

# Wilberforce University



## FEDERAL WORK STUDY SUPERVISOR HANDBOOK

Office of Student Financial Services  
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Revised 7/27/2011

## An Overview of the Student Employment Program

The Office of Student Financial Services (SFS) is responsible for providing financial assistance to students in the form of state and federal Grants, Loans, Scholarship and Institutional financial aid. Also a function of this Department is directing the Federal Work Study Program of which you have agreed to be a part of. In addition to determining a student's eligibility for Federal Work Study, SFS places, tracks and authorizes the Wilberforce students employed under the Federal Work Study Program. This Program has become a vital part of the University's composition. The bringing together of this dynamic student workforce and University departments is of great benefit to the WU community at large. We are proud to have a program that provides our students with the opportunity to earn financial aid while they invest their skills in the university and gain practical work experience; we are glad that you are a part of making this happen.

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## Funding for Student Employment

**Federal Work-Study** – Federal Work-Study is a federally funded program established to encourage colleges and universities to provide on-campus job opportunities and off-campus, community service job opportunities to their students. The funds are made available by the U.S. Department of Education and are awarded to students who demonstrate a financial need.

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## FEDERAL WORK STUDY STUDENT EMPLOYMENT PROCEDURES

### I. Pre-Assignment

- Departments submit the student employment request form which indicates the number of students needed with detailed descriptions of scope of work in their departments.
- Students meet with the Office of Student Financial Services on specified date provided to obtain the student FWS handbook and pre-employment packet.
- Students are counseled on rules and regulations within the student handbook. In addition, students will be provided with the Referral or Employment Change Form along with the pay calendar for the current semester.
- Employment Referral or Employment Change Form must be completed by the hiring supervisor and in the case of the Change Form, the previous supervisor then returned to the Office of Student Financial Services. Supervisors should maintain a copy of the form required.
- FWS authorizations coded in Banner to initiate Payroll distributions.

## II. Submission of Time

- Supervisors submit time through the ADP EZLabor Computer system by 10:00am on the due date listed.
- Any time received after the due date will be held until the next payroll-processing period.

**\*\*\* Please note that FWS hours not worked personally and physically by the student is not payable. FWS must be earned; it is not a entitlement.**

## Job Posting

Supervisors seeking to fill a position must first ensure that they have made a request for student employees with the Office of Student Financial Services. The request is to be sent via campus mail (see *Student Employee Request Form* at the end of this manual) or e-mail, and must contain the following information:

- Department name
- Department location (building and room number)
- Student's immediate supervisor for the position
- Contact telephone number
- Number of positions available
- Job description (please detail duties and responsibilities)
- Purpose/role of the position within the department/organization
- Any specifics you require (i.e. class status, GPA, available hours)
- Recommended Pay rate: (\$7.50-10 per hour and must commensurate w/job duties)

Once the Student Employment Point of Contact (POC) receives the employee request, students meeting the qualifications for the position will be given the appropriate employment paperwork and will be referred to your area for your approval. ***If you decide to hire a student, please follow the procedures under the heading Employment Paperwork*** to ensure your student's paperwork is complete and correct. It is essential that these forms be turned in to the Office of Student Financial Services and verified for accuracy ***before*** you allow your student employee to begin working. ***Once all paperwork has been processed by SFS and the Payroll Office, supervisors and students will receive an email indicating that your employee has been authorized to begin work.*** Additionally, please be sure to notify the Student Financial Services Office when your available positions have been filled so the Coordinator can discontinue sending students to your area.

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## Pre-Employment Documents and Authorizations

Supervisors are responsible for attending the Annual FWS Job Fair and for making sure that the required pre-employment paperwork is completed and submitted to the Student Financial Services Office.

