

# Financial Aid Office

## FEDERAL WORK-STUDY HANDBOOK



# Table of Contents

<b>Section 1: FEDERAL WORK-STUDY OVERVIEW .....</b>	<b>3</b>
ABOUT THE FEDERAL WORK-STUDY PROGRAM .....	3
ELIGIBILITY .....	3
<b>Section 2: OBTAINING A JOB.....</b>	<b>4</b>
<i>HIRING PROCESS.....</i>	<i>4</i>
<i>WORK SCHEDULE.....</i>	<i>4</i>
<i>ORIENTATION .....</i>	<i>5</i>
<b>Section 3: PAYROLL PROCEDURES .....</b>	<b>6</b>
PAYROLL.....	6
<i>VALIDATION REQUIREMENTS .....</i>	<i>6</i>
<i>TIMESHEETS.....</i>	<i>6</i>
<i>PAYCHECKS .....</i>	<i>6</i>
<i>MONITORING EARNINGS.....</i>	<i>6</i>
<b>Section 4: SEPARATION .....</b>	<b>7</b>
RESIGNATION.....	7
TERMINATION BY SUPERVISOR.....	7
TERMINATION BY FINANCIAL AID OFFICE .....	7
<b>Section 5: SUMMER WORK-STUDY .....</b>	<b>8</b>
ADDITIONAL INFORMATION>>>>>.....	8

# Federal Work-Study Overview

## About the Federal Work-Study Program

Federal Work-Study (FWS) is a program that provides part-time employment opportunities to eligible students to help them afford the cost of higher education. Eligibility is based on need as determined by the Free Application for Federal Student Aid (FAFSA.) Eligible students are awarded an allotment that may be earned through part-time employment in FWS-approved positions either on or off-campus. The program is designed to provide students with an opportunity for employment arranged around class schedules.

Jobs may be on-campus or off-campus at non-profit organizations. All jobs must be in the public interest. John Tyler is required to utilize at least 7% of its FWS funding for community service positions with at least one FWS student employed as a reading tutor for children of preschool and/or elementary age or with a family literacy program. Off-campus positions must first be approved by the Financial Aid Office.

## Eligibility

You must demonstrate financial need to participate in Federal Work-Study. You must also meet Satisfactory Academic Progress standards. Students who indicate an interest in work-study on the FAFSA are awarded Federal Work-Study as long as funds are available. John Tyler Community College has limited funding for work-study which is awarded on a first come, first served basis. Priority will be given to those students who demonstrate the most need and complete their FAFSA form for the new academic year prior to May 15.

A work-study award means you are eligible to hold a position as a Federal Work-Study student. The award is not applied to your student account charges for tuition, fees and bookstore purchases. In order to receive the Federal Work-Study funds, you must work at a position in one of JTCC's departments or an off-campus community service job. You will work the hours that are mutually agreed upon between you and your supervisor and will receive a bi-weekly paycheck.

If you do not wish to use your work-study award, then notify the Financial Aid Office. The program will be deleted from your financial aid award.

# Obtaining a Job

## Hiring Process

Once you receive a Financial Aid Award Notification confirming your eligibility for the Federal Work-Study program, Go on-line to the Financial Aid Office web page at [www.jtcc.edu/financialaid](http://www.jtcc.edu/financialaid). You will find the steps below by clicking the link for Work-Study.

1. Review the list of [available FWS positions](#) and contact the hiring supervisor for an interview.
2. If offered a position, you will be referred back to the Financial Aid Office to receive the remaining “new hire” documentation including the Criminal History Record Name Search Request Form.
3. In addition, a state application is also necessary to complete your new hire process. Log on to [the state career site](#) to complete and print an online application. Simply, click the “Create an Application” link on the left and follow the instructions. Please note, a position number and job title is not required on the application.
4. Submit all completed documents to the [Financial Aid Office](#). Be sure to sign and date your state application and include it with your new hire packet documents.

If you were not awarded Federal Work-Study, but are interested in participating, contact the Financial Aid Office. We will determine if you are eligible to participate. If you are, complete steps 1 – 4 as listed above for employment.

When interviewing, it is recommended that you provide your class schedule to the hiring supervisor and your contact information.

