

# Federal Work-Study Student Guide

# Tidewater Community College

## Federal Work-Study Student Guide

### I. INTRODUCTION

This guide is designed to help you understand the general policies and processes of The Federal Work-Study Program. It also provides an overview of the general expectations for you as a work-study student.

The Federal Work-Study (FWS) program is a federally funded program which provides employment to eligible students with financial need, helping them to earn money to help pay for educational expenses. A wide range of Federal Work-Study employment opportunities exist for TCC students. Most jobs are on TCC campuses, but a few community service opportunities exist at off campus locations.

### II. STUDENT ELIGIBILITY

Eligibility for Federal Work Study is determined by your financial need, based on your FAFSA information and financial aid awards. In order for you to potentially be eligible for the Federal Work Study program, you must do all of the following:

- Submit a current year FAFSA;
- Submit all requested documentation listed on your MyTCC To Do List;
- Qualify for federal financial aid;
- Demonstrate remaining financial need through the FAFSA
- Be enrolled in at least six (6) credits or more during the Fall and Spring semester *and*
- Meet TCC's Standards of [Satisfactory Academic Progress](#).

Each campus receives a certain amount of work-study funding, and when enough students have been hired to spend the funds allocated for a particular campus, that campus will stop accepting employment applications. Work-study placements are approved by the Financial Aid Office on a first-come, first-serve basis according to when the Campus Work-Study Advisor receives completed employment packets. Most placements for the Fall Semester are done in July, August and early September. We usually make new work-study awards for the Spring Semester (based on turnover) in January. Funding for Summer is based on the student's eligibility for the upcoming financial aid year.

Please note, work-study eligibility does not guarantee job placement. The number of students awarded Federal Work Study is dependent on the yearly allocation of funds and number of eligible work-study applicants.

### III. GENERAL WORK-STUDY POLICIES

A work-study award does not guarantee that you will receive the total amount of the award. **You must earn the award through work.** You cannot earn more than the total amount of the work-study award listed in you MyTCC account.

Work-study students are paid every two weeks by direct deposit. **You should enter your hours worked in HRMS at the end of each work day.** Instructions for submitting timesheets in HRMS are available at <http://web.tcc.edu/welcome/collegeadmin/administrative/hr/hrms/guides.htm>. As a work-study student, you must also ensure that your supervisor approves the timesheet by 3:00 p.m. on the date it is due in payroll according to the Payroll Working Calendar. Timesheets that are approved late will not be paid until the next pay date. Please note that pay dates are 2-3 weeks after the end of the pay period for which time is submitted.

***Before you can start working each semester you must:***

- 1) Have completed the work-study employment packet if you have not participated in the work-study program within the last 6 months.
- 2) Have received a confirmation email from Human Resources indicating your employment paperwork has been processed.
- 3) Wait until the first day that students are allowed to work for the semester (if approved before the semester begins).

Supervisors will be informed of the first date work-study students can start working each semester.

- 4) You must have access to HRMS.

It is of the utmost importance that you create a schedule with your supervisor that ensures that you do not earn more than the work-study award that was approved for the semester.

***As a work-study student you MUST stop working when any of the following situations occur:***

- You fail to meet the Standards of Satisfactory Academic Progress (SAP).
- You are enrolled in less than six (6) credit hours for the semester.
- You have earned the full work-study award listed on MyTCC.
- You are notified by your supervisor or the Financial Aid Office that you must stop working.

Both you and your supervisor are responsible for keeping track of the hours worked to ensure you do not work over the total allotted hours. Any unearned portion of a Fall Semester work-study award can be earned during the Spring Semester if the student remains eligible. Any unearned portion of a Fall and Spring work-study award cannot be earned after the last day of the work-study fiscal year. A new Work-Study Agreement must be completed and approved in order for you to participate in the summer work-study program, if offered at your campus.

***General Policies:***

- You are not allowed to work more than 20 hours per week.
- All work must occur on TCC premises or at official off campus sites designated in writing by the Financial Aid Office.
- Work hours cannot conflict with class time and you must clock out for personal time, to eat, or to study.
- You may not work from home or in any other location where you are not supervised.
- All work-study awards are contingent on your continued eligibility, funding, and approval by Human Resources and the Financial Aid Office.
- Per the Human Resources Department, you should enter hours worked in the HRMS system at the end of each work day.
- If your supervisor approves the hours worked in HRMS after the date due in payroll, you will not be paid until the next scheduled pay date.
- If you stop working for any reason during the semester, you and your supervisor must **immediately** submit an HR-21 to the Campus Work-Study Advisor to ensure financial aid and Human Resources records are promptly updated.

