

# Federal Work-Study Handbook 2009-2010



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## **Program Overview**

Federal Work-Study (FWS) is a federally funded need-based financial aid program that allows students with demonstrated financial need to earn FWS funds through employment with authorized FWS employers. The FWS program provides supervisors with vital student support assistance while providing students with valuable employment opportunities and income to use toward educational and living expenses incurred throughout the year. The program is designed to provide students with an opportunity for interest related employment arranged around class schedules. Students participating in the FWS program may only have one job on campus. Students must work a minimum of 6 hours per week and can work up to 17 hours per week.

## **Eligibility**

To be considered for FWS, students must be actively enrolled at least half-time (6 credit hours), be fully admitted to Roosevelt University, and classified as a degree-seeking student who is a U.S. citizen or eligible non-citizen. Students must be in compliance with Satisfactory Academic Progress standards and be in good academic standing with the university.

To be eligible for the FWS program, students must demonstrate financial need. Typically, students will be considered for FWS upon completion of the Free Application for Federal Student Aid (FAFSA), provided they have expressed an interest in FWS on the FAFSA and funds are still available. Please note, funds are limited and awarded on a first come first serve basis. Priority is given to students who meet our application priority deadline of April 1<sup>st</sup>. Once students are awarded, a Financial Aid Award Notification is sent stating the maximum FWS earnings a student may earn per term. This amount is only an indication of the recipient's potential eligibility. This amount will not be applied against the student's charges for tuition, fees, etc. and therefore should not be included in the amount of anticipated financial aid on the Sallie Mae Payment Plan arrangements through the Office of Student Accounts.

## **FWS Award Notification Process**

Once it has been determined that a student is eligible for FWS, the award will appear as an estimated amount on the student's Award Notification Letter along with other financial aid awards if applicable (grants, scholarships, and loans). The letter will instruct the student to formally accept or decline their FWS award through their RUACCESS online account. The maximum FWS opportunity is up to \$3,500 for an academic year (fall & spring) or \$1,750 for one semester. The total dollar amount of that opportunity is divided into semesters and will create a specific limit for fall and a specific limit for spring. If a student exceeds the specified limit for either term, the Office of Financial Aid will decrease future FWS opportunity amounts within that year to compensate for the overage. If the overage cannot be covered in this manner, the hiring department will be held responsible for amount over the award limit.

**It is extremely important to acknowledge the shared responsibility between the student and the hiring supervisor to monitor a student's earnings.** The student must stop working when the earnings limit is reached. Email notifications will be sent to both the student and the supervisor when a student is approaching their earnings limit BUT it is primarily the student's and the supervisor's responsibility to monitor the progress of their earnings. If an overage occurs, the hiring department's operational budget will be charged to cover the overage.

While FWS may appear on a student's Award Notification Letter and on their RUACCESS account as an award, students must work to earn these funds hence this is more of an opportunity than an award. Students have no

obligation to work, but if they do not work they will not receive any FWS funds.

Note: FWS award amounts may vary based on a student's individual financial aid package.

## **Award Revisions**

Occasionally, policies, regulations, and financial need may cause a student's financial aid award to be adjusted which can include a reduction or cancellation. When this occurs, the Office of Financial Aid will notify the student via a revised Award Notification Letter. It is the responsibility of the student to adjust their work schedules with their FWS Supervisor as soon as possible to prevent any overages.

## **Finding FWS Employment**

Once students have been awarded FWS, and formally accepted their award via RUACCESS, they can contact the Office of Financial Aid to find out when they can pick up their FWS Instruction Packet. Students must pick up their FWS packet before starting the interview process for FWS positions.

Note: Confirmation of active enrollment (for at least 6 credit hours) will be required before a student can receive the FWS Packet.

The FWS Instruction Packet consists of the following forms:

- ❖ I-9 Employment Verification-All FWS students must complete Employment Verification through HR
- ❖ Voucher
- ❖ Work Schedule
- ❖ Emergency Contact
- ❖ Award Tracking

## **Step-by-Step**

Once students have picked up their FWS packets, they are ready to begin searching for FWS positions through the RU job database. Below is a step-by-step process on how students can begin searching for a FWS position.

