

**North Carolina Agricultural
&
Technical State University**



Federal Work-Study Handbook

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INTRODUCTION

The Federal Work Study (FWS) program is a federally funded part-time employment program used to assist students in meeting their financial obligations to the University and to encourage community service involvement. The Federal Work Study Program is intended to off-set the cost of the student's education. Students are selected by the Office of Student Financial Aid and generally work on campus. Students are awarded and assigned regardless of race, creed, national origin or disability. The Federal Work Study program provides students the opportunity to earn part of their educational expenses and to gain valuable work experience for future reference. To the maximum extent possible, the University will provide Federal Work Study positions that will compliment and reinforce each student's educational program or career goals. The student's work experience should be a positive learning experience. Federal Work Study jobs may be on or off campus. Off campus positions are located at one of the FWS community service sites.

This handbook is designed to give detail information about the program and to explain the policies and procedures that students and supervisors must adhere to while participating in the Federal Work Study program. It also provides necessary information for students and supervisors regarding all aspects of the Federal Work Study Program as well as defining the term and conditions that are binding upon the acceptance of the award for the student and acceptance of a student worker for the supervisor. Compliance with regulations is essential for the continuation of the program. Failure to comply with guidelines could result in termination from the program.

The staff of the Office of Student Financial Aid is committed to providing the student and supervisor with quality services. The Office of Student Financial Aid ensures that the program is in compliance with State, Federal and/or University guidelines.

Questions concerning the Federal Work Study program should be directed to:

Office of Student Financial Aid
Dowdy Building - Suite 100
(336) 334-7973

Information contained in this handbook is subject to change based on federal regulations.

ELIGIBILITY CRITERIA

For a student to qualify for the Federal Work Study program, the student must meet the following criteria:

1. Demonstrated financial need as determined by a processed Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA.
2. Enrolled or accepted for enrollment.
3. Maintained satisfactory academic progress according to financial aid policy.
4. Citizen or permanent resident of the United States.
5. Have a social security number.
6. Not work in a religious oriented facility.
7. Not work in a position involved in profit making.
8. The student's position under the Federal Work Study program must be free from political involvement.

COMMUNITY SERVICE

Students employed under the Federal Work Study program may work in positions classified as community service. The University highly encourages students to participate in community service positions. A community service position is designed to improve the quality of life for community residents, particularly low-income individuals, or to solve problems related to their needs.

Community Service positions may include tutoring, counseling, supporting educational and recreational activities, crime and safety prevention, health care, literacy training, and community improvement.

THE AWARD LETTER

The student's award letter indicates the amount of assistance awarded to the student for a specific academic period. Students should review their award to ensure that Federal Work Study was awarded. The award letter will indicate the amount of funds a student can earn each semester.

JOB DESCRIPTIONS

While student employment on campus is a learning experience for many, it is still a job and carries all the responsibilities of a regular job. Federal regulations require the Office of Student Financial Aid to have a job description on file for each position in which a student is employed. The supervisor is responsible for compiling the job description for each position that requires different duties. The job description provides a written record for both the students and the Office of Student Financial Aid by outlining the expected duties and responsibilities of the position. It also advises the Office of Student Financial Aid of any special skills or qualification a supervisor requires the student to possess. The supervisor is responsible for providing the student with a copy and discussing of the job description. Students will not be assigned until a job description is on file in the Office of Student Financial Aid.

N.C. A&T does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.

REFERRAL/AUTHORIZATION FORM

All students awarded Federal Work Study as part of their financial aid package will be required to have a Federal Work Study Authorization and Referral Form on file. Students who have been awarded Federal Work Study will be assigned a position through the Student Financial Aid Office. Work Study jobs are available in various offices and departments throughout the University. The Office of Student Financial Aid attempts to make assignments based on skills, career interest and/or major. The student must report to the Office of Student Financial Aid to receive the Referral/Authorization Form. The form indicates the department the student is assigned, the supervisor's name, the year of the work assignment and the rate of pay along with the student's earnings limit. All students are asked to verify that the correct social security number is indicated on the Referral/Authorization Form. A student should not begin work until the completed white copy of the Referral/Authorization Form is on file in the Student Financial Aid Office. The supervisor should maintain the green copy and the yellow copy should be given to the student.

Supervisors are responsible for interviewing the student to ensure that the student has the necessary qualifications for the position.

