



**WINSTON-SALEM**  
STATE UNIVERSITY

**2018-2019**

**FEDERAL WORK-STUDY**

**STUDENT EMPLOYEE MANUAL**



# **STUDENT FINANCIAL AID** FEDERAL WORK-STUDY PROGRAM

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## Welcome to the Federal Work-Study Program!

The Federal Work-Study Office wishes you great success this academic year. This manual serves as your guide to how the Federal Work Study program (FWS) functions at Winston-Salem State University, and explains your rights and responsibilities as a student worker within the program. Whether this is your



first time using work-study at Winston-Salem State or you are a Work-Study veteran, it is always a good idea to read through the manual at the start of every year.

If you have any questions for the Federal Work-Study program, contact Career Development Services at [careersvcs@wssu.edu](mailto:careersvcs@wssu.edu) or 336.750.340

### How work study works

Federal Work Study (FWS) is a form of federal financial aid, and like other forms of financial aid, it is awarded based on the Free Application for Federal Student Aid ([FAFSA](#)). FWS needs to be accepted in your financial aid [Award Summary](#) and is available provided that you are enrolled at least half-time. But unlike other forms of financial aid (scholarships, grants, and loans) FWS **does not** pay your tuition or housing charges directly. Bear in mind, a work-study award is not a guaranteed job. You need to search, apply and interview for a position to get your award.

One perk of being a work-study student is that your employer knows you are a student first and an employee second. When you're on the clock you should embody the utmost professionalism! Leave your phone in your backpack, be punctual and focus on the task at hand. Employers know that students are not permitted to work during scheduled class times and that you cannot work more than 20 hours a week. They also know to be flexible during exams and that you may not be available to work during academic breaks.

### Important things to know

- You cannot work when you are scheduled to be in class.
- You can work up to 20 hours a week/40 hours a pay period during the term.
- You must be enrolled at least half time in order to work.
- You must work for the hours you are paid.
- Work-study funds do not pay tuition or housing charges directly.
- Receipt of work-study funding is contingent upon meeting financial aid and enrollment criteria, therefore should not be used as a sole source of income.

Once hired, you will receive a bi-weekly paycheck that can be used for anything you need. Your employer uses your work-study funds to pay you, so it decreases gradually as you work over the course of the year. You can monitor your balance in your Award Summary tab on Banner Rams.

## **The opportunities**

Work-study employment opportunities are available on and off campus. On-campus jobs permit the most flexibility and allow you to network on campus. Off campus opportunities with our approved nonprofit agencies allow you to network with the larger Winston-Salem community, apply what you're learning in the classroom and make a bigger impact.

## **Applying for positions**

To search for jobs on campus you must be registered with [CAREERlink](#).

In order to begin working you must meet a few federal financial aid eligibility requirements. First, you must be enrolled a minimum of half-time (6 credit hours for undergraduates), and be meeting Satisfactory Academic Progress standards. You cannot apply for a position during a term in which you are not meeting enrollment minimums or are otherwise not eligible.

## **Steps To Participate In Federal Work-Study**

1. Student accepts the award in Banner
2. Student visits Career Development Services and completes an online orientation
3. Career Development Services verifies Federal Work Study award amount
4. Student establishes work assignment (via [CAREERlink](#), previous assignment, etc.) and informs Career Development Services
5. Career Development Services completes the top portion of the Hiring Authorization Form (Student's Name, Award Amount, Hiring Dates, Term of Work Study, and whether the student is receiving work study for the first time or returning). Career Development Services emails a PDF copy of the Hiring Authorization Form to student's supervisor, student, and Financial Aid
6. Student, supervisor (hiring manager) and department head signs Hiring Authorization form and Supervisor emails it to Human Resources and Financial Aid via [fwsauthorization@wssu.edu](mailto:fwsauthorization@wssu.edu)
7. Human Resources emails student employment forms for student to complete and return to Human Resources during a scheduled "document intake session". Document intake sessions are currently held on Wednesdays from 2 p.m. to 4 p.m. in Room 103 of Eller Hall
8. Student turns all completed Human Resources forms to Human Resources during a weekly document intake session
9. Human Resources notifies the Student and Supervisor by email that all paperwork is complete and student can begin work
10. Student begins work assignment

## Getting paid

Work-study students are paid **bi-weekly**. A [Payroll Calendar](#) is available on the university's web site [www.wssu.edu](http://www.wssu.edu). Students are responsible for submitting their timesheets online **at the end of every week**. Once submitted, it is your supervisor's responsibility to review and approve your timesheets on time. If you are working with an off-campus employer, you must forward a copy of your submitted timesheet to your employer to be reviewed. Your supervisor will forward this to Career Development Services with their written confirmation that your timesheet is correct. Career Development Services can then submit it to payroll. **Remember, submitting timesheets on time = getting paid!**

*Remember...* Submit on-time every week = paid on-time!

