to meet college expenses. Work study jobs are limited to a maximum of 20 hours per week, but usually have flexible hours to accommodate a student's academic schedule. Jobs are not guaranteed and eligibility to work must be renewed each academic year.

HOW TO APPLY FOR WORK STUDY

- Student must schedule an appointment with a Financial Aid Specialist. Further instructions will be given at the appointment.
- Please be aware that the work study process takes time; it may take up to 8 weeks depending on various factors for a student to get hire. Students must meet eligibility requirements and present documents to get hire and participate in the Work Study Program. The current hourly rate is \$ 16.00 and all work study positions have the same hourly rate.

[Workflow for Supervisors](#)

[Workflow for Students](#)

[Workflow for Rehires](#)

• [Work Study Forms](#)

Available Positions

Student Assistant General - Financial Aid/EOPS Office

Student Assistant IT - IT Department

Student Assistant General - Library (FWS Only)

5. All work study forms are located here. Click on **Student Work Study Forms** then **Student Help ONLINE Time Card** (DocuSign).

[+ Financial Aid Appeals](#)

[X Student Work Study Forms](#)

- [Student Help ONLINE Time Card](#) (DocuSign)
- [Work Study Orientation](#) (Video)
- [Work Study Employee Certification Form](#) (DocuSign)
- [Work Study Employment Packet](#) (DocuSign)
- [Schedule Appointment for I-9 Form](#)
- [Statement of Intent to Attend Fall 2024](#) (DocuSign)
- To access the forms below and/or if you have questions about Payroll please visit the [Payroll website](#)
 - Automatic Payroll Deposit Authorization
 - Cancellation of Automatic Payroll Deposit
 - Federal Tax Withholding form W-4
 - State Tax Withholding Form DE-4
- To access the forms below and/or if you have questions about leave please visit the [Human Resources website](#)
 - Leave: (Vacation/Sick/Other) - Hourly Employee & Student Workers

6. Provide your full legal name, NVC student email address, and your supervisor's information.

PowerForm Signer Information

STUDENT INSTRUCTIONS: Fill in your legal name and NVC Student Email Address under the "Student" role. Fill in your supervisor's name and NVC email address under the "Supervisor" role.
Please enter your name and email to begin the signing process.

Student
Your Name: *
Full Name
Your Email: *
Email Address

Supervisor
Name: *
Full Name
Email: *
Email Address

BEGIN SIGNING


- Your full legal name
- NVC student email address
- Do not use personal email

- Supervisor's full name
- Supervisor's NVC email address

Your supervisor's information can be located on your Work Study Clearance.

7. Agree to sign electronically. Select **I agree to use electronic records and signatures** checkbox, then click the **Continue** button.

Please Review & Act on These Documents

 **NVC Work Study Program**
Napa Valley College FA/EOPS/Veterans

Dear Student:

Please read the Electronic Record and Signature Disclosure. I agree to use electronic records and signatures.

CONTINUE **FINISH LATER** **OTHER ACTIONS**

Date Week Began	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
	Orig / Rvid	Orig / Rvid	Orig / Rvid	Orig / Rvid	Orig / Rvid	Orig / Rvid	Orig / Rvid	Orig / Rvid
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
Does this time record include sick leave hours?	<input type="radio"/> No <input type="radio"/> Yes (must submit leave form)						GRAND TOTAL	0.00

Verification of Hours Worked

Other actions menu: Finish Later, Decline to Sign, Help & Support, About DocuSign, View History, View Certificate (PDF), View Electronic Record and Signature Disclosure, Session Information

8. Read the form carefully, enter information, and total the amounts carefully.



9. Once all sections have been completed select the **Sign** button. A personal signature will be generated using the information you have provided. Select **Adopt & Sign** and the signature will populate on the appropriate signature line. Payment dates run from the 13th of the previous month to the 12th of the current month. Date Week Began is always Sunday's date.


NAPA VALLEY COLLEGE STUDENT HELP TIME RECORD FORM

Student ID	Student Name	Job Title	
		\$	
Position Code	Enrolled Units	Total Earned	Pay Date

Found on your Work Clearance

The Financial Aid Office will complete this row

Enter the hours you worked each day. Leave box blank if you did not work. Pay periods begin the 13th of the month thru 12th of the following month. Do not include hours for holidays or days reported in a previous pay period.

Date Week Began	SUN Orig Rvsd	MON Orig Rvsd	TUE Orig Rvsd	WED Orig Rvsd	THU Orig Rvsd	FRI Orig Rvsd	SAT Orig Rvsd	TOTAL Orig Rvsd		
Does this time record include sick leave hours?							<input type="radio"/> No <input type="radio"/> Yes (must submit leave form)		GRAND TOTAL	

Weeks always begin on Sunday

Verification of Hours Worked

I hereby certify that this time card is a true statement of hours worked. Supervisor further certifies that the performance is satisfactory.