ASSIGNMENT PERIOD

The Referral/Authorization Form indicates the semester(s) the student is assigned to work. The student should not work beyond the dates indicated on the Referral/Authorization Form. Students who receive the form during the Fall semester, should report to their same work assignment for the Spring semester. Students cannot begin work before the first day of classes of each semester. Students assigned to work during the Summer months must obtain a new Referral/Authorization Form.

WAGE RATE AND PAYMENT

There is no maximum wage rate under the Federal Work Study Program; however, the University sets wage rates in accordance with the Fair Labor Standards Act. Wage rates are established by the Financial Aid Committee upon the recommendation of the Director of Student Financial Aid. Students earn at least the federal minimum wage. The wage rate is indicated on the Referral/Authorization Form. Generally, students are paid bi-weekly based on the Payroll Office pay schedule for student employees. Federal Work Study checks are direct deposited or mailed from the Accounting Office at the students' designated billing address in Banner. If a student or supervisor fails to submit or approve time before the payroll submission date, the supervisor must follow the Payroll Office's procedure for submitting a timesheet for late payment. Once submitted, the student will be paid on the following payroll according to the pay schedule.

WORK STUDY EARNINGS

The amount the student is eligible to earn is indicated on the Referral/Authorization Form. It is the supervisor's responsibility to monitor monthly earnings to ensure that the student does not exceed the total earnings limit. Students are eligible to work at least twenty (20) hours per week provided the student does not exceed the earning limit. The Office of Student Financial Aid recommends that a student work no more than ten (10-15) hours per week. If the student exceeds the maximum award for the Fall or Spring semester, the employing department will be responsible for 100% of the student's earning beyond the authorized award. Unused federal work-study earnings cannot be carried from one employment period to the next. Students are not allowed to be employed in more than one work-study position at a time.

TAX FORMS

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Students employed under the Federal Work Study program are required to complete a Federal and State W-4 form. Taxes are not deducted from the student's wages during the Fall and Spring semesters. However, if a student is employed during non-enrollment period such as holidays and the summer, taxes are then deducted. All Federal Work Study earnings are taxable and should be reported on your income tax form. The student's tax information is completed and maintained in the Human Resource Office. Human Resources will sign off on the authorization form indicated the student has completed all required tax documentation.

WORK SCHEDULE AND TRAINING

Work-study positions are an excellent training and provide valuable work experience. Students should treat FWS positions like regular employment. Work-study students may begin work on the first day of classes through final exams once all paperwork has been signed and submitted to the Office of Student Financial Aid. Supervisors should discuss and set the student's work schedule during the interview process to ensure that the work schedule is conducive for all parties. The student's work schedule may vary based on the student's class schedule and the needs of the employer. Students should treat the job as an actual job and should report to work on time. The work schedule should be set each semester. If a situation occurs that prevents the student from reporting to work on time or not reporting at all, the student should contact the supervisor and inform them of your absence or tardiness. It is recommended that the supervisor explain the job responsibilities and the performance expectation during the interview. The supervisor should provide the student with the appropriate level of training and supervision needed to perform the job.

TRAINING IN PROCESS

Daily Sign-In and Sign-Out:

Each student employee is responsible for recording the daily time worked on a Daily Sign-In and Sign-Out sheet. The Daily Sign-In and Sign-Out sheet should be maintained by the supervisor and kept on file for a period of three years.

TIMESHEET

The supervisor must ensure that each student completes a timesheet. The timesheet should reflect the total number of hours worked and match the information that is submitted on the electronic timesheet in Aggie Access Online. Under no circumstances should total hours worked exceed the earnings' limit stipulated on the Referral/Authorization form. The time must be submitted electronically by the student and approved by the supervisor no later than Tuesday of each payroll cycle. Supervisors should maintain a copy of the student's timesheet for their record. **All time on or before the due date as established by the Payroll Office. Federal regulations require the student to be paid for time worked. If time is not submitted or approved the student will not be paid on time and must follow the Payroll Office's procedure for submitting late timesheets.**

Electronic time that is incorrect or late by the supervisor or student employee, will not be processed for payment until the discrepancy is resolved. This will result with the student missing a pay date.

Time should be reported in Aggie Access Online for the actual time worked under the correct pay period.

The screenshot shows a web browser window with the URL https://sbprod-ncat.uncc.edu/pls/NCATPROD/bwpktais_P_Proc. The page title is 'Employee Detailed Information' and the transaction status is 'Approved'. Below the title, there are buttons for 'Previous Menu', 'Return Time', 'Previous', and 'Next'. A link for 'Routing Queue | Account Distribution' is also visible.