It's also worth noting that your FWS earnings are taxable by the IRS but those earnings are FICA exempt and are not counted against your need-based eligibility for the following year's FAFSA. You can view your tax withholdings on your paycheck on Banner Rams. For questions about W-2s or direct deposits, contact Payroll Services or Human Resources.

## Timesheet falsification

Timesheet falsification is time recorded on your timesheet that you did not actually work. Timesheet falsification is a crime. Any student who falsifies hours worked will be referred to the appropriate campus authority for investigation and possible criminal prosecution. Students who have been proven to have engaged in such conduct may expect serious consequences, including termination from the Federal Work-Study Program.

More about Eligibility

## Enrollment requirements

You must be registered in at least 6 credits each semester to participate in the Federal Work Study program. If you graduate, withdraw, are dismissed from the university, or drop below half-time enrollment at any point in the term, **you immediately cease to be eligible to work**. You will be able to begin working again only if you enroll at least half-time for a subsequent term.

## Financial aid requirements

It's easy to forget that work-study is a form of federal financial aid. You must meet all requirements for financial aid eligibility in order to work, including:

**Satisfactory Academic Progress:** Work-study students must be meeting **Satisfactory Academic Progress** (SAP) requirements. Should you no longer be meeting SAP, **you immediately cease to be eligible to work**. If you submit a SAP appeal and it is approved, your work-study eligibility is contingent upon meeting the conditional requirements of the appeal while you are on probationary status. For those students who do not appeal, you may regain access to work if you self-correct at the end of a semester.

**Verification:** Federal regulations dictate that Winston-Salem State University ensures all students are eligible for the financial aid they are receiving. Winston-Salem State University may request **verification** from students and families of what was entered on the FAFSA to determine if a student is eligible for this specific award. If you are selected for verification, you cannot use FWS funds until you complete outstanding verification items in your To- Do List. Once the verification and/or appeal process is complete, you can return to work provided you are still meeting the need-based component for the award.

### **Getting work-study next year**

Because need-based aid is contingent upon the FAFSA being filed each year, student eligibility is reassessed each year and you cannot assume you will automatically receive the same financial aid package from one academic year to the next. The first step in getting a FWS position is to apply for financial aid. Filling the free application for Federal Student Aid (FAFSA) will establish eligibility for Federal Work Study as well as other types of Federal financial aid. Be sure to indicate interest in work study where the question is asked. Keep in mind that work study is awarded on first- come, first served basis. Funds may not be available to all students who are eligible. Once the FAFSA is processed, and you are awarded work study, you must accept the award through your Banner Rams Online account. Once the award is accepted, students must visit Career Development Services on the 2<sup>nd</sup> Floor in Hill Hall to begin the steps to obtain a FWS job. Students will also be contacted by Human Resources via email to complete necessary paperwork in order to begin working.

### **Tips to improve likelihood of getting work-study next year:**

- File the FAFSA by the February 1 priority date, and if chosen for verification, submit those items on-time as well.
- Earn a portion of this year's work-study award
- Meet all federal eligibility criteria to receive federal financial aid

## **Work hour and funding limits**

### **Limited funds**

Federal Work-Study funds are limited in two ways:

1. Because FWS funds are tied to enrollment and the academic year, you have a limited time to secure employment and use the funds. Unused funds will not roll over to the next academic year, nor can they be "cashed out". For this reason, awards can be canceled for students who do not begin using them by the start of each semester so that we can further support others with FWS jobs.
2. The amount we have available to allocate each year is limited. If you are using work-study funds and are in danger of running out, please contact Career Development Services and or Financial Aid to see if we can increase your award. We cannot promise funds will be available and not all students are eligible for increases due to financial aid restrictions, but we are willing to review your case. If you are not eligible for additional need-based aid, we recommend that you discuss the issue with your supervisor to see if any other funding sources are an option.

