

Eastern Oklahoma State College

Student Employment Manual For Federal Work Study, Institutional Work Study

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Federal Work Study Program

The Federal Work Study Program provides jobs for students who qualify for financial aid and who must earn a part of their educational expenses. You may apply if you are matriculated and enrolled at least half-time (minimum of 6 credits) in an approved post-secondary institution with sufficient funding. The hourly wage you receive will be based on the current Oklahoma State minimum wage. As with other campus-based aid, the work study award is set by the financial aid office at an amount that cannot be exceeded. For example, if you have a \$500 federal work study award, regardless of the number of hours worked, once you receive \$500 you can no longer be employed under the work study program for that academic year.

Drug Free Workplace Statement

Eastern Oklahoma State College received grants and contracts from the Federal government, which requires the College to comply with the provisions of the Drug Free Workplace Act. As an employee of the College, you must comply with the College's policy that prohibits the use of a controlled substance in the workplace.

If you are convicted of a criminal offense occurring in the workplace, the Act requires you to notify the Financial Aid Office (FAO) within 5 days of such conviction. Furthermore, the College must, within 30 days of receiving a notice of such a conviction, impose a sanction on a convicted employee. Such a sanction includes appropriate personnel action up to and including termination and/or satisfactory participation in a drug assistance or rehabilitation program.

Should you have any questions regarding this statement please contact the Financial Aid Director. All student employees of the College fall under the federal compliance requirements.

I. Rights and Responsibilities for Students

- A. This is a work program. Your supervisor has a right to expect the common courtesies that every employee should adhere to. You must be punctual and attentive to your work. Your actions and neatness of dress should reflect the expectations of the supervisor. In addition, if you are unable to work, you should notify your supervisor prior to absence. Your schedule should be approved by both your supervisor and yourself. Your supervisor has a right to expect a reasonable work schedule, and you must adhere to the schedule. Supervisors will normally make allowances for unusual situations, emergencies, and times to complete normal academic assignments. These hours can be made up, but this privilege should not be abused.
- B. Depending on your eligibility, you may work up to fifteen (15) hours per week during the fall and spring semesters. Please keep in mind that this is an average. You may work more hours one week and fewer hours another, but no more than 19.5 hours in any week. However, your total earnings for the semester cannot exceed your authorization.
- C. Work study authorizations are obtained at the Financial Aid Office. You **cannot** begin work until all paperwork is complete, including:

- Work Study Authorization Letter
 - A w-4 form
 - I-9 (U.S. Immigration Employment Eligibility Verification)
- D. You must keep close track of the beginning date and ending date of your authorization. You may not work unless authorized. The usual dates of authorization are from the first day of classes to the last day of classes in a semester. Spring break, intersession, and summer are not normally authorized periods and require special work authorization.
- E. Federal and State Laws Prohibit:
- Working during scheduled class time
 - Working more than seven and one-half (7.5) hours in one day
 - Working more than nineteen and one-half (19.5) hours per week during the semester and no more than thirty-seven and one-half (37.5) hours during semester breaks.
 - Working more than six consecutive hours without a thirty minute unpaid break
- F. Time sheets are due in the Human Resources Payroll Office on the twelfth day of every month by 5:00 p.m. Time sheets must be signed by you and your supervisor and delivered to the Human Resources Payroll Office. We have a limited amount of time to process time sheets and if they are late, a paycheck may be delayed by one month.
- G. You cannot work during your scheduled class hour. Please provide your supervisor with a class schedule so that no conflicts can occur. If you work any unscheduled hours because of a canceled class, you must note “class canceled” on your time card.
- H. Your time sheet must be completed in ink. Your name should be clearly printed at the top of each time sheet. Indicate your starting and ending times each day with proper breaks for meals, etc. Be sure to date and sign each time sheet. Any incomplete time sheet will be returned to your supervisor and could result in a delay of your pay check.

- I. Any fraudulent time sheet will result in your immediate termination from the work study program.
- J. Please see the sample student payroll time sheet at the back of this manual and read the instructions for completing the time sheet.
- K. If you wish to change your work study assignment, notify your supervisor, discuss the situation and set a mutually agreeable termination date. Then come to the Financial Aid Office (FAO) to complete a new authorization. Reassignment to another position will be explored and we will attempt to provide the student with other opportunities. However, since available positions are limited, the possibility exists that a new position may not be available that is compatible with the student's skills. At the discretion of the FAO, a student with a poor work record may forfeit their right to participate in the program.
- L. Most supervisors prefer that you follow a specific work schedule. This allows both you and your supervisor to plan your work hours.
- M. Your supervisor does have the right to terminate you for just cause. This termination must be in writing to you, with reasons stated and a copy given to the FAO.
- N. Payroll will be distributed through the Human Resources Payroll Office. Payroll is distributed on the twenty-fifth of each month.
- O. Breaks: Any student working less than 6 hours in a shift should take a fifteen minute paid break after four hours of work. Any students working more than 6 hours must take a ½ hour unpaid break.
- P. You must maintain an appropriate appearance and conduct yourself in a business-like manner while on the job. Discuss any questions on attire and grooming with your supervisor.
- Q. In order to participate in the work study program, students are required to maintain satisfactory academic progress.

