

# **Waynesburg University Federal Work Study and Student Employment Policies and Procedures Manual**

## **Overview of Programs**

### **Federal Work Study**

The Federal Work Study (FWS) program was established by the Federal government to assist students with their educational expenses. In addition to this, the program teaches students responsibility, communication skills, leadership and enhances their total learning experience while at Waynesburg University. In order to be awarded Federal Work Study, students must demonstrate unmet financial need; which is determined by completing the Free Application for Federal Student Aid (FAFSA).

### **Student Employment**

The Student Employment program is funded solely by Waynesburg University and assists undergraduate students in paying their education expenses. This program also teaches students responsibility, communication skills, leadership and enhances the student's total learning experience while at Waynesburg University. Students who do not qualify for the Federal Work Study program may participate in this program. Students interested in the Student Employment program must complete a Free Application for Federal Student Aid (FAFSA) and the Waynesburg University FWS/Student Employment Application.

## **Conditions of Employment**

As a student employee, one of the most serious responsibilities is handling confidential information about the University, faculty/staff and/or students in a professional manner. During employment, students may come in contact with information that is protected under the Family Education Rights and Privacy Act. This type of information is strictly confidential and may not be discussed or released to unauthorized personnel or other students.

**\*\*A violation may resort in immediate termination.**

University programs, personnel, time, titles, and property (including equipment, systems, vehicles, information, supplies, and office space) are to be used in conducting authorized business of the University. Use of University property for personal gain, pleasure or benefit is prohibited.

All students employed in either the Federal Work Study or Student Employment program must adhere to the conditions set forth by Waynesburg University. Accepting an employment position signifies that a student agrees to:

1. Notify the supervisor of any unexpected absences
2. Work the required hours agreed upon by the student and supervisor.
3. Comply with the terms of employment set by the supervisor and the Financial Aid Office.
4. Maintain at least a cumulative 2.0 grade point average (GPA)
5. Meet Satisfactory Academic Progress (SAP) requirements with the Financial Aid Office.

### Employment Procedures

1. Any student seeking Federal Work Study or Student Employment must complete the following form:  
\*\* Free Application for Federal Student Aid (FAFSA)

### Required Forms

2. When students have been offered a Federal Work Study or Student Employment position, they will receive a packet of information from the Financial Aid Office, in their student mailbox. It is the student's responsibility to complete the Job Application and return it to the Financial Aid Office.
3. When students receive the Assignment Form, they will also receive:
  - **Position Authorization Form** - this form must be completed by the student, supervisor and the Financial Aid Office. This form confirms that the student will be employed in the position assigned. Upon receipt of a completed Position Authorization Form, the Financial Aid Office will certify and return a copy to the supervisor as the final notice that the student has been hired. **A Position Authorization Form must be completed for each position in which the student is employed.**
  - **Student Payroll Work Authorization Form** – this form must be completed by the supervisor. This form authorizes the Human Resources Office to create an electronic time record account for the student and assign them to the correct supervisor and departmental budget account. After creation of the electronic time record account, the Human Resources Office will notify the student and supervisor via e-mail that the student may begin work. The Human Resources office will typically complete this task within 48 hours. **Students are not permitted to work until an electronic time record account has been created.**

**\*\* Students will not be eligible to work and will not be paid unless they have completed a Position Authorization Form and a Student Payroll Work Authorization Form for each position.**

- **I-9 and W-4 Forms** - students working for the first time at the University must complete both forms prior before starting to work.

- **I-9** - verifies a student's eligibility to work in the USA. Students submitting an I-9 form must bring two separate identification:
  - A state-issued photo driver's license or a Waynesburg University ID
  - An original social security card
- **W-4** - IRS tax withholding

**\*\* All forms, except for the Job Application Form must be returned by the student to the Human Resources Office.**

### Payment

All students working in either the Federal Work Study or Student Employment program receive the same hourly wage regardless of the position they are assigned. The current rate of pay is \$7.25 per hour (federal minimum wage). The rate of pay will be adjusted according to any changes in the federal or state minimum wage.

