BELHAVEN UNIVERSITY

Federal Work Study Manual
part of the Student Jobs Program at Belhaven University

Office of Career Services
and
Office of Student Financial Services
Belhaven University
1500 Peachtree Street
Jackson, MS 39202

August 2015
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Federal Work Study Manual

1. Federal Work Study Application Process
   
a. Student must first complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility to receive Federal Work Study (FWS). This must be done yearly and is awarded on a first-come-first-serve basis. A new student must be officially accepted by the College prior to awarding of financial assistance.
   
b. An eligible student is then awarded FWS and is notified by an award letter.
   
c. A student must be registered (or pre-registered) at Belhaven University to earn FWS wages and job preference is given to full time students.
   
d. FWS is awarded to the neediest students on a “first-come-first-serve” basis until the funds are exhausted. If the student is eligible for FWS but this award does not appear in the award letter, the student may request to be placed on the FWS waiting list in the Office of Career Services or the Office of Student Financial Services.
   
e. Students complete an application in the Office of Career Services.

2. Federal Work Study Student Selection
   
a. Approval to hire student workers resides at the vice president/associate provost level.
   
b. Students who meet federal work-study program eligibility requirements may be referred for employment.
   
c. The award letter will state that a student is awarded FWS and the amount of wages the student can earn in one academic year.
   
d. After registration, the student then must report to the Office of Career Services. New students will be required to complete an application and interview with prospective supervisors to ensure that the student’s availability of hours, and skills, are compatible to the job requirements.

3. Unit Request for Student Worker
   
a. The unit head will determine the unit’s need for student workers and develop a position description including the position title, skills required, responsibilities, and weekly hours needed.
   
b. The unit head will submit a request for a student worker(s) to the appropriate vice president/associate provost during the annual budget process.
   
c. The request will be considered by the appropriate vice president/associate provost along with other budget requests.
4. Application Process for 1st Time work study students:

   a. After a student is determined eligible and awarded FWS, the student must report to the Office of Career Services.
   b. The students will review open positions and select at least two positions for which to be considered.
   c. After determining the best fit for the student, the Director of Career Services will arrange for a prospective supervisor to interview the student.
   d. A contract will be completed by Career Services stating the position description, number of hours required per week, and the wage rate per hour. The student delivers the contract to the supervisor for signature.
   e. After obtaining the supervisor’s signature, the student must remit the contract to the Office of Human Resources with other required “New Hire” documents for approval and signature.
   f. The student returns the contract to the Office of Career Services for final approval. Electronic copies will be sent to HR, Student Financial Services, Supervisor, and Student within 3-5 business days.

5. Supervisor Responsibilities:

   a. The supervisor is responsible to ensure the student works the contracted hours and must verify in writing.
   b. The supervisor must ensure the student is never unsupervised.
   c. The supervisor must have a written weekly schedule of assignments.
   d. If a student fails to consistently perform the assignments, the supervisor will:
      1) Counsel with the student concerning job expectations as outlined in their contract and weekly assignments.
      2) Establish a probation period for improvement.
      3) Commend the student for improvement OR, if the student fails to meet the expectations, notify the FWS Coordinator in the Office of Career Services for possible termination. It is very important that documentation concerning the student’s deficiencies is submitted along with the request for termination.
   e. The supervisor must complete the Student Worker Evaluation Form at the end of semester.
   f. The supervisor must not share usernames, passwords, or access codes with any staff or student worker or allow staff or student workers to share usernames, passwords, or access codes.

6. Student Responsibilities:

   a. A student who is awarded FWS on their award letter is responsible for reporting to the Office of Career Services for a work study job interview/assignment.
   b. The student is responsible for obtaining appropriate signatures on FWS contract and submitting the contract to the Office of Career Services.
c. The student is responsible for working the amount of hours awarded during the agreed upon schedule and accurately recording those hours in the method provided. Failure to do so can result in termination from the job.
d. The student is expected to abide by the rules and regulations of the University and the office or department in which the student works.
e. The student is expected to perform assigned duties effectively and efficiently.
f. The student is expected to perform assigned duties in a professional manner including maintaining confidentiality. A breach of confidentiality or any act of dishonesty is just cause for immediate dismissal from your position.
g. The student must not share usernames, passwords, or access codes with any staff or students.
h. The student must maintain high standards of behavior and dress on the job that reflects well on the student and the University as a whole.
i. The student must notify the Office of Student Financial Services as soon as possible if he/she decides to decline the FWS award given to him/her for any reason. This is so the Office of Student Financial Services can award FWS to another student who is on the waiting list with these funds.
j. Complete the Work Study Experience Evaluation Form at the end of semester.

