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# Work- Study Manual

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## Student Manual

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Frances Lunsford  
Work Study Coordinator-Main  
Campus  
Benita Bullock  
Work-Study Coordinator-North  
Campus

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Federal Work-Study

Manual for Students

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### **QUALIFYING FOR FEDERAL WORK-STUDY**

The Federal Work-Study (FWS) Program is federally funded by *The United States Department of Education* to provide need-based employment for college students. FWS allows students to work part-time while attending an institution of high learning. Students must have financial need as determined by the Free Application for Federal Student Aid. In addition to the federal work-study funds, Wake Tech is able to employ a small number of students with institutional funds.

These institutional funds are generally available to students that do not meet the criteria to receive federal work-study funds.

In order to qualify for Federal Work-Study, students must complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Eligibility for this program is reviewed on an annual basis. Awards are given for the academic year which normally includes the Fall and Spring semesters. If funds are available Summer Work-Study may be available.

Students must meet the following eligibility requirements

- Demonstrate financial need by completing the FAFSA
- Maintain Satisfactory Academic Progress (SAP) by maintaining a 67% completion rate and at least a 2.0 GPA
- Be accepted into a Title IV eligible program at Wake Tech Community College
- Be enrolled at least half-time which is 6 or more credit hours
- Not in default on any federal Title IV loan program and not owe a repayment of federal grants or scholarships

\*For additional information concerning eligibility please contact the Financial Aid Office.

## **JOB APPLICATION PROCESS**

In order to become a Work-Study student, students must interview for any available positions. Students are not placed into positions but must be hired by a supervisor for any Work-Study positions.

- **Students entering the Work-Study program must attend a mandatory orientation each academic year before they can be hired for a Work-Study position.**
- Students can find available jobs on the Wake Tech Financial Aid website under Federal Work-Study and the Available Work-Study Positions link. You can also come to the Financial Aid Office to view available positions located in the Work-Study notebook.
- After selecting a job, contact the Work-Study Coordinator to obtain a Job Referral Form.
- Students must schedule an interview with the supervisor and provide a copy of their class schedule.
- After interviewing with the supervisor please returned the signed or unsigned referral form to the financial aid office
- If you are hired for a Work-Study position students must complete a Work-Study Employment packet. This includes an Employment Eligibility Verification Form (I-9), Federal & State tax forms, a Direct Deposit Form and other forms before they can be assigned to a department.

- The supervisor will discuss the job requirements with the student. This includes job duties, dress code, departmental policies, etc.
- If the student meets the requirements of the department, the supervisor will prepare a work schedule for the student.
- The supervisor will provide the student with a copy of the schedule.
- All students are required to complete FERPA and Business and Office Etiquette online training.
  - This can be done at [www.usafunds.org](http://www.usafunds.org).
  - Please go to Schools, Training and Online Courses.
  - A user name and password must be created.
  - Please use the password Workstudy1
  - The OPEID for Wake Tech is 00484400
  - Please complete session 003 FERPA and Confidentiality
  - Please complete session 006 Business and Office Etiquette
  - Once these are completed please print the Final Assessment Results and the results must be turned in to the financial aid office.
- **A STUDENT IS NOT ALLOWED TO BEGIN WORKING BEFORE THE PAPERWORK AND THE ONLINE TRAINING HAS BEEN COMPLETED.**

### **STUDENT RESPONSIBILITIES**

Student employees are required to comply with the performance standards established by the department for which they work. Students who fail to perform in a satisfactory manner may be terminated from their Work-Study position.

**Even though this is called work-study, it does not mean you can study on your job. Work-study jobs are not any different from other jobs. It is a real job and you should treat it that way.**

Any student who accepts a student employee position accepts the responsibility of maintaining professional standards and agrees to the following.

- Office Etiquette – Some of the jobs on campus will require student employees to answer the telephones; therefore, work-study students should be professional and courteous when assisting others. Staff telephones are not available for use by students for personal calls. Cell phone usage is not permitted during working hours. Follow a predetermined work schedule that is acceptable to both the student and the employer. The maximum number of hours per week a student can work is 20 hours.
- Absences – It is your responsibility to plan your personal and study schedules in a manner as not to conflict with your regular working hours. One day advance notice is

required if you must be out for any reason other than illness. Work schedules, once established, will not be modified unless permanent changes are necessary due to circumstances beyond the individual's control. Students are expected to work all scheduled hours each week.

