



# STUDENT EMPLOYER'S HANDBOOK

**A work study guide for students and Supervisors**

**User Guide Document Provided by:**

**The Office of Financial Aid**



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Flexible  
Hours

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# INTRODUCTION

The Office of Financial Aid at Florida A&M University assists students and departments with information regarding part-time employment for our students. We will assist the departments with the work-study process providing guidance as needed from the beginning and end of the hiring process. This document is a training tool to assist you with the guidelines in order to start earning your Federal Work-Study funds as soon as possible.

## **What is Federal Work-Study?**

Federal Work-Study provides part-time jobs for undergraduate and graduate students with financial need, allowing the student to earn money to assist with paying for educational expenses. The program encourages community service work and work related to the student's course of study. The program provides an opportunity for students to secure academic and career-oriented employment while providing essential services to the University and the community.

## **What type of Federal Work-study jobs are available?**

Work-Study jobs are available **on-campus and remotely** in areas such as academic departments, libraries, administrative offices, laboratories and more. Work-Study positions are also available with off-campus non-profit organizations and community based organizations.

## **Can I choose any job for Federal Work-Study that's offered?**

Yes. You may choose your place of employment; however, we encourage student to choose an area that is work related to your course of study whenever possible. Please note that some employers may want to interview prior to the work study offer. Jobs are both, on campus and off campus.

## **Can I work as many hours as I want?**

No. The amount you earn cannot exceed your total Federal Work-Study award. The financial aid office and the department you choose to work will consider your class schedule and your academic progress.

## **How much can I earn?**

You'll earn at least the current federal minimum wage. The department may pay you per hour more depending on the type of work you do and the skills required for the position.

## **How will I be paid?**

If you are employed on-campus:

You will be paid bi-weekly via direct deposit. We encourage all Federal Work-Study students to sign up for Direct Deposit with the HR Document or use the money to pay for your education-related institutional charges such as tuition, fees, and room and board.

# FEDERAL WORK-STUDY STUDENT GUIDELINES

## A. Student Rights and Responsibilities

### **Rights:**

- Information regarding their award amount, rate of pay, average number of hours per week, and general FWS procedures.
- Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
- A clearly defined work schedule, which accommodates their course schedule and academic requirements.
- Adequate training to perform assigned tasks.
- A safe, clean, and professional working environment.
- Supervision and direction from Florida A&M University faculty or staff
- Instructions for recording hours worked, as well as information regarding the College's payroll procedures and payroll calendar

### **Responsibilities**

- Student employees are not allowed to study nor do homework while they are working. If your supervisor approves you to do homework, it must be while serving a need of the work site at the same time (i.e. answering the phone, greeting visitors, etc.)
- Become familiar with information provided regarding the terms of the FWS award and FWS program policies procedures.
- Communicate with supervisors regarding schedule
- Notify supervisor immediately if unable to attend work
- Understand the expectations from individual supervisor
- Notify the Financial Aid Office in the event of an inappropriate work environment, etc.
- Maintain professionalism and accuracy in all transactions with the public or campus community.

### **Timesheets:**

Timesheets must be filled out completed and signed by the student worker and supervisor before they are processed. A copy of the timesheets are due the Tuesday before pay week of each month. Should that Tuesday fall on a weekend or a holiday, timesheets will be turned in on the prior business day before the due date, by 5:00PM.

### **Pay Rates:**

Pay rates are determined by the type of job and length of time on the job. Currently recommended pay rates range from \$10 per hour. Starting pay is determined by the specific job and the timeframe of student employment desire.

The amount a student can earn per semester:

- Up to \$1500 for regular FWS program
- A student cannot work more than **20 hours per week**.

### **Termination:**

If student employees do not perform their duties satisfactorily and needs to be terminated, the supervisors must talk with the director of Financial Aid to discuss prior to terminating the student. Improper use or violation of university property and falsification of timesheets will result in your termination without grounds for appeal. Both the student and supervisor must sign and date the Federal Work Study separation form listed on the website. This form must be emailed or faxed to the financial aid office.

### **Breaks and Holidays:**

Students may work during semester breaks with the approval of their supervisor and if there is funding available. Students are not permitted to work on holidays that are observed by Florida A&M University.

## ONCE YOU'RE AWARDED

### **Congratulations, you have been awarded Federal Work-Study.**

Once you are awarded Federal Work-Study, you must log into your Irattler account.

Click on Campus Solution: Campus Solutions> Student Center> Self-service>Campus Finances>FAMU Apply for Work-Study Jobs



The screenshot shows the iRattler web portal interface. At the top, there is a navigation bar with the iRattler logo and the user name 'User: Stud Alfrs Burgess-Bryant,D on Database: FAMSAPRO'. Below the navigation bar, the 'Campus Finances' section is displayed. The section title is 'Campus Finances' and the description is 'View your account, make an electronic payment, view and accept your financial aid awards.' The main content area is a grid of service options, each with a small icon and a link. The options include:

- FAMU Apply for Work Study Jobs
- FAMU Excess Credit Hrs Appeal
- FAMU Advance Housing Agreement
- FAMU Book Voucher Request
- FAMU Direct Deposit Auth
- FAMU Meal Plan Participation
- FAMU Rattler Card Replacement
- FAMU Repeat Course Appeal
- FAMU View Repeat Courses
- View Eligible Repeat Courses
- Account Inquiry
- Payment Profile
- Make a Payment
- Accept/Decline Awards
- View Financial Aid
- Sign Perkins Promissory Note
- View Perkins Promissory Note
- Report Aid from Other Sources
- Purchase Miscellaneous Items
- View 1099-T
- FAM SAP Appeal Details

Once you have clicked on “FAMU Apply for Work-Study Jobs, please complete the online application. This will allow you to be able to select a job from the list of jobs available. If a job does not have any openings, you will not be able to select that specific job. You may select more than one department.

