

# **Coffeyville Community College**

## **Work Study Handbook For Students and Supervisors**

### **A guide to the Federal Work Study Program**

## INTRODUCTION

### **Purpose of the Handbook**

This handbook provides information about the Federal Work-Study process for both supervisors and student employees. The FWS Program provides tremendous opportunities for students and supervisors. The valuable work experience associated with a Work-Study position will enhance a student's life while in school and in the future.

The FWS program is funded through Federal Title IV resources and subject to Department of Education federal regulations, as well as employment laws on the federal, state and local levels. The program is administered by the Financial Aid Office. CCC is allocated funding each year by the Department of Education and is required to match 25% of the funded amount. Funding is limited and varies from year to year.

The intent of the program is to provide jobs for students who have financial need as determined by the Free Application for Federal Student Aid (FAFSA). It allows a student to earn money to help pay education expenses. The program encourages students to find work related to their course of study and it also provides opportunities for community service work. Work-Study jobs are generally located on-campus but there are some off-campus jobs in the community as well. Students are generally paid bi-weekly and students must be paid at least once a month. The maximum a work-study student may earn cannot exceed their total Federal Work-Study award, and having a work-study award does not guarantee that the full amount of the award will be earned. Students' generally will work an average of 15 hours per week and can work only one work-study job at a time. **Total hours for federal work study jobs cannot exceed 20 hours per week.**

### **The Hiring Process for Supervisors-**

The process of hiring a student through the Federal Work-Study Program begins with the Financial Aid Office and you the supervisor.

How have you used students in the past? Is it absolutely essential for your work area to have a work-study student? How can you use work study students constructively in your work area? Work study Request forms are submitted each semester; these are usually sent out by campus email at the end of the fall and spring semesters to be filled out for the upcoming semester. Completed forms must be returned by the corresponding deadline. Late requests will not be considered until all approved requests have been filled. Once you have determined the number of students that you will require in your area, you will need to complete the request. Department requests will be reviewed and prioritized according to need and according to the number of work-study positions that can be funded. You will be notified of the number of work study positions approved in your area. A supervisor may hire only the number of approved positions in his/her area. Students will only be allowed to accept positions that have been authorized in advance by the Financial Aid Office.

Eligible work-study students will be given a list of all approved positions. It will then be the responsibility of the student to apply for these positions and the responsibility of the supervisor to interview and notify the student of the decision to hire or not hire the student.

Students who have been awarded with a Federal Work Study Award will have a Work study

Contract in their possession when seeking a work study position. This form is the official notice of their eligibility to participate in the program.

No student can begin employment until after this authorization has been properly completed and returned to the Financial Aid Office.

## **Responsibilities of Supervisor**

The role of the supervisor is vital to the success of any work study program. All supervisors are responsible for the development of the work environment, including training, motivating, communicating with, guiding, evaluating, and relating to the students you employ. A supervisor's primary responsibility is to provide student employees with adequate guidance, training, and support.

The supervisor should be the person who has the most direct, daily contact with the student employee. Supervisors should only assign tasks that relate to operating academic programs, maintaining facilities, or supporting the institution in general. All student employee supervisors have the following specific duties:

- 1. To work with your student employees to establish regular work schedules.**
- 2. To provide student employees with clear instructions regarding departmental and institutional policies.**
- 3. To give students' academic progress priority by allowing flexibility in scheduling during exam times. However, require your students to provide adequate notice about planned absences or schedule changes. Your FWS employees are students first and employees second.**
- 4. To always provide supervision to the FWS student and to provide adequate training and oversight of each student employee.**
- 5. To verify the accuracy of your student employees' hours worked before approving them. The timecard approver confirms that the hours worked are accurate. Hours worked become official records open to audit by the federal government, and supervisors are accountable for the accuracy of the records.**
- 7. To make sure that FWS students do not work during scheduled class hours, or over the allowable number of hours. The award amount is meant to be earned throughout the academic semester. In order to be employed throughout the semester we recommend that the student work an average of 5-6 hours per week and no more than 20 hours per week.**
- 9. To monitor the amount of hours they have worked and make sure that your student employees do not earn more than the total award for each semester.**
- 10. Must not have the student begin work until they receive approval from the Financial Aid Office.**
- 11. Students should never work during their regular scheduled class times or when the college is closed for scheduled breaks.**

