

## WORK STUDY PROGRAM GUIDE FOR THE STUDENT EMPLOYEE

The purpose of the handbook is to clarify The Work Study Program employment practices and procedures for all Work-Study employees.

Any questions regarding the procedures as outlined herein can be directed to the Office of Financial Aid, Room 110 or by calling 361-570-4324.

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## Introduction

The Federal College Work Study Program (FCWSP) and the Texas College Work Study Program (TXCWSP) provide part-time employment for qualified students who must earn a part of their educational expenses in order to continue and/or complete their education. These programs are subsidized by the federal/state government(s) and provide funding to assist students both on campus and off-campus at public or private non-profit organizations. The Texas Work Study Program differs from the federal program in that it is restricted to residents of the state of Texas and can only be used for on-campus positions.

## Program Eligibility

Since Work Study is a form of federal/state financial aid, a student must complete a needs analysis application (FAFSA) and exhibit need in order for College Work Study (CWS) to be awarded. College Work Study is frequently awarded in conjunction with other types of financial aid programs in a *package*. This package may consist of various types of aid such as grants, loans, and/or scholarships.

Only degree-seeking undergraduates and graduate professional students who are U.S. citizens or who are in the United States on a permanent resident visa are eligible for the program. Applicants must be admitted to the University for at least 3 credit hours and be in good academic standing as determined by the Office of Financial Aid. Students are reviewed for academic progress at the close of each term. Students who have received athletic scholarships are eligible only for Federal Work Study; they are not eligible for the Texas College Work Study program.

Enrollment is continuously monitored and verified by the Office of Financial Aid each term.

Once a student ceases to be enrolled, his or her employment will immediately be terminated, and the CWS award will be null and void.

### Amount of Award

The student's Work Study award is determined by the Office of Financial Aid. The award is the total gross dollar amount a student may earn during the award period. Award amounts depend upon each student's financial need, available funding, and the student's acceptance of the awarded amount. Depending upon the student's award, work schedule and rate of pay, the student may or may not earn his or her entire award.

Once awarded, each student will receive an email from the Office of Financial Aid. This email will direct the student to MyUHV to view his or her financial aid status which will indicate the total dollar amount awarded each term. The student must accept the Work Study Award in MyUHV. The award will be either term specific (FALL or SPRING) or academic year specific (FALL and SPRING). The total dollar amount will be divided into terms and will create a limit for fall and a limit for spring. If a student exceeds the specified limit in the fall, the Office of Financial Aid will decrease the spring award for the following term to cover the hours worked.

### Award Revisions

Occasionally, changes in policies, regulations, and financial need may cause a student's financial aid award to be adjusted or reduced. A student's College Work Study award may have to be adjusted downward if there is a reduction in the financial need, such as a change in the number of hours enrolled which would affect cost of attendance. The reduction in the work study award will help prevent an over-award situation where the student is given too much financial aid.

This revision will affect the student's remaining award. When this occurs, the Office of Financial Aid will notify the student via email so the student can view the award amount changes made on MyUHV.

### Applicant Placement

All job openings are posted on Career Services CareerLink website (<https://www.myinterfase.com/uhv/student/home.aspx>). Students can review the posted jobs in CareerLink and select those they are interested in, are experienced in, or that are in their major field of study. A number of work study positions are available. Many of these will be on-campus jobs, but the university does have some work study positions that are off campus working for area non-profit organizations. Work study positions are like other employment in that applications are competitive. The student will be expected to complete the Student Employment Application in CareerLink to submit to the hiring department. If chosen for an interview with a university department, a student will generally be notified no later than three (3) days following the interview regarding the status of the employment application. For off-campus positions, the student may also be asked to complete that organization's application and other documentation required by the agency.

### Salary

The university has an established Work Study Rate Pay Plan. Each category is based on skills required and job assignments. The minimum wage for a student employed under the Work Study Program is \$7.25 per hour. The department may elect to begin above the minimum, depending on the student's skills and qualifications. Off-campus positions are expected to comply with minimum wage guidelines; however, rates for off-campus positions may vary from on-campus ones based on the hiring organization's pay scale. All

off-campus position rates must be approved by the Office of Financial Aid and can be found on the job posting.