- **Annual FWS Job Fair.** Each year, prospective FWS supervisors and (student) employees are strongly encouraged to attend the Annual FWS Job Fair where departments advertise openings, receive applications and interview to fill openings. The Fair is usually scheduled to take place during the month of August. In addition to advertising and filling open FWS positions, supervisors also receive training.
- **Employee Handbook.** All Federal Work Study students are issued a Student Employee Handbook which students must read, sign and return an attestation statement to the Office of Student Financial Services.
- **Employee Packet.** All Federal Work Study employees must also complete a packet containing the following information: Employment Authorization form (or Change of Employer Form) and I-9, prior to employment. Detailed instructions for completing the packet are given to FWS students upon receipt. It is the student's responsibility to complete his/her portions completely and accurately. As a work site Supervisor, however, it is your responsibility to double check the pre-employment authorization form before you have the student turn it in to the Office of Student Financial Services.
- **Job Description.** All Federal Work Study employees must receive a job description. The job description will indicate to the student the title, job duties, number of hours per week, number of students needed to fulfill department needs, and the length of employment. The job description sheet **must** be signed by each student where copies will remain within the department where the student is employed and with Student Financial Services.

**Please Note:** All pre-employment documents and authorizations must be completed and submitted to the financial aid office prior to a student starting employment in your office. Once all paperwork has been processed you will be notified by email.

- **Supervisors will be required to complete one of the two forms:**
  - (1) Federal Work Study Authorization Form: used for new FWS students and initial referral to a University department. This Form is to be completed for new FWS assignments when the student enters or returns to the University.
  - (2) Student Employment Change Form (when applicable): used to process/authorize change from one work site/supervisor to another. This form is to be completed for FWS students who wish to change employers and **MUST** be signed by both previous and newly assigned supervisors.

The appropriate above form must be signed by the hiring supervisor and where applicable, the previous supervisor then returned to the Office of Student Financial Services in a timely manner in order for student to begin employment. See the "Forms" section of your handbook for samples of both forms to insure accurate completion.

**IMPORTANT:** *FWS authorization forms are used to initiate payroll processing for Federal Work Study students employed in your department; therefore they **must** be submitted to SFS promptly in order for students to be included in your ADP EZ Labor Group. **Incomplete paperwork may hold up students' payroll.***

### **Payroll Information**

***All University employees are afforded access to ADP EZ Labor using a password, which must also be used in order to initiate payroll for assigned student employees.*** All supervisors and students are provided a calendar of pay days and dates when time is due. All Federal Work Study supervisors will be provided with an ADP EZ Labor pass code to approve and submit hours worked by students authorized in your department. FWS supervisors may receive their pass code from the University's payroll office following supervisor training. Time is due by 10:00 a.m. on the published date.

**It is the responsibility of the supervisor to:**

1. Ensure the accurate and timely reporting of hours worked. Time is to be submitted every other week.
2. Ensure that the supervisor has approved hours worked.
3. Print a copy of each student employee's hours worked. A record of each student's time may be printed from ADP EZ Labor Reports and maintained in your files.
4. Report any discrepancies in a student's paycheck to the Payroll Office immediately.
5. Submit time by the due date.
6. Review hours submitted and insure that you are not submitting hours for students working during class time.
7. Ensure students have not exceeded the maximum allowable hours (40) for each pay period.

**Please read the following guidelines in detail to ensure compliance:**

- Students are to clock in and out daily using their assigned pass codes.
- While waiting for your assigned FWS employees to be entered into your particular ADP EZ Labor work group, please maintain daily hours in writing so that you may enter them at a later date.
- Keep in mind that students ***may not*** work more than six hours without a break. If your student is working more than six hours, a break of at least 30 minutes ***must be given*** to the student.

- Please **do not** give your ADP EZ Labor pass code to students. This constitutes a breach in security and confidentiality. If such a breach should take place, please contact the Office of Student Financial Services immediately. This measure is being taken to protect the integrity of student employees' information along with all time and effort submitted.
- In the instance of your unexpected absence on the day time approvals are due, please coordinate submission of your student employee's time with the payroll point of contact.