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday Mar 04, 2019	Tuesday Mar 05, 2019	Wednesday Mar 06, 2019	Thursday Mar 07, 2019	Friday Mar 08, 2019	Saturday Mar 09, 2019	Sunday Mar 10, 2019	Monday Mar 11, 2019	Tuesday Mar 12, 2019	Wednesday Mar 13, 2019
Regular Student	1		18										2.5	4
Regular Student	2		2										2	
Total Hours:			20										4.5	4
Total Units:				0										

Time In and Out

Earnings	Monday Mar 04, 2019	Tuesday Mar 05, 2019	Wednesday Mar 06, 2019	Thursday Mar 07, 2019	Friday Mar 08, 2019	Saturday Mar 09, 2019	Sunday Mar 10, 2019	Monday Mar 11, 2019	Tuesday Mar 12, 2019	Wednesday Mar 13, 2019	Thursday Mar 14, 2019	Friday Mar 15, 2019	Saturday Mar 16, 2019
Regular Student								12:00PM 02:30PM 04:00PM 06:00PM	02:00PM 06:00PM	12:00PM 02:30PM 04:00PM 06:00PM	02:00PM 06:00PM	01:00PM 04:00PM	

Routing Queue

MAXIMUM ALLOWED HOURS

During periods of enrollment, a student shall not work more than twenty (20) hours per week (not to exceed the earning limit). During periods of non-enrollment, such as full-time summer employment, a student may work up to forty (40) hours per week. If approved for full-time summer employment, the student must obtain a Referral/Authorization Form from the Office of Student Financial Aid. Students are not permitted to work during hours conflicting with scheduled classes or when school is officially closed or breaks, examples are as follows **(Fall break, Thanksgiving, Christmas, Spring break, etc.)**. The Office of Student Financial Aid will not assume responsibility for pay in excess of the award nor hours worked without approval from this office. If a supervisor permits a student to work more than the hours authorized, then it would be the Department’s responsibility to compensate the student for the excess hours worked.

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MAKE-UP TIME

During periods of enrollment where time is lost resulting from various reasons, students may be permitted to make-up time missed provided the total hours worked do not exceed twenty (20) hours per week, the earnings limit and the period of assignment.

TIME MANAGEMENT

It is very important that students know how to use their time wisely during enrollment. Students should know how to manage their time for class, work and other responsibilities. Some students may find it difficult to work and devote time to school. Supervisors should work with students to develop a schedule that will work around the student's classes. Having a well-planned schedule helps the student set priorities and organized their time. Students should look for ways to get their job done efficiently and set goals or a timeline for what needs to be accomplished during the work period.

STUDENT PERFORMANCE EVALUATION

The work experiences a student gain through the Federal Work Study Program is a valuable tool with skill development, personal growth and future career planning. The supervisors are instrumental in a student's professional growth. In order to up-date and more effectively monitor the performance of Federal Work Study student, the supervisors should complete a Student Performance Evaluation for each student employed under his/her supervision. Performance evaluation forms will be sent to supervisor near the end of the academic year. Supervisors should review the evaluation with the student. The supervisor should give the student a copy of the evaluation form and retain a copy. Employment references will be referred to the supervisor since they have knowledge of the student's work performance.

The student must maintain the proper attitude and behavior on the job and perform the required tasks as requested. A good or excellent evaluation does not automatically renew the student's award under the Federal Work Study Program for the next academic year. Students must apply for aid each year. The student will be awarded based upon the filing date of the FAFSA and the packaging policy developed by the Office of Student Financial Aid.

DRESS CODE

Students should always check with the supervisor for the position's proper dress code. Students must be aware of what they wear and know that their appearance reflects the place of employment. The student's appearance should be neat and professional for the office they work in.

EXPIRATION OF ASSIGNMENT

Each student's award letter and job authorization form indicate the award period. When the assignment period expires, the student must discontinue his employment under the Federal Work Study program. If the student earns his/her total amount awarded before the end of the employment contract, the student will no longer be eligible for payment from Federal Work Study funds. Once the student has earned the maximum award, the student must be stop working. An evaluation form should be completed upon the student's separation from the assigned area.

