



THE DIVISION OF
ENROLLMENT SERVICES

Office of Financial Aid

Work Study Handbook

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About the Federal Work Study Program

Federal Work-Study (FWS) is a program which provides part-time employment opportunities to eligible students to assist with costs of post-secondary education. Hourly wages must not be less than the federal minimum wage. Students fill out a job application and are selected to go on interviews; or, a department can request a student.

Students may be employed by: the institution itself; a federal, state, or local public agency; a private nonprofit organization; or a private for-profit organization. Institutions must use at least 7 percent of their Work-Study allocation to support students working in community service jobs, including: reading tutors for preschool age or elementary school children; mathematics tutors for students enrolled in elementary school through ninth grade; literacy tutors in a family literacy project performing family literacy activities; or emergency preparedness and response. Off-campus positions must first be approved by the Financial Aid Office.

Students must file a Free Application for Federal Student Aid (FAFSA) as part of the application process for FWS assistance. The FAFSA can be completed on the Web at <http://www.fafsa.ed.gov>.

The Federal Work-Study (FWS) Program encourages and provides part-time employment for students to help meet their indirect cost of attending college. Proceeds from this program should be used to help pay for rent, personal expenses, transportation, etc. The program should not be used to pay tuition and other charges. However, students can choose to use federal work study to satisfy outstanding charges.

About Texas Work Study

Texas Work Study (TWS) provides part-time jobs to eligible students with financial need to enable them to attend college. In order to be eligible students must be a resident of the state of Texas, show financial need, register for Selective Service and enroll at least half-time. Students may not be a recipient of any form of athletic scholarship. All TWS students have to complete the same hiring process as FWS.

Eligibility

Students must demonstrate financial need to be eligible for the FWS. They must also meet Satisfactory Academic Progress standards at the end of each academic year and maintain half-time or greater enrollment. Along with a job application, students must complete payroll documents. Wiley College has limited funding for this program; therefore, students should complete all forms as early as possible for each academic year. Priority will be given to those students who are continuing their employment from the previous year and complete their FAFSA form for the new academic year before May 31st.

Work-Study Awards

The total work-study award depends on when the student applied, the level of need and the funding level available at the time the student applied. Work-study awards are need-based and awarded on a first come, first served basis. The standard award amount is \$2000.00 for the full academic year, \$1000 per semester. Students enrolled half-time can be offered work-study in the amount \$1000.00 for the full academic year, \$500 per semester. Work-study awards will be prorated for students that do not attend the full year or change his/her enrollment from full-time to half-time

Because work-study awards are highly competitive financial aid awards, there are not enough funds to award all students that show financial eligibility. In order to accommodate additional requests, a student can request to be placed on a waiting list. However, we cannot guarantee the College will have funds to fulfill all requests.

Hiring Process

Upon completion of a FWS application, the Office of Financial Aid will check the student for full eligibility to work a FWS position. At the beginning of the term or when funds become available, the campus Work-Study Coordinator will contact departmental supervisors and share available students' information, such as program of study, GPA and special skills. It is the supervisor's responsibility to select students based on these characteristics and conduct interviews if necessary. Once the students are selected, the supervisor must return the selection worksheet to the Office of Financial Aid via fax, email or inter-campus mail. Supervisors must not give the form to the student.

Once the selection worksheet is returned and upon completion of all paperwork, a contract will be sent to the supervisor and the student, which will indicate that the student can begin working.

Wiley College's Office of Financial Aid is responsible for regularly monitoring positions and work environment of outside agencies. The visits serve to safeguard the students and the integrity of the program. If possible, quarterly visits should be made; however, annual or semi-annual visits are acceptable.

Orientation

The supervisor should conduct a job orientation with the student to include review of the following:

1. Department expectations, rules and regulations;
2. Schedule hours that must not conflict with course schedule;
3. Any leave requests;
4. What to do if schedule changes;
5. Expected dress attire;
6. Confidentiality expectations; and,
7. Payroll process;

The Office of Financial Aid will conduct an orientation with all departmental supervisors and eligible students to ensure all areas of responsibilities and consequences for noncompliance are understood.

