

## Work-Study Agreement

### Section A: To be completed by the Work-Study Student:

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Aid Year: \_\_\_\_\_

Agreement is for:  Fall & Spring  Fall Only  Spring Only  Summer Only Work-Study Award: \$ \_\_\_\_\_

Student's Email to Send Background Check to: \_\_\_\_\_ Student's Phone #: \_\_\_\_\_

Have you participated in the Work-Study Program at NOVA within the last 12 months?  Yes  No

If not, then a complete [work-study employment packet](#) must be submitted with this form to the Campus Work-Study Coordinator.

Rehires who were terminated in HRMS or who did not work during the past month must submit the following documents to be rehired:

- Work-Study Agreement  I-9 Form with original, unexpired documentation  Notification and Release  
 W-4 and State Tax Withholding Forms  Direct Deposit Form and bank documentation  Personnel Information Form

Rehires who were not terminated and who have worked during the past month only need to submit a new work-study agreement.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature indicates acknowledgement and acceptance of all Work-Study Program policies including the policies listed in the addendum.

All policies, procedures, job listings, forms and contact information for Campus Work-Study Coordinators are online at [www.nvcc.edu/workstudy](http://www.nvcc.edu/workstudy).

### Section B: To be completed by the Work-Study Supervisor:

Supervisor's Name: \_\_\_\_\_ Supervisor's NOVA ID#: \_\_\_\_\_

Name of Supervisor's Office: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_

Intercampus Mail Address: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Supervisor's Budget Code (Fund, Department, Campus, and Account Code): \_\_\_\_\_

Earnings above the maximum approved award for each applicable semester will be charged to the supervisor's department.

Will the student need an NVCC LAN account/employee email for IT access beyond submitting time in HRMS?  Yes /  No

If a LAN account is needed the student must complete IT Security Awareness Training. Additional IT access requires a [105-045 Form](#).

Has this student worked in your office before? Yes  No  If not, then [Job-X](#) must be used to complete the hiring process.

5-Digit Job ID from Job-X Position Description: \_\_\_\_\_ (List the Job ID from the original Job-X position description for rehires).

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature indicates acknowledgement and acceptance of all Work-Study Program policies including the policies listed in the addendum.

Average # of Hours per Week: \_\_\_\_\_ = (Total Work-Study Award Amount) ÷ (Number of Weeks Left in the Applicable Semester)

Enter the expected work schedule agreed upon for the semester:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Scheduled Work Hours								

**After Section A and B are completed, the student must return this form to the Campus Work-Study Coordinator.**

### Section C: To be completed by the Campus and College Financial Aid Office (CFAO) Work-Study Coordinators:

Campus Work-Study Coordinator's Name: \_\_\_\_\_ Campus: \_\_\_\_\_

W-S Type:  Federal Work-Study  FWS Community Service  NVCC Work-Study  International Work-Study

Is this a transfer to a new supervisor/department?  Yes /  No If so, please provide all the info for the **new** supervisor on this form.

Campus Work-Study Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hourly Rate: \$15 per hour during the first year of work-study employment \$16 per hour starting in the fall after two full semesters of employment  
 \$17 per hour first year of employment with local non-profit \$18 per hour second year of employment with local non-profit

CFAO Work-Study Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature indicates the CFAO approved the student for work-study, the award posted in SIS, and the budget spreadsheet was updated.

**This form should be processed by Human Resources only if it is received directly from the CFAO Work-Study Coordinator.**

# Work-Study Policies Addendum

## **Before students can start working each semester they must:**

- 1) Complete the work-study agreement and the employment packet/rehire documents (if applicable as noted on the work-study agreement).
- 2) Accept the work-study awards posted on their MyNOVA accounts for the semester(s) they want to work.
- 3) Enroll in at least 6 [eligible credits](#) for the semester they want to work (consortium, non-credit, and dual-enrollment courses do not count).
- 4) Wait until the first day they were approved to work as indicated in the email sent by the CFAO Work-Study Coordinator.
- 5) The supervisor must receive an email from the CFAO Work-Study Coordinator for the applicable semester that indicates the start date, the amount of the work-study award, and the number of hours that the student may work during the semester.
- 6) If the student is being hired by the supervisor for the first time, the supervisor must receive a confirmation email from Human Resources indicating the student's employment was processed by HR. You may email [dataops@nvcc.edu](mailto:dataops@nvcc.edu) if this confirmation is not received within five business days after the CFAO Work-Study Coordinator emails you to confirm that the student was approved by the Financial Aid Office.

