

THE FEDERAL WORK-STUDY PROGRAM

ALLOWING STUDENTS TO EARN WHILE THEY LEARN

SUPERVISOR'S MANUAL



LOS RIOS
COMMUNITY
COLLEGE DISTRICT



ARC
AMERICAN
RIVER
COLLEGE



COSUMNES
RIVER COLLEGE



**FOLSOM
LAKE
COLLEGE**



**SACRAMENTO
CITY
COLLEGE**

FINANCIAL AID

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Introduction

Los Rios Community College District (LRCCD) colleges participates in federal, state, and institutional financial aid programs to provide students with financial access to post-secondary education. The Federal Work-Study (FWS) program allows students the opportunity to work part-time to complement and reinforce their educational program or career goals, and to help meet their educational costs.

Student employee supervisors play a vital role in the work-study program offered at LRCCD. They are responsible for the hiring and training of student employees, completing necessary paperwork, and submitting monthly timesheets. Supervisors can help students discover the skills and attitudes needed for success in the world of work beyond graduation. They provide an opportunity for growth and development for students who participate in the work-study program.

The campus Financial Aid Offices at LRCCD Colleges would like to thank all the FWS Student Employee Supervisors who have devoted their time to enriching the lives of students. Your enthusiasm and hard work are essential to the success of the work-study program.

About this manual

This manual is intended to act as a comprehensive resource guide for all work-study supervisors who wish to employ students. It was developed to reflect the current practices, policies and procedures governing the work-study program. It is designed to assist supervisors in meeting the challenges and responsibilities involved with hiring a FWS student employee.

Should questions arise regarding employment of work-study students; this manual can provide the information to answer most questions. However, the campus Financial Aid Office staff is always available to discuss any questions with individual supervisors.

FWS Program Administrators:

| ARC | FLC | CRC | SCC |
|---|---|--|---|
| Aaron Stanley Email: stanler@arc.losrios.edu Phone: (916) 484-8841 | Dzmtriy Matsiulka Email: matsiuD@flc.losrios.edu Phone: (916) 608-6410 | Maria Perez Email: Perezm@crc.losrios.edu Phone: (916) 691-7558 | Charito Lagat Email: Lagatc@scc.losrios.edu Phone: (916) 5582031 |

Student Eligibility

FWS positions are awarded to students who complete the Free Application for Federal Student Aid (FAFSA) and indicate they are interested in "work-study" and meet all the eligibility criteria for federal financial aid. Students who apply early and turn in all necessary documentation to the campus Financial Aid Office in a timely manner will increase their chances of being able to participate in the program. Eligibility is determined once the student has completed his/ her financial aid file.

To be eligible for Federal Work Study, student's must:

1. Demonstrate and maintain [Satisfactory Academic Progress](#) each term, and
2. Be actively enrolled in a minimum of 6 [Financial Aid Course Applicable \(FACA\)](#) units and maintain their 6-unit requirement throughout the semester in which they are employed, and
3. Exhibit financial need (at least \$1,000); the student's cost of attendance must be at least \$1,000 more than the combined amount of the Expected Family Contribution (EFC) and other resources. FWS will not be awarded to a student if the FWS award, when combined with all other resources, would exceed the student's need.
4. Students may only work in one area at a time. Exceptions may be made at the discretion of the campus FWS Coordinator. Since the combined total of hours worked cannot exceed 26 hours a week, or 8 hours per day, if an exception is made, both areas must coordinate the student's work schedule so the hourly limits and FWS funding are not exceeded. **Any overages will be charged to the respective departments.**
5. Federal Work-Study is a limited fund program and not all eligible students will be funded. Students will be funded based on a first come first serve basis. FWS positions that meet "community service" requirements may be given priority in funding.

Summer Eligibility

Students will be allowed to continue working after spring term, using any remaining funds until June 30th. Students who would like to work beginning July 1st, must have a completed financial aid file and award; enroll in at least 6 financial aid eligible units for the following Fall term and meet the financial aid eligibility criteria. They may not work unless they have approval from the campus Financial Aid Office.

Note: Any additional grants, scholarships, or loans a student may receive after FWS has been awarded may impact or reduce FWS eligibility.

Department/Supervisor Eligibility

Each year LRCCD Colleges must establish an approved budget line for employment of Federal Work- Study employees based upon the amount allocated to the colleges by the U.S. Department of Education. The budget allocation and notification process for each division occurs in early summer. In general, budgets are determined based on the average percentage rate of utilization per division over the past three academic years.