## Work Schedule

Your supervisor will set a work schedule that accommodates your class schedule, as well as the department’s needs. Under no circumstance should you be scheduled to work during class time as this is against federal regulations. You are not required to work on dates the College is closed, according to the academic calendar. Make-up hours for time missed is at the discretion of your supervisor.

## **Orientation**

Your supervisor should conduct a job orientation with you to include items such as:

- A review of department rules and regulations
- A review of scheduled hours
- A review of responsibilities and tasks (such as):
  - How to answer phones
  - How to place calls on hold
  - How to transfer a call
  - How to greet students that walk into the office
  - How to log onto the computer
  - What phones to use and how to check voicemail if applicable
  - Other procedures or tasks which they will have to perform
- A review of whom to call if you are going to be out sick
- A review of how to request time off
- A review of what to do if your schedule changes
- A review of expected dress attire
- A review of confidentiality expectations (FERPA)

# Payroll Procedures

## Payroll

It is your supervisor's responsibility to validate and account for your hours worked each pay period. If your timesheet is submitted late, then your paycheck will be late. You must make note and follow payroll deadlines published by the John Tyler Human Resources Office to receive your paycheck on time.

## Validation Requirements

- Ensure that you did not work during scheduled class hours
- Ensure that the hours indicated on the timesheet reflect the actual hours worked (this may not always reflect their actual scheduled hours)
- Ensure that you did not work more than 8 hours a day
- Ensure that you did not work overtime
- Work with you to monitor your earnings to ensure that you have not exceeded the amount of your total Federal Work-Study award

## On-Campus Employees – Timesheets

You will coordinate timesheet entry and approval with your supervisor and the Human Resources Office using PeopleSoft HR.

## Off-Campus Employees - Timesheets

You may obtain timesheets from the John Tyler Human Resources Office. You are responsible for completing your timesheet on a bi-weekly basis and having your supervisor sign it. Your supervisor's signature certifies that all information on the timesheet is correct.

## Paychecks

You will be paid on a bi-weekly basis. It is recommended that you enroll in direct deposit to receive your paycheck in the most timely fashion. You will access your pay stub and W-2 information on the state employee **Payline** website at <https://payline.doa.virginia.gov/>.

## Monitoring Earnings

The Financial Aid Office will assist with monitoring your earnings to ensure that you do not exceed the amount of your total Federal Work-Study award. If you are in danger of reaching your limit, the Federal Work-Study Coordinator will notify you and your supervisor.

# Separation

## Resignation

You may voluntarily resign from your position at any time. However, it is asked that you provide the department you are working for at least a two-week notice. Your supervisor will notify the Financial Aid Office of your separation. You must resign or separate from your position before moving to another department.

## Termination by Supervisor

Your supervisor may terminate you at any time for unsatisfactory job performance and/or insubordination. Reasons can include but are not limited to:

- Repeated failure to arrive at work on time
- Failure to complete assigned tasks
- Disruption of the department

## Termination by Financial Aid Office

The Financial Aid Office may terminate your work-study employment at any time if you no longer meet the Federal Work-Study requirements. We will attempt to give your supervisor as much advance notice as possible, but this may not always be feasible. Examples of changes in eligibility are:

- Failure to meet Satisfactory Academic Progress standards
- Changes in enrollment status/cost of attendance
- Additional aid was awarded making the student ineligible for the Federal Work-Study program
- All necessary paperwork has not been completed

## Summer Work-Study

Summer is a **crossover period** from one financial aid award year to the next. Federal Work-Study is available if you enroll in classes during the summer and meet all other requirements outlined on the summer work-study contract. All work-study participants are notified of summer work-study opportunities during the month of March.

### Additional Information

Additional questions regarding the Federal Work-Study program can be directed to the Financial Aid Office. Below you will find additional resources for work-study employees. We thank you for your interest in this program and hope that it is a rewarding experience for you.

<b>Work-Study Coordinator</b> – General financial aid and work-study eligibility inquiries	594-1553
<b>Financial Aid Office web page</b> – General financial aid information	<a href="http://www.jtcc.edu/financialaid">www.jtcc.edu/financialaid</a>
<b>Human Resources Office</b> – New hire, payroll, and supervisor inquiries	594-1419
<b>Payline</b> – Pay stub, W-2 information for state employees	<a href="https://payline.doa.virginia.gov/">https://payline.doa.virginia.gov/</a>