

THE NATIONAL HISPANIC UNIVERSITY

Federal Work-Study



Supervisor's Guide

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Federal Work-Study

Introduction

The purpose of the Federal Work-Study (FWS) Program is to provide part-time employment for undergraduate and graduate students to help them defray educational costs. In addition, to the extent practicable, The National Hispanic University will offer students FWS positions that complement and reinforce their educational program and career goals.

The university will offer a limited number of jobs. Students can choose which jobs interest them and then apply and interview directly with the employers. Hourly pay rates range from \$\$.

Eligible Students

Students begin the process by completing a *Free Application for Federal Student Aid* (FAFSA) each year, as soon as possible after January 1. From the FAFSA information, the financial aid office determines the amount of FWS for which each student qualifies and notifies the student via the financial aid award letter.

Eligibility Criteria

To qualify for FWS, students must meet the following criteria:

- Be enrolled at least half-time.
- Maintain at least the minimum GPA (3.0 graduate; 2.0 undergraduate).
- Be in compliance with the university's satisfactory academic progress policy.

Students that fail to remain in compliance with these requirements will have their FWS award terminated.

Supervisor Responsibilities

As a Federal Work-Study supervisor, you are being entrusted with federal dollars. To be given this privilege, you and the student(s) you supervise need to clearly understand your responsibilities.

It is important that you provide student employees with adequate orientation, on-the-job training, guidance, motivation, open communication, and feedback. You should treat student employees like any other university employees.

Hiring New Employees

Student Applications

Awarded students must apply online for FWS positions from The National Hispanic University's financial aid Web site. They should submit the completed application, along with a copy of their resume, to the Human Resources. A copy of these documents will then be forwarded to you, as the requesting supervisor.

You should review each student's application documents and schedule an interview with the student(s) who you feel could be appropriate for the position.

Pre-Employment Interview

You should conduct interviews in such a manner as to determine the student's suitability for the position. You may conduct interviews by phone.

It is your decision whether to hire the student, and then the student has the opportunity to accept or reject your offer. We suggest that you take sufficient time to determine a student's compatibility for a position before hiring, to avoid possible future problems.

Hiring Paperwork

Once you hire a student, you must make sure that all necessary documents are sent to the financial aid office, including the *Employment Referral Form* (Attachment) and the job description. Please follow the instructions on the referral form carefully, as all information must be complete and accurate in order for a student's paperwork to be processed for payroll.

Important note: Payroll information must be completed and submitted to the Human Resources office within seven (7) business days from the date of hire. Payroll documentation may include the following: a completed I-9 form; original W-4 forms; a notarized copy of the student's Social Security card, driver's license, or passport.

Supervising Employees

Work Schedule

After hiring a FWS student, you are responsible for establishing a clearly defined work schedule that is compatible with the time requirements of both the student and the department. **Important note: Students are not allowed to work, under any circumstances, during class time.**

You should provide opportunities for the student to make up any time lost from work due to unavoidable circumstances. Make-up time should be reported during the actual period that it is worked. Make-up hours should not exceed 20 hours per week.

Orientation

You are responsible for orienting the student employee to the FWS position. Orientation should include, but not be limited to, a brief one-on-one overview of the following:

- The office structure and regulations.
- The student's job responsibilities.
- Grounds for any disciplinary action.
- Who to call if sick or other time off is needed.
- What procedures to follow if the student's schedule needs to be changed.

Ongoing Guidance

As the student's supervisor, you are to provide valuable training that will complement and reinforce the student's educational program and career goals. FWS employment should mean more than a paycheck for your student workers; it should be used as an opportunity to benefit from valuable job experiences.

Performance Evaluations

You are required to complete a written performance evaluation of student employees, using the *Work-Study Job Evaluation* form. Please take the time and effort to complete this evaluation carefully, to give accurate feedback on their performance.

After completing an evaluation, you need to schedule time with the student to review the assessment. The student must sign the form showing that you have discussed the evaluation with him or her. By evaluating students on a regular basis, you can begin to

collect information about their work history: This information will be especially helpful if you are to be a reference for the students.