- Punctuality – All students should strive to arrive on time and prepared for work.
- Dress and Appearance – Students have the freedom of choice in dress for class; however, students should come to an agreement with his/her supervisor on appropriate attire during working hours. Notify the supervisor and the Federal Work-Study Coordinator if your hours need to be reduced.
- Issues-Discuss any work-related problems with the appropriate supervisor. If the problem cannot be resolved, the student should contact the Federal Work-Study Coordinator.
- Termination-Give the supervisor at least one week's notice before terminating a job assignment.
- Work Evaluation – All students will receive at least two evaluations during their time as a student employee. All evaluations will be forwarded to the Financial Aid Office and kept in the student's file.
- **Stop working immediately upon earning your award. Federal Work-Study contracts are awarded by term. Students are responsible for keeping track of their hours worked each term.**
- Student employees are required to adhere to the following rules and policies regarding the privacy and confidentiality of student records information. Students must read and understand these rules and policies relative to privacy and confidentiality for student records information. Violation of these rules or policies may subject a student employee to immediate termination of employment:
  - Student records are not to be removed from any University office by student employees unless requested to do so by the appropriate supervisor.
  - Student employees who are granted access to student record information are accountable for the protection of the information and its contents while it is in their possession.
  - Student employees are prohibited from accessing or discussing personal record information of friends or peers.
  - Student employees should not use University equipment or office supplies for personal reasons, except as designated by a supervisor.
  - Student employees are prohibited from working with their own records.
  - Confidentiality: All students will need to sign an Information Security Agreement. Any breach of confidentiality or attempt to alter documents in any way will result in dismissal from the Work-study Program. The Family Educational Rights and Privacy Act of 1974 is a federal law that institutions enforce and abide by to maintain the confidentiality of a student's record. Student

workers should direct inquiries regarding another student's information to the supervisor.

- Changing Jobs – Students are encouraged to remain in the same position for the entire academic year. Periods of short employment may not look favorable to future employers. Work-study is an opportunity to establish a good work record for your resume and obtain future letters of reference. If you are experiencing problems in your work area, you are encouraged to discuss concerns with your supervisor. If conflicts cannot be resolved, please contact the Work-study Coordinator. If you decide to quit your job, you should submit a written letter of resignation with your final date to your supervisor at least two weeks in advance.

## **PAYMENT PROCESS**

The award information lists the maximum amount you are allowed to earn in your work-study job. You cannot earn more than the award amount during an academic year.

Most students can earn their award amount by working 10 – 15 hours per week, if they begin working in August. The standard award amount will not exceed \$3000 per year. If there is an additional need, and we have additional funds, you may request an increase in your work-study award. If you receive a new scholarship or grant, your work-study award may have to be reduced or canceled.

**Federal Work Study students are paid \$9.00/hr.** Students are paid once a month.

- Students are paid on the 15<sup>th</sup> of each month by direct deposit. All time sheets are due in the Financial Aid Office by the 3<sup>rd</sup> day of each month, unless otherwise requested by the work-study coordinator.
- All time sheets should be accurate and signed by the supervisor. Any time sheet that is not signed will not be processed for payment. It is the responsibility of the student to ensure that time sheets are turned in on time with correct signatures.
- Time sheets should be completed in quarter time.
- Hours from one pay period cannot be included on another pay period's timesheet.
- It is the student's responsibility to make arrangements with the supervisor to sign the time sheet before the due date.
- **It is a federal offense for a student or an employer to falsify any information on a student's payroll time sheet and may result in termination.**
- The Federal Work-Study Program provides for payment of hourly wages for hours worked. Students are paid only for the hours they work. **All wages earned are subject to federal income tax.**

# Work-Study Time Sheet Example

**WAKE TECH  
COMMUNITY COLLEGE**

## Work Study Time Record

A. Federal Work-Study Beginning Pay Period Ending  
 Last First M.I. M D Y M D Y  
 (Only one month per time record)

B. 000-00-0000 Social Security Number

C. Fund Federal (Financial Aid Office Use Only)

E. Financial Aid Employing Department

F. \_\_\_\_\_ Hours Enrolled (Financial Aid Office)

Day	In	Out	In	Out	In	Out	In	Out	In	Out	Total
1-1-11	8	10									2
1-2-11	9	11									2
1-3-11	12	5									5
1-4-11	2	5									3
1-5-11	10	1									3
Weekly Total											15

Day	In	Out	In	Out	In	Out	In	Out	In	Out	Total
1-6-11	10	5									5
1-7-11	10:15	11:30									1.25
1-8-11	10	10:30									1.50
1-9-11	11	11:45									.75
1-10-11											
Weekly Total											11.5

Day	In	Out	In	Out	In	Out	In	Out	In	Out	Total
01-11-11	8	10	11	12							3
01-12-11	10:30	1:45									3.25
01-13-11	11	2									3
01-14-11	12	3									3
01-15-11	8	12									4
Weekly Total											16.25

Day	In	Out	In	Out	In	Out	In	Out	In	Out	Total
01-17-11	12	5									5
01-18-11	12	4									4
01-19-11	9	5									7
01-20-11	9	2									5
01-21-11	3	6									3
Weekly Total											24

Day	In	Out	In	Out	In	Out	In	Out	In	Out	Total
1-22-11	10	2									4
1-23-11	12	3									3
1-24-11	12	2									2
1-25-11	10	4									6
1-26-11	10	1									3
Weekly Total											18

Time records must be received in the Financial Aid Office no later than the last day of the month for payment by the 15<sup>th</sup> of the following month. If the time record is turned in late, you will not receive your pay until the following month.

