

INTRODUCTION

The Federal Work-Study Program, funded by the United States Department of Education, allows students to work part-time while attending an institution of higher learning. Students are employed in areas which best serve the needs of the institution and the interest of the students.

The current effectiveness of the Federal Work-Study Program is obvious, although there are questions regarding the level of training students actually receive and whether they perceive their jobs as valid jobs.

The primary reasons for this behavior are:

- The lack of sufficient communication between the student employee and the supervisor, and
- Failure to fully comply with all standard procedures as described by the Office of Student Financial Aid.

The Financial Aid Office must ensure that aid is awarded only to those students with a legitimate need. Total accountability will be required. Unless we can continue to show that we are using the program effectively and efficiently and that steps have been taken to alleviate program abuse, we may lose the privilege of having the program as a financial resource for our student body.

Educational costs have increased considerably over the past years. Financial Aid has played an important role in assisting students to meet those costs. The Federal Work-Study Program is a source of federal aid which provides about 30 percent of the aid received by students. It is the intention of the University to continue to receive funds for the Federal Work-Study Program. However, it takes a concerted effort by all to ensure that the program operates effectively.

In order to improve communication and provide for a smoother operation the Office of Student Financial Aid has developed some guidelines which we feel will be helpful in the overall administration of the Federal Work-Study Program.

REPORTING FEDERAL WORK-STUDY TIME

Students and supervisors must adhere to the dates that time sheets are due. The 16th of every month is when time sheets are due unless specified otherwise. If the 16th falls on the weekend, time sheets are due that Monday.

- Time sheets are to be directly taken to the Financial Aid Office.
- If time sheets are delivered by the student, personally, the time sheet and supervisor payroll cover sheet must be in a sealed envelope with the supervisor's signature across the sealed flap of the envelope.

To avoid delay in processing checks, the Financial Aid Office must receive both the time sheets and supervisor payroll cover sheets by 3:00 pm on the due date. Failure to comply will result in payment being delayed until the next pay period. This is strongly enforced. It is not the intention of the Financial Aid Office to create undue hardship for supervisors or students who expect to be paid on time. Certain procedures however, simply must be enforced. We find that most of the errors that occur are found in the individual student's time sheet. These errors can be reduced if:

- The supervisor and student work collectively to keep a time sheet that is reviewed for accuracy on a weekly basis.
- Students and supervisors ensure that class schedules and work schedules do not conflict.
- Required signatures accompany the time sheet.
- A supervisor payroll cover sheet is completed and attached.

As stated earlier, time sheets are typically due on the 16th day of each month. Students will be paid on the last day of each month. The first day that a student can start working is the first day of class each semester. The last day of work is typically the last day of class, unless approval has been made otherwise, by the Financial Aid Office. Students are able to work during breaks if they have time that they need to make up. Students are also able to work evenings and weekends if their job permits them to.

Supervisor payroll cover sheets are made available to supervisors on the Financial Aid website. PC Clock time sheets will be emailed to supervisors the day after the pay period ends.

If a supervisor is unable to meet the deadline for handling in time sheets, then the supervisors must assign someone else in that department (an alternate supervisor already predetermined) to be responsible during that period. This would be a fellow staff or faculty member. As stated earlier, if time sheets are handed in by the student, it must be sealed in an envelope with the supervisor's signature across the sealed flap. Also, time sheets are to be handed in to the Financial Aid. Envelopes with invalid or no signatures will not be accepted. This prevents fraud. Time sheets may also be faxed to the Financial Aid Office to (704) 378-1292 with the appropriate and completed supervisor payroll cover sheet.

POLICIES AND PROCEDURES

Due to many problems that arise each year regarding the Federal Work-Study Program, the Financial Aid Office has been directed to continue to adhere strictly to policies and procedures in assignment, supervision, and payment of students employed under the program. In order to ensure that the Federal Work-Study Program records are maintained for federal auditors and accountability, supervisors must strictly follow the policies and procedures regarding the Federal Work-Study Program. Failure to do so will result in the program being judged “out of compliance” with federal law and the policies of Johnson C. Smith University.

