

Wilberforce University



FEDERAL WORK STUDY SUPERVISOR HANDBOOK

Office of Student Financial Services
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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. This Department also directs 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 performs the time reporting function for all of the nearly 600 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.

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.

Job Posting Process

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 the manual) or e-mail, and must contain the following information:

- Department name
- Department location (building and room number)
- Contact person for the position
- Contact telephone number
- Number of positions
- Job description
- Any specifics you require (i.e. class status, GPA, available hours)

Once the Student Financial Services (SFS) 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. 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.

Pre-Employment Documents and Authorizations

Supervisors are responsible for making sure the required pre-employment paperwork is completed and submitted to the Student Financial Services Office.

- All Federal Work Study students are issued a student employment handbook and an employment packet that must be filled out by the student. Detailed instructions for filling out the packet are given to all students when they receive it. It is the student's responsibility to complete his/her portions completely and accurately. However, it is your responsibility to double check the pre-employment authorization form before you have the student turn it in to Office of Student Financial Services. **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.

- Supervisors will be required to complete one of the three forms:
 - (1) Federal Work Study Referral Form: used for new FWS students and initial referral to a University department.
 - (2) Continuing Student Employment Form: used for returning FWS to authorize re-employment within a department for which they were employed in a prior year.
 - (3) Student Employment Change Form (when applicable): used to process/authorize change from one work site/supervisor to another.

The form must be signed by the hiring supervisor and returned to the Office of Student Financial Services immediately in order for student to begin employment. **IMPORTANT:** FWS authorization forms are used to initiate payroll processing/timecards for Federal Work Study students employed in your department; therefore they **must** be submitted to SFS promptly in order for timecards to be routed to you.

Payroll Information

All supervisors and students are provided with a calendar of pay days and days when timesheets are due. All Federal Work Study supervisors will be provided with timesheets to submit the hours worked by students authorized in your department. Timesheets are due by 5:00 p.m. on the published date. Supervisors may obtain information on timesheets from the Office of Student Financial Services.

It is the responsibility of the supervisor to:

1. Ensure the timely reporting of hours worked. Timesheets must be turned in every other week.
2. Ensure that the supervisor has signed the timesheet.
3. Retain a copy of timesheets for record keeping and verification purposes.
4. Report any discrepancies in a student's paycheck to the Payroll Office immediately.
5. Submit timesheets by the due date.

Please read the following guidelines in detail:

- Timesheets must be filled out **COMPLETELY** and **ACCURATELY**.
- **ALL** of the information in the top portion of the timesheet must be filled out. If you do not have pertinent information pertaining to your student employee, please call the Office of Student Financial Services before turning the timesheet in and the information will be given to you.
- All dates (**MM DD YY**) worked, times worked and total hours worked, must be filled out completely. Please total the hours for each day, each week and the total hours for the pay period. Please total your hours in 15 minute increments in the following format:

15 minutes = .25

30 minutes = .50

45 minutes = .75

Example: 8:30am – 10:45am = 2.25 hours

- 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.
- The timesheet should be signed by the supervisor. The supervisor's signature is mandatory. **ALL** timesheets without a supervisor's signature will be returned to your office via campus mail for correction.
- In the past, there were instances where timesheet information was compromised when students turned in timesheets. **STUDENTS MAY NOT TURN IN TIMESHEETS.** Students will be sent back to your office with their timesheets if they try to turn them in. This is being done to protect the integrity of the information listed on the timesheet.

- Timesheets are generally due every other Monday except for instances of a holiday. In that instance, timesheets are due the preceding Friday. Timesheets will be accepted until 5pm. In the instance of your unexpected absence on the day timesheets are due, please have someone in your office serve as a back-up person to turn in student timesheets.

***** Timecards not submitted by the due date can be turned in the following pay period. Any time sheets not submitted the following pay period will not be accepted. (ie: If your pay period 1 timecard is not turned in on the due date, you must submit it the following pay period. If your timecard for pay period 1 is not turned in by pay period 2, it will not be accepted in future pay periods). This applies to all pay periods for FWS.**

HOURS OF WORK AND OVERTIME

A student **may not** work more than 20 hours per week. Students on Federal work-study should monitor their hours and not work over the awarded amount. During periods of non-enrollment (i.e. summer break), student employees may work up to 40 hours per week. 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 can not work for seven days straight. Overtime payment is not paid for Federal Work Study employment.

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 4. No changes will be accepted after the established date in which pay period 4 falls on. 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

WAGES

The rate of pay for work-study students is currently \$7.00 per hour.

FWS ALLOCATION:

Federal Work Study Students are awarded an annual award amount for the Fall and Spring Semesters. Students are provided with 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.

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 contract that indicates to total available hours/allocation a student is allowed. 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 Payroll 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 is not payable. FWS must be earned; it is not a entitlement.**

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).**

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:

- Timesheet 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 following information:

- Student Name
- Supervisor Name
- Department
- Date of Termination
- Reason for Termination

A copy of the termination will be placed in the student's file. If the termination was due to the negligence of the student employee, coaching will be administered and depending on the nature of the problem, the Office of Student Financial Services will attempt to refer student to another position on campus.

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.

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 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.

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.

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.

NEW: ANNUAL STUDENT EMPLOYEE OF THE YEAR AWARD

The Student Financial Services Office seeks nominations in February of 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.

FEDERAL WORK STUDY
STUDENT EMPLOYEE REQUEST FORM
Spring Semester 2007

Department Name _____

Department Location _____
Building _____ Room Number _____

Contact Name _____

Contact Phone _____ - _____

Number of Positions Available _____

Job Description _____

Requirements _____

FEDERAL WORK STUDY STUDENT EMPLOYMENT PROCEDURES

I. Pre-Assignment

- ***Departments submit the student employment request form which indicates the number of students needed in their department.***
- ***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 either the Referral, Employment Change or Continuing Student Employment Form along with the pay calendar for the current semester.***
- **Employment Referral, Employment Change or Continuing Employment Form must be completed by the hiring supervisor and returned to the Office of Student Financial Services Office. Supervisors should maintain a copy of the referral form required. The student's information regarding number of hours eligible to work will be included on this form.**
- **FWS authorizations transferred to Payroll to initiate Payroll/timesheet distributions to departments.**

II. Time Cards

- ***Supervisors submit signed time cards to the payroll office by 5:00 p.m. on the due date listed.***
- ***Any time cards received after the deadline will be held until the next payroll-processing period.***
- ***Supervisors are required to maintain a copy of the time card and provide a copy to student workers.***

III. Time Card Review and Resolution

- ***Payroll checks the time cards for accuracy. Incorrect time cards are returned to the supervisor with a memo.***
- ***Payroll checks the time cards to make sure students are not working when they are scheduled for class. Any conflicts with class schedules are highlighted and time card is returned to supervisor with memo.***

Important

***** 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.**

WU FWS Student Employment

TIMESHEET TIPS

- **Timesheets are to be turned in to the Office of Student Financial Aid no later than 5pm on date they are due.**
- **Students may not work more than 20 hours per week.**

Many students and supervisors have not been adhering to this University policy. Going forward, timesheets with more than 20 hours per week will be returned to your office for revision. The extra hours will have to be turned in the following pay period, and must not exceed 20 hour per week during that pay period.

- **Timesheets must be filled out completely and accurately.**

EMPLOYMENT PAPERWORK

Student Employment Paperwork must be turned in for any new student employee and for any student switching departments before payroll can be processed for the student. If a student does not appear on your bi-weekly report, Please contact the Office of Student Financial Services prior to allowing your student to work to ensure the employment paperwork is complete and accurate.