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# Work- Study Manual

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## Supervisor Manual

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## **Federal Work-Study**

### **Manual for Supervisors**

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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**

- 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, if hired, please return the signed referral form to the financial aid office.
- Students must complete a work-study employment packet prior to beginning work.
- 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.
- **A STUDENT IS NOT ALLOWED TO BEGIN WORKING BEFORE ALL APPROPRIATE DOCUMENTATION HAS BEEN COMPLETED.**

## **SUPERVISOR RESPONSIBILITIES**

Each department is expected to request the number of student workers actually needed for the academic year. If additional students are needed the supervisor must contact a Work-Study Coordinator prior to hiring additional students.

Each department must designate a supervisor for the Work-Study students. The designated supervisor must be a full-time employee. Student employees should not be supervised by other student employees. The supervisor is responsible for overseeing the work assigned to and performed by each student employee and for complying with all procedures contained in this manual. Supervisors are also responsible for verifying time sheets, monitoring student employee's hours worked and maintaining records for each student. The supervisor is responsible for monitoring time to ensure students do not go over the allocated funding for each

semester. If there is a need for additional hours, supervisors need to contact a Work-Study coordinator prior to allowing students to work over the allocated funding.

These records must include:

- A copy of the student's current class schedule, which should be updated each term. The supervisor and student must refer to this class schedule when designating the student's work hours. A student may not work during scheduled class time.
- Copy of Job Referral Form
- Copies of the student's time sheet for each pay period covered

Federal Work-Study Supervisors are also responsible for the following:

- Ensuring that students have approval to work. **DO NOT LET STUDENTS BEGIN WORKING WHO HAVE NOT RECEIVED A SIGNED JOB REFERRAL FORM.** Informing the student, in writing, of the exact duties and responsibilities of the job.
- Providing the student with the orientation and training necessary to perform assigned duties.
- Establishing a schedule of work hours that will be acceptable to both the student and the department. **The maximum number of hours a student can work per week is 20 hours.**
- Supervising the development of good work habits.
- Certifying and submitting time sheets according to the Payroll Schedule.
- Monitoring wage earnings to ensure that no student earns more than his or her award and that the student stops working when his or her award is fully earned or when the employment period ends.
- **Individual departments will be responsible and their budgets charged for any earnings beyond the student's total award. Any student employed under the Federal Work-Study Program must be paid for all hours worked.**
- Promptly notifying the Coordinator when a student has resigned from their department.
- Counseling the students if their work is unsatisfactory and give them reasonable time to improve.

## **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. 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.
- **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.
- Terminations/Job Release – There is a Termination/Job Release form that will be filled out by your supervisor specifying the reason for dismissal, should you be terminated.

## **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 \$4000 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 3rd 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.**
- **Please see the Work-Study Time Sheet Example And the Conversion Chart Below**

# Work-Study Time Sheet Example

WAKE-TECH COMMUNITY COLLEGE											
Work Study Time Record											
A. <u>Federal</u>		B. <u>Work-Study</u>		C. <u>Federal</u>		D. <u>01 01 11</u>		E. <u>01 31 11</u>		F. <u>Financial Aid</u>	
Last		First		M.I.		Beginning Pay Period		Ending		(Only one month per time record)	
Social Security Number										Employing Department	
(Financial Aid Office Use Only)										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	4									3
Weekly Total											26

  

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	<u>Federal Guidelines</u>
Date	Signature of Student's Supervisor and then print your name
01/31/11	<u>Work-Study Federal</u>
Date	Signature of Student/Employee and then print your name
01/31/11	<u>FA OFFICE</u>
Date	Signature of Financial Aid Office

Form 605 R-5 (3-6-08) LW      White-Business Office   •   Yellow-Personnel Office   •   Pink-Financial Aid

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# **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.

## **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.**

## **COMPLIANCE AND AWARD COMPLETION**

Wake Tech requires all Federal Work-Study students to work the award hours on a regular basis. Our program does not permit sporadic attendance. Students and the supervisors are responsible for keeping track of the hours worked during the semester. To ensure that Federal Work-Study contracts are fulfilled, work progress will be monitored throughout the year. If the student feels that he/she cannot work the number of hours assigned, the student can reduce the hours. Failure to work a reasonable portion of the contract required by the Office of Scholarships and Financial Aid could result in possible exclusion from the program in future terms.

## **PERFORMANCE STANDARDS/EVALUATIONS**

Student employees are expected to perform their duties in accordance with standards established by the department for which they work. Students who fail to comply satisfactorily with these standards may be referred to the Coordinator possible dismissal from the work program.

## **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
- 

### **GRIEVANCE PROCEDURES**

The purpose of grievance procedures is to provide students with an equitable and consistent system for dealing with on-the-job difficulties regarding assigned duties or supervision. A student having difficulties should attempt to resolve the problem through formal discussion with his or her immediate supervisor.

If, at this point, the student is not satisfied with the resolution proposed, he or she should contact the Coordinator stating the grievance and the remedy desired. The matter will be decided and a final decision will be communicated to the student and the supervisor.

### **WORKERS' COMPENSATION**

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 should 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.