1. University employees who wish to employ Federal Work-Study students must attend a mandatory Training Session for Federal Work-Study supervisors once a year. At this training session one will complete an application and agreement form to request Federal Work-Study students. The policies and procedures of the Federal Work-Study Program will be emphasized as well as any updates on federal regulations as they apply to Work-Study. Failure to attend a workshop will prohibit the Financial Aid Office from assigning a supervisor work-study students for the entire school year.
2. Students would not be able to work unless approval has been given in writing by the Financial Aid Office. **Students who supervisors allow to work without prior approval will not be paid.** In addition, these supervisors will be held responsible for the compensation of those students for work performed.
3. Each student will be required to complete the following documents before receiving a Federal Work-Study assignment: Work Study Assignment packet, Employment Eligibility Verification (I-9), a W-4 form, and a NC-4 Employee’s Withholding Allowance Certificate. Two forms of id are also requires. This includes a state I.D. card or state driver’s license along with a social security card. If a social security card is not available at the time, a birth certificate may be substituted. Also a student may use a school I.D. card in place of a state I.D. card.
4. Each student must have a Financial Aid Award letter and Federal Work-Study Packet completed in its entirety and on file in the Financial Aid Office before time can be submitted for payment.

5. The Federal Work-Study Assignment sheet lists the number of hours and the amount of money a student has been awarded per semester. **It is the responsibility of the student and supervisor to make a note of this information and maintain it on a weekly basis.**

6. It is the responsibility of the supervisor and the student to keep an accurate account of the daily time sheet. The time sheet must be kept in the supervisor's office until it is to be submitted at the end of the payroll pay period to the Financial Aid Office. **Students should not carry time sheets around with them. They are to stay in the work environment.**

7. **It is important for the student and the supervisor to sign the time sheet.** If the student does not sign the time sheet, the supervisor must still submit the time sheet to the Financial Aid Office. However, the student will need to go to the payroll department to sign his/her time sheet before the payment is released. It is very important that a supervisor payroll cover sheet be submitted with the time sheet. The Financial Aid Office is requesting that you write student ID number (in place of social security number) on any documentation submitted. This helps in the efficiency in producing Work-Study payroll and also allows student's social security number to not be compromised.

8. The Supervisor Payroll Cover Sheet must be attached to the student(s) time sheet(s) or placed inside a sealed envelope with your signature clearly written across the sealed flap. This is to ensure that the envelope and the information enclosed have been received intact. **Envelopes with invalid or no signatures will not be accepted. This also prevents fraud.**

9. Supervisors and students are to keep track of hours on a daily basis. **STUDENTS ARE NOT TO WORK OVER THEIR AWARDED AMOUNT.** If this happens, the student must stop working immediately. In addition the supervisor may not be assigned work-study students the next school year.

10. **PLEASE SUBMIT DOCUMENTATION ON TIME.** Failure to do so causes a delay in processing paperwork so students will be paid on time. This places a hardship on students who need to satisfy their financial matters. **If you know that you cannot meet the set deadlines (which are online) please submit the documents early or pre-authorize a back up**

supervisor, when signing up to participate in the Federal Work-Study Program. This way this person can sign and submit documents in the event that you are unable to.

11. Any supervisor who submits a time sheet late twice during a semester, regardless of the situation, will be terminated as a Work-Study Supervisor for the following semester. **“Late” is defined as 5 (FIVE) or more business days.**
12. At the end of the semester, each supervisor is allowed to complete a Student Employee Evaluation Form. This form will allow the supervisor the opportunity to rate their employee(s).
13. For off campus Work-Study supervisors, a safe, comfortable work environment in a commercial setting must be provided for students. **In-home businesses are not included are not acceptable under any circumstances as far as an alternative work environment for students.**

FUNDS IN THIS PROGRAM ARE FEDERAL MONIES and it is the responsibility of the Financial Aid Office to avoid abuse of any kind. Having your cooperation and support, the Federal Work-Study Program can operate efficiently and effectively.