## Federal Work Study Job Selection

**NOTE: Work Study Jobs will NOT be processed after Deadline.**

**ATTENTION:** Employment dates for Fall Semester are SUNDAY AUGUST 17, 2014 through THURSDAY DECEMBER 18, 2014. Employment dates for Spring Semester is SUNDAY JANUARY 04, 2015 through FRIDAY MAY 08, 2015. Please contact your department about your start date.

Aid Year	Department Name	Department Contact	Openings	Jobs	Deadline Dt
				Applied for	
<a href="#">2014-2015</a>	Enterprise Information Tech	Janice Love	10	1	09/25/2015
<a href="#">2014-2015</a>	Student Financial Aid	JACQUELINE CASON	10	1	05/02/2015
<a href="#">2014-2015</a>	Honors Program	Tamara Lewis	10	0	05/02/2015
<a href="#">2014-2015</a>	College Of Pharmacy - Instruct	Verratta Young	20	0	05/02/2015
<a href="#">2014-2015</a>	Admin Expense-Financial Aid	Sherry Marson	10	0	05/02/2015

## FEDERAL WORK-STUDY SUPERVISOR GUIDELINES

### Orienting Your Student Employee:

Orienting Your Student Employee Good personnel practices require that every employee be oriented to the organization of the work place and trained to perform necessary tasks. It benefits both you and the student to establish a formal training program and keep the lines of communication open, clear, and constructive. Spend enough time discussing the following to prevent future confusion:

- Performance standards
- Variations in work schedules for holidays and examination periods.
- Student's responsibility for University facilities and equipment.
- Safety and health practices
- Training in skills and procedures necessary to perform the job.
- Confidentiality of records and files. (FERPA statement, specifically)
- System access and security procedures.
- Procedures for recording hours worked and completing timesheets.
- Dress code in the workplace
- Telephone etiquette
- No homework policy (student employees are not allowed to study or do homework on the job unless they are fulfilling a role for the work site at the same time, such as answering phones)
- Policy on no smoking in building (if applicable to your work site)

Provide answers to the following questions:

1. Who is the student's supervisor?

2. To whom should the student direct problems or questions?
3. Who should be contacted in case of absence or change in work schedule?

### **Federal Work Study Supervisor Guidelines for Timesheets**

When can a student employee start working?

Once the student has completed the interview process and you have signed the contract with the student, the student must submit the New Employee Sign-up Packet (OPS) to the Human Resource office, located in Foote-Hilyer Administration Building, prior to receiving payment. These packet includes the following:

- Collection of Employee's Social Security Number Form (sign and date)
- Personal Information Form (sign and date)
- Oath of Loyalty (notarized)
- Florida Retirement System (FRS) Certification Form
- W-4 Form (sign and date)
  
- I-9 Form (sign and date with appropriate documentation according to instructions)
- Direct Deposit Authorization Form (mandatory/sign and date)
- Confidentiality and Security Agreement Form
- Terms and Conditions of OPS Employment Form (OPS New Hire Only)
- Social Security Card (signed copy)
- Driver's license or government issued photo identification card (copy)

All signed contracts must be submitted to the Office of Financial Aid via the Image Now system. Any questions, please contact Jackie Cason at [Jacqueline.cason@famu.edu](mailto:Jacqueline.cason@famu.edu)

### **Who is responsible for keeping track of hours worked and remaining hours that a student may work within the semester?**

The supervisor is solely responsible for ensuring that hours have been calculated accurately prior to submission of the timesheet to the Financial Aid Office. Please remember that student employees can work up to 20 hours per calendar week. The supervisor should keep a biweekly running tally of the amount of hours worked by the student employee to ensure that the student's hours are accurate.

### **Who must sign the student employee's timesheet?**

Both the student employee and supervisor are required to sign the timesheet in order for it to be processed. The supervisor's signature must be legible in order to verify that the timesheet has been signed by the supervisor on record. Any timesheets not signed or signed in pencil by either the student employee and the supervisor will be returned to the supervisor and not processed for that time period. After the supervisor has signed the timesheet it should never be returned to the student worker. The supervisor should send a copy of the timesheet to the main campus Financial Aid Office addressed to "The Office of Financial Aid" via hand delivery or email.

### **Are student employees required to take lunch breaks?**

All student employees are entitled to have a 30-minute lunch break if they work six to eight consecutive hours. If a student employee works eight or more consecutive hours, he/she is entitled to take a lunch break of one hour. This should be noted on the timesheet.

### **Terminations:**

If student employees do not perform their duties satisfactorily and needs to be terminated, the supervisors must talk with the director of Financial Aid to discuss prior to terminating the student. The supervisor and the student must also sign and date the FWS separation form. Improper use or violation of university property and falsification of timesheets will result in your termination without grounds for appeal. A written letter must be submitted to Human Resources.