To become a FWS Supervisor, you must attend a FWS Supervisors Orientation. To assist FWS supervisors in meeting challenging responsibilities and to ensure a greater understanding of how the FWS program works, several orientation sessions are available both prior to the semester starting and after it is in progress. In addition, one-on-one sessions will be available if you are unable to attend the scheduled sessions. FWS Supervisors must attend at least one orientation to be eligible to hire FWS students.

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Due to stringent federal guidelines, failure to comply with the established FWS policies and procedures may result in a department's eligibility being terminated.

Community Service

In order for a FWS position to be classified as "community service," the position's duties must directly or indirectly support a service accessible to the general public (exception: services provided for students with disabilities) and meet one of the following requirements:

Reading and math proficiency:

1. Perform literacy project activities that provide services to families with preschool age children or elementary school children; or
2. Mathematics tutoring for children in elementary school through ninth grade; or
3. Reading tutor for preschool or elementary school children.

Civics, emergency response and other teaching projects:

1. Perform civic education and participate in projects and activities that teach civics in schools; raise awareness of government functions or resources; or increase civic participation; or
2. Educate or train the public about evacuation procedures, emergency response and injury prevention strategies pertaining to natural disasters, acts of terrorism and other emergency situations

Other community service opportunities:

1. Positions designed to improve quality of life for community residents, particularly low-income residents, or positions related to solving particular community problems. These position services can include:
 - a. Health care, child care, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, community improvement, and emergency preparedness and response;
 - b. Support services for students with disabilities;
 - c. Activities in which a FWS student serves as a mentor for supporting educational and recreational activities, and counseling, including career counseling.

NOTE: For a position to qualify as "Community Service," it must meet the above criteria and be advertised as a Community Service position. The FWS job description must also have the term "Community Service" posted in the employment announcement.

Hiring Process

The FWS program requires the coordination of several offices and individuals on campus, including the Financial Aid Office and Business Services Office. FWS supervisors play a key role in creating a successful job experience for student employees.

Step-by-step process for hiring FWS student:

1. All FWS Supervisors must complete a FWS Job Announcement form **annually** in Handshake.
 - a Job Announcements **must** have the following information:
 - i Name and address of the employer
 - ii Purpose of the job
 - iii Duties and responsibilities of the job
 - iv Job qualifications
 - v Wage rate and range for the job
 - vi Beginning and ending dates of the employment
 - vii Name of the supervisor
2. Students interested in employment will review the FWS Job Announcement(s) via handshake. Students must submit their Award Notification from eServices to their potential supervisor for an interview after selecting a job online. The Award Notification provides the FWS Supervisors with the student's remaining Unmet Financial Need. This is helpful in determining the student's availability.
3. If the Supervisor is interested in hiring the FWS student, the Supervisor will complete the Federal Work Study (FWS) Request Form.
4. Upon receipt of the FWS Request Form, the campus Financial Aid Office will ensure the student's financial aid file is complete. Upon completion of the file review process, the campus Financial Aid Office will email the Work Study Award Notification form to the FWS supervisor indicating the actual dollar amount awarded to the student. **Note:** There may be a delay if the student's Financial Aid file is incomplete.
5. Once the FWS Supervisor receives the Work Study Award Notification form via email, the Supervisor follows the hiring instructions [online](#). The Employment Packet must be completed, in full, by the FWS Supervisor and the student employee followed by submission to the area dean or department supervisor for approval and then to the Business Services Office for processing. Please attach a copy of the Award Notification form to the employment packet. The cost of fingerprint processing, if a student has not already been fingerprinted, must be charged to the department budget requesting employment.
6. Once the Business Services Office processes the employment packet, they will email a copy of the Intent to Employ Form to the FWS Supervisor and Financial Aid. The Intent to Employ indicates the approved starting date of the student employee. No student may start work until the FWS Supervisor and Financial Aid receives a copy of the Intent to Employ via

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email from the Business Services Office. Departments are liable for any earnings prior to the approved starting date on the Intent to Employ.

7. If the Supervisor elects not to hire the student, the Supervisor should direct the student back to the FWS Job Openings.

Supervisor Responsibilities

Training & Supervision

One of the most challenging aspects of supervising can be balancing the special needs of the student with the demanding needs of the department, particularly during exams. We must remember that the student's primary purpose for being at LRCCD is education. However, it is important that students consider the Work Study position as a "real job". Supervisors must support this attitude. It is important that the supervisor ensure that students always have work to do.

One misconception with the Work Study program is that students who complete their job tasks be allowed to study. This is not the purpose of the program. Students are paid for doing their job. One suggestion is to keep a list of several tasks with low priority that always need to be done. The student can always find work from this list.

