

Request to Convert a Work-Study Student to a P-14/Student-Hire

This 125-300 form must be submitted to the Campus Work-Study Coordinator to convert a student to a P-14 or student-hire if the student has participated in the work-study program within the past 12 months. The Student-Hire Agreement and the 105-94 form are not used for this purpose.

If the supervisor wishes to convert the work-study student to a P-14 on a permanent basis (as opposed to just a temporary basis due to less than half-time enrollment for the summer) then the supervisor also needs to complete an EWP in NATS and a competitive search will need to be performed. The supervisor should work with the HR Business Partner to permanently hire a P-14 in addition to submitting this form.

Please contact a Work-Study Coordinator (www.nvcc.edu/workstudy) if you have any questions.

Section A: To be completed by the student:

Student Name: _____ Student ID: _____

Student Email: _____ Student Phone #: _____

Did you stop working for more than 30 days before you were converted to a P-14 or student-hire? Yes No

If so, then you must also submit a new I-9 form to the Campus Work-Study Coordinator

Student Signature: _____ Date: _____

Your signature indicates your intent to terminate your current Work-Study Agreement in order to become a P-14 employee or student-hire. Your wages will no longer be paid from your work-study award. Any wages you earn outside of the work-study program will be included in the need analysis when you reapply for financial aid and this can potentially reduce your future eligibility for need-based financial assistance.

Section B: To be completed by the supervisor who is hiring the student as a P-14 or student-hire:

Supervisor's Name: _____ Supervisor's NOVA ID#: _____

Supervisor's Office: _____ Supervisor's Phone #: _____

Intercampus Mail Address: _____ Supervisor's Email: _____

This work-study student is being converted to a: P-14 Student-Hire

Supervisor's Budget Code that the student will be paid from as a P-14 student hire:

Fund (5 digits): _____ Department (5 digits): _____ Campus Code (2 digits): _____ Account (5 digits): _____

The Human Resources Office and the Payroll Office will start charging the student's wages to this account on the date the student begins working as a P-14 or student-hire. Please note that the start date must be at the beginning of a P-14/student-hire pay period (Pay Frequency 40 or 42 as shown on the Payroll Working Calendar).

Date the student will begin working as a P-14 or student-hire: _____ Hourly Rate as a P-14/student-hire: _____

P-14/Student-Hire Position Title: _____ Are you currently supervising this student? Yes No

Will this position require access to sensitive information (including access to PeopleSoft or AIS)? Yes No

Supervisor's Signature: _____ Date: _____

Your signature indicates your intent to abide by all relevant policies. Note that P-14's are prohibited from working more than 29 hours per week and student-hires are prohibited from working more than 20 hours per week. Student-hires also must be enrolled in at least 6 credits while working as student-hires. The student cannot start working as a P-14 or student-hire until you receive confirmation from the College Financial Aid Office and HR that this form was approved. Please allow up to 5 business days for processing by each department.

After Section A and B are completed submit this 125-300 form to the Campus Work-Study Coordinator.

Section C: To be completed by the Campus and College Financial Aid Office (CFAO) Work-Study Coordinators:

Campus Work-Study Coordinator's Name: _____ Campus: _____

Campus Work-Study Coordinator's Signature: _____ Date: _____

Your signature indicates this form and the I-9 (if applicable) are complete and the work-study spreadsheet has been updated.

CFAO Work-Study Coordinator's Signature: _____ Date: _____

Your signature indicates the CFAO work-study records have been updated and this change has been approved by the CFAO.

The CFAO Work-Study Coordinator will submit this form to HR through ImageNow and then it will be sent to the Payroll Office.

VCCS EMPLOYMENT CERTIFICATION AND NOTICE OF PART-TIME HOURS

The Virginia Community College System (“VCCS”) is required to comply with the Commonwealth of Virginia’s (“Commonwealth”) mandate under the 2013 Amendment to Virginia Code § 4-7.01 of the Manpower Control Program that limits how many hours part-time employees and instructors may work or teach. Accordingly, you are hereby notified and asked to acknowledge the following as a condition of your employment:

- I. I acknowledge that my position is part-time (i.e., wage and/or adjunct faculty instructor) _____ (initial).
- II. I acknowledge that the Commonwealth and Chancellor’s Directive limit the employment of part-time employees to an average of 29 hours per week (averaged over a year) and adjunct faculty instructors may not teach more than 27 course credits per measurement year and are limited to teaching 7 course credits in the summer; 10 course credits in the fall; and 10 course credits in the spring _____ (initial).
- III. I acknowledge that the year measurement period for all part-time employees began on May 1, 2013, and will be May 1st thru April 30th for each year going forward _____ (initial).
- IV. I acknowledge that the Commonwealth and Chancellor’s Directive consider the VCCS “one” employer (this includes the System Office and all community colleges within the System) for the purpose of this disclosure _____ (initial).
- V. I am currently employed at the following VCCS institution(s) and in the following positions (please list all): _____
- VI. I acknowledge that if I obtain any future employment within the VCCS in a part-time or full-time position that I will notify my current supervisor, copying Human Resources, in writing within one (1) week or seven (7) business days _____ (initial).
- VII. I acknowledge that I may be subject to the full range of disciplinary actions, including discharge or termination, for the intentional failure to notify or for any willful misrepresentations related to my employment status (as set forth herein) _____ (initial).

Your initials above and signature below certify your acceptance and knowledge of the foregoing terms.

Name of P-14/Student Hire: _____

Signature: _____

Date: _____

Supervisor’s Acknowledgement

Supervisor’s Name: _____

Signature: _____

Date: _____