## MONITORING WORK-STUDY HOURS

In order to comply with the statutes and regulations governing federal aid programs, it is necessary to monitor your student employee's earnings. Each student who is awarded work study will have a limited amount of money available to earn each semester.

This limit will be stated on the Work study Contract. The supervisor and the student *must* monitor work-study hours carefully!

In order to assist you in monitoring student employee's earnings, please use the "Record of Money Earned" tracking sheet provided at the end of this guide. You may also request total wages earned to date from the Financial Aid Office Work Study Coordinator. When a student is getting close to earning their full amount the work study coordinator will provide the student and the supervisor with a warning. However, it is your responsibility to track this information and make sure that we have up to date information for the warnings to be timely. Late time cards are a good example of our office not being able to monitor a student's total earnings correctly.

**If a student under the Federal Work Study Program exceeds his/her work-study allotment you may be placing the student in an over-award situation. If this happens, the student's financial aid package may require adjustment and repayment of other forms of financial aid may be required from the student. A student can not earn more work study funds than the total allocation offered to the student by the student financial aid office.**

**Students being paid under the Federal Work-Study Program cannot be paid for more than 20 hours per week.**

### Work Schedules

The student can work a maximum of 20 hours a week. We recommend that a student work no more than an average of 6 hours a week to allow the student to work all semester. **DO NOT** work during breaks when the college is closed and a student can never work more than 20 hours per week. **A student should never be permitted to work during class time.** A student's weekly work schedule should take into consideration the individual student's total monetary eligibility, the student's needs for study-time, and the needs of the individual department. The objective of setting a planned work schedule is to spread earnings over the full award period. Students who do not spread earnings over the full award period may find themselves short of funds as the term ends. Departments will be held responsible for hours worked in excess of the student's allowable hours and/or funds.

**A record of money earned form is at the end of this guide and should be used to help track your work study student's hours. This will ensure that your student does not work over their award amount. Thank you for your cooperation.**

## Student Responsibilities

1. If a student is scheduled to work, he/she must be present.
2. A student should not be working during scheduled class time.
3. The student must be punctual for all scheduled work hours.
4. Complete confidentiality must be exercised especially if student is working in any Campus Office.
5. A student must dress appropriately according to dress code established by the department.
6. A student must be thorough and efficient.
7. If a student is ill, he/she is required call in and inform the supervisor before the scheduled start time.
8. A student represents the College and must act accordingly.
9. If a student is injured on the job, they should notify their work-study supervisor immediately. And the supervisor must notify the Human Resource office and is required to file/complete any reports as necessary.

Learn your duties and complete all assignments on time

Maintain confidentiality of assigned department documentation

**Submit your timecard at the end of each pay period on time. Late time cards may not be processed for payment.**

Take your job seriously and perform your task to the best of your ability

Notify your supervisor in advance if you will be absent from, or late to work. Frequent absences are a justifiable cause for dismissal.

Consult with your supervisor or the Financial Aid Office prior to quitting their FWS jobs.

**Students are not allowed to work when they are scheduled to be in class.**

**Keep track of how many hours you have worked and how much you have earned. You must stop working once you reach the amount of your award. You and your supervisor must keep track of this at all times. A Record of Money Earned form is included at the end of this Guide and should be used to help you track your student employee's hours and earnings.**

## Attendance

It is the student's responsibility to report to work on time for every schedule shift. If the student cannot work because of an illness or an emergency or will be late for work, the student must notify their supervisor as early as possible, before they are scheduled to work.