## Maximum hours allowed to work and holding multiple positions

Because you are a student first and an employee second, there are policies in place that limit the amount of hours you can work and be paid with work-study funds. **You may be paid from Federal Work-Study funds for no more than 40 hours per pay period (average of 20 hours per week).** If you also work at a non-FWS job on campus, the university imposes additional restrictions on the number of hours you may work to 20 hours a week; bear in mind, the maximum amount of hours combined are 20. If both positions are on campus jobs, the combined hours between the two positions cannot exceed 20 hours a week or 40 hours in a pay period.

## Breaks and holidays: working “off term”

### Work during breaks and university observed holidays

You may be permitted to work more hours during breaks if funds are available and if your employer has work for you to do. You and your employer will be notified in advance of each break whether work

will be permitted. The hour limit will not increase during

breaks. Hours usually are not increased during university observed holidays. Students who work during a university observed holiday or breaks are paid their regular, hourly wage. You are not required to work over breaks and university observed holidays. In some cases, the office or off-campus agency you work for may be closed, so working may not be an option.

### University observed holidays

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Labor Day
Independence Day	Christmas Day

### Working during summer term

The Office of Scholarships & Financial Aid typically awards financial aid for the normal academic-year of fall and spring. Summer term(s) is optional, meaning there is typically no gift-based financial aid (e.g. grants and scholarships) available. Students are encouraged to plan for summer by reserving some of their financial aid award from the previous fall and/ or spring. Students may also apply for private/alternative loans for summer as well.

## Probation and different types of termination

### Seasonal, voluntary and involuntary termination

Because we cannot confirm or deny a student’s financial aid eligibility for the upcoming academic year, work-study students should automatically be terminated, also called **seasonal release or seasonal termination**, from their positions at the end of spring semester, which is the last term of the academic year. This does not mean you are not allowed to work in the same position each year—in fact, we hope you do! But because we can’t promise you will be awarded with work-study each year you may need to go through the hiring process again annually. Each department handles this transition a little differently. Please discuss this annual transition with your supervisor.

Students who graduate in the middle of an academic year also fall into this seasonal category. They can expect their last day to work and use work-study funds to be the last day of the semester that they graduate. The Student and Supervisor Orientations lists the last day students can work.

**Voluntary release** is initiated by the student and can happen any time during the semester for a variety of reasons. You may discover that your ability to be successful in the classroom is being compromised by your work responsibilities. Or, maybe you would like to quit one position in order to work a different one. Regardless of the reason, it is professional courtesy to provide your supervisor with two weeks' notice, verbal and in writing, if you would like to quit your position. Your supervisor will work with HR to update your hiring record. Please note, your employer does not have the authority to refuse to release you from your work commitment.

**Involuntary termination** is when the employer initiates termination for reasons other than the temporary or seasonal nature of the position. Depending upon the circumstances of the termination, there may be ramifications to your work-study eligibility.

Here is a sample of reasons your employer may choose to terminate employment:

- The department does not have sufficient work.
- The department wishes to eliminate a job.
- The student's work or attendance is unsatisfactory.
- The student has violated the [Student Code of Conduct](#).

### **Federal Work-Study probation**

Students who have been dismissed from their FWS employment for poor performance or attendance are not eligible to be referred to another FWS job until additional trainings are completed through the Career Development Services Department. After trainings are completed, the student will be eligible to obtain another FWS position the following semester. Should the FWS Office be informed that a student is dismissed from a second FWS job for similar reasons, that student may have their FWS eligibility canceled for the academic year.

If the dismissal was due to violation of the [Winston-Salem State University Code of Student Conduct](#), the FWS Office retains the right to revoke work-study eligibility immediately and future eligibility may be nullified depending on the severity of the transgression. Notification will be sent to the student in writing, and is not appealable.

### **Inappropriate activity**

Any student who misuses university equipment or supplies, or commits any serious infraction of the [Code of Student Conduct](#) will be subject to disciplinary action by the appropriate campus authority. Students who have been proven to have engaged in such conduct may expect serious consequences, including termination from the Federal Work-Study Program. If as a student employee witnesses inappropriate activity that you do not feel comfortable bringing to the attention of your direct supervisor, you may contact Human Resources.



## **Sexual misconduct**

In accordance with the University's EEO and Non-Discrimination Policy, discrimination and harassment based on an individual's Protected Class is strictly prohibited. Sexual Harassment and Sexual Violence are considered to be forms of sex discrimination. Sexual harassment by any member of the university is a violation of both law and university policy. Accordingly, no academic or personnel decisions, such as awarding of grades and jobs, shall be made on the basis of granting or denial of sexual favors.