JOB RELEASE / TERMINATION PROCEDURE

A Job Release Form is necessary when releasing (terminating) a student from his/her assigned position. The procedure of dismissing the student are: (1) verbal warning and (2) and written warning issued to the student, AND the Financial Aid Office. The supervisor must also keep a copy. After a written warning is issued and there are still discrepancies a Job Release Form is the final step in releasing a student. Only legitimate reasons will be taken into consideration for dismissal. (See section on Termination of Employment.)

REMINDERS

The following reminders are important. Please adhere to them so the year will run smoothly:

1. Time sheets remain at the work site. **Do not allow your student workers to carry time sheets around with them.** Failure to comply will result in the supervisor being terminated.
2. Submit ORIGINAL time sheets **not** copies. **Always** make copies for yourself, especially for the end of each semester.
3. The hours on the student's time sheet must be accurate. Check the pc clock weekly and indicate the total number of hours worked per week. Please staple all time sheets together to the Payroll Supervisor Cover Sheet on top.
4. Employees should not work beyond their awarded amount under the Federal Work-Study Program. Maintain a running account of hours worked by your employees and deduct the hours from the hours remaining to be worked.
5. The individual student time sheets must be signed by the supervisor and student certifying that the hours were worked in a satisfactory manner. Also, make sure that the top portion of the time sheet is completed entirely, using id numbers not social security numbers.

Students should not work during hours that they are scheduled for class.

MOST FREQUENTLY ASKED QUESTIONS

1. **When are time sheets due?** Time sheets are due on the 16th of each month, unless stated otherwise.
2. **My student did not sign his/her time sheet. Can I still turn it in?** Yes! Payroll will still process payment but will not release it to the student until the student signs his/her time sheet.
3. **My student did not work at all for a particular pay period, what do I do?** A signed time sheet must be turned in denoting zero hours worked for that pay period. This must also be indicated on the Payroll Supervisor Cover Sheet. Have the student sign the time sheet to avoid discrepancies in the future.
4. **I need to terminate an employee. What procedures do I take?** The procedure for dismissing a student worker includes: (1) a verbal warning, (2) a written warning, and then (3) dismissal. If all attempts are made to properly the student, then a Job Release Form must be submitted to officially terminate the student. Please note that termination of a student will result in cancellation of the student's work study award for the remainder of the current academic school year.
5. **How many hours may a student work per month?** Students can work their total award as needed. For example, if a student was awarded \$2000 for the year, they can work whatever is convenient but cannot exceed the \$2000.

SUPERVISOR RESPONSIBILITY AGREEMENT

1. Supervisors **must** be present (or have the alternative supervisor present) when the student arrives to work. This helps avoid discrepancies in time reported.
2. Supervisors **must** also keep track of the student's hours. It is the responsibility Of the student AND the supervisor.
3. Supervisors **must** turn in a job release form when terminating students. The reason for termination will be evaluated by the Work-Study Coordinator to determine if the excuse is legitimate.
4. Supervisors **must** acknowledge school vacations and holidays but students may work during these times if both parties and the Federal Work-Study Coordinator agree.
5. Supervisors **have the right** to interview students to see if that student is what the department or organization needs.
6. Supervisors **have the right** to be notified within 48 hours of a planned absence, i.e., an exam.
7. A student must contact the supervisor by noon that day if the student will be out because of illness.

I agree to and understand these terms.

Supervisor's Signature _____

Date _____

ASSIGNMENT DOCUMENT WORKSHEET

Your work-study student's assignment is for the entire year and is listed on the first page of the Federal Work-Study packet. The student is expected to report to the supervisor, for the hours agreed upon between the supervisor and student. Students will not be allowed to transfer from assigned work sites until the end of the semester. Students who are having problems regarding their work sites should contact the Federal Work-Study Coordinator. A copy of a valid picture I.D. and social security card must be kept on file in the payroll department before a student can start working.

Valid Identification includes:

- Valid driver's license
- State Issued identification card
- JCSU identification card
- Social Security card
- Birth certificate

***The birth certificate may be substituted for the social security card.**

INDIVIDUAL TIME SHEET

The time sheet must be updated daily. Students must record their time when they report to or leave the jobsite. The time sheet must stay at the work site until the 16th of every pay period, unless otherwise stated. The time sheet must be submitted to the Financial Aid Office by the supervisor. The student may only submit the time sheet and cover sheet in a sealed envelope with the supervisor's signature across the flap. *For convenience, off campus supervisors can fax his/her students' time sheets. The student's time sheet is due on the 16th of the month. If the 16th falls on the weekend, time sheets are due the next Business day. The deadline is strictly adhered to. Failure to comply with this deadline will result in the student getting paid the next pay period.