***Termination by the Financial Aid Office:***

The Financial Aid Office may terminate a work-study student at any time if they no longer meet the requirements for a work-study award. You and your supervisor will be given as much advanced notice as possible, but this is not always feasible. Examples of changes in eligibility are:

- Failure to meet the [Standards of Satisfactory Academic Progress \(SAP\)](#).
- Change in your enrollment status/cost of attendance.
- Receipt of additional aid which reduces need and makes you ineligible for the Federal Work-Study program.
- Working over the amount of hours allocated for the award.
- FAFSA changes that reduce need and eliminates work-study eligibility.

If you have questions or concerns regarding the Work-Study Program, please contact your Campus Work-Study Advisor.

#### **IV. HIRING PROCESS**

- 1) Supervisors interview work-study candidates and determine whom they want to hire.
- 2) The Campus Work-Stud Advisor will review the employment documents, update campus placement records and forward the documents to the Central Financial Aid Office.
- 3) The Central Financial Aid Office Work-Study Specialist will determine if the work-study award can be certified, update budget records and notify Human Resources of approval.
- 4) Once approved by Human Resources, employment documents are sent to the Payroll Office and Human Resources will email the supervisor to confirm that you are approved to work.

#### **V. WORK-STUDY EMPLOYMENT FORMS**

**The Work-Study Employment Packet contains the following forms:**

- Employment Eligibility Verification Form I-9 (completed by the student and Campus Work-Study Advisor) Acceptable documentation for the I-9 form as noted on page 9 of the I-9 form.
- Federal Income Tax Withholding Form W-4.
- State Income Tax Withholding (Form VA-4).
- Personal Information Form
- Summary of the Policy on Alcohol and Other Drugs
- Child Support Enforcement.
- Employee Direct Deposit Authorization
- Voided check or documentation from bank verifying routing number and account number. Personal Non-Public Information Policy.
- Information Technology Acceptable Use Agreement
- Work-Study Student Rights and Responsibilities Form.

If you have not participated in the work-study program within the last 6 months, you must complete the entire work-study employment packet.

If you have worked as a work-study student within the last 6 months, you only need to complete the WR-38, Direct Deposit Authorization Form, I-9 form, state and federal tax forms.

All employment forms should be submitted to the Campus Work-Study Advisor along with original documentation that verifies your eligibility to work (as indicated on page 9 of the I-9 form) and a voided check for the Direct Deposit Form. The Campus Work-Study Advisor will complete the I-9 form with you, review the employment packet and forward the documents to the Human Resources Department and the Central Financial Aid Office Work-Study Specialist.

Work-study earnings are taxable income. At the end of the calendar year, you will receive a W2 from TCC. It will show the amount of earnings and the amount of federal, state, and local taxes withheld, if any. This information is also sent to federal, state, and local taxing agencies. If you are required to file a tax return, you must include these earnings.

#### **VI. CAMPUS WORK-STUDY ADVISOR RESPONSIBILITIES**

Each TCC campus has an individual in the Campus Financial Aid Office designated to assist you and your supervisor with the work-study process. The responsibilities of these Campus Work-Study Advisors are as follows:

- Serve as the primary contact for you and your supervisor to answer work-study questions.
- Advertise the work-study program and help recruit work-study students.
- Monitor available jobs on their campus.
- Disseminate work-study information throughout the year to supervisors and students.
- Keep track of the current status of all work-study students on their campus.
- Monitor their campus work-study funding levels.
- Determine work-study eligibility and request work-study awards for eligible students.
- Assist you with completing the work-study employment paperwork.
- Collect and review all work-study employment documents.

## VII. RESPONSIBILITIES OF A WORK-STUDY STUDENT

### Policies and expectations for work-study students:

- 1) **Work-Study employment:** Federal Work-Study is a job that should be approached with good work habits. Federal Work-Study employment provides work experience that can assist you in future job searches.
  - Establish a work schedule and always be on the job when scheduled; if you must be absent, seek approval *prior* to being absent. If you cannot be on the job as scheduled, call your supervisor directly.
  - Personal calls and meals must be scheduled before or after work hours.
  - Dress appropriately for the position.
  - Use appropriate behavior and language on the job.
  - Do not expect to study while on the job. If you need extra time for study, ask your supervisor to be excused. Study hours are not to be recorded on your time sheets.
  - College equipment and all college resources are for college business only and not for personal use.
  - You will not work when the college is officially closed.
- 2) **Your work schedule:** You must NOT work more hours than authorized based on your award amount. Federal Work-Study awards will vary depending on unmet need, the length of the award period, and remaining Federal Work-Study funds.

You and your supervisor will be informed of the total number of hours that you can work during the semester based on your award and your hourly rate of pay when you are sent the approved copy of your Work-Study Agreement from the Campus Work-Study Advisor. You can divide the total number of hours by the number of weeks remaining in the semester. For example, if you are approved for a \$2,400 work-study award for the fall semester and you make \$7.50 per hour this would allow you to work up to 320 hours during the fall semester. If there are 16 weeks left in the fall semester (if you start at the beginning of the semester) this would allow you to work an average of 20 hours per week.

