



Fayetteville State University
Federal Work Study Program

“Breaking Barriers”

Guidelines for Student Employees

Introduction to the Federal Work Study Program

Welcome to the Federal Work Study Program at Fayetteville State University. For your convenience, we have information provided on our website to help facilitate the program. Please be sure to visit our website for questions and concerns. It is our hope to alleviate any confusion and misinformation. If you should have questions or concerns about the guidelines in this handbook, address them to the Federal Work Study Program Coordinator in the Office of Financial Aid. Welcome Aboard!

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Purpose of the Program:

The Federal Work Study program is designed to assist in providing financial aid resources through part-time employment for students having documented financial need for assistance in meeting their educational expenses. The Federal Work Study program is available to undergraduate and graduate students. The program must be a supplement to existing aid for students, thereby increasing part-time job opportunities throughout the campus.

Identification of Eligible Students:

The Office of Financial Aid will determine which students are eligible for the Federal Work Study Program. We can certify for employment only those students who have applied (or reapplied every academic year) for financial aid and who meet all the criteria of federal law. Students must submit a Federal Work Study application, each academic year, to be considered.

Please do not render your services to any employer before you complete an application and have been awarded. All students are not eligible for the Federal Work Study Program. Prior to working, you must complete the following mandatory requirements:

1. You must attend a mandatory orientation, unless otherwise advised by the Office of Financial Aid.
2. You must attend the job fair to pick up your contract and to secure your work site for the year.
3. Before submitting your contract to the Office of Financial Aid, please submit the following forms, located at the back of the contract, to the Payroll Department.
 - a. **2017 Form W-4**, Employee's Withholding Allowance Certificate
 - b. **Form NC-4EZ**, Employee's Withholding Allowance Certificate
 - c. **Direct Deposit Form** with accompanying documentation.
4. You must complete and return your Federal Work Study Contract to the Office of Financial Aid within 5 business days. Contracts will be made available at the job fair.
 - a. **Contract for Federal Work Study**
 - b. **Employment Verification (Form I-9)** and accompanying documentation
 - c. **Federal Work Study Orientation Checklist**
 - d. **Confidentiality Agreement**
5. Once the contract is submitted, please wait for an email from the FWS Coordinator with your date to begin working.

Benefits of the Federal Work Study Program:

Federal Work Study is a federally-funded work program for students enrolled at Fayetteville State University. This program provides part-time employment to allow students to earn an income that may be used to defray educational expenses.

Federal Work Study does not mean you will get to study at work. FWS is a part-time job. You, the student, are expected to show the same commitment and level of professionalism in the Federal Work Study Program, as in any other job. You will report to and receive assignments from a supervisor. You are to carry out the work requested.

As a student employee, the innumerable benefits received are overwhelming. Look at the list of benefits below and think of the positive impact Federal Work Study can have during your years at Fayetteville State University.

- You choose the hours you want to work.
- Pay rate is above minimum wage with the opportunity to gain a higher pay rate.
- Weekend and evening hours available in some areas.
- You get familiar with the campus, faculty, and staff.
- You can use the work experience on your resume.

Federal Work Study Procedures:

Please visit the Office of Financial Aid web page at <http://finaid.uncfsu.edu>. Under the “Work Study” tab, read all of the information carefully. Once you have read the information thoroughly, please complete the application to apply for work study.

Interviewing and Hiring:

Students who receive Federal Work Study will receive information concerning the required orientation and job fair, which are both held at the beginning of the Fall semester. Students will receive their contracts at the job fair. The contract indicates that you are approved for employment, how much you may earn, and the period during which you may work. At the job fair, students can speak with prospective employers in order to arrange a job assignment. A listing of employers that will be present at the job fair will be made available to the student.

The employer should discuss the details of the job and determine if your work hours and job skills will fit the needs of the job. You should determine if the requirements of the job are acceptable. Both students and employer must be agreeable. When a job is accepted, the employer and student should complete the first page of the Federal Work Study contract together. This form is signed by both you and the employer. Only properly certified students can be paid with Work Study funds. Therefore, a supervisor must not hire a student who does not have a Federal Work Study Contract on hand.

Before starting to work, the student and the employer should have a clear understanding with each other about the following:

1. The work schedule
2. How schedule changes or absences from the job should be arranged
3. How to get in touch with each other for important messages
4. What the student should do in the event the employer is absent and unable to give work assignments
5. Who is to approve the student’s hours via Banner Self-Service
6. Any special requirements by the department or supervisor

Some students have not had any previous work experiences and need complete orientation to employment procedures. Employers are encouraged to be as flexible in their expectations as possible so that you will be able to make education your first priority.

Federal Work Study Contracts

Contracts are legal-binding documents between the hiring department and the student and are expected to be treated as such. Please make sure to read all information carefully before endorsing the contract. Each student will receive an employment contract at the job fair. A copy

of the contract must be returned to the office within five (5) days after it has been signed and additional forms have been completed.