Garnishing federal work study wages for any debt other than cost of attendance is not permissible.

### Work Hours per Week

The total number of work hours per week is contingent upon the amount that is awarded to the student. During the fall and spring terms, a student should not work more than twenty (20) hours per week in any week that classes are scheduled, including final examination week. An exception to the twenty (20) hours per week schedule is between terms. In between terms a student may work up to (35) hours per week contingent upon the amount of award that is remaining. To be eligible to work during periods of nonattendance, a student must be planning to register for the next term, including a summer period, or in the case of summer earnings, the next full academic year, and must demonstrate financial need for the upcoming period of enrollment. If the student is a new student, a written record showing that the student has accepted the school's offer of admittance for the next period of enrollment is required.

### NOTE:

Work Study hours are also limited to the amount of the award. If the student exceeds the amount of the award, he or she will not be permitted to work during the remainder of the term under the College Work Study Program.

### Work-Schedule

Prior to employment, the supervisor and the student will determine an agreeable work

schedule. The employee must notify the supervisor if he or she is going to be absent for a scheduled shift. This notification must be made either prior to the intended absence or as soon as physically possible if the absence was unexpected. If the student's academic performance suffers due to his or her work schedule, the student must notify his or her supervisor, so hours may be changed or arranged accordingly. Ultimately the supervisor establishes the work schedule and determines any changes.

### Pay Periods/Time and Effort Reports

All pay periods for Work Study employees are bi-weekly. Each paycheck will reflect hours the student actually worked during the preceding two weeks. Each student employee will complete a University of Houston-Victoria Time and Effort Report, which is to be signed by the student and submitted to the departmental supervisor for signature approval. The student employee should enter only the hours he or she actually worked each day and the correct totals for each day and week. The supervisor approves the hours worked and completes pre-payroll processing. A Time and Effort Report not signed by both the student and the supervisor will not be accepted for payment. Time and Effort Reports are then submitted to the Office of Financial Aid for final signatures and authorization.

Signed Time and Effort Reports should be submitted to payroll by 9:00 a.m. on subsequent Wednesdays. If the student's Time and Effort Report is late it may not be processed with those submitted on time and may result in a late paycheck. This delay may range from one to two weeks. Therefore, the Time and Effort Reports must be submitted to supervisors at the designated deadline, so supervisors can submit them to the Office of Financial Aid in a timely manner. Time for holidays, sick days, vacation and lunch is not to be included on the Time and Effort Reports.

### NOTE:

On occasion, the university must process payroll earlier than normal to correspond with state-mandated deadlines. Students will be advised when these dates occur that Time and Effort reports should be submitted early. Time and Effort reports are to reflect only the hours worked to the date of submission. Time worked for College Work Study MAY NOT be estimated during times in which payroll must be processed earlier than normal.

Student employees may elect to have their pay electronically deposited into their personal bank accounts or to their Jaguar Card accounts, or they may elect to receive a paper check. Pay checks are released in the department in which the College Work Study student is employed on the second Friday following the end of the pay period.

NOTE:

Recording additional minutes or hours that were not actually worked on time reports is considered *padding* a time sheet which is a federal offense that will result in permanent termination from the program. Each student should take time to properly sign in and out each workday to ensure that only time he or she actually worked is entered.

Employee Benefits

Work study employees do not earn vacation, sick leave or holiday pay due to the irregular nature of employment. Work Study Program employees are not eligible to apply for a leave of absence.

Dress Code

The Work Study Program does not establish a dress code for student employees. However, depending upon where the student is employed, a dress code may be required. Each employer is entitled to set a dress code. Work Study employees who are employed

in on-campus departments or with off-campus agencies that have a dress code are required to adhere to that code.

### Transfers

Whether the change is the choice of the employer or the student employee, a student employee may transfer jobs if there is a justifiable reason for doing so. A student should carefully evaluate the current job situation before making a final decision to request a transfer.