Important Training Reminders

- The supervisor has the responsibility for providing adequate training.
- This may be the first job the student has ever held. Give clear, concise directions and don't assume they understand the required tasks/duties/responsibilities.
- Develop a work schedule for each student including hours and days.
- Explain the methods for communicating missed work time.
- Ease the student into increased levels of responsibility as training advances.

FWS students must be supervised at all times and must be aware of who to report to in the absence of the supervisor. The job duties assigned to a FWS student cannot replace those of a regular employee.

Establishing Work Schedule

FWS Supervisors must ensure that a student employee's work schedule does not conflict with their class schedule i.e., they ARE NOT working during the time they are expected to be in class. A schedule of hours and days of work should be established before the student begins working. Students may work before the beginning of the term and between terms as long as they meet all FWS requirements. Students can work once they are enrolled in 6 units of financial aid eligible courses including between terms.

Students must stop working **immediately** when they drop to less than 6 units of financial aid eligible courses. They are no longer eligible.

To determine the maximum number of hours a student can work during the semester, divide their semester award by the current FWS pay rate (minimum wage).

If the semester award is \$3,000 and the current pay rate is \$15.00 per hour, then:

$$\$3,000 / \$15.00 \text{ per hour} = 200 \text{ hours (for the semester)}$$

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To determine the number of hours per week, divide the hours for the term by the weeks of the semester:

$$200 \text{ hours} / 16 \text{ weeks (weeks of instruction)} = \mathbf{12.5 \text{ hours per week}}$$

In this example, 12.5 hours is the maximum number of hours a week the student can work without exceeding their FWS award.

FWS/CalWORKs Students

When a student is eligible for FWS and CalWORKs, FWS funds (25%) and CalWORKs funds (75%). The awards will be listed separately on the student's award notification. Add the awarded amounts in order to determine the number of hours the student can work for the semester.

Important Tips

- Know how much FWS money was awarded by reviewing the Award Notification form.
- Keep an ongoing balance of student's hours and review with your FWS student employee.
- Consistently have the student employee complete the timesheet each day worked rather than leaving it to memory at the end of the month
- Keep a copy of the timesheet in the student's file. This is a good method for comparing actual hours worked against the payroll report for each pay period.
- Retain an accurate, updated balance of the student employee's remaining hours

Payroll Procedures/Timesheets

FWS Supervisors are responsible for keeping track of hours worked and the balance remaining after each pay period ensuring that students don't exceed their allocated award. Departments are responsible for paying any earnings beyond the amount their FWS student was awarded.

An important function for FWS Supervisors is reviewing student timesheets for accuracy and submitting them to the campus Financial Aid Office/Business Service Office on time. The supervisor's signature on the student timesheet is verification of correct hours worked. Timesheets must be submitted to campus Financial Aid Office/Business Service Office with appropriate budget string(s) and signatures. Late timesheets will delay the student's paycheck. If the timesheet is not submitted on time, the student will not be paid in that pay period and will be paid in the following pay period. For detailed information and instructions on payroll and work schedules visit [Human Resources](#) website.

It is recommended to have the student employee complete the timesheet each day worked rather than leaving it to memory at the end of the month. FWS payroll checks are disbursed on the 10th of each month. Please inform students to set up direct deposit through [eservices](#) so funds can be deposited in student's bank account. Students who do not have direct deposit will have paper checks mailed to the address in their Employee Portal.

Important Timesheet Reminders

- Submit completed timesheets monthly on time, due dates will be announced via email.
- Verify that student hours are accurate and include both student and supervisor's signature
- Ensure no hours are reported on a Los Rios Holiday and prior to Start Date on Intent to Employ.

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- Pay period is the 25th of the month through the 24th of the following month. Exception of June and December.
- Hours on timesheets that exceed a student's eligibility must be charged to the department budget.
- Students may work up to 26 hours per week when classes are in session and no more than 8 hours per day or 40 hours per week when classes are not in session (after finals and before the start of the next semester) depending on the student's award and department needs.
- Breaks and lunch hours are to be taken in accordance with LRCCD Regulations and State Labor Relations Board requirements as follows:
 - Lunch Breaks: 5 hours = 30 minute unpaid lunch unless total hours is 6 then lunch break may be waived with agreement of student and supervisor
 - Rest Periods: 4 hours = 15 minute paid break
 - Overtime is not permitted.

Sick Leave

Any sick leave a FWS student accumulates for a given pay period may not be paid out of their respective FWS budget strings. According to the Department of Education, federal aid including FWS may not be used to provide fringe benefits such as sick leave, vacation pay, or holiday pay, or employer's contribution to Social Security, workers' compensation, retirement, or any other welfare or insurance program. Sick leave earned by FWS students must be paid out of the departmental budget string. For questions regarding the setup of a departmental budget string for sick leave accumulated by FWS students please contact the campus Business Services Office. For detailed information and instructions on reporting sick leave visit [Human Resources](#) website.