**\*\*\* Time not submitted by the due date can be turned in the following pay period. Any time not submitted the following pay period may not be accepted.**

**HOURS OF WORK**

Students on Federal Work-Study are strongly encouraged to monitor their hours and not work over the awarded amount. For payroll purposes, the standard workweek is seven days; 12:01 a.m. Sunday through the following Saturday. *An employee must take a lunch period if he/she works more than six consecutive hours.* A student employee cannot work for seven days straight.

**OVERTIME**

*Overtime payment is not paid or permitted for Federal Work Study employment.* A student **may not** work more than 20 hours per week. During periods of non-enrollment (i.e. summer break), student employees may work up to 40 hours per week.

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**HAVING MORE THAN ONE JOB**

Federal Work Study Student employees can only work for one department at a time. Students have the option to change jobs one time within a full semester. Any changes must be submitted ***no later than pay period 3.*** *No changes will be accepted after the established.* If the student quits or is terminated from a second work study assignment, the student will become ineligible for Work Study until the following semester. Any balances incurred as a result of non-participation of FWS is the responsibility of the student

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**WAGES**

The base rate of pay for work-study students is currently \$7.50 per hour and may vary depending on the position code, which is based on local job market rates. The maximum allowable amount earned by a FWS student per hour is \$10. The rate of pay for all FWS positions are determined by the Office of Student Financial Services.

In order to determine the rate of pay for your department, a Position Request form must be completed and submitted to the Office of Student Financial Services by the last official class day of the Spring term. Please carefully consider the scope of work in your department for the year prior to submitting requests in order to maintain consistency throughout the school year. Position Requests are accepted one time each year; and therefore may not be considered mid-year.

**FWS ALLOCATION:**

Federal Work Study Students are awarded an annual award amount for the Fall and Spring Semesters. Students are provided this information at the time they are awarded financial aid. The number of hours worked per semester is determined by the total allocation/award amount divided by the wage per hour. Students and supervisors must monitor the hours worked to ensure that students do not exceed their Federal Work Study Allocation.

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**Monitoring Federal Work-Study Earnings**

Students working under the Federal Work-Study program are allotted a certain amount of dollars per academic year. Supervisors of students being paid through the Federal Work-Study program will be given the amount of the Work-Study allotment and the amount of hours the student may work per semester. All FWS students have been provided with a calendar that is to be used to track the hours worked per pay period and the total hours worked per semester. Supervisors will be provided with a mid-term report indicating the hours worked and remaining for student employees. It is the supervisor's and the student's responsibility to ensure that the student does not exceed his/her Work-Study award limit. The Student Employment Coordinator will attempt to notify students and supervisors when a student's eligibility for Work-Study is nearly depleted. When students reach their maximum Work-Study allocation, the supervisor will be notified for the student to stop working. It is the responsibility of the supervisor to ensure that the student stops working **immediately**. The student will receive a similar communication.

**\*\*\* Please note that FWS hours not worked personally and physically by the student are not payable. FWS must be earned; it is not a entitlement.**

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**WORK-RELATED PROBLEMS AND GRIEVANCE PROCEDURES**

The Office of Student Financial Services urges student employees and university employers (supervisors) to discuss any work-related problems as soon as possible in an effort to resolve the difficulty. Usually these conflicts can be resolved by taking the following actions:

- If you have a conflict with a student employee, make an attempt to discuss and settle the problem with the student directly.
- It may be a good idea to document all discussions, terms of agreement and outcomes.
- If you are dissatisfied with the student's response, you may want to contact the Student Employment Point of Contact. Be prepared to present all the information pertaining to the matter.