Transfers are completed only after a student interviews with the Office of Financial Aid. A student must TERMINATE his or her present position prior to receiving a referral to another job. Once the student is hired by the new department, the Office of Financial Aid will process the new Personnel Action Request.

### Terminations

There are three (3) broad categories under which a student termination would fall: (1) the student may be terminated by the Work-Study Program; (2) the student may voluntarily terminate employment; or (3) the employing department may initiate an involuntary termination.

### Types of Termination

#### *By the Work Study Program*

A student who has earned enough to meet the total of his or her work study award for the academic year is terminated from the Work Study Program. A student may also be terminated if he or she is no longer enrolled, enrolled for an inadequate number of hours, or if satisfactory academic progress is not maintained.

Both the student and the employer will receive written notification of termination when it is initiated by the Office of Financial Aid due to the limitations of the Work Study Program. The reason for the termination and the effective date will be given.

### *Voluntary Termination*

The student will be terminated upon request. Such a request should be presented to the supervisor two (2) weeks prior to the effective date.

### *Involuntary Termination*

Involuntary termination results when the employee (a) does not perform in a satisfactory manner, (b) has committed a minor offense, (c) has committed a major offense such as theft, insubordination, gross misconduct, etc. (d) has excessive unexplained absences, (e) has walked off the job, or (f) has a recorded absence without permission or notice, except when an emergency situation precluded giving such notice.

In cases of a possible violation of the Student Code of Conduct, the Office of Financial Aid or employing department will refer the situation to the Director of Student Life and Services. For students that work for off-campus agencies, the decision is at the discretion of the agency.

### Approval of Terminations

The involuntary termination of a student employee is received in the Office of Financial Aid, forwarded to and reviewed by the Human Resource Office, and approved by the Associate Vice President of Student Affairs and the Director of Financial Aid.

### Program Responsibilities

## ***Student***

The student is expected to do the following:

- a) Complete and file the Free Application for Federal Student Aid (FAFSA).
- b) Receive award notice via email from the Office of Financial Aid
- c) Accept the Work Study award on MyUHV
- d) Review Position Postings in CareerLink
- e) Complete college employment application in CareerLink and submit it to the departments or organizations from which the student is seeking employment
- f) Await a call for an interview
- g) Await notification from interviewer of employment status
- h) Arrange work schedule with supervisor
- i) Meet with HR to provide a copy of Social Security card and government-issued identity card, e.g. driver's license, and complete other required paperwork
- j) Attend Student Worker Orientation
- k) Begin work for employing department
- l) Enter hours worked at end of each day, and when due, submit time sheet to departmental secretary or submit it to the Office of Financial Aid if working off campus
- m) Pick up check from department on scheduled pay day if receives a paper check
- n) Complete UH System training online within 30 days of employment
- o) Notify the Office of Financial Aid (in writing) of changes in:
  - 1) Term hours enrolled
  - 2) Name and Address
  - 3) Financial status
- p) Apply for continued Work Study employment each academic year.

## **Compliance**

Since both the Federal College Work Study Program and the Texas College Work Study Program are government funded, compliance with each program's regulations is essential for the programs to continue at the University of Houston-Victoria. Compliance is the responsibility of all members of the campus community, so it is important to become familiar with the requirements listed in this guide. It takes everyone's cooperation and understanding to develop and carry out a successful Work Study Program. Failure to comply with all federal/state regulations could result in the loss of, or reduction of, federal/state financial aid funds provided to the University.

### Contacts

The Office of Financial Aid is located in UW 110.

Work Study Program: Eliza Fortner, Financial Aid Specialist  
FortnerE@uhv.edu  
(361)570-4324

Career Services is located in UW 133.

Employer Relations: Amy Hatmaker, Specialist  
[HatmakerA@uhv.edu](mailto:HatmakerA@uhv.edu)  
(361)570-4378

Student Relations: Eunice Mesa, Coordinator  
[MesaE@uhv.edu](mailto:MesaE@uhv.edu)  
(361)570-4369