

Federal/College Work-Study Program Overview Guide for Student Employee Supervisors

What is Work-Study?

This program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses and reduce loan debt while subsidizing a portion of their wages.

Who is eligible for the Work-Study Program?

Students that complete the Free Application for Federal Student Aid (FAFSA) and demonstrate “need” for financial aid are eligible for the Work-Study Program. Financial need is defined as the difference between the cost of attendance (COA), other aid (AID), and the expected family contribution (EFC). If the EFC and AID added together is not enough to cover the COA, the student is considered to have financial need. Students may obtain a Work-Study Certification from the Office of Financial Aid and Veteran Services (FAO) that is considered proof of their award.

What is a Work-Study Employee?

Any Texas A&M University-Texarkana student, who is awarded Work-Study funding, through the FAO, is considered to be a work-study student. Work-Study is funded through Federal and State programs. Work-Study funds pay 75% of the student wages. The employer pays 25% of the student wages plus benefits, as applicable (FICA, Workers Compensation Insurance, Unemployment Compensation Insurance, etc.). Work-Study funds pay 100% of wages for Reading/Math Tutors per Federal Regulation (34 CFR 675.26). A student employed as a Work-Study student as long as Work-Study funds are being utilized. Once the Work-Study funding the student has been awarded is exhausted, he/she is no longer considered to be a Work-Study student and must be paid from employer funding.

How does Work-Study benefit the Employer?

This program allows the employer to hire more people with the same amount of money. The department is required to pay a percentage (25%) of the hourly rate offered to the student, plus the employer’s taxes (FICA, WCI, UCI). The federal/state government pays the remaining percentage (75%).

Examples:

<u>Dept.</u>	<u>75%</u>	<u>25%</u>	<u>Fringe (8.25%)</u>	<u>Total Dept. Contribution</u>
<u>Wage</u>				
\$7.35 per hr.	\$5.44	\$1.81	\$0.60	\$2.41
\$8.00 per hr.	\$6.00	\$2.00	\$0.66	\$2.66

What is the employment process of a Work-Study?

A new Work-Study student **must not** begin work before the following process has been completed:

- The employer’s payroll must receive the Work-Study Certificate to show the amount of the student’s award
- Original Employment Payroll Authorization must be created:
- Employee Data Sheet
- Completed W-4 and Direct Deposit Authorization
- I-9 and copies of required identification

PLEASE NOTE:

A student’s award may change at any time. Changes a student’s financial aid award package may require adjustments to the amount of work-study funding they were originally awarded. It is the

student's responsibility to notify their employer of changes made. Students are sent notification any time changes are made to their financial aid package.

How much funding can be awarded and how many hours can a Work-Study student employee work?

Students may receive up to \$4,000 for the academic year, depending on their demonstrated financial need and aid eligibility. A typical award is \$2,000 to \$4,000 per academic year. Most students average 13 – 18 hours per week.

Work-Study Student Volunteering

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student under Federal Work-Study must be paid for all hours worked.

PLEASE NOTE:

- Students are not allowed to submit hours for time worked during scheduled classes, even if the class is cancelled for the day.
- Students may not estimate hours per federal regulations. Hours may only be submitted **AFTER** the work is performed.

How do I document time for a student?

- Use an official university time sheet to record time for Work-Study students. The following are rules for properly filling out the time sheet. Employers must maintain all time sheets in the student's personnel file.
- Fill out the time sheet in pen.
- Make sure all handwriting is **LEGIBLE**.
- Work-Study students may **NOT** estimate time per federal regulations. Hours may only be submitted **AFTER** the work is performed. Once the hours are worked, they may be submitted on a separate time sheet for the next payroll period.
- Make sure that the actual times as well as dates are listed.
- Student must list hours worked as well as total time.
- If the student works two different times in one day, make sure the times are clearly marked in the appropriate day so they will be correctly interpreted.
- The supervisor must initial any corrections or adjustments from previous pay periods on the time sheet.
- Before turning in the time sheet, check the time conversions carefully. (Round to the nearest quarter hour).
- Make sure the student's supervisor has signed the time sheet.

How do I monitor my student's allocation?

Average the number of hours per week the student can work by the following formula:

$$\frac{\text{Work-Study Award \$}}{\text{divided by Hourly Pay Rate}} = \text{Total hours available to work} \quad \text{OR} \quad \frac{\text{Total hours available to work}}{\text{divided by the \# of weeks for the bi-weekly pay schedule}} = \text{Average hours per week}$$

After determining the number of allowable hours per week, a work schedule can be established between the supervisor and the students. The department and the student share the responsibility in monitoring the earnings.

When the student has reached his/her award limit, he/she may be transferred to departmental funding at 100%, if available. During the academic year, the student's award may change. It is the responsibility of the student to notify the hiring department of any changes.

Supervisor Responsibilities

Supervisors need to make sure that all resources and information are available to the student.

- **Expectations:** Make position and employment expectations clear and in writing
- **Establish Policies:** Establish internal policies and communicate them to the student employees to ensure that all employees understand the office rules
- **Training:** Train students to successfully carry out the duties and responsibilities of their job and supply any other information they may need.
- **Inform:** Keep students informed of any changes in procedure, scheduling, or work conditions.
- **Coordinate Work Schedule:** Work with student employees to ensure school and work schedules complement each other. If you set the work schedules, allow time before/during/after work for students to eat, arrive at next class on time, etc.
- **Report Hours:** See that each student's work hours are reported accurately and on time. Monitor the Work-Study allocation for each student to prevent over payment.
- **Assignments:** Be prepared for student's daily arrival and have assignments ready.
- **Consistency:** Treat all student workers with the same respect and have the same expectations of everyone.
- **Discipline:** Correct inappropriate behavior as soon as possible. Explain why the behavior was inappropriate or incorrect and how to remedy the situation. Try to resolve any problems pertaining to job performance at the time of the incident.
- **Develop Good Relations:** Develop good supervisor/student relations among student employees. This is not a "friendly" or "parental" relationship, but a professional association intended to foster mutual trust, respect, and a genuine interest in meeting the goals of the student, the department, and the University.