A student is expected to plan academic, personal and work schedules that do not conflict.

Potential conflicts should be discussed well in advance with the supervisor. Tardiness and failure to provide adequate prior notice of 3 absences as determined by the supervisor are considered grounds for termination by the employer.

## **FALSIFICATION OF TIME CARDS/SHEETS POLICY**

Work-study time cards/sheets whether federal work study or CCC on campus time cards must accurately set forth hours worked and be signed by both the work-study employee and the work study employee's supervisor. Knowing and/or intentional submission of time cards/sheets which contain false information, including but not limited to false information about the days, times and/or hours worked, or which have not been signed by the authorized supervisor, may be grounds for permanent termination of work-study employment immediately. Periodic random audits will be conducted to ensure that work-study employees are reporting to work assignments, reporting accurate information on work-study time cards/sheets and otherwise complying with work-study protocols.

When a student employee signs the time card/sheet, he/she is verifying he/she did indeed work those hours. When a supervisor signs the time card/sheet, he/she is verifying and approving that the student employee did indeed work those hours.

All matters involving time card/sheet falsification will be evaluated by the College to determine the possible sanctions. CCC may need to notify the U.S. Department of Education of any information pertaining to falsification of time cards/sheets or any other conduct which may violate requirements of the Title IV program. The student's federal financial aid funding may be placed in jeopardy if certain guidelines are not followed. If Federal Work-Study is involved, further actions could occur.

**Please Note:** The College will adhere to all federal, state, and college guidelines pertaining to financial aid matters.

## **PROGRAM ADMINISTRATION**

### **Paperwork**

To work under the Student Employment (Work-Study) program, the following paperwork must be completed BEFORE the student can receive a time card/sheet and begins working:

**Form I-9 - The Form I-9: Employment Eligibility Verification Form** – Documents that the employee is an American citizen or legal alien at the time of hiring. The student employee needs only to complete one Form I-9 for all work-study employment showing proper documentation. Please refer to the Form I-9 to determine which documentation is acceptable. All forms of documentation must be the originals and not copies.

**Form W-2 – Federal Employee's Withholding Allowance Certificate** – The student employee needs to complete one Form W-2 for all work-study employment BEFORE the student employee can begin working. If the following information changes, the student employee must complete a new form: name change, address change, and/or changes in withholding status.

**W-4 Kansas State Employee's Withholding Allowance Certificate** – Is completed by an employee and given to the employer to instruct the employer how much Kansas State tax to withhold from the employee's pay. The student employee needs to complete one K-4 for all work-study employment BEFORE the student employee can begin working. If the following information changes, the student employee must complete a new form: name change, address change, and/or changes in withholding status.

**Work study Contract** – The student employee and the work-study supervisor will complete the Work study Contract BEFORE the student employee can receive a time card/ and begin working. The Work study Contract must be handed out by the Financial Aid Office and will not be given to a student until their financial aid file is complete and eligibility has been determined.

**Confidentiality Statement** – The work-study supervisor must review the Confidentiality Statement with his/her student employee. The Confidentiality Statement will be issued with the contract and must be signed by the student and supervisor.

The Confidentiality Statement is kept on file with the department that hired the student employee.

## **Working During Class Time - NO**

**The student employee CANNOT work during scheduled class time – no exceptions!!! If a class is cancelled or let out early, please do not allow the student employee to begin working during that time. Official scheduled class time is not an option of time for the student employee to work. One warning will be issued to the student and the supervisor if a student's time card shows that the student was working during class time. After the second offense the work study position is subject to termination.**

Record of Money Earned Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

FWS Award Allocation \$ \_\_\_\_\_ For Term: \_\_\_\_\_ TO \_\_\_\_\_

Week	Period End	# hrs worked	Gross Earnings	Award Balance
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____
16	_____	_____	_____	_____