## **Students must stop working when any of the following situations occur:**

- Their enrollment drops below 6 eligible credits required for their degree or certificate during the semester they were approved to work.
- They fail to meet the [Satisfactory Academic Progress \(SAP\) requirements](#).
- They are notified by the supervisor or the Financial Aid Office that they must stop working.
- **Students must stop working by the end of the semester they were approved to work or when they have earned their full work-study award for a semester (whichever occurs first).** The only exception is for students who were approved for a Fall & Spring work-study award (as shown on MyNOVA); these students may continue working after the fall semester ends if they registered for at least six eligible credits for the following spring semester and if they continue to meet the SAP requirements after fall grades post. Any unearned portion of a fall semester work-study award can be earned during the spring semester if students remain eligible.
- Students are not allowed to earn more than their fall semester work-study awards during the fall semester. Any unearned portion of a Fall/Spring work-study award **cannot** be earned after the end of the spring semester. A new work-study agreement must be completed **and** approved for the summer term in order for the student to work during the summer. The CFAO Work-Study Coordinator will email the supervisor if a summer work-study agreement is approved.
- If a summer work-study student earns the full "Summer 1" work-study award before the end of June, the student must stop working at that point. Any unearned "Summer 1" work-study award and "Summer 2" work-study award can then be earned in July when students are allowed to resume working and throughout the rest of the summer semester until the last day of the summer work-study program.

## **A supervisor's department budget may be charged if:**

- A student's earnings exceed the student's approved work-study award during the applicable semester. **Please keep track of earnings!**
- The supervisor allows a student to start working before the student is eligible to start working.
- The supervisor allows a student to continue working after the student is no longer eligible. Please see the requirements listed above.
- A student continues working after the student's work-study agreement ends.
- Timesheets are approved after the work-study agreement has ended and it is too late to charge the wages to the work-study program.

## **General Policies:**

- Work-study students are not allowed to work more than 20 hours per week.
- A student cannot have any other paid position at NOVA while participating in the work-study program (including a P-14 position, student-hire position, faculty/staff position, stipend, or a special assignment).
- New supervisors must submit a 105-45 Form to get access to the Manager Self-Service screens in HRMS. Supervisors may email [dataops@nvcc.edu](mailto:dataops@nvcc.edu) in order to get timesheets approved before they have access to HRMS.
- All work must occur on NOVA premises or at official sites designated in writing by the College Financial Aid Office.
- Work hours cannot conflict with class time and students must clock out for personal time, to eat, or to study.
- Students may not work from home or in any other instance where they cannot be supervised.
- All work-study awards are contingent on the student's continued eligibility, funding, and approval by HR and the CFAO.
- Job-X must be used to hire new work-study students and to hire work-study students who are transferring from another department.
- Students should submit their hours in the HRMS system at the end of each day they work to help ensure hours are accurately reported.
- If the supervisor approves the timesheet after the [date due in payroll](#), the student will not be paid until the next pay-date.
- If a student stops working for any reason, the supervisor must immediately report this to the Work-Study Coordinator and the supervisor must terminate the student if he or she will not resume working by the beginning of the next pay period. Supervisors must submit a [105-021 Form](#) to terminate students who had a LAN account or they must email [dataops@nvcc.edu](mailto:dataops@nvcc.edu) to terminate students without a LAN.
- To convert a work-study student to a Student-Hire or P-14 employee, the supervisor must submit the [NVCC form 125-300](#) to the Campus Work-Study Coordinator if the student participated in the work-study program within the past 12 months. HR also requires the EWP to be submitted in NATS and a competitive search to be performed to convert a student to a P-14 on a permanent basis. Please work with your HR Business Partner and Campus Work-Study Coordinator to convert a work-study student to a P-14.  
More information and additional policies are provided in the [Work-Study Handbook](#) and at [www.nvcc.edu/workstudy](http://www.nvcc.edu/workstudy).

If you have questions or concerns regarding the Work-Study Program please contact your [Campus Work-Study Coordinator](#).