### Time Records

1. Students are required to electronically "punch" at the beginning and end of their work time. Students who switch departments, take a lunch or break, must punch in and out for each occurrence. Students who perform work but are unable to punch in/out for any reason must notify his/her supervisor of the hours worked that day.
2. Students may work a maximum of 14 hours per week, regardless of the number of positions held at the University. The maximum hours that can be worked per month are available on the University shared drive in the "S:" in the informational documents folder, student payroll subfolder, and are listed on the back of the paper time sheet (for those students who are required to use them). During student breaks (Spring, Midterm, Christmas), students' hours may exceed the "normal" weekly/monthly maximums. The students must have their supervisor's approval to work over breaks. However, FWS/student employees cannot work more than the normally scheduled hours of full-time staff of the University. If a student intends to work over semester breaks, they must contact the Financial Aid Office for the maximum hours allowed.

3. Students are responsible for the accurate and proper completion of their time record including: recording time worked accurately, monitoring the maximum hour requirements, and signing time records (when required).

**\*\* Falsifying any information on a time record is a major offense and may result in the following: job termination, repayment of earnings, and/or suspension from the University.**

4. Supervisors are responsible for monitoring monies earned to monies budgeted, verifying hours, signing/approving time records. Supervisors are responsible for approving and submitting time records by 10:00 a.m. the Monday following the end of the pay period.

**\*\* Late time records will not be processed until the following month, since monies must be ordered from the bank and the Department of Education. No exceptions will be made.**

5. Students may only be paid for the hours actually worked. **Federal Work Study and Student Employment employees are not paid for the following: lunch or dinner breaks, sick days, vacation days and holidays.** If a student is working more than 4 consecutive hours at a time they must take a lunch break. **Also, the time record must reflect a time out and a time back when a break is taken.**

#### **Paycheck Distribution**

Students are paid the second Friday of each month. Paychecks must be obtained in the Business Office, located on the 2<sup>nd</sup> Floor of Miller Hall. In order to receive a paycheck, students must present their student identification card. If a student cannot pick up their paycheck in the Business office, the student may have it mailed to them by leaving a self-addressed, postage paid envelope at the Business Office.

#### **Evaluations**

To assist the Financial Aid Office with future job references, student employment evaluations can be sent to the Financial Aid Office. The forms will be kept on file and will be available for students to review.

#### **Position Termination**

##### **Voluntary Position Termination**

Students are expected to remain in their assigned positions for the entire academic year (August- May). A student who intends to resign from the positions must notify their supervisor and the Financial Aid Office in writing. Students are expected to give at least two (2) weeks notice before leaving a position to ensure a satisfactory employment reference.

### **Involuntary Position Termination**

A supervisor has the authority to terminate a student from a position if the student is not following guidelines established when the student was hired or the supervisor's allocated funds have been used. The supervisor must notify the Financial Aid Office in writing of the reasons for the termination. The Financial Aid Office will work with the student to find another job; however, new placement cannot be guaranteed if the reason for termination is negligence or lack of cooperation with a supervisor.

**\*\* Supervisors are required to notify the Human Resources Office if a student will not have any compensable hours for the month. This will allow the Human Resources Office to make the necessary payroll adjustments.**

### **Summer Employment**

In order to be eligible for Summer Student Employment, a student must meet the following criteria: A student must have been in attendance at Waynesburg University the semester preceding the summer term and be re-registered for classes during the semester succeeding the summer term.

### **Employment of Minors**

In most instances employment at Waynesburg University is only available to a person who has reached his/her eighteenth birthday. Exceptions at the institution are: hire of a person between his/her 17th and 18th birthday (post high school graduation) prior to fall or summer semester enrollment at Waynesburg University, into a clerical or other non-hazardous job where risks of injury to themselves and others are minimal; or, employment of a minor in education programs developed by the University in cooperation with Federal or State agencies, secondary schools or other organizations. If a minor is employed under one of the above exemptions, significant scheduling considerations and work-permit authorizations, as outlined by State law, must be met. If age of an applicant is in question, the individual may be required to submit acceptable proof of age.

**Waynesburg University  
Federal Work Study/  
Student Employment  
Job Description  
2010-2011**

Department/Office \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Title of Student Position \_\_\_\_\_

Purpose of Job \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

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

Job Qualifications \_\_\_\_\_

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

Wage Rate: Federal Minimum Wage

Length of Employment - Beginning Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Additional Comments \_\_\_\_\_

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

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