Reporting Changes

Report any changes to the campus Financial Aid Office. Changes may include the following:

Terminations

If the work-study student employee quits or if the work-study student employee cannot meet the requirements of the job (i.e., unable to do the work, not following directions), FWS Supervisor must terminate the student and email campus BSO to and campus FWS Coordinator. Please include the student's last day worked in the email and attach the "Intent to Employ – Student Employee Revisions – Form P-103C-R" form available [online](#) with the updated End Date.

Students will be terminated by campus Financial Aid from their FWS employment if they:

- **Drop** below 6- financial aid eligible units at any time during the semester
- **Do not maintain** Satisfactory Academic Progress (SAP)
- **Earn** their entire FWS award and have no remaining eligibility

Requesting additional hours

Additional hours can be awarded to students if funding is available, and student has unmet need.

FWS Supervisor must request for an increase in the student's hours to the campus FWS Coordinator via email. Include in your email student's name, Employee ID#, and the increase amount projected through the end of the fiscal year or the employees last day of employment.

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Record Keeping

Maintain a student employee file to include:

- Copy of Federal Work Study (FWS) Request Form
- Copy of FWS Award Notification Form
- Copy of the Intent to Employ form
- Copies of all timesheets
- Work sheet/Balance sheet (showing hours awarded and hours worked)
- Emergency contact number

Financial Aid Office Responsibility

- Determine eligibility and notify students of their FWS award
- Revise awards when appropriate and notify student and supervisor of adjustment
- Keep track of hours students have worked and their remaining FWS balance based upon timesheet reporting
- Maintain the overall integrity of the FWS program

Forms

Students who wish to work on or off campus are required to fill out the appropriate forms in the Employment Packet. As a FWS Supervisor, one of your responsibilities is to ensure that all this is in accordance with Campus/District Policy. A student may not work until **all** paperwork is completed correctly.

In addition to the Employment Packet, the FWS program requires additional internal/campus forms to be completed for processing/awarding FWS students. The following forms are required:

Award Notice:

- Student brings their Award Notice to the FWS Supervisor during the interview.

Federal Work Study Timesheets:

Supervisor must:

- Verify the accuracy of hours submitted by student.
- Enter the "Number of days worked during the month".
- Enter the appropriate budget string (Refer to the Work-Study Award Notification form). ▪ Ensure student has signed and dated timesheet.
- Sign and submit timesheets monthly on time to Financial Aid.

Federal Work Study Timesheet

(A) Reporting Period Month 20

(B) Date and Hours Worked:

| | Date | Hours |
|---------------------|------|-------------|
| Sat. | | |
| Sun. | | |
| Mon. | | |
| Tues. | | |
| Wed. | | |
| Thurs. | | |
| Fri. | | |
| Weekly Total | | 0.00 |
| Sat. | | |
| Sun. | | |
| Mon. | | |
| Tues. | | |
| Wed. | | |
| Thurs. | | |
| Fri. | | |
| Weekly Total | | 0.00 |
| Sat. | | |
| Sun. | | |
| Mon. | | |
| Tues. | | |
| Wed. | | |
| Thurs. | | |
| Fri. | | |
| Weekly Total | | 0.00 |
| Sat. | | |
| Sun. | | |
| Mon. | | |
| Tues. | | |
| Wed. | | |
| Thurs. | | |
| Fri. | | |
| Weekly Total | | 0.00 |
| Month Total | | 0.00 |

(C) Number of days worked during the month

Instructions for completing time sheet are on back.

The Weekly & Month Total should have two decimals following the hours (0.00).

Reporting period is the 25th of the month to the 24th of the following month. Only include hours that have been worked.

Distribution
Canary-Vice President, Admin./Admin. Officer
Goldenrod-Originating Office
White-Employee

LOS RIOS COMMUNITY COLLEGE DISTRICT
FEDERAL WORK STUDY

(D) ARC FM
CRC SRPSTC
SCC ETW
FLC
DO

(E) Employee I.D. Number

(F) Last Name-PLEASE PRINT

(G) This space to be completed by the supervisor.
PeopleSoft HR Reference Number

| ACCT | FD | ORG | PROG | PROJECT CODE | TIME | PAY RATE |
|--|----|-----|------|--------------|------|----------|
| Please insert the assigned budget string here! Budget String(s) are provided to Supervisors on the Work Study Award Notification Form. | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(H) I certify that this is a true statement of hours worked.

Employee Date

Supervisor Date

Admin. Officer Date

Admin. Officer Date

Signature Print Last Name

Form 85#68
Revised 4/15