- The Coordinator of Student Employment will meet with all of the individuals involved and attempt to mediate the problem. Written records reflecting these proceedings will be maintained by Student Financial Services.
- Should a problem arise which cannot be resolved with the student and an amicable resolution is not reached, the student should be referred to the Student Financial Services Employment Point of Contact. Depending on the nature of the problem, the Office of Student Financial Services may refer student to another position on campus. **(Please note that the policy on changing employment is still enforced).**

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**Involuntary Separation Without Notice**

FWS supervisors have the right to terminate student employees without notice for violations of workplace policies and procedures. Some examples of violations include, but are not limited to:

- Time clock falsification
- Repeated unexcused absences or tardiness
- Use of drugs or alcohol during or immediately prior to the work shift
- Unacceptable behavior including, but not limited to, vulgar, discriminatory or offensive language and/or comments and unwarranted body gestures.
- Theft

If a student is terminated from your department, please contact the Office of Student Financial Services as soon as possible via campus mail or e-mail with the Termination Form (See Forms)

**Dress Code**

A FWS supervisor may require a specific dress code for their student employees. Students are informed that anyone who comes in direct contact with the public should dress according to the policy of the employer (i.e. business casual, casual.) Halter tops, shorts, sandals and any other clothing that is revealing are not appropriate work attire. Please disclose your department's dress code upon hiring student employees.

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**Attendance Policy**

Please inform students of any attendance policies that you expect them to adhere to while in your department (i.e. acceptable number of absences, acceptable number of tardies). Please provide students with a telephone number or e-mail address to report to if they are unable to make it to work due to an illness or emergency situation. Student employees will not be paid for hours not worked.

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**Nepotism**

University policy does not permit employment of an individual in an area where one employee has direct control over a family member’s supervision, salary or promotion. Such activity is considered to be nepotism. This policy applies to student employees as well as permanent University employees. The term family member is defined by the following relationships:

- By blood: parent, child, adopted child, grandparent, grandchild, brother, sister, half brother, half sister, uncle, aunt, nephew, niece, first cousin
- By marriage: husband, wife, step parent, step child, step brother, step sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece

**Conflict of Interest**

No student is permitted to work in a department where a conflict of interest may be present. A conflict of interest exists if financial interests or other opportunities for tangible personal benefit are present.

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**Academic Progress**

The primary focus for students is to obtain a college education. Therefore, a student must maintain satisfactory academic progress standards in order to hold a student employment position. If a student falls below the minimum standards he/she will be allowed to continue working on a probationary basis with the stipulation that their term GPA for subsequent terms must be at least 2.0. If during the probationary period a student fails to maintain a 2.0 term GPA and/or becomes ineligible for federal financial aid, he/she will be prohibited from working until his/her cumulative GPA is at least 2.0.

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**SEXUAL HARRASSMENT**

Sexual harassment is unacceptable conduct and will not be tolerated on campus. Any incident of sexual harassment should be reported to the Director of Student Financial Services and /or Director of Human Resources. Disciplinary actions will be exercised for sexual harassment.

**Wilberforce University is an Equal Opportunity Employer**

***NEW: ANNUAL STUDENT EMPLOYEE OF THE YEAR AWARD***

The Student Financial Services Office seeks nominations in February for the university *Student Employee of the Year* award. The award is based on the student's reliability, quality of work, initiative, professionalism, and uniqueness of contribution. A committee of faculty, staff and students will select the yearly winner from among nominees.

Students must meet the following criteria:

- ◆ Undergraduate students employed through Federal Work-Study
- ◆ Students employed for a minimum of 6 months part-time during the nominating year.
- ◆ Must maintain a minimum GPA of 2.0

**Student Employee of the Year** will be recognized during official student forums and acknowledged through Wilberforce University Website.