TERMINATION

Should it become necessary to recommend that a student be terminated or reassigned prior to the end of the work period due to failure to perform the job responsibilities within the means of the job description, poor work performance, excessive absenteeism or other reasons, an Employment Release form must be completed along with a Student Performance Evaluation form. In most cases, it is expected that the supervisor will provide in writing to the student the reason(s) for termination and the date of termination. It is not mandated that the supervisor first warn the student. The supervisor should forward a copy of the termination letter or Employment Release form to the Office of Student Financial Aid. These forms should be completed and submitted as soon as it becomes apparent that the student is not conforming to the expectations of the position. A student that fails to work the first two pay periods in any semester the supervisor should dismissed the student from the program. The student's award notification will be revised, canceling the Federal Work Study award. A revised award letter will be available on Aggie Access of the student to review.

List of valid reasons for termination are:

1. Failure to report to work
2. Failure to report for work at the scheduled times
3. Unacceptable Behavior
4. Insubordination
5. Failure or inability to perform the tasks required
6. Falsification of timesheets
7. Theft or embezzlement
8. Destruction of University property
9. Threats or use of physical force
10. Any illegal activities conducted on University property, including alcohol or drug use
11. Failure to comply with the policies and procedures as established within the Department employed
12. Additional aid is received on behalf of the student and the student is over-awarded

If a student worker terminates his/her employment, the supervisor should report such action to the Office of Student Financial Aid. If a student employee is available, the Office of Student Financial Aid will attempt to fill the vacant position.

The Office of Student Financial Aid reserves the right to terminate a student from the Federal Work Study Program. This is not a common practice; however, certain guidelines or requirements may warrant termination.

TRANSFER

The Office of Student Financial Aid works in cooperation with the student and supervisor to ensure that everyone is satisfied with the assignment. Students not satisfied with their job assignment, should contact the Office of Student Financial Aid requesting a transfer. All transfers must be approved by the Federal Work Study Coordinator in conjunction with the supervisor. Students requesting a transfer should notify the supervisor of their intent to seek a transfer. Students should give the supervisor enough notice of their intent. This will allow the supervisor or Office of Student Financial Aid the opportunity to seek a suitable replacement (if available) for the vacant position. The supervisor must complete and submit to the Office of Student Financial Aid an Employment Release form before the student is reassigned. The Office of Student Financial Aid cannot guarantee that a suitable position will be available for the students requesting to be transferred. Students must check with Federal Work-Study Coordinator to see what positions are available. Frequent transfers are not encouraged and could hinder the student from earning the Federal Work Study award and could result in termination from the program.

Students Employed Under the Federal Work Study Program:

- a. Do Not earn Sick Leave
- b. Do Not earn Vacation Leave
- c. Do Not receive Holiday Pay
- d. Do Not Receive Overtime
- e. Are Compensated for Hours Worked only Not to Exceed Earnings Limit

GRIEVANCE PROCEDURE

The Office of Student Financial Aid encourages the student and the supervisor to discuss any work-related problems in a timely manner. A supervisor should make all attempts to resolve any grievance with the student. If a supervisor and student cannot agree upon a mutually satisfactory solution and the student believes that treatment during the employment period or termination is unfair, the student should contact the Federal Work-Study Coordinator. The student and the supervisor may be requested to report to the Office of Student Financial Aid for a conference with the Director or Associate Director. All efforts will be made to resolve the grievance in a manner conducive to all parties. If the matter cannot satisfactorily be resolved between the student and the supervisor, the student's assignment will be terminated. According to the situation, the student may or may not be reassigned.

If the supervisor or student is not satisfied with the financial aid personnel suggestions or recommendations for the resolution of the grievance, an appeal may be made with the Financial Aid Committee. However, all efforts will be taken to resolve the matter before it gets to this point. The Financial Aid Secretary will act as a recorder at the grievance meeting. The supervisor and student are sent a written letter within five (5) working days of the committee's decision.

INJURIES ON THE JOB

All injuries that occur on the job must be reported to the student's supervisor immediately. The supervisor should report the injury to the Office of Student Financial Aid. Students requiring immediate medical attention for a job-related injury should be taken to Sebastian Health Center. The supervisor should make the decision if it is a life-threatening situation. Campus security should be contacted immediately, and a report should be filed.

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TELEPHONE USE

Some of the jobs on campus will require student employees to answer the telephones. It is important that students use proper telephone etiquette in answering all calls that will leave the caller with a good impression of the University. Personal telephone calls should be minimal and cleared through the supervisor.

CONFIDENTIALITY

Student employees may have access to confidential records such as grades, tax returns, test scores and other information. Students must treat information seen with all the respect and privacy as an employee. All students must sign a Confidential Statement with the Office of Student Financial Aid and their perspective department before beginning work.