Professional Responsibilities

Separation of Responsibilities

It is important that supervisors and students realize they are jointly responsible for the smooth operation and legal requirements of the work study program. Federal tax-payer funds are used to pay students, therefore the hours worked should be accurately reported, and the work done should be of high quality, consistent with what is expected of any Wiley employee.

With that said, Work-Study students are students first and employees second. They must maintain good grades and be enrolled at least half-time while working. There should be a joint effort in setting goals and expectations for the student, and providing tools for him or her to succeed in the workplace. Many students have their first opportunity for paid work within the Work-Study program. The College is responsible for investing in the future, and these students are responsible for representing Wiley now and for years to come.

It is important that student workers be as responsible as other employees. This means giving ample notice if schoolwork will affect work hours. Students should not expect to be able to study during work hours. If the student has completed all assignments, s/he may ask to study, but the decision is left wholly to the supervisor as to whether to allow this or not.

Supervisor Responsibilities

Supervisor's must file a new job description each academic year with the Work-Study Coordinator, no later than March 31st each year. The Office of Financial Aid expects all supervisors to adhere to the following:

1. Work and behave according to the Wiley College faculty and staff College Handbook.
2. Abide by all Office of Financial Aid requirements.
3. Meet all job requirements and measures of performance.
4. Lead by example by exhibiting trust, honesty and ethical behavior.
5. Communicate effectively and proactively with the student and Office of Financial Aid to prohibit any issues.

Student Rights and Responsibilities

Rights:

1. Information regarding their award amount, rate of pay, average number of hours per week, and general work-study procedures
2. Instructions regarding procedures to be followed if the student cannot report for a scheduled work period
3. A clearly defined work schedule, which accommodates their course schedule and academic requirements
4. Adequate training to perform assigned tasks
5. A safe, clean, and professional working environment
6. Supervision and direction from Wiley College faculty or staff
7. Instructions for recording hours worked, as well as information regarding the College's payroll procedures and payroll calendar

Responsibilities

1. Student employees are not allowed to study nor do homework while they are working.
2. Communicate with supervisors regarding schedule
3. Notify supervisor immediately if unable to attend work
4. Understand the expectations from individual supervisor
5. Notify the Office of Financial Aid in the event of an inappropriate work environment, etc.
6. Maintain professionalism and accuracy in all transactions with the public or campus community

Shared Responsibilities

When interviewing a student, it is recommended that the supervisor and student discuss the current class schedule, to ensure that it will meet the department's needs. It is also important to let students know if specific skills will be required to perform the job. It is the supervisor's responsibility to define a work schedule that fits the student's class schedule, as well as with the department's needs. **Under no circumstance will a student be scheduled to work during class time, as this is against federal regulations.** If class is cancelled, a student is still not allowed to work during that scheduled time.

Payroll Procedures

Federal Work Study records are used to compile the data submitted by schools on the Fiscal Operations Report section of the FISAP. Therefore, Wiley College must maintain the original FWS records and timesheets for as long as it is required to maintain its FISAP data.

The Work Study Coordinator will maintain adequate timesheets and copies of ADP (Automatic Data Processing) Payroll records of hours worked for all FWS students. These timesheets and ADP Payroll records must show, separately for each day worked, the hours a student worked, and the total hours worked during the job's payment cycle (i.e., bi-weekly). These amounts and hours recorded must match the hours for which the student is paid. The Business and Finance Office is responsible for processing ADP payroll and ensuring students receive pay electronically.