TOTAL AWARD

The student's work-study award is shown on the top page of the Federal Work-Study Packet. It is also indicated on the student's financial aid award letter. Students will not be paid for hours worked beyond the amount awarded. Students may also work the entire semester. This is instilled so that the student can gain an appropriate amount of experience. Students will be paid above national minimum wage.

FORGERY

Forgery of any kind is not acceptable. It is a violation of the University and Federal policy. Forgery and other fraudulent actions will result in the student being terminated from the Federal Work-Study Program, and will have to go through campus judicial procedures to determine the consequences. In addition, the student will not be awarded work study for the remainder of his/her remainder at JCSU.

WORK-STUDY CLASS / WORK SCHEDULE DOCUMENT

Students are not allowed to work during time that their classes are scheduled. Students will not be paid for that time if discrepancies are identified. If a class is cancelled or dismissed early, the student is not allowed to work. If a student's class schedule is changed from the original schedule, the supervisor must be notified immediately. Students do have the opportunity to work during breaks and weekends.

ABSENCES

A student should make every effort to attempt to report to work. Failure for the student to notify the supervisor of absence may result in termination. If a student knows he/she will not be available to work on a particular day because of an exam or Dr.'s appointment, the supervisor must be notified within 48 hours of a planned absence. If a student does not report to work because of an illness, the supervisor must be notified by 12 noon that day. It is the student's responsibility to plan personal and study schedules in such a manner as to not conflict with regular work-study work hours. Even though studying is permitted on the job at the supervisor's discretion, job duties must be carried out first.

MAKE-UP TIME

During periods of enrollment where time is lost resulting in the University observance of holidays or emergencies arising from illness, death in the family or offices being closed due to inclement weather, students may be permitted to make-up said time provided the total hours worked do not exceed those stipulated in the Work-Study Packet and Agreement.

DRESS

Students have freedom of choice in dress for class. However, the student should come to an agreement with the supervisor on terms of appearance during working hours. It is up to the supervisor to determine what is appropriate for the job.

INJURIES ON THE JOB

All injuries that occur on the job, no matter how minor, are to be reported to the student's supervisor immediately. Students requiring immediate attention for a job related injury should be taken to infirmary.

TELEPHONE USE

Some of the jobs on and off campus will require student employees to answer the telephones. It is important that students use good telephone manners that leave the caller with a good impression of the University. Telephone use by the student should be kept to a minimum.

COMPUTER USE

Some of the jobs on and off campus may require student employees to use a campus computer. Computer/internet/printer use by the student should be monitored and kept to a minimum.

GRIEVANCES

If a student believes treatment during the employment period or a termination is unfair, and the situation cannot be resolved with the immediate supervisor, the student would contact the Work –Study Coordinator Ms. Robinson in the Financial Aid Office. The grievance will be reviewed and a final decision will be made.

JOB TRANSFERS

Students not satisfied with their work environment should try to work the problem out with their supervisor first. If both the student and supervisor are not satisfied with the outcome, the student may attempt to transfer to another position. If the students are not having a problem with their present job, but still wish to transfer (this type of transfer will only be honored at the end of the semester) they should notify the supervisor of their intent to seek a transfer (or re-assignment). Students should give supervisors sufficient notice of their intent to transfer to a secure replacement. The Financial Aid Office cannot guarantee that a suitable position will be available to students at the time they wish to transfer, nor if there will be another student available for the supervisor to replace the transferred student. Frequent transfers are not encouraged and could hinder the student from earning the Federal Work-Study Award.