# Wilberforce University

## Federal Work Study Program

### Supervisor Forms



# Student Employment Position Request Form

Wilberforce University P.O. BOX 1001, N. Bickett Road

Wilberforce, Ohio 45384-1001 Tel: 1-937-708-5727

Department \_\_\_\_\_ Date \_\_\_\_\_

Immediate Supervisor' Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Student Job Title \_\_\_\_\_ Length of Employment \_\_\_\_\_

Work Location \_\_\_\_\_ Number of positions requested \_\_\_\_\_

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**Please describe learning objectives:**

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**Please describe major responsibilities:**

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**Please list any computer skills required to perform the duties of this position:**

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**Please list any research/laboratory skills and knowledge/ coursework required to perform the duties of this position:**

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**Please list communication/teaching skills and knowledge required to perform the duties of this position:**

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**Please list any physical requirements needed to perform the duties of this position:**

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**Please list any certifications required to perform the duties of this position (i.e., CPR):**

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**Please list any special working conditions required to perform the duties of this position e.g. travel, late hours, outdoors work, etc.:**

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**Please list any supervisory responsibilities of others that this student employment position requires:**

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**Please check educational level required to perform the duties of this position:**

Freshman  Sophomore  Junior  Senior  Grad. Student

**Please check the level of responsibility of this position:**

Routine duties  Some independent action  Frequent independent action

Routinely works independently and makes independent judgment

Works independently, may include expectations of high levels of confidentiality

**Please explain the level of responsibility:**

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**Please check the level of supervision provided to the student employee:**

Close and direct supervision  Moderate supervision of assigned tasks

Minimal supervision of assigned tasks  Guidance provided by supervisor

Consultation with supervisor

**Please explain the level of supervision provided:**

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**Summarize other details of the position that have not been addressed above:**

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**Would you consider this position as a Co-op? Explain.**

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*For Office Use Only:* Classification \_\_\_\_\_ Rate of Pay \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only:**

1. **Position Code:** \_\_\_\_\_
2. **Classification:** \_\_\_\_\_
3. **Pay Rate:** \_\_\_\_\_
4. **Aligned w/Market Rate(s):** \_\_\_Y \_\_\_N (Check) If "No", provide rate and rationale for difference \_\_\_\_\_  
\_\_\_\_\_
- Office of Student Financial Services Staff Signature** \_\_\_\_\_
5. **Classification Codes entered in Banner?** \_\_\_Y \_\_\_N      **Date Entered** \_\_\_\_\_  
**Payroll Staff Signature** \_\_\_\_\_



## Oath of Privacy Agreement

Wilberforce University P.O. Box 1001, 1055 N. Bickett Road

Wilberforce, Ohio 45384-1001 Tel: 1-937-708-5727

Federal Work Study Student Employee \_\_\_\_\_ Date \_\_\_\_\_

Immediate Supervisor' Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Student Job Title \_\_\_\_\_ Work Location \_\_\_\_\_

As a student worker in the Department of \_\_\_\_\_, I may obtain knowledge of other students' private information in the form of (letters, mail, conversation, etc.). I agree not to discuss information I have obtained about a student to any other person. I understand that should I divulge, in any manner, any of the student information to which I am privy as part of my work study assignment, I will be dismissed from the assignment immediately and further disciplinary action may be taken.

Student Signature: \_\_\_\_\_

Witnessed by: \_\_\_\_\_



## Employee Warning Notice

Wilberforce University P.O. Box 1001, 1055 N. Bickett Road

Wilberforce, Ohio 45384-1001 Tel: 1-937-708-5727

**Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Student Job Title:** \_\_\_\_\_

**Immediate Supervisor's Name:** \_\_\_\_\_

**Type of Warning:**

First     Second     Final

**Type of Offense:**

Tardiness/Leaving Early     Absenteeism     Disrespect to Supervisor

Failure to Perform Assigned Task(s)     Other: \_\_\_\_\_

**Description of Infraction:**

\_\_\_\_\_  
\_\_\_\_\_

**Consequences of Further Infraction:**

\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement of Receipt of Warning**

*By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.*

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**Office of Student Financial Services**  
 Wilberforce University  
 1055 N. Bickett Rd, P.O. Box 1001  
 Wilberforce, OH 45384-1001



## Federal Work Study Program Notice of Termination

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

This is formal notification that employment for the above named student has been terminated effective \_\_\_\_\_. Per the Student's and Supervisor's Handbook, termination of employment is determined and at the discretion of each individual supervisor. The student has the option, at this time, to be reassigned to another department if this is not your second Federal Work Study Assignment and the reason for termination is not an offense to University or Federal Work Study policies and guidelines.