II. Rights and Responsibilities for Supervisors

- A. Student employees fall under requirements of the Fair Labor Standards Act and Federal Regulation regarding duties. Federal college work study regulations prohibit the use of student employees to “replace or displace regular employees.” The Fair Labor Standards Act requires equal pay for equal work. Student employees cannot perform duties associated with the full job description of regular employees without getting the same wage rate as that job classification requires. If you have any questions about either of these requirements, please contact the Director of Financial Aid for explanation.
- B. Prior to hiring students supervisors must provide a detailed job description and request the number of students needed for each job to the FAO. Forms are available in the FAO and on the FAO website at www.eosc.edu/financial/financial.html.
- C. Time sheets must be submitted by 5:00 p.m. on the twelfth day of each month. Time sheets are submitted to the Human Resources Office. Please hand-carry time sheets to the Human Resources Office. Please note: using interoffice mail may delay student paychecks.
- D. It is your responsibility to schedule work study students to complete their work hours and make sure work hours do not conflict with class hours. Please keep a copy of your student employee’s schedule so that you are aware of his/her class hours. This is an area that is subject to federal audit. Be aware that class schedules change and be sure to note A.M. or P.M. on time sheets.
- E. Set a specific work schedule before the student begins work. Please allow students to make up hours that are lost for illness, exams or other excused absences.
- F. You must provide supervision. Students may not work unless there is adequate supervision. Students can not supervise another student.

- G. You must sign each student's time sheet, each month, after verifying the hours worked. It is suggested that the hours worked be put on the time sheet each day and that the time sheet be kept by the supervisor. You must provide enough direct supervision to be able to certify the hours worked, including times in and out.
- H. Federal Work Study and State Laws Prohibit:
- Working during scheduled class time
 - Working more than seven and one-half hours in one day
 - Working more than nineteen and one-half hours per week during the semester and more than thirty-seven and one-half hours during semester breaks.
 - Working more than six consecutive hours without taking a thirty minute unpaid break. Any student working more than 6 hours in a shift should schedule breaks with their supervisor. Breaks are unpaid.
- I. By signing the student payroll time sheet, you are certifying that their work was completed in a satisfactory manner, as well as the actual hours worked.
- J. Please keep in mind that students depend on this money to meet their normal week-to-week expenses. Any time you hold up a student's paycheck, you jeopardize that student's chance for continuing at Eastern Oklahoma State College.
- K. Students may not begin work until the supervisor receives and signs appropriate authorization for work from the Financial Aid Office.
- L. You must provide reasonable explanation for terminating employment of a student to both the worker and the Financial Aid Office. If the termination is involuntary, a reason needs to be stated and documented in writing for the termination.

Supervisors Remember:

Many students need to be trained on how to be effective employees. Some arrive with little or no job experience. They need direction in proper office etiquette and establishing good relationships with co-workers. Other students have had a career and are thoroughly familiar with how to conduct themselves on the job. This vast disparity in background makes it impossible to describe one single effective style of supervision for students. Clearly defined expectations, patience and flexibility help to make the student employees successful. An often forgotten aspect of supervision is that you are a teacher as well as a supervisor. As a supervisor, you help to establish good work habits, instill a sense of pride and give the student employees some self-confidence in his/her abilities. This training could be very valuable once the student graduates and enters the job market. Prospective employers look for variable job experience in addition to academic achievement. Your impact can last long beyond the time the student leaves your place of employment.