It is the student's responsibility to input their time into the ADP payroll Portal during scheduled work times. It is the supervisor's responsibility to track the hours outside of the payroll screens, so s/he can independently validate and account for the hours that a student works within the department. The following process has been developed for validating student work hours:

- The student will sign-in and sign-out on a departmental timesheet and will enter hours into the ADP Portal daily.
- The student will sign and date the departmental timesheet daily. Before approving in ADP, the Supervisor will compare the departmental timesheet with the electronic timesheet before approving the student's timesheet in the ADP Portal.
- Timesheets are almost always due on Friday, so students/supervisors who do not work on Fridays will want to complete this step early.
- The Work Study Coordinator will manually compare the student's class schedule to the departmental timesheet to ensure that the student is not working when it is prohibit.
- Work study student are paid bi-weekly. Timesheets must be approved in the ADP Portal by noon on Mondays to be included in the biweekly payroll.

Departmental timesheets and ADP Payroll records must be certified and approved by the student's supervisor. Students working for Wiley College must have their timesheets certified by either their supervisor or an official at the school. Students working in off-campus jobs must have their timesheets certified by an official at the off-campus site. If a student is working at an off campus site, it is required that the off-campus employer maintain paper timesheets and the original copies should be mailed or hand delivered to the Office of Financial Aid at the first opportunity. All Work Study time should be approved in the ADP system. Students are not permitted to work in Federal Work Study positions during scheduled class times. If class is cancelled, a student is still not allowed to work during that scheduled time.

Payroll Validation Requirements

Supervisors ensure that:

1. the student did not work during scheduled class hours or holidays
2. the hours indicated on the departmental and electronic timesheet reflect the actual hours worked (this may not always reflect their actual scheduled hours)

3. the student did not work more than 6 hours a day
4. the student did not work overtime

After confirming hours worked and signing the printed timesheet, the Supervisor will store for recording keeping and auditing purposes. Failure to submit a timesheet in a timely manner with appropriate approval will result in the student not receiving a paycheck on time.

Pay Rates and Calculation of Hours Worked

Wiley College pay rate for the 2018-2019 is as follows:

Classification	Hourly Pay Rate
Freshman	\$8.00
Sophomore	\$10.00
Junior and Senior	\$12.00

Work study students are only allowed to work 20 hours per week during the semester, while classes are in session unless given permission by the Office of Financial Aid. Only during periods of non-enrollment and between semester breaks are students allowed to work 35 hours per week as identified by the Work-Study Coordinator.

Compensation under the program must be computed on an hourly wage rate basis. Because of the "hour's-pay-for-an-hour's-work" rule, no compensation may be given for holidays not worked, vacation pay, sick leave, lunch breaks, etc. The student **MUST NOT** work over the allotted hours and/or award amount. If the student does not abide, they will no longer be eligible to receive work study.

Termination/Transfer

Students may resign from their federal work study assignments by completing a termination form and submitting it to their supervisor for approval. Work study students will only be allowed to change work study positions once per academic year.

If student employees do not perform their duties satisfactorily and need to be terminated, the supervisors must speak with the Work Study Coordinator to discuss prior to terminating the student.

Reason for Termination include, but are not limited to the following reasons:

- Exceeding FWS/TWS award.
- Withdrawal or termination from school.
- Unsatisfactory academic progress.
- Unsatisfactory job performance.
- Improper use or violation of the College's property and falsification of timesheets will result in immediate termination without grounds for appeal.

The supervisor/Work Study Coordinator will complete a termination form. A copy of the form will be provided to both the supervisor and student. The original form will be placed in the student's file. Students, who are terminated from a position, will be eligible for rehire in another department the following academic year. **Students are only allowed one transfer per academic year.**

Departments and Supervisors will lose the privilege to hire work study students if fail to abide by all work study policies and procedures. If the supervisor allows the student to exceed work hours, thus

the allotted award amount, the excessive pay will be taken from the departmental payroll account.

Additional Information

Summer Work Study

Federal Work Study is only available for the summer if funds are available. Work Study is available for students who are attending at least half-time during the summer until June 30th. In order to continue working after June 30th, students must have a financial aid award for the upcoming fall term and be enrolled at least half-time in both summer and fall.

Prohibition Against Volunteering

No employee, including student workers, may volunteer at their regularly held position according to the Fair Labor Standards Act. When a student has used all his/her work study hours, the only option a supervisor has to keep the student working is to hire him/her as a part-time professional student employee.

