



Federal Work Study Guide

For Students and Supervisors

Introduction

The purpose of this guide is to familiarize Students and Supervisors with the policies and procedures regarding Samuel Merritt University's Federal Work Study program. Student/Supervisor and/or Employer who will be participating in the FWS program **MUST** read the guide thoroughly prior to any employment.

For additional information on Federal Work Study policies and procedures, please contact Mary Hoang, Financial Aid Counselor at mhoang@samuelmerritt.edu.

What is Federal Work Study?

Federal Work Study (FWS) is a program that provides jobs for undergraduate and graduate students who demonstrate financial need. FWS allows students to earn money to assist in educational and personal expenses. FWS earnings are to be paid directly to the student.

Who is eligible for Federal Work Study?

Students may be awarded FWS by request. The eligibility is demonstrated by the unmet need of student's financial aid file. To deem eligible, student must be enrolled at least half time and maintain in good academic standing.

Types of Federal Work Study Employment Opportunities

- On-campus
- Off-campus (private or non-profit organization)
- Off campus — Community Service

Finding a job

Most positions are found by checking with departments in person, emails or by visiting the human resources on Samuel Merritt University's webpage. Departments seeking to hire students must ask student for proof of eligibility prior to hire.

How much is a Student awarded?

Students with remaining unmet need are initially packaged with \$1000 which can be increased not to exceed the student's unmet need.

How many Hours can a student work?

Students' education is our priority. Given the rigorous nature of the programs, an employed student are not allowed to work during any scheduled class time and should not exceed 20 hours per week during periods of enrollment and 40 hours per week during vacation periods which includes summer.

Departmental Allocations

Funds are allocated annually each June and is effective July 1st. Allocation is based on average spending patterns from the previous year. Should a department need to increase their allocation, please contact Tyler Pruett at tpruett@samuelmerritt.edu and Mary Hoang at mhoang@samuelmerritt.edu in the Financial Aid Office. Those hiring students should be the primary supervisor, thus having signature authority for time cards.

The Hiring Process

- Student completes the Federal Work Study Request Form online at <https://webapps.samuelmerritt.edu:8443/iFiller/iFiller.jsp?fref=a2e2cca7-dc76-4103-82dd-60b2945811c2>
- This online form will be sent directly to the Financial Aid Office for further verification.
- Upon approval, the student will be informed of eligibility status via e-forms.
- Once student receives the status of Federal Work Study eligibility; student will proceed to Human Resources to complete the hire paperwork prior to employment.

How much are Students Paid?

Federal Work Study jobs have a pay rate of \$14.00 per hour. \$16 for TA's and Tutors.

Time Cards

Students must submit time cards for each pay period that they have worked. Each time card is to be accurately filled in with the appropriate cost center, pay rate and supervisors signature. Time cards are to be submitted to the Human Resource Office for verification and then sent to payroll. Time cards that are not accurately filled out will be returned to the student and supervisor and may delay the processing of a student paycheck. Please note it is the supervisors' responsibility to make sure the cost center indicated also matches the department for which their FWS funds have been allocated.

Check Distribution and Payroll Schedule

Paychecks will be available to be picked up at the Campus Service Center for those who do not have direct deposit. Students who participate with the Direct Deposit program, their paychecks will be deposited directly into the student's bank account.

Rights and Responsibilities

Each Federal Work-Study student has the Right to:

1. Request information regarding their award amount, rate of pay, average number of hours per week, and general FWS procedures.
2. Request a specific job description including supervisor's expectations and standards.
3. Request a clearly defined work schedule, which accommodates their course schedule and academic requirements.
4. Have adequate training to perform assigned tasks.
5. Have a safe, clean, and professional working environment.
6. Have supervision and direction from faculty or staff.
7. Request instructions for recording hours worked, as well as information regarding the Universities payroll procedures and payroll calendar.
8. Request instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
9. Request instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
10. Understand the grievance procedure for stating concerns related to the award, the job, or the supervisor.

Each Federal Work-Student student has the responsibility to:

1. Arrange a mutually agreeable work schedule with the supervisor prior to the period of employment. Students must adhere to this schedule and notify the supervisor of any subsequent changes as soon as possible.
2. Understand the specific job responsibilities, including the supervisor's expectations and standards.
3. Complete duties as assigned and not conduct personal business at work unless authorized to do so by supervisor.
4. Keep an accurate record of hours worked and submit timesheet in accordance with employer and FWS payroll calendar.
5. Adhere to any confidentiality/security agreements set forth by employer
6. Dress appropriately for the work place

Employer Responsibilities:

1. Ensure that the hiring of Federal Work Study students will not result in the displacement of permanent, full-time staff.
2. Understand student's academic schedule and needs have priority over part-time employee's task and responsibilities.
3. Ensure that Federal Work Study employees are supervised at all times by full-time university staff and that all work performed by Federal Work Study students is consistent with the purposes and intent of the Federal Work Study regulations and legislation. Students are not allowed to work remotely nor unsupervised.
4. Pay students only for hours actually worked and not pay students for meal breaks or other hours not actually worked.
5. Make certain Federal Work Study student employees do not work more than 20 hours per week while school is in session or more than 40 hours per week during academic breaks.
6. Ensure that Federal Work student funds will not be used to pay overtime compensation to any FWS employee. (Department cost center will be charged for overage)
7. Assume complete responsibility for the conduct of its Federal Work Student employees
8. Advise students on procedures to follow for reporting emergencies, accidents, problems or potential hazards in the work environment.