- 3) **Confidentiality:** Your work-study job may expose you to confidential college and student records. Confidentiality must be maintained. Breaches of confidentiality and/or any act of dishonesty may result in legal liability and your dismissal from the work-study program and possibly from TCC.
- 4) **Technology:** Each student must sign Personal Non-Public Information Form. Unapproved use of equipment and college databases is grounds for dismissal.
- 5) **Work-Study Time Sheets:** Work-study students are paid every two weeks by direct deposit as indicated on the Payroll Working Calendar. You should enter hours worked in HRMS at the end of each day worked. Instructions for submitting timesheets in HRMS are available at <https://web.tcc.edu/welcome/collegeadmin/administrative/hr/hrms/documents/EmployeeTimeEntryforNon-ExemptEmployeesThroughEmployeeSelfService.pdf>. You must also ensure that your supervisor approves their timesheet by 3:00 p.m. on the date it is due in payroll according to the Payroll Working Calendar in order to be paid on time. Timesheets that are approved late will not be paid until the next pay date. Please note that pay dates are 2-3 weeks after the end of the pay period for which time is submitted. Each submission of a timesheet constitutes a statement of the exact number of hours worked. *All work-study employees must participate in direct deposit/electronic funds transfer as a condition of employment. You must have either a savings or checking account to be paid by direct deposit.*

***Please note that students assigned to off-campus locations, must complete a paper time sheet AND enter their hours worked in HRMS.***

- 6) **Payment for work:** Payroll information is included in the hiring packet.
- 7) **Length of Commitment:** If you accept a Federal Work-Study position, the expectation is that you will work the entire term. A full year is preferred; it takes time to train a worker. You may voluntarily resign from your position at any time, but you are asked to provide your department at least a two-week notice. If you resign from your position for good cause, you will not be prevented from obtaining the same or another position at a later date if you remain eligible for work-study and if funding is available.

- 8) **Returning Federal Work-Study Students:** Federal Work-Study students who are returning to TCC and want to continue working in the same position a second year should let their supervisors know before the spring term has ended.

*Work-study students are vital to the operation of the college. You must fulfill the responsibilities of your assignment. If you do not report to work when scheduled, pre-approve absences with your supervisors, or satisfactorily fulfill the requirements of your position, you can and should be dismissed.*

*As a work-study student, you agree to abide by all the work-study program policies contained in this Work-Study Guide.*



## Tidewater Community College Federal Work-Study Program

### Work-Study Employee Responsibilities

**As a work-study student, I understand and agree that:**

\_\_\_\_\_ I have read the Work-Study Guide and agree to abide by all work-study program policies.

\_\_\_\_\_ I will regularly check my TCC student email account since this will be the primary method of communication used to send out important information about the work-study program.

\_\_\_\_\_ During my interview with my prospective work-study supervisor, I will ask questions about job duties, responsibilities, and expectations. I will also discuss my availability and any other matters that could influence my job performance.

\_\_\_\_\_ If hired, I will always notify my supervisor before my scheduled work hours if I will be late or if I cannot report to work as scheduled. *Please note: Frequent/unexcused absences could result in removal from the work-study program.*

\_\_\_\_\_ I will dress appropriately for work and act in a manner that reflects positively on my employer and TCC.

\_\_\_\_\_ I must maintain confidentiality when handling student records. I have a responsibility to secure and protect the privacy of the college, students, and employees.

\_\_\_\_\_ My work-study award must be earned by working. It is not a grant. I can only be paid for hours that I have worked. Even to make up hours from previous weeks, I am not allowed to work more than 20 hours per week.

\_\_\_\_\_ I understand that I am not allowed to work while I am scheduled to be in class, nor am I allowed to study while on the job, use my cell phone, or any social media.

\_\_\_\_\_ If a problem develops on the job, the first point of contact should be my supervisor. If the problem cannot be resolved, I should contact the Campus Work-Study Advisor.

\_\_\_\_\_ I understand that I must enter my hours worked in HRMS daily. I must enter my time for each pay period in HRMS and it must be approved by my supervisor by the date indicated on the Payroll Working Calendar. If my time is entered or approved after the due date, it is considered late; and I will not be paid until the next scheduled pay date.

\_\_\_\_\_ I will stop working immediately if any of the following situations occur:

- I fail to meet the Satisfactory Academic Progress (SAP) requirements.
- I have earned my full work-study award listed on my WR-38 and MyTCC for the applicable semester.
- I am notified by my supervisor or the Financial Aid Office that I must stop working.
- I drop or withdraw from all courses
- The last day of the fiscal year I was approved to work.

\_\_\_\_\_ I understand that once I have accepted a work-study job I am expected to remain at this job site for the duration of my work-study agreement.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_