Note: Student workers should not work more than 8 hours per day or 20 hours per week for all combined assignments.

	
Student Signature	Date Signed
Supervisor Signature	Date Signed/Supervisor Name

10. Select the **Finish** button to complete your section. Your supervisor will receive an email notification notifying them the form is ready to be viewed and signed. The supervisor will go through the process of completing the form as described above.

The student will receive an email notification that all signers have signed the form and the signing process has been completed. Select **VIEW COMPLETED DOCUMENT** to review the completed form or to download/print a copy for your records.



How do I fill out a time card?

Student employees are paid monthly and will receive their payment on the last working day of the month. Payment dates run from the 13th of the previous month to the 12th of the current month. Time cards are due by the end of business day on the 12th and must contain all appropriate signatures. Late submissions are not guaranteed to be processed and may cause a delay in payment.

You will list the number of hours worked per day, not the actual times the hours were worked. Hours are paid in 15 minutes increments only. 15 minutes is notated at .25, 30 minutes as .50, 45 minutes as .75, and 60 minutes will be 1. Round times as necessary to the nearest increment. Leave dates unworked blank, do not use a /, X, or a 0. Do not work more hours than notated on your work clearance.

Student Time Card Example

A student works Monday and Wednesday from 9 am-1:15 pm and Tuesday and Thursday from 10 am- 4:15 pm. They work over 5 hours on Tuesday and Thursday and are required to take a 30-minute unpaid lunch break. For the payment dates of August 13th – September 12th the time card will be completed as shown below.

August 2022

September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8/1	2	3	4	5	6					9/1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	



NAPA VALLEY COLLEGE STUDENT HELP TIME RECORD FORM

0123456 <small>Student ID</small>	Student Assistant <small>Student Name</small>	Student Assistant <small>Job Title</small>	
		\$	
<small>Position Code</small>	<small>Enrolled Units</small>	<small>Total Eamed</small>	<small>Pay Date</small>

Enter the hours you worked each day. Leave box blank if you did not work. Pay periods begin the 13th of the month thru 12th of the following month. Do not include hours for holidays or days reported in a previous pay period.

Date Week Began	SUN		MON		TUE		WED		THU		FRI		SAT		TOTAL		
	Orig	Rvsvd	Orig	Rvsvd	Orig	Rvsvd	Orig	Rvsvd	Orig	Rvsvd	Orig	Rvsvd	Orig	Rvsvd	Orig	Rvsvd	
8/14/22			4.25		5.75		4.25		5.75						20		
8/21/22			4.25		5.75		4.25		5.75						20		
8/28/22			4.25		5.75		4.25		5.75						20		
9/4/22			4.25		5.75		4.25		5.75						20		
9/11/22			4.25		5.75										10		
Does this time record include sick leave hours?														No	Yes (must submit leave form)	GRAND TOTAL	90

What if I am ill?

Notify your supervisor immediately when illness or other circumstances keep you from coming to work. Please communicate with your supervisor how best to notify them in these situations.

As a student employee, you are entitled to sick leave accrual through Human Resources. On your time card, you will be asked to indicate if sick leave will be used. If you answer yes, you will submit a separate **Request for Leave** form through Human Resources. Additionally you will email the work study email and your supervisor will be asked to indicate the dates sick leave is being used. If you do not have enough sick leave hours you can work with your supervisor on an alternative work schedule.

The **Request for Leave** is available on the Human Resources page located here:

<https://www.napavalley.edu/about/administrative-services/human-resources/forms.html>

Leave (Vacation/Sick/Other)	
Regular/Salaried Employee	<ul style="list-style-type: none"> • PDF • DocuSign
Hourly Employee & Student Workers	<ul style="list-style-type: none"> • PDF • DocuSign

Satisfactory Academic Progress

To be eligible or maintain eligibility for work study you must be maintaining satisfactory academic progress. If satisfactory academic progress is not maintained the student and supervisor are informed immediately. Employment will be suspended until the academic status is resolved.

Financial Aid Satisfactory Academic Progress (SAP) Policy can be reviewed [here](#). Students can also review their SAP status within their Financial Aid Self-Service located through the MyNVC mini portal.

FINANCIAL AID POLICIES

<p>FINANCIAL AID</p> <ul style="list-style-type: none"> Financial Aid Applications Five steps to Financial Aid Emergency Financial Assistance Federal Direct Loans Forms Grants 	<ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;">+ Satisfactory Academic Progress (SAP) Policy <li style="background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;">+ Return of Title IV Funds <li style="background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;">+ Time limitation on Direct Subsidized Loan Eligibility for first-time borrowers on or after July 1, 2013 <li style="background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;">+ Financial Aid Repayment Requirements <li style="background-color: #e0e0e0; padding: 5px;">+ Pay to Stay 14 Day Grace Period
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Have additional questions? Contact the Work Study Coordinator at 707-256-7304