Schedule and Attendance

Once you have been assigned to your work area, you and your employer must determine a feasible work schedule. Based on the amount of Federal Work Study funds awarded, you earn up to but not more than the amount awarded to you. Students must work a minimum of 4 hours per pay period and may not work more than 20 hours per pay period.

Student's Rate of Pay & Award

Students are awarded work study based on their residency status. In-state students are awarded a maximum of \$1500 per academic year. Out-of-state students are awarded a maximum of \$2500 per academic year. All positions offered on campus pay at a rate of \$10.00 per hour with the exception of our community service positions. The community service positions are located in the Early Childhood Department, library, and radio station, and Information Technology and Telecommunications Services (ITTS). Each community service position pays at \$12.00 per hour.

Student's Work Hours

Students are expected to work a certain total number of hours for the semester or academic year, according to their financial needs. Most will average working between 4 and 20 hours per week. Students are not allowed to work over the total number of hours indicated on his/her contract. Students will not be paid with work study funds for hours worked over the approved total. Scheduling of hours will be a mutual decision between you and your employer.

Timesheets and Payroll

Students must sign in when reporting to work and must sign out when leaving work. The supervisor will provide a sign in/sign out sheet. At the end of the pay period, the student will transfer all time worked to the student's timesheet via their Banner Self-Service account. Instructions on how to enter time online and the dates for the pay period will be provided as a part of the student's contract. The instructions and Bi-Weekly Payroll calendar will also be provided on the website.

It is your responsibility, as well as the employer's responsibility, to keep up with your remaining balance to be earned. If you atrociously exceed the amount awarded, you will not be paid. Students are not allowed to work during holidays or semester breaks, unless otherwise specified by the Office of Financial Aid.

Disciplinary Actions

It is the responsibility of the supervisors to design and administer a disciplinary plan of action before you are referred to the Federal Work Study Coordinator. Any disciplinary actions taken against you must be submitted in writing to the Office of Financial Aid.

Job Changes/Resignation/Dismissals:

Job Changes

After you have started work, job changes are not permitted. Any dissatisfaction by the student or employer should be discussed with one another and solutions proposed. If a solution cannot be determined and the student is terminated from the position, the student will not be able to work for another department for the remainder of the academic year. The supervisor will need to provide written notification of agreement to release a student from employment. It is important that your Federal Work Study experience be a good one and we encourage the student to come to the Office of Financial Aid to discuss the job placement if any serious problem arises.

Resignation

It is expected that a student will work in the same job the entire period of the award, whether it is one or two semesters. If for a very good reason a student finds it necessary to terminate employment early, we encourage students to notify the employer as far in advance as possible and make arrangements for completing any unfinished tasks in progress. We ask that the supervisor and student discuss the work situation and provide a written notice to the Federal Work Study Coordinator at the time of termination. Supervisors are encouraged to use the Federal Work Study Program Evaluation form at the time of termination as a permanent record for the department. It is also a way to discuss the work experience with the student.

Dismissals

If a student's performance or behavior on the job is unsatisfactory, the supervisor should discuss the situation with you. The student and supervisor should agree on what changes need to be made and determine the time period in which improvement is expected. If you do not fulfill the agreed-upon expectations, the supervisor may dismiss you, providing written notification to the Office of Financial Aid. If the supervisor feels that immediate dismissal is called for, the Federal Work Study Coordinator of the Office of Financial Aid should be consulted.

Work Attire

Due to the work schedule and the class schedule of most students, there is little time to return to the residence hall to change into clothing more suitable for the office environment. Therefore, your school clothes are appropriate for the employment unless otherwise stipulated by the supervisor. During the interview process, you should make sure you discuss work attire with the

supervisor before accepting the job. However, students are not allowed to wear any clothing showing any body parts that would not be appropriate for a professional office setting.

Office Decorum

The supervisor will acquaint you with rules, regulations and policies governing student employees in the department. Good human relations in the business place are basically centered on the ability to respond in a positive manner with people. Visitors should be greeted with courtesy all the time. This is a rule that must apply even when visitors are rude, unresponsive, irritating, aggressive or irate. You should immediately acknowledge the visitor(s), direct them promptly and accurately to their desired location. If the visitor must wait, offer them a place to sit comfortably. Your supervisor will make you aware of specific office policies.

Keep in mind, as a student employee, you may be afforded a substantial amount of free time. Sometimes your supervisor may not give you assignments that will keep you busy constantly. However, you are by no means to socialize freely on the job. Please do not accept personal phone calls or have friends come by your job site without cause. Remember, your employer operates a professional office and you should not jeopardize your job or the image of the office by openly socializing.

The Honor Code/Campus Code:

Students employed in the Federal Work Study Program are expected to abide by the Honor Code. Falsification of hours reported on the Work Study Sign In/Sign Out Sheet or hours reported on the student's timesheet on Banner is considered a violation to the system procedures. If a supervisor believes that a student has violated the Honor Code, the Office of Financial Aid should be consulted immediately.