

Alabama State University

Work Study Student Employee and Supervisor Handbook



2024-2025

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 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 detailed 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 Financial Aid is committed to providing the student and supervisor with quality services. The Office of 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 Financial Aid
John Garrick Hardy Center
Suite C 2.48
(334) 229-4862

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

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) of Renewal FAFSA.
2. Enrolled or accepted for enrollment.
3. Maintained Satisfactory Academic Progress (SAP) 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. These positions are based off campus with University Community Partner Agencies. The University highly encourages students to participate in Community Service based Work-Study positions. A Community Service based 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, mentoring, 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 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 Financial Aid by outlining the expected duties and responsibilities of the position. It also advises the Office of 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.

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 Referral/Authorization Form on file. Students who have been awarded Federal Work Study will be assigned a position through the Office of Financial Aid. Work Study jobs are available in various offices and departments throughout the University as well as off campus with community partner agencies. The Office of Financial Aid attempts to make assignments based on skills, career interest and/or major. The student must report to the Office of 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 Referral/Authorization Form is on file in the Office of Financial Aid. The supervisor and student will be notified as to when the student can begin employment. 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 (unless transfer). 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 Associate VP of Student Affairs/Financial Aid. Students earn at least the federal minimum wage. The wage rate is indicated on the Referral/Authorization Form. Generally, students are paid 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 HornetsWeb. 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 up to twenty (20) hours per week provided the student does not exceed the earning limit. The Office of 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 can 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

Students employed under the Federal Work Study program are required to complete an Employment Eligibility Verification (I-9), Federal (W-4) and State (A-4) withholding forms. 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 Resources Office.

WORK SCHEDULE AND TRAINING

Work-study positions are 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 until the scheduled end date once all paperwork has been signed and submitted to the Office of 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 the 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 their daily time worked in TimeClock Plus for on-campus positions, or completing a Daily Sign-In and Sign-Out sheet for off-campus positions. The Daily Sign-In and Sign-Out sheet should be maintained by the supervisor and kept on file for a period of three years.

TIMECLOCK PLUS / TIMESHEET

The supervisor must ensure that each student puts their hours in TimeClock Plus for on-campus positions, or completes a timesheet for off-campus positions. The TimeClock Plus record or timesheet should reflect the total number of hours worked. Under no circumstances should total hours worked exceed the earnings' limit stipulated on the Referral/Authorization form. The approved time must be submitted electronically in TimeClock Plus by the supervisor on or before the designated submission date. For off-campus positions, a timesheet should be submitted electronically (scanned) to the Work Study Coordinator on Friday of each week. Supervisors should maintain a copy of the student's timesheet for their record. 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 Office of Financial Aid's procedure for submitting late timesheets. 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 in the student missing a pay date.

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). Students are not permitted to work during hours conflicting with scheduled classes, unless class is cancelled and proof of cancellation is provided to the Work Study Coordinator and the supervisor. Students are also not permitted to work when school is officially closed or breaks, examples are as follows **(Fall break, Thanksgiving, Christmas, Spring break, etc.)**. The Office of 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 will be the Department's responsibility to compensate the student for the excess hours worked.**

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 eight (8) hours per day/twenty (20) hours per week, the earnings limit and the period of assignment (class conflict).

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 class schedule. Having a well-planned schedule helps the student set priorities and organize 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 gains 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 effectively monitor the performance of Federal Work Study students, 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 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. However, The Associate Vice President of Student Affairs/Financial Aid has the authority to modify the contract should the student exceed their original authorized Work Study award amount provided that the student has an additional unmet financial need. Once the student has earned the maximum award, the student must 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 assignment 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 and Employment Release Form to the Office of 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. If a student fails to work the first two pay periods in any semester, the supervisor should dismiss 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 HornetsWeb Access for 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 Financial Aid. If a student employee is available, the Office of Financial Aid will attempt to fill the vacant position.

The Office of 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 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 Financial Aid to request 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 and the Office of 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 Financial Aid an Employment Release Form before the student is reassigned. The Office of 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 Only Compensated For Hours Worked Not To Exceed Earnings Limit

GRIEVANCE PROCEDURE

The Office of 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 Financial Aid for a conference with the Associate VP Student Affairs/Financial Aid 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 Administrative Assistant 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 Financial Aid. Students requiring immediate medical attention for a job-related injury should be taken to ASU 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.

TELEPHONE USE

Some of the jobs both on campus and off 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

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that governs the confidentiality of student records. 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 Confidentiality 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 in TimeClock Plus or on the timesheet.
- h. A schedule of due dates for TimeClock Plus/Timesheets 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 time records 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.
4. Student employees are expected to be courteous to all members of the University community, the public, 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 time for approval to the supervisor timely.
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 any problems with the student employee immediately and help where needed.
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 in TimeClock Plus for on campus positions or timesheets for off campus positions 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 is approved on or before the deadline. The supervisor should ascertain that all time is submitted by the student(s) and approved by the supervisor.
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/her 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 by set due dates established by the Payroll Office.
13. Follow the policy and procedure for submitting late time for pay.
14. Review all work-study students time for accuracy and approve.
15. Submit Job Description(s) to the Office of Student Financial Aid.