- ❖ Step 1: Go on-line to <http://www.roosevelt.edu/stujobs/default.htm>
  - Select Employment
  - Select Employment Opportunities
  - Search by:
    - The complete list of jobs
    - By college
    - By campus
- ❖ Step 2: Select any position & review the job requirements
- ❖ Step 3: If interested, contact the FWS Supervisor directly to request an interview. The job description will provide the contact information  
Note: Do Not Select the "APPLY FOR JOB OPTION!"
- ❖ Step 4: Once hired complete the required forms in the FWS Instruction Packet with the FWS supervisor and submit the required forms to the Office of Financial Aid BEFORE the students first day of work
  - ✓ I-9 Employment Verification-Must be authorized by the HR department

- ✓ Voucher
- ✓ Work Schedule
- ✓ Emergency Contact

Once the completed FWS packet is received by the Office of Financial Aid, a FWS Authorization Form will be generated which will establish the official start and end dates, and authorize the student's ability to start working.

**Note: It is necessary to complete ALL steps & return the FWS packet to the Office of Financial Aid before students can be authorized to work!**

Not all campus departments are eligible to hire FWS students. Students should review all approved and open jobs on the official FWS job database.

Note: The Office of Financial Aid does not place students in FWS positions. Students are responsible for securing their work study jobs. Jobs are not guaranteed. The job search and hiring process may take some time and effort on the student's part and students are encouraged to apply to more than one job.

## Interviews

Students should contact the supervisors of the departments that have posted job opportunities that they have an interest in, as directed on the web postings. Students should ask those departments about the basic terms and conditions of the job and arrange a formal interview time and date. Students should note the date, time, location, name of the person with whom they will be meeting, any required documents (i.e. resume, class schedule), and a contact name and phone number of the person with whom they have spoken with in case there is a need to postpone or cancel the scheduled interview.

FWS student interviews should always be taken seriously and be handled professionally. During the interviews, students and employers should discuss job duties pertaining to each position, days and hours needed/required, as well as the educational and professional development opportunities available.

For additional tips on how to build a resume, interview, etc, please visit the Office of Career Services.

It is important that students bring the following documents to their interviews:

- ❖ FWS Instruction Packet
- ❖ Copy of class schedule
- ❖ Available work schedule
- ❖ Contact the employer for other acceptable documents such as resume and/or list of references

## Orientation

FWS Supervisors should note that students may arrive to the office with little or no prior work experience. In many cases the FWS position may be the student's first real work experience. It will benefit both the supervisor and the student to take the time to introduce the student to the workplace and other staff member(s) that may be working with the student. FWS supervisors should consider reviewing the following items during the FWS office orientation:

- ❖ Describe the goals and activities of the FWS department
- ❖ A review of department rules and regulations
- ❖ Discuss the student's duties and responsibilities and how he or she is expected to interact with other members of the department

- ❖ Outline expectations of the student's work
- ❖ Agree on a specific work schedule and on procedures for reporting absences or delays
- ❖ Assign a work station and show the student where to find work materials and where to secure personal belongings
- ❖ How to answer phones, place calls on hold, transfer a calls
- ❖ How to greet visitors that walk into the office
- ❖ How to log onto the computer
- ❖ What phones to use and how to check voicemail if applicable
- ❖ A review of what to do if their schedule changes
- ❖ A review of expected dress attire
- ❖ A review of confidentiality expectations (FERPA)

## **FWS Policies**

### **Work Schedule**

Prior to employment, students must give their supervisor an official copy of their course schedule in order to create a mutually agreeable work schedule that will accommodate the student's academic needs, as well as the hiring department's needs. It is the responsibility of the student to notify their supervisor if he/she is unable to meet the agreed work schedule. This notification must be made either prior to the intended absence or as soon as physically possible if the absence was unexpected. If the student has academic problems during the semester that may affect his/her work schedule, he/she must notify their supervisor so hours may be changed or arranged accordingly. It is ultimately the supervisor who establishes the work schedule and determines/approves any schedule changes.

Students may only work a maximum of 17 hours per week. There are no exceptions to this rule.

Students may **NEVER** work during scheduled class times! Students who choose not go to class when it is scheduled (not canceled) cannot work their FWS job during that time as this is in violation of Federal regulations and will subject the student and the hiring department to immediate termination from the FWS Program.

When creating work schedules, students and employers are advised to consider:

- ❖ The student's class schedule
- ❖ Academic requirements and exam schedules
- ❖ Scheduled holidays and breaks
- ❖ The student's FWS award amount and hourly wage

Students may continue working until the end of their authorized period of employment, until the end of the semester, reducing enrollment to less than half time, or until their FWS award runs out, whichever comes first. Students may not, under any circumstance, continue to working their FWS job after their authorized period of employment has ended, after graduating, dropping below half time, or after depletion of their FWS award. It is the responsibility of the student and their supervisor to monitor earnings to be certain this does not happen.