7. Office of Student Financial Services (SFS) Responsibilities:

a. SFS is responsible for awarding CWS/FWS/StuJobs to eligible students based on Federal regulations, VP Approval, and availability of funds.
b. SFS will send report of CWS/FWS/StuJobs awarded students on the following schedule:
   1) Fall Semester
      • Daily – June 30th through September 30th
      • Weekly – October 1st through December 15th
   2) Spring Semester
      • Daily – First Monday upon return in January through January 31st
      • Weekly – February 1st through May 15th
c. SFS is responsible for designating seven per cent of the total Federal Work Study allocation to the College for community service positions under contract between qualifying non-profit organizations and Belhaven University (as outlined in number eight).
d. SFS posting responsibilities in PowerFaids software:
   1) Receive contracts in Document Details.
   2) Adjust awards as needed.
   3) Post contracted position and supervisor in “Student Employment Tracking”.
   4) Post disbursement of wages to “Student Employment Tracking” records based on payroll documents.
5) Forward a *Limit Against Earnings* report to CS no less than quarterly basis.

e. SFS will reconcile FWS Community and will work with Career Services to ensure Community Service funds are monitored on a quarterly basis. A projection will be provided by January 4 and May 1 to Career Services in case there is a need for further spending.

8. Office of Career Services (CS) Responsibilities:

a. CS is responsible for directing students to the most appropriate position based on individual skills and academic schedules.

b. CS will take the *Limit Against Earnings* report provided by SFS and inform/work with students/supervisors who are working severely over/under the contracted hours.

c. CS will place additional students in Federal Community Service positions based on projections provided by SFS in order to ensure the required 7% allocation is spent.

d. Preparation of any documentation for audits at the end of fiscal year.

9. FWS Community Service

Community Services are defined as services that are identified by an institution of higher education through formal or informal consultation with local nonprofit, governmental, and community based organizations as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include:

1) Such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement.

2) Support for students with disabilities.

3) Activities in which an FWS student serves as a mentor for such purposes as:

   1. Tutoring
   2. Supporting educational and recreational activities
   3. Counseling, including career counseling

4) Private, for profit organizations do not qualify as employers for community service under the FWS program.

5) In determining whether the service is a community service, the school must always consider whether the service provided by the FWS student primarily benefits the community as opposed to the agency or school.

6) In contacting potential community service agencies, schools should place a priority on jobs that will meet the human, educational, environmental and public safety needs of low-income individuals.
Belhaven University
REQUEST FOR STUDENT JOBS PROGRAM FEDERAL WORK STUDY and all INSTITUTIONAL JOBS

This form is to request student workers for Academic Year 20__-20__. Please ensure if you ask for a particular student that they plan to return to your department. ALL REQUESTS will be subject to approval through the Vice President/Associate Provost of each department and must be complete for consideration.

Please return this form to your Vice President/Associate Provost with your budget request.

Division or Department: ____________________________
Vice President/Associate Provost: ____________________________

FALL/SPRING
* Average Hours Per Week

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SUMMER
* Average Hours Per Week

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Requested by: __________________________________ Date __________
Approved by: __________________________________ Date __________
To be completed annually as part of budget process.

› Name of Position

› Timesheet Approval Supervisor:

› Name of Student’s direct supervisor:

› Location where student will perform duties (i.e. Specific office, lab, class room number, etc.):

› Duties and responsibilities associated with the position and how they relate to the purpose/role

› General qualifications for the position

› Evaluation procedures and schedules

Submitted by: ____________________________ Date __________

Approved by: ____________________________ Date __________
Belhaven University
Office of Student Financial Services through Office of Career Services
Federal Work Study and Student Jobs Voucher

This voucher is to inform you that

__________________________

is eligible for and has been awarded Federal Work-Study or Student Jobs.

☐ Yes. I would like to hire the student in the

__________________________

Department

Supervisor’s Name (PLEASE PRINT): ____________________________
Supervisor’s Signature: _

Office Phone Number: ____________________________

Instructions to the Student:
If hired please return this voucher properly signed. You may not start working without completing a contract and other necessary paperwork.