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Contact No: \_\_\_\_\_

Reason for Termination: (Please attach any additional pages or documentation if needed)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

I have been counseled and understand the grounds in which I was terminated from my Work Study Assignment. I further understand that if my termination was in violation of any University and/or FWS policies that I may become ineligible to participate in the FWS Program due to my negligence.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 FWS Administrator

\_\_\_\_\_  
 Date



**WILBERFORCE UNIVERSITY**  
**2009-2010**  
**FEDERAL WORK STUDY PROGRAM**  
**AUTHORIZATION FORM**

It is the student's responsibility to return this form to the Financial Aid Office immediately.  
**Student's can not begin work until this form is received and processed by Student Financial Services.**

<b>Student Section (must be completed)</b>	
Last Name: _____	First Name: _____
WU ID Number: _____	SSN (last 4 digits only): _____
E-mail Address: _____	Date of Birth: _____
Federal Work-Study Awarded For Academic Year 2011-2012: \$ _____	Cell Phone: _____

The above named student is authorized for employment through the Federal Work Study program. The directions below will assist you in completing this form and facilitate the work study hiring/payroll process.

- Determine if your needs and the students interest, experience and objectives are compatible.

**Sample Do Not Copy**

- Determine the scheduled work days and hours.
- Establish a day and time for the student to report to work.
- Sign and date the referral acceptance form.

**The student will be working for this office/department.**

I agree to hire the above named student for employment in the Federal Work Study Program. I will supervise the work performed and I will be responsible for approving the Work-Study employee time record in EZLabor. I will also be responsible for maintaining a record of student earnings and may not pay students beyond their earnings limit, which may be changed from the amount above by the Financial Aid Office. I understand that participation in the program is contingent upon satisfactory compliance with the policies and procedures outlined in the Supervisors FWS Handbook.

Is this student a rehire? Yes \_\_\_\_\_ No, New Hire \_\_\_\_\_

*For Office of Student Financial Services and Payroll Use Only:*

6. Position Code: \_\_\_\_\_ Classification: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Rehire: \_\_\_\_\_

7. Authorization entered in Banner: \_\_\_ Y \_\_\_ N SFS initials: \_\_\_\_\_ SFS Date: \_\_\_\_\_

3. User ID: \_\_\_\_\_ PW: \_\_\_\_\_ Payroll initials: \_\_\_\_\_ Payroll Date: \_\_\_\_\_

Office of Student Financial Services  
WILBERFORCE UNIVERSITY  
1055 N. Bickett Rd, P.O. Box 1001  
Wilberforce, OH 45384-1001  
1-800-367-8565  
Fax: 937-376-4752

## FEDERAL WORK STUDY EMPLOYMENT CHANGE FORM

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

The above named student has expressed an interest in employment through the Federal Work Study Program in your department. The directions below will assist you in completing this form and facilitate the work study hiring/payroll process. Your support and cooperation is greatly valued and appreciated.

**Sample - Do Not Copy**

- Determine if your needs and the students interest, experience and objectives are compatible.
- Determine the scheduled work days and hours.
- Establish a day and time for the student to report to work.
- Sign and date the referral acceptance form.

**The student will be working for this office/department.**

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

New Supervisor's Printed Name: \_\_\_\_\_

Department Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Previous Supervisor's Signature: \_\_\_\_\_

Previous Supervisor's Printed Name: \_\_\_\_\_

**\*\*\* Supervisor's please maintain a copy of this document\*\*\***