STUDENTS' RIGHTS

Students employed under the Federal Work Study program have the right to:

- a. Information regarding the award amount, rate of pay, average number of hours per week and general federal work study policies.
- b. A job description explaining the duties and responsibilities of the position.
- c. A clearly defined work schedule with no hours scheduled during class time.
- d. Adequate training to perform the assigned tasks.
- e. A safe and sanitary work environment.
- f. Regular supervision and a review of work performed.
- g. A clear explanation of the procedures for recording hours worked on timesheet.
- h. A schedule of the date's timesheets is due and pay dates.
- i. Instructions regarding procedures relative to when a student employee cannot report to work.
- j. Procedure for stating concerns relating to the assigned duties.

STUDENTS' RESPONSIBILITIES

1. To become familiar with information provided regarding the terms of the Federal Work Study award and general employee policies and procedures.
2. To accurately record hours worked and ensure that electronic times are submitted on or before the designated due date.
3. The student employee is expected to arrange the work schedule so that it does not conflict with classes. If a student is participating in extra-curricular activities, the practice hours cannot be counted as work study hours and are not to be recorded on the student's timesheet.

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4. Student employees are expected to be courteous to all members of the University community and to all visitors. Students should assume a reasonable degree of interest in the job and perform tasks in accordance with the supervisor's expectations. To avoid mistakes, questions or problems, you should seek clarification from the supervisor.
5. If a problem arises between a supervisor and student worker that cannot be resolved, the student should contact the Federal Work-Study Coordinator.
6. The principle of "an hour's pay for an hour's work" applies to student employees.
7. Time for coffee breaks, vacation, holidays, sick days and meals are not to be included on the student's timesheet. Students may not "fill in" at work for another student.
8. To become familiar with information provided regarding the Federal Work Study program.
9. To understand the specific job responsibilities as well as the supervisor's expectations and standards.
10. To arrange a mutually agreeable work schedule with the supervisor and work the hours assigned.
11. To notify the supervisor immediately if a scheduled work period must be missed.
12. To perform assigned tasks in an efficient, satisfactory and timely manner.
13. To perform duties consistently and in a professional manner.
14. To sign in and out daily.
15. To submit bi-weekly time electronically for approval to the Office of Student Financial Aid.
16. To report to work on time.
17. Any other duties assigned by the supervisor(s).

SUPERVISORS' RESPONSIBILITIES

For most students, the Federal Work Study program is the first opportunity in seeking and obtaining employment. For this reason, it is important that you provide your student employee with adequate orientation, on the job training, guidance, motivation, open communication and feedback.

1. Ensure that no student employee is working without a Referral/Authorization Form and currently enrolled.
2. Provide the student employee with valuable training and experience that will complement and reinforce the student's educational program and/or career goals.
3. Provide the student a copy of the job description. It is essential that the supervisor clearly explains the job duties and performances expected of each student employee and provide sufficient opportunity for questions and clarification.
4. Discuss discussing any problems with the student employee immediately and help where needed.

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5. Monitor the total hours worked each week by the student employee to ensure that the maximum earning or the maximum hours per week have not been exceeded. A supervisor's approval on the electronic timesheet indicates that the supervisor has verified that the student has not worked in excess of the required hours and the student has not worked during class time. It is recommended that each supervisor establish a policy for recording time worked daily.
6. Ensure that the student's time approved electronically on or before the deadline. The supervisor should ascertain that all time is submitted by the student(s) and approved by the supervisor. Off-Campus students' supervisors are required to submit a signed paper timesheet and the student submit their time electronically via Aggie Access.
7. Ensure that the student is trained for the position employed.
8. Ensure that the student is working in a safe environment. If a student employee is injured while performing his work assignment, the supervisor should report the injury to the Federal Work-Study Coordinator.
9. Discuss any problem with the student and provide help where needed to improve the work performance.
10. Conduct an evaluation for each student assigned under his/her supervision.
11. Notify the Federal Work-Study Coordinator if a student employee is terminated or has not reported to work.
12. Approve time via Aggie Access by set due dates established by the Payroll Office
13. Follow the policy and procedure for submitting late time for pay
14. Have at least 1 proxy to approve time if you are out of the office when payroll submission is due.
15. Review all work-study students time for accuracy and approve time no later than the end of day on Tuesday of a pay period.
16. Submit Job Description(s) to the Office of Student Financial Aid.