**MUST BE COMPLETED BY SUPERVISOR \***

Total Hours This Month	86.75	Rate Per Hour	FA OFFICE	Total Paid This Month	FA OFFICE
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I hereby certify that this time record is a true statement of the hours worked by this student, that the work assigned has been performed in a satisfactory manner, and that the work was not performed during scheduled class hours.

01/31/11 \_\_\_\_\_  
 Date Signature of Student's Supervisor and then print your name  
Workstudy Federal Work-Study Federal

01/31/11 \_\_\_\_\_  
 Date Signature of Student/Employee and then print your name  
FA OFFICE

01/31/11 \_\_\_\_\_  
 Date Signature of Financial Aid Office

# Time Conversion Chart

## DECIMAL TIME CONVERSION CHART

You must use whole numbers to record the hour and decimal numbers to record the minutes on the timesheet for the time worked each day and to record total hours at the end of the week.

:01 - :15 = .25

:16 - :30 = .50

:31 - :45 = .75

:46 to the next hour round up to the next whole number.

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## Payroll Schedule Federal Work-Study Program 2015-2016

Payroll #	Start Date	End Date	Time Sheets Due	Direct Deposit
1	07/01/2015	07/31/2015	08/03/2015	08/15/2015
2	08/01/2015	08/31/2015	09/03/2015	09/15/2015
3	09/01/2015	09/30/2015	10/03/2015	10/15/2015
4	10/01/2015	10/30/2015	11/03/2015*	11/15/2015
5	11/01/2015	11/30/2015	12/03/2015*	12/15/2015
6	12/01/2015	12/31/2015	12/18/2015*	01/15/2016
7	01/01/2016	01/31/2016	02/03/2016	02/15/2016
8	02/01/2016	02/28/2016	03/03/2016	03/15/2016
9	03/01/2016	03/31/2016	04/03/2016	04/15/2016
10	04/01/2016	04/30/2016	05/03/2016	05/15/2016
11	05/01/2016	05/31/2016	05/29/2016*	06/15/2016
12	06/01/2016	06/30/2016	07/03/2016	07/15/2016

**\*Indicates early due dates**

Completed time reports must be delivered to the Work Study Coordinator in a sealed envelope. **Time reports cannot be processed for payment if not handed in by the correct date. If changes in time sheet due dates are necessary students and supervisors will be notified via email.**

The work study paychecks will be deposited into the students selected banking account. Students must complete a Student Payroll Authorization Agreement authorizing the Payroll Department to either have their check deposited in a personal account.

**\*North Campus Work-Study Students: Time-Sheets are due on the last day of the month by 12:00 p.m., unless otherwise specified. If your time sheet is not in by 12:00 p.m., this will result in a late payment. Your direct deposit will not be received until the following month.**

## **WORK PLACE CONDUCT**

The purpose of termination procedures is to provide an equitable and consistent system for dealing with circumstances in which a student is not performing to the employer's satisfaction.

If a student is not performing satisfactorily, the supervisor will meet with the student in an attempt to solve the problem. The supervisor may also request that the student and/or supervisor meet with the Work-Study Coordinator.

Below are some circumstances that could lead to disciplinary action up to and including termination from the program.

### Continued unsatisfactory job performance

- Excessive absences or tardiness or any absence without notice
- Job Abandonment which consists of three consecutive work days where the employee has not called or reported to work
- Falsification of time keeping records
- Theft
- Negligence or improper conduct leading to damage of Wake Tech property.
- Insubordination or other disrespectful conduct
- Fighting or threatening violence in the workplace
- Unauthorized disclosure of confidential information
- Violation of department's rules and regulations
- Unsatisfactory grade point average or completion rate

## **WORKERS' COMPENSATION**

- Federal Work-Study students are not covered under the University insurance plan, but are covered by Workers' Compensation insurance. In the event that an injury occurs, the student must notify his or her supervisor immediately. The supervisor will contact the Department of Human Resources for further instructions.

## **UNEMPLOYMENT BENEFITS**

Federal Work-Study student positions are temporary positions. Therefore, students are not eligible to collect unemployment benefits following termination of employment.

## **DISPLACEMENT OF REGULAR WORKERS**

Federal Work-Study employment must not displace employees or impair existing service contracts. Replacement is interpreted as displacement.

## **RELIGIOUS INVOLVEMENT**

Federal Work-Study positions must not be involved in constructing, operating or maintaining any part of a building used for religious worship or sectarian instruction.

## **VOLUNTARY SERVICES**

**The Fair Labor Standards Act of 1938, as amended, prohibits employers (including educational institutions) from accepting voluntary services from any paid employee. Therefore, all students must be paid for all hours worked.** The Wage and Hour Division (Employment Standards Administration) of the United States Department of Labor, can furnish additional information regarding voluntary services of institutional employees.