Prohibition Against Employee Displacement

No work study student may displace a regular employee. By federal definition, replacement equals displacement. Therefore, a student who takes a regular (wage, salary, faculty, adjunct, or classified) position with the College may not immediately be placed back into a work study position for the same supervisor. A period of separation between jobs of at least one full pay period cycle must be completed before resuming work study.

Concurrent Employment

While a work study student may concurrently be employed for two supervisors at the College, a student will only have one supervisor under the work study program. The student can work for both the work study program and hold another position (i.e. tutor), but the total amount of hours worked each week must not exceed 30 hours and work schedules must not conflict.

Equal Opportunity Employer Disclosure

Wiley College does not discriminate in any employment practice, education program or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The Dean of Students has been designated to handle student inquiries regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regards.

Drug Free Environment

Wiley College requires that a drug-free educational and work environment be maintained. The College prohibits the manufacture, sale, distribution, possession, use or misuse of any controlled substance, illegal drug or alcoholic beverage. The possession, sale or use of mood altering substances in the workplace, or coming to work under the influence of such substances is a violation of safe work practices and College policy and may be subject to disciplinary action, up to and including dismissal.

Work Study Forms

Please print clearly and complete all sections. Incomplete forms will not be processed.

I. Departmental Information

Requesting Supervisor: _____

Supervisor's Title: _____

Email Address: _____ Phone Ext. _____

Department: _____

Division: _____

II. Employment Information

Employment Period:	<input type="radio"/> Fall Term <input type="radio"/> Spring Term <input type="radio"/> Academic Year
# of Students Requesting:	
Please list all required qualifications:	
Positions Available (please list all titles of positions and attach job description to this form):	

III. List of Identified Students

If your department has identified qualified students, please list them below. All students must be work study eligible.

Student's Full Name	Student College ID #
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Supervisor's Signature: _____

Date: _____

Wiley College
Work-Study Application



THE DIVISION OF
ENROLLMENT SERVICES

I. Personal Information

Full Name: _____ ID#: _____

Permanent Address: _____

Email Address: _____ Cell Phone: _____

Major: _____ Classification: _____

II. Employment History

Name and Address of Employer	Job Title and Key responsibilities	Dates of Employment and Reasons for Leaving

Please submit the following items with your work-study packet:

- ✓ Completed work-study application
- ✓ An official copy of the class schedule for each semester. If your schedule changes, it is your responsibility to submit a revised class schedule.
- ✓ A copy of a government issued ID or Driver's License
- ✓ A copy of your social security card

Once you have submitted a completed work-study packet, you and your supervisor will receive an email regarding your start and end date for the period of employment. Students are placed based on departmental requests.

No student will be allowed to begin their work study assignment until all required documents are submitted. If you begin work prior to submitting all required documents, you will NOT be paid for those hours.

Student's Signature: _____

Date: _____



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David Beckley Building
711 Wiley Avenue
Marshall, TX 75670
903-927-3300 – Phone
800-884-6572 – Fax

finaid@wileyc.edu

For Office Use Only

Date Received: _____

Federal ____ Institutional ____ State ____

Received by: _____

Business Office Received by: _____

WORK-STUDY PROGRAM JOB ASSIGNMENT FORM

PLEASE PRINT LEGIBLY

Student Information (To be completed by Financial Aid Officer)

ID#	DOB	Name			
Award Year	Award Period Fa ____ Sp ____ Su ____	Amount Available \$	Dates of Employment	Rate of Pay	Hrs/Week

JOB INFORMATION (To be completed by the supervisor)

Title of Job	Name of Department	Department Account Code
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INSTRUCTIONS FOR SUPERVISOR AND STUDENT

- When a job is offered and accepted, this must be fully completed and signed by both the registered supervisor (or an authorized designee of the registered supervisor) and the student. The hiring department should make and keep a copy of this completed form for your records. This original completed form should then be returned immediately by the student to the Office of Financial Aid, at which time the student will be provided with the start date and any additional information of which the student is required.
- A copy of the job description must be attached to this form and another copy provided to the student.
- After the student begins work in this job, any job changes must first be approved by the Office of Financial Aid which will require a new JAF.