Payroll Procedures

One of the most important responsibilities of the work-study supervisor is the timekeeping and reporting function. It is important that you implement a process of validating and reporting the hours that a student works and follow this process consistently.

This section will outline the process and paperwork recommended for timekeeping. You are not required to follow these exact procedures; however, to satisfy both time reporting and auditing requirements, you must keep records in your office of the actual hours worked.

Validating Actual Hours Worked

Students are required to sign in and out through their time sheets. We also recommend that students keep a manual record of the hours worked.

Students must not be allowed to work

- during scheduled class hours;
- more than 8 hours per day;
- more than 20 hours per week; or
- more hours per semester than their FWS award will pay.

***Important Note:* You are required to record the hours actually worked by each student and retain those records for four (4) years.**

The department must abide by these requirements in order to remain eligible to participate in the FWS Program. Periodic audits by the Office of Financial Aid may be performed to ensure we are complying with federal regulations.

Completing Time Sheets

You are responsible for accurately assuring that the hours reported on the time sheet are correct. Your signature on the time sheet certifies that the student worked that number of hours and that the work was performed in a satisfactory manner. Use the comment section to notify the office of any special circumstances.

Students are strictly prohibited from knowingly making false entries on a time sheet or obtaining a false signature. All falsely reported or tampered time sheets will be charged back to the department if the financial aid office concludes there has been departmental negligence.

Monitoring Earnings

It is your responsibility to monitor a student's earnings to ensure that the student does not work more hours than the work-study award will pay. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under the FWS Program must be paid for all hours worked. If the FWS award is not sufficient to pay the student for all hours worked, the department will be required to pay the difference.

Students are awarded an amount that will allow them to work an average of 20 hours per week. If a student is allowed to work more than this average, he or she will deplete the allocation before the semester is completed. ***Important Note: To help students keep track of their financial aid, you must notify any student employee when his or her FWS award reaches \$500.***

Receiving Paychecks

Students will be paid on a semimonthly basis, on the 15th and the last day of each month. If the regular payday falls on a weekend or holiday, the student will be paid the day prior.

Two options are available for check distribution:

1. Checks may be directly deposited into the student's checking or savings account at any bank or credit union.
2. Checks can be mailed directly to the student's home.

Termination of Employment

Normal Annual Termination

Students are automatically terminated from the FWS Program when they exhaust their work-study award. If a student desires to re-establish eligibility for work-study for the following year, he or she must submit a new FAFSA as soon as possible after January 1.

Voluntary Termination

Students may voluntarily terminate their work-study position. They are encouraged to give you two weeks' notice.

Upon receiving notice from a student, you should inform the Office of Financial Aid by submitting the *Leave Form*, which you can download from the financial aid Web site. You must also include a performance evaluation with this form.

Termination by Supervisor

As the supervisor, you have the right to dismiss a student for unsatisfactory job performance. This includes, but is not limited to, the following:

- Repeated failure to comply with the agreed-upon work schedule.
- Unwillingness to accomplish assigned tasks.
- Insubordination or lack of cooperation that results in disturbing other workers or work progress.
- Falsification of records or disclosure of confidential information.

After receiving the termination packet, the work-study coordinator will contact the student and determine whether the student will be allowed to transfer to another FWS position or will be terminated from the program permanently.

Termination by the Office of Financial Aid

The Office of Financial Aid must immediately terminate a student's employment upon determination that the student no longer meets eligibility requirements.

Changes in eligibility that can result in termination may result from any of the following:

- Change in enrollment status (less than half-time).
- Failure to maintain the required GPA (3.0 graduate; 2.0 undergraduate).
- Failure to meet satisfactory academic progress requirements.
- Receipt of additional resources, not known at the time of award (e.g., scholarships, grants)

Equal Opportunity Employer

The National Hispanic University is committed to providing equal opportunity in student education and employment.

The National Hispanic University's Nondiscrimination Policy

The National Hispanic University does not discriminate or tolerate discrimination by or against members of the university community on the basis of race, color, national origin, gender, sexual orientation, religion, age, mental or physical disability, veteran status, marital status, or other protected characteristics in the admission to, access to, or treatment or employment in any of its programs or activities.