## Pay Rate & Pay Schedule

The pay rate for all FWS students is \$8.00 per hour for the 2009-2010 academic year. FWS students are paid on a bi-weekly pay schedule. All paychecks are based on an hourly wage and include only hours worked. Earnings are FICA exempt (for students who are at least half time), but are also subject to all applicable federal, state, and local taxes. Since earnings are taxable, students will receive W2's at the end of the year. For additional tax filing information, go to [www.irs.gov](http://www.irs.gov) or consult a tax advisor.

Note: FWS earnings are not credited to a student's account, but are paid directly to the student. Employees may be paid via two methods: direct deposit or paper paycheck.

### ❖ Direct deposit

- Pay may be directed into to a maximum of six financial institution accounts. Direct deposit allocations may be viewed on the employee services tab of RU Access.
- Pay will be available on each pay date in the appropriate financial accounts.
- Employees may enroll in, change or cancel direct deposit allocations by completing and submitting the appropriate on-line form via RU Access. A minimum of 7 working days prior to pay date is required to process a direct deposit enrollment, change or cancellation.
- Employees enrolled in direct deposit will have access to their pay stubs on-line via RU Access.

### ❖ Paper paychecks

- Paychecks will be available for pick-up after 9:00AM on each pay date at the student account's cashier window at either the Chicago campus-Auditorium building or the Schaumburg campus.
- ATRU weekly paychecks will be available in the designated location and time in the Auditorium Theatre.
- An employee may pick-up his/her own paycheck by showing a valid picture identification. Designee or department representative pick-up is not permitted.
- Paychecks will be available for pick-up through the conclusion of the second business day following pay date (5:00PM). Paychecks not picked up will be mailed on the third business day following pay date to the local mailing address of the employee. If no mailing address is listed, the paycheck will be mailed to the permanent address.
- Pay information may be viewed on-line via RU Access.

## Monitoring Students' Earnings

A student's FWS award is the maximum amount they are authorized to earn. Student workers cannot earn in excess of their academic year award. In order to insure that the earnings authorization is not exceeded, it is the responsibility of the student & supervisor to monitor earnings on a daily basis.

A simple calculation can assist in preventing an over award from occurring:

1. The FWS Award for a Semester divided by the hourly pay rate = Total hours student can work during the semester.
2. Total hours student can work during the semester divided by number of weeks in the semester = hours per week student should work in order to work the entire semester.

Example: \$1,750 FWS fall semester award divided by \$8.00/hour = 218.75 hours to work. 218.75 divided by 16 weeks = 13.67 hours per week.

In this example, if the student wanted to spread out their earnings throughout the entire semester, they would only be able to work a maximum of 13.67 hours per week.

Note: If students choose to work the maximum of 17 hours per week they will exhaust their FWS award before the semester end date!

Once students have earned their award maximum, for the semester, the student **MUST STOP WORKING!** Any earnings above the student's FWS authorization will result in a reduction of the student's remaining financial aid, and/or a charge to the hiring department for the earnings beyond the student's FWS award. It is both the student and employer's responsibility to maintain a cumulative record of the student's gross earnings. All FWS students & supervisors should refer to the *FWS Award Tracking Form* included in the FWS Packet for assistance in monitoring earnings after every payroll.

**FWS workers and hiring departments who violate this policy risk termination from the FWS Program.**

## **Breaks**

- ❖ FWS students who work more than 5 hours must take a 20-minute unpaid break
- ❖ Workers should take breaks away from their work stations
- ❖ Workers may not opt out of breaks or lunch periods
- ❖ Eating at one's work station is discouraged and good judgment is encouraged! Workers should not be eating in receptions areas or in front of students & parents
- ❖ FWS students should never work overtime
- ❖ FWS students cannot work more than 17 hours/week
- ❖ It is recommended that workers are scheduled in shifts of 4 hours or less
- ❖ Roosevelt University does not allow FWS students to work from home

## **Absences**

A student must notify their supervisor no later than the beginning of the scheduled work period when unable to work. In the case of an extended absence, the anticipated duration should be reported to the FWS supervisor and the FWS Coordinator as soon as possible. The supervisor is responsible for authorizing all absences; however, FWS supervisors are urged to consider that the academic demands of the student should take priority.

## **Dress Code**

The FWS Program does not establish a dress code for all FWS students. Depending upon where the student is employed however, hiring departments may have a department dress code which may be required. Each department is entitled to set a dress code but they are required to review that dress code with the student prior to hiring.

## **One Job Policy**

To encourage academic success, students participating in the FWS program may only hold one FWS position and may only work up to 17 hours per week. Students cannot be employed as a FWS worker *and* a Roosevelt University part-time student worker being paid from any other Roosevelt University department budget at the same time. FWS students found to be working more than one position will be notified and will be terminated from the FWS Program.