SUPERVISOR'S INFORMATION (NOT APPROVED DESIGNEE)

Supervisor's Name	Supervisor's Title
Supervisor's Phone Number	Supervisor's Email

EMPLOYER AND STUDENT CERTIFICATION

By signing below, the student and supervisor certify that both parties have fully discussed the requirements for employment and agree that the student named above will be employed in the department named above according to the conditions of the work-study program. In addition, the supervisor fully understands that the funds will be deducted from the account code affiliated with their department.

Signature of Supervisor	Date Signed
Signature of Student	Date Signed
Student's Local Address	Student's Phone Number
Student's Email Address	

Wiley College
Work Study Employment Contract

Section A: To be completed by Work Study Student

Full Name: _____ ID#: _____

Email Address: _____ Cell Phone: _____

Student's Signature: _____ Date: _____

Section B: To be completed by Departmental Supervisor

Requesting Supervisor: _____

Supervisor's Title: _____

Email Address: _____ Phone Ext. _____

Department: _____ Location: _____

Please ensure the schedule agreed upon does not allow the student to earn more than awarded and does not conflict with another job assignment and/or class time. Work study students are only allowed to work 20 hours per week during the semester, while classes are in session unless given permission by the Office of Financial Aid.

While a work study student may concurrently be employed for two supervisors at the College, a student will only have one supervisor under the work study program. The student can work for both the work study program and hold another position (i.e. tutor), but the total amount of hours worked each week must not exceed 30 hours and work schedules must not conflict. The semester course schedule and work schedule for the primary campus job must be attached.

	Monday	Tuesday	Wednesday	Thursday	Friday
Scheduled Work Hours					

Supervisor's Signature: _____ Date: _____

Section C: To be completed by the Office of Financial Aid

Work Study Type: ☐ Federal ☐ Community Service ☐ Texas ☐ Institutional

Is this a transfer to a new department or supervisor? ☐ Yes ☐ No (If so, attach transfer form.)

Work Study Coordinator Signature: _____

Date: _____

Wiley College Termination/Transfer Request Form

Please print clearly and complete all sections. Incomplete forms will not be processed.

I. Student Personnel Information

Student's Name: _____	Student ID #: _____
Department: _____	Position: _____
Supervisor's Name: _____	Phone Ext: _____

II. Employment Information

Initiated By: <input type="checkbox"/> Student <input type="checkbox"/> Supervisor	Effective Date:
Type of Request: <input type="checkbox"/> Transfer (Students are only allowed 1 transfer per year) <input type="checkbox"/> Termination	Last Day of Employment:
Reason for transfer/termination: 	
Please list dates of warning if applicable: 	

Supervisor's Signature: _____	Date: _____
Student's Signature: _____	Date: _____

Family Educational Rights and Privacy Act (FERPA) Non-Disclosure Agreement

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records by requiring prior written consent before disclosing personally identifiable information to a third party. It applies to colleges and universities that receive funding from the federal government.

As a Student Professional or Work-Study employee at Wiley College, unless your position specifically requires you, you may not disclose information about students, faculty or staff to anyone. You acknowledge that you fully understand that the intentional disclosures by you of this information to any unauthorized person could subject you to a criminal and civil penalties imposed by law. You further acknowledge that such a willful or unauthorized disclosure also violates Wiley College's policy and could constitute just cause for disciplinary action including termination of employment and/or expulsion, regardless of whether criminal or civil penalties are imposed.

Even a seemingly minor disclosure of information, such as telling another student of someone's class schedule, is a violation and would result in punitive action.

I have read and understand my employee responsibilities as stated under the Family Educational Rights and Privacy Act Non-Disclosure Agreement.

Student's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____