TERMINATION OF EMPLOYMENT BY THE SUPERVISOR

While student employment on campus and off campus are learning experiences for many, it is still a job and carries all the responsibilities of any job found off campus. The student must maintain the proper attitude and behavior on the job, and perform the required tasks requested. The student who fails to carry out the job responsibilities after sufficient warning by the supervisor will be terminated from the job. Once a student is terminated from a work study job, his/her work study is cancelled for the entire school year. Some major reasons for termination are as follows:

- Failure to report to work
- Failure to report to work at scheduled time
- Poor attitude
- Insubordination
- Failure or inability to perform the tasks required
- Falsification of time sheets
- Repeated tardiness
- Theft or embezzlement
- Destruction of University on or off campus property
- Threats of use of physical force
- Any illegal activities conducted on University property or while representing the University including alcohol or drug use
- Failure to comply with the policies and procedures, as established within the department employed

TERMINATION BY THE FINANCIAL AID OFFICE

The Financial Aid Office will remove a student from a job for the following reasons:

- Award coordination is done in order to avoid over awards when other aid is received or the student earns the award before the end of the semester.
- Student fails to maintain satisfactory academic progress
- Federal Work-Study is not awarded to the student for the next academic school year
- Student graduates

The Financial Aid Office will send a notice of termination to the student's supervisor. The supervisor will notify the student of the termination effective date. The student will also be sent a revised award letter.

WORK-STUDY COMMUNITY SERVICE

Work Study Community Service is working off campus in the community. Most students that work off campus work at after school centers tutoring and mentoring younger students who live in the community.

Work Study Community Service should not be confused with obtaining hours for community service for academic purposes. The two cannot be combined.

We encourage students to work off campus to gain a self positive off campus experience. A student's rate of pay is higher than on campus Work-Study students' pay. This gives a student the incentive to consider working off campus. It also aids the student in gaining valuable work experience out of the University setting.

Federal Work Study is not to be taken lightly. It is a **real job**. The experience and knowledge a student will receive in Federal Work Study Program will prove to be beneficial to the student.

The Financial Aid Office welcomes the opportunity to serve students in their participation in the program. If you have any questions or concerns, please feel free to contact Ms. Tracie Robinson, Work-Study Coordinator @ trobinson@jcsu.edu.

HOW A STUDENT QUALIFIES FOR WORK-STUDY

Students must reapply each year for the FAFSA and Work-Study Program; they **are not** automatically renewable and eligibility one year **does not** necessarily indicate eligibility for the next. Please be advised that both **Work-Study** and SEOG are **incentives** for those students who file their FAFSA paperwork on time. At JCSU, in order to be **considered** for Work Study, you must complete and **mail your 2007-2008 FAFSA** to the processing Center (800) 4- FED-AID which takes 4-6 weeks to process (or complete online). If completing online, both student and parent must have their individual pin number to successfully complete. **The student must also submit** a copy of the parent's signed Federal Taxes and a Verification Worksheet to the Financial Aid Office no later than **March 1 of each year**. These forms can be mailed or faxed to us @ (704) 378-1292. If the student's Financial Aid Form (FAFSA) is **invalid or unable to be calculated**, additional paperwork is needed, in addition to the taxes and a verification worksheet. This too, must also be submitted by March 1 each year. It is important that the student **READ his/her Student Aid Report (SAR)!!!!** It is a summarization of ALL information reported on the student's FAFSA. It will tell the student if his or her SAR is **invalid or if the student is SELECTED FOR VERIFICATION** (a process where the Financial Aid Office is required by law to compare the information from your application and the information you provided on the verification worksheet to the signed copy of your current year's federal tax returns (and your spouse's if you are married or parent's if you are considered a dependant for the federal aid purposes). If there are differences between your application and documents submitted, corrections may need to be made. Your financial aid cannot process, an award letter cannot be produced, nor can aid post to your account until the verification process can be completed). **The student SHOULD NEVER WAIT** for the Financial Aid Office inform him/her that he/she has been selected for verification or that his/her SAR is invalid! *If the student/parent is not sure, ASK!* Failure to read the SAR may cost the student valuable time, thus he/she not receiving Work-Study or SEOG for the year. If the student's FAFSA or paperwork is submitted after the JCSU March 1 deadline, there is a good chance the student will not receive work-study for the school year. **Work Study is awarded based on availability of funds.*