## **Terminations**

There are three (3) broad categories under which a student termination would fall:

- ❖ The student may be terminated by the Work-Study Program
- ❖ The student may voluntarily terminate their FWS employment
- ❖ The employing FWS department may initiate an involuntary termination

### **By Work Study Program:**

A student will automatically be terminated for the following reasons:

- ✓ When the student has earned their full FWS award allocation
- ✓ When the student's enrollment falls below half-time
- ✓ When Satisfactory Academic Progress is not maintained
- ✓ When a student has not worked for 3 consecutive pay periods and a leave was not discussed
- ✓ When the student consistently earns over their allotted award maximum

Both student and employing department will receive notification in writing of termination when initiated by the Work Study Program. Reason for termination and the effective date will be given.

### **Voluntary**

A student may discontinue their FWS employment at any time without penalty if a two-week courtesy notice is given to both the hiring supervisor and the Office of Financial Aid.

The student should submit a written resignation directly to their supervisor and the Office of Financial Aid.

The written notice must include the last day worked under the FWS program.

### **Involuntary**

A student's FWS employment may be terminated for the following reasons, however not limited to:

- ✓ Failure to perform in a satisfactory manner
- ✓ Failure to report to work
- ✓ Participating in illegal activities, including drug or alcohol use, conducted on University property or an off-campus FWS site
- ✓ Has committed a minor offense
- ✓ Has committed a major offense such as theft, insubordination, gross misconduct, etc...
- ✓ Excessive unexplained absences or tardiness
- ✓ Time sheet falsification
- ✓ Walking off the job, or after an unapproved absence, except when an emergency situation precluded giving such notice

The FWS supervisor must follow the following procedure to officially terminate a FWS student:

- ❖ A written warning to the student with a copy sent to the Office of Financial Aid. The written warning is suggested in order to give the student an opportunity to be aware of and correct inadequacies. A reasonable time period of two (2) weeks is considered appropriate between the written warning and final termination.
- ❖ All FWS termination requests are to be submitted to the Office of Financial Aid so a terminating PAF can be processed. These requests are to be forwarded to the Office of Financial Aid located in Room 128-AUD.

**Note: Only the Office of Financial Aid can submit hiring & terminating PAFs for any FWS student!**

## **Grievance Procedures**

The FWS student should discuss any grievances with their immediate supervisor. If the supervisor is not available or it is not possible to speak with the supervisor, the student should address their concern to the Office of Financial Aid.

## **Performance Evaluations**

FWS supervisors are asked to evaluate their FWS student's performance every year. Supervisors & their students should discuss the student's performance to provide them with useful feedback. This supervisor/student evaluation interaction is vital to the future work habits and supervisory techniques of both parties. FWS supervisors should review the completed evaluation with the student and then submit a copy of the evaluation to the Office of Financial Aid and keep the original on file.

## **Benefits**

Student employees are not eligible to receive employment benefits such as overtime pay, paid holidays, vacation, jury duty, sick leave, health plan, retirement benefits or any other benefit provided to regular full-time or part-time (Non-FWS) RU employees. FWS does not provide eligibility to apply for Federal unemployment benefits or permanent status.

## **Injuries**

All injuries that occur on the job, however minor, must be reported on an [accident/incident report form](#) immediately or as soon as physically possible. The forms must be completed and signed in the presence of a security guard. The security guard will then hand deliver the incident report to the Office of Human Resources within 24 hours of the incident. The HR department will then file the report with the University's Workers' Compensation carrier for processing.

## **Summary of Responsibilities**

Students should be aware of their work expectations and adhere to the hiring department's office conduct guidelines, rules for attendance, and tasks & responsibilities. Supervisors need reliable workers. It is the expectation that students will be professional and follow their pre-established schedules and will contact their supervisors in advance if they will be late or if they will be unable to work their entire shift. Additionally, it is the expectation that students will be on task and perform work-related duties while at work. Below are just a few responsibilities listed for the Office of Financial Aid, the hiring FWS Supervisor, and the FWS student.

