Employment Forms
In order to avoid a delay in receiving your paycheck, visit the SCAD student employment Web site in order to print the following forms before you begin working: Work-Study Application, W-4, G-4, I-9, Direct Deposit Authorization and the Payroll Acknowledgement form. The student employment office is located at SCAD-Savannah in the Turner Express Office, 302 W. Boundary St., and at SCAD-Atlanta in the Student Resource Center, 1600 Peachtree St.

For more information, contact the student employment office or visit www.scad.edu/about/life/workstudy.cfm.

Monique Smith
Director, Business and Finance/
Auxiliary Technologies-Mail Services
912.525.6961

Anetra Williams
Associate Director, Business and Finance/
Auxiliary Technologies
404.253.3426

Secene Dorsey
Student Employment Coordinator
912.525.8776

Student Employment Office
Turner House · 302 W. Boundary St.
Savannah, GA 31402-3146
912.525.8776 · www.scad.edu
Student Employment Process

The SCAD student employment office serves as the hub for all student employee placements on campus. Students are required to visit the student employment office each quarter (including breaks) to verify their eligibility status prior to working.

Eligibility

To be eligible for the work-study program, a student must be:
- Enrolled in a degree seeking program
- Enrolled on a full-time basis (three or more classes)
- Have a cumulative 2.0 GPA
- Be in good academic standing (not currently on academic warning or academic probation)

Once a Student Is Hired

Amount of Hours Allowed

Students are eligible to work up to 40 hours per pay period (20 hours per week) and are paid on a biweekly basis.

Time Sheets

Students are responsible for:
- Ensuring that timesheets are submitted in a timely manner
- Ensuring that time sheets are legible and complete
- Ensuring that they do not work during scheduled class time or more than 40 hours per pay period

Time sheets must be completed in blue or black ink. Time sheets are to be submitted to the student employment office. The student employment office is located at SCAD-Savannah in the Turner Express Office, 302 W Boundary St., and at SCAD-Atlanta in the Student Resource Center, 1600 Peachtree St.

Payday

Paydays are every other Friday. Review a payroll calendar for exact dates. Checks either will be direct deposited into student accounts or mailed to the student mailing address. There is a $30 reprocessing fee for all lost or misplaced checks (this amount must be paid before the check is reproduced). All work-study students may view their check stubs on MySCAD under the My Info tab.

Pay Rate

The starting pay rate for work-study positions is $6.55.

Guidelines for Student Employees

Performance Prohibitions

Listed below are offenses that may result in disciplinary action:
- Excessive tardiness and/or absences
- Absence without a legitimate excuse
- Sloppy or unclean appearance
- Carelessness or lack of attention that results in injury to property, person or public relations
- Inappropriate conduct to representatives of the Savannah College of Art and Design
- Failure to serve the public with courtesy
- Sleeping on duty
- Studying on duty

The preceding offenses will be subject to the following action:
- First occurrence: verbal reprimand
- Second occurrence: written reprimand
- Third occurrence: immediate termination

Grounds for Immediate Termination

- Breach of confidentiality
- Theft
- Physical violence or obscene language when dealing with the public or other staff members
- Being under the influence of drugs or alcohol while on duty
- Falsification of time sheets
- Withdrawal from all classes

Personal Appearance

As work-study students represent the college, appropriate appearance is required. Discuss any questions on attire and grooming with your supervisor.

Student Rights and Responsibilities

As a student employee, you have the right to:
- Be treated fairly and equitably by the college.
- Know what is expected of you concerning your work schedule, actual duties and any other requirements made by the supervisor.
- Use your on-campus jobs as references for future employers and/or credit institutions.

As a student employee, you have the responsibility of:
- Performing assigned duties promptly and qualitatively
- Completing and signing your time sheet, reporting actual hours worked.
- Abiding by the rules and regulations of the college and the office or department in which you work.
- Adhering to your designated work schedule. Absences should be reported and cleared with your supervisor.
- Adhering to proper dress code required by the department.
- Maintaining eligibility requirements for working on campus.
- Obtaining clearance from the student employment office prior to working each quarter.