III. Institutional Work Study Student Employment Policies

Eastern Oklahoma State College provides additional employment opportunities for students that are not subsidized by federal funds. Many departments of the College have institutional funds to offer student employment opportunities that parallel the Federal Work Study Program. In general, all conditions of student employment are similar to Federal Work Study, wage rates are the same but the process for authorization is slightly different. Section I, Rights and Responsibilities for Students are the same for both Federal Work Study and Institutional Work Study, with the exception of sections C and K. Instead, the following sections apply:

A. Institutional Work Study student employees must be enrolled at Eastern Oklahoma State College and in good academic standing. All other

student rights and responsibilities parallel the Federal Work Study Program except as below:

1. Authorization for Institutional Work Study is housed in the Enrollment Center Scholarship Office. Students may not work until all appropriate forms are completed by the **supervisor and budget manager** and returned to payroll department in the Human Resources Office. Required forms are:
 - Authorization for Employment (available in payroll)
 - W-4 form
 - I-9 Form
2. Employment under these programs is up to the supervisor. Students that leave a job should notify the supervisor that they are terminating.

IV. International Student Employment

International Students with an F-1 Visa may be eligible for employment under the Institutional Work Study Program. Regulations for employment are subject to Homeland Security regulations. For the most up to date information about employing an International Student, contact the Scholarship Coordinator's Office. International Students that are eligible to work must follow all the conditions for employment outlines in III (A) (1.) above. International Students may not begin work until they have secured a Social Security Card. Information about this process is available in the Scholarship Coordinator's Office.

APPENDIX A: Completing the Job Description Form

- Federal work study regulations prohibit the use of student employees to replace or displace regular employees.
- Depending on a student's eligibility they may work up to fifteen hours per week during the fall and spring semesters.

- Prior to hiring students, supervisors must provide a detailed job description and request the number of students needed for each job to the Financial Aid Office (FAO).
- The job description form is located in the FAO and on the website at www.eosc.edu/financial/financial.html. The form must be filled out and turned in to the FAO before or during the first week of class each semester to justify the need for a work study student.
- The FAO will review the job description form and determine if it qualifies for a work study student.
- The FAO will notify the department if they are approved for a work study position.
- Once the position is approved the FAO will place a student in the position based on the criteria of the federal work study program.
- A work study student can not begin work until all paperwork is complete.

Eastern Oklahoma State College

Federal Work-Study Program

Job Description Form

Job Title:	Student Assistant		
Department:	Financial Aid	Department #:	
Supervisor:	Joe Jobs		
Location:	FA Office	Contact Ext:	
Description of Duties:	Assist the FA office with filing, answer telephones and refer		
	calls to appropriate person, provide information about		
	Financial Aid to students and departments, provide		
	administrative support, other duties as assigned		
Required Skills:	customer service, attention to detail, ability to maintain		
	confidentiality, comfortable with computer applications,		
	motivated to learn on the job, strong work ethic, professional		
	Appearance and attitude to the public		
Wage:	Minimum wage		
Period of Employment:	Begins fall semester 2012		
Work Schedule:	10-14 hours per week, flexible around class schedule		
Number of Employees:	One		
Special Considerations:	None		

Sample

APPENDIX B: Completing the Time Sheet

- The payroll for the month begins on twelfth day of the month and ends on the eleventh day of the following month. Thus, any time sheet turned in on the eleventh day of the month will include all hours worked from the twelfth day of the previous month.
- Time sheets must show Social Security Number (SSN). SSN will be kept confidential.
- Time sheets must include Department Budget Code for Institutional Work Study only.
- All times in and out must be recorded and indicated whether they are A.M. or P.M. hours. Please do not use military time.
- If students take breaks for lunch or class their time sheets must show the time on break.
- Total hours reported should include all continuous work periods, less breaks. If a student works two shifts or takes a break, there should be two subtotals of hours worked.
- The pay period needs to be filled in with the beginning date and ending date of the pay period.
- **The day/week columns need to have the day and week filled in for any day the student works.**
- Please see the following sample time sheet for correct procedures.
- It is the **SUPERVISOR'S RESPONSIBILITY to check the time sheet for accuracy.**

STUDENT PAYROLL TIMESHEET

ALLOTTED MONTHLY HOURS =
SEMESTER HOURS REMAINING =

*** TIMESHEETS ARE DUE 07/12/11
*** SCHEDULED PAY DATE 07/25/11

SS#	NAME	JOB TYPE	PAY PERIOD	SUPERVISOR-Budget #
111-11-1111	Jane Cain	Federal Work Study Institutional Work Study (RCE)	6/12/11 TO 07/11/11	55555

Week Ending	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Total
1 st / 6/19/11		3	2		4			9
2 nd /								
3 rd /								
4 th /								
5 th /								
					Total	Hours	Worked	9

Sample

EMPLOYEE SIGNATURE _____

DATE _____

SUPERVISOR SIGNATURE _____

DATE _____

I hereby certify that the time and the wages shown for me for the Stated period are correct._

I hereby certify that the above is a true statement of the hours worked by the employee and the employee has performed this assigned job in a Satisfactory manner.