### **Office of Financial Aid**

- ❖ Provide an up-to-date listing of FWS positions
- ❖ Notify students and supervisors when their students' FWS awards are revised
- ❖ Notify supervisors & students of any FWS program, policy, or procedure change
- ❖ Pre-Screen FWS eligibility
- ❖ Provide FWS Instruction Packets

## **FWS Supervisor/Department**

- ❖ Complete the FWS Job Posting form online
- ❖ Interview and hire FWS students after providing equal employment opportunity
- ❖ Provide appropriate direction and training to each FWS student
- ❖ Notify the Office of Financial Aid when positions have been closed, re-opened, or duties change
- ❖ Follow the hiring process by completing the FWS Instruction Packet with each new hire
- ❖ Notify the Office of Financial Aid if there is an apparent problem with the student which cannot be resolved within the department
- ❖ Request a FWS termination directly with the Office of Financial Aid
- ❖ Approve student's time sheets accurately and in a timely manner to ensure student is paid on time
- ❖ Ensure the hiring of FWS students will not result in the replacement of permanent, full-time staff or the impairment of existing contracts for services
- ❖ Ensure FWS students are supervised at all times by full-time RU staff & all work performed by FWS student is consistent with the purpose and intent of the FWS regulations & guidelines
- ❖ Maintain a file for each of their FWS student
- ❖ Monitor the student's earnings and be aware that the amount of the student's FWS award may change

## **FWS Student**

- ❖ Follow all steps in the FWS Instruction Packet
- ❖ Submit the completed & signed FWS Packet to the Office of Financial Aids before the 1<sup>st</sup> day of employment
- ❖ Notify their supervisor of any changes in his/her FWS award
- ❖ Keep accurate records of hours worked so as not to exceed the FWS allocation
- ❖ Recording time in & out only for hours worked on RUACCESS
- ❖ Maintain Satisfactory Academic Progress according to the policies and procedures of the Office of Financial Aid

## **Procedure for Reporting Time In & Out (FWS Students)**

From any computer, enter RU Access. The link to RU Access is available in the top right corner of [www.roosevelt.edu](http://www.roosevelt.edu).

- Log in with your User ID (Banner Employee Number) and PIN.
- *User ID = Roosevelt ID, nine-digit number beginning with 9.*
- *PIN = student's birth date in MMDDYY format. Students must change this and set a Personal Security Question and Answer during first login to Banner Web.*
- Select Employee Services tab.
- Select Time Sheet from the bullet options.
- Select the correct pay period and click on Time Sheet.
- On the page titled, Time and Leave Reporting, click on Enter Hours under the correct date.

- Record time at intervals of 15 minutes in the 99:99 format. For example, 9:00, 9:15, 9:30 or 9:45. Select **Save** to display total hours or **Time Sheet** to return to the Time and Leave Reporting Page.
- *Record actual time rather than scheduled time. For example, if students are scheduled to arrive at 9:00 but due to train delays students arrive at 9:10, enter time as 9:15.*
- *We allow hourly employees at 5-minute grace period. If students arrive 5 minutes after scheduled time, record as arriving on time. It is important to note that we will not deduct time during the grace period, however students are still tardy. Hourly employees are expected to be at their work stations, ready to work, by their scheduled start time.*
- *Please record time daily. If students take a break or meal period, enter Time Out when students leave and Time In again when students return.*
- At the end of the pay period, confirm that time is recorded accurately and **Submit for Approval**. **Time sheet is due by midnight on the Saturday prior to pay day.**
- Students will be prompted to record their PIN again. By doing so, students certify that their time, as it is recorded, is accurate.
- The screen will report that the Time Sheet was Submitted Successfully.

## **Procedure for Approving FWS Time Sheets (Supervisor)**

Supervisors should follow the instructions on how to approve FWS student time sheets by visiting the HR website user guide at <http://www.roosevelt.edu/hr/TimeandAttendanceforSupervisors.htm>

## **Submitting a FWS Job Posting**

1. Submit the FWS 'Post A Job Opening' form at <http://www2.roosevelt.edu/stujobs/input-pending.asp> for review
2. Once the form is submitted electronically it will be placed in a PENDING file for review by the FWS Coordinator
3. If the position description is approved the job posting will be set for viewable access in the FWS Job Database website at <http://www.roosevelt.edu/stujobs/default.htm>

## **FWS Supervisor Hiring Process**

1. Departments are STRONGLY encouraged to market their approved FWS positions by speaking with students directly, posting flyers around campus, etc...
2. Once a job posting is approved, students will begin contacting supervisors to set up interviews
3. FWS interview should only be made with those students who have their FWS Instruction Packet. Refer any interested student who does not have their FWS packet to the Office of Financial Aid to be screened for FWS eligibility

4. Supervisors should complete the FWS Packet with each new FWS student hired for their department
5. Supervisors must ensure the completed and signed Packet is returned to the Office of Financial Aid for start date approval.

### **Additional Information**

Additional questions regarding the Federal Work-Study program can be directed to the Office of Financial Aid, Room 128-AUD.

We thank students & supervisors for their interest in the FWS Program and hope that it is a rewarding experience for all participants!