This policy is intended to comply with Title IX of the Education Amendments of 1972 ("Title IX"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), and Title VII of the Civil Rights Act of 1964, as they may be amended from time to time.

Beyond compliance, Winston-Salem State University ("WSSU" or "University") is committed to providing an environment that emphasizes the dignity, respect, and self-worth of every member of its community. With this commitment in mind, WSSU strongly condemns all forms of sex discrimination including sexual violence and promotes a community that is free of any form of sexual misconduct, which may include harassment, sexual violence, dating & domestic violence, and stalking.

## **Student Employee Evaluations**

All student employees will be evaluated for their work performance during their work assignment. Supervisors will take the time to evaluate the student objectively. Serious, careful assessment of the student employee will enable all parties –your organization, the student, and Winston-Salem State University- to gain the most from the experience. Midterm evaluations should be submitted to Career Development Services no later than October 26, 2018 and final evaluations should be submitted no later than May 13, 2019.

## **NON FWS STUDENT EMPLOYEES**

Students who do not receive Federal Work Study may search for on and off campus part time employment opportunities by visiting [CAREERlink](#). On campus student employees must adhere to the same maximum hours per week limit as Federal Work Study students (20 hours). On campus student employees must also follow all university rules and regulations listed under the Student Code of Conduct. The Job Location and Development Coordinator may answer any questions have about student employment.

- WSSU students looking for work while you are in school? Visit [CAREERlink](#) to search and apply for part-time, seasonal, and work-study jobs.
- For questions, contact Mr. Linwood Skinner at [skinnerls@wssu.edu](mailto:skinnerls@wssu.edu) or 336.750.3261
- You may also visit Career Development Services at the Student Success Center at Hill Hall, Room 210. <https://www.wssu.edu/careers>

## **VALUING OUR WORKING RAMS!**

The Federal Work Study Program is designed to support our students with the greatest economic need as they embark on their educational and professional journeys. We strive to provide the professional development, networking opportunities and real-world experience our students need to be successful as they graduate and become our future leaders. In return, the enthusiasm, energy and talent of our students make Winston-Salem State University an enriching and unparalleled place to learn and grow. WSSU is strong in part because it is a reflection of the people that work here... **and that includes you, the student worker!**

We know that holding down a job while taking classes can be demanding. We know there are late nights, long days and so much to learn. We know this is new territory, that you are up for the challenge, and that you will thrive here. We know this because as your supervisors and mentors we witness daily how hard you work and appreciate you as fellow staff members. You inspire us, and we can't wait to work alongside you.

## Resources for Student Employees

### Career Development Services

- Student Success Center at Hill Hall, 210 <https://www.wssu.edu/careers>
- **Federal Work-Study Program: Student Financial Aid:** <https://www.wssu.edu/student-life/career-development-services/student-employment/work-study-students/federal-work-study-program.html>
- Federal Work-Study FAQ: <https://www.wssu.edu/admissions/scholarships-and-financial-aid/resources/financial-aid-faq.html>

### Human Resources

- Payroll calendars: <https://www.wssu.edu/administration/finance-and-administration/financial-services/payroll/Files/documents/bw-pay-dates-2018.pdf>
- Payroll services: <https://www.wssu.edu/administration/finance-and-administration/financial-services/payroll/index.html>
- University observed holidays: <https://www.wssu.edu/administration/human-resources/leave-administration/holiday-schedule-and-winter-break-calendar.html>

### Office of Student Life

- Code of Student Conduct: <https://www.wssu.edu/student-life/student-conduct/index.html>
- File the FAFSA: <https://www.wssu.edu/admissions/scholarships-and-financial-aid/resources/tips-for-filing-fafsa.html>
- Important dates: <https://www.wssu.edu/admissions/scholarships-and-financial-aid/applying-for-financial-aid.html>
- Satisfactory Academic Progress: <https://www.wssu.edu/about/offices-and-departments/legal-affairs/policies-and-procedures/chapter-300-undergraduate-and-graduate-students/301-general/301.9.html>
- Drop and withdrawal: <https://www.wssu.edu/about/offices-and-departments/legal-affairs/policies-and-procedures/chapter-300-undergraduate-and-graduate-students/302-undergraduate/302.8.html>
- Academic Calendar: <https://www.wssu.edu/about/office-of-the-provost/administration-planning/academic-calendar.html>