

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Financial Aid & Veterans Services

Federal Work-Study Employment Handbook
Students and Supervisors

2018-19



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SAN JOAQUIN DELTA COLLEGE (SJDC) Federal Work-Study (FWS) Employment Handbook

SECTION 1: WHAT IS FEDERAL WORK-STUDY?

Federal Work-Study is one of several federal grants offered through Financial Aid and Veterans Services (FAVS). In order to be considered for FWS, students must apply for and be eligible to receive Federal Financial Aid.

Federal Work-Study offers students the opportunity to earn money through part-time employment. Jobs are located on-campus. The program allows the student to gain work experience and pay for a portion of educational expenses as the award is earned.

The FWS award specifies the total amount a student is eligible to earn for the fiscal year, July 1 through June 30. Rather than receiving a check at the beginning of each semester as with other grants, students receive their work-study award as earnings from their job in the form of a payroll check.

SECTION 2: HOW STUDENTS APPLY FOR FWS

The process: To be eligible for FWS each academic year, students must:

1. **COMPLETE** and **SUBMIT** the Free Application for Federal Student Aid (FAFSA) every year as soon as possible, after October 1st.
2. **MARK** "yes" on the FAFSA that they **have an interest** in "work-study".
3. **COMPLETE** and **SUBMIT** all requested verification documents to FAVS
4. If you failed to indicate FWS interest on FAFSA you can be placed on the waiting list via phone or in person.

By May or June, students who have completed their financial aid file may be e-mailed a flyer from FAVS giving further instructions on the FWS process. Students must take the flyer to FAVS by the date on the flyer or the offer of FWS will be cancelled.

Once FWS funds are depleted, students can still apply for financial aid and request FWS, but we cannot guarantee future availability of funds.

SECTION 3: FWS POLICIES

Guidelines include the following:

1. A FWS flyer will be e-mailed to students by May or June. The offer of FWS will be cancelled if students do not respond by the date on the FWS flyer. **FWS IS AWARDED ON A FIRST-COME, FIRST-SERVED BASIS.**
2. Students must be enrolled in at least 6.0 units for the fall and spring semesters, in which they are working AND maintain a cumulative 2.0 GPA or better. To work in the summer, students do not need to attend school but must plan on attending SJDC in the fall. Questions regarding income tax should be directed toward Human Resources Payroll Department at 209-954-5035.
3. Students may not work over 20 hours per week while school is in session (this includes finals week). Students may work up to 40 hours per week during school breaks (this is subject to change) and may not work over eight (8) hours per day- **NO OVERTIME IS ALLOWED.** Therefore, *students may not work more than 20 hours per week anytime school is in session* (whether or not they are attending that term).
4. Students can work up to 2 on-campus jobs. If students work 2 on-campus jobs, the maximum hours between both jobs cannot be more than #3 above.
5. Students may not earn more than their FWS award amount. **THE HIRING DEPARTMENTS ARE RESPONSIBLE TO COVER ANY DIFFERENCE BETWEEN THE AMOUNT AWARDED AND THE AMOUNT EARNED.**
6. The FWS fiscal year is July 1 through June 30. Students are not paid for what they do not earn. Earnings "left over" from the previous year are not transferred to the next fiscal year. All students must stop working by June 30 even if they have not earned their entire FWS award. A Termination Form is required to be submitted to FAVS.
7. If students want to continue working at the same job site after June 30, students must be awarded for the new fiscal year and obtain a new signed FWS Job Referral.
8. Those students who are awarded for only the fall semester must stop working in their position by the last day of fall finals week even if they have a FWS balance remaining. In this situation, students may **NOT** continue working into the spring semester until they are awarded and approved by Financial Aid for the Spring Semester (if the funding is available). **IF STUDENTS ARE REINSTATED TO FWS, THEY MUST REQUEST A NEW FWS JOB REFERRAL.**
9. When there is no activity on a students account for a full pay period, FWS awards will be cancelled. **In the event of an unforeseen extended absence, notify both your**

supervisor and financial aid in writing. Failure to do so will result in cancelation of the FWS award.

10. Transferring between work-study programs is not permitted within the same pay period.

FWS Awards:

1. Student's FWS awards range from \$1,000 to \$5,000 per fiscal year. *These amounts are subject to change at the discretion of Financial Aid & Veterans Services.*

2. The amount of FWS that students are awarded depends on their own individual circumstances and varies from student to student.

3. Sometimes a student's FWS award is adjusted based on other types of assistance granted. If this happens FAVS will notify the student and supervisor via email or any award changes.

*** PAY INCREASES REQUIRES COMPLETION OF A NEW FWS REFERRAL***

SECTION 4: HOW STUDENTS OBTAIN FWS EMPLOYMENT

Jobs available to FWS students are in SJDC departments.

STEP ONE: The FWS Student Contract

1. When students receive the FWS flyer via e-mail in May or June, they need to return the flyer to FAVS by the indicated deadline. At that time, students will be given a FWS Folder.

2. Students are to initial, sign, and submit the FWS Student Contract to FAVS.

- Students planning to start work during the summer (7/1 up to the day before the fall semester starts) must submit the initialed FWS Student Contract to FAVS & completed FWS Job Referral by the indicated deadline.
- Students not planning to start work until the first day of the fall semester or soon after must submit the initialed contract and FWS Job Referral to FAVS by 8/19. You must notify FAVS of your start date.
- Depending on availability of FWS funds, dates for deadlines will be established for students that may be awarded after 8/27.

STEP TWO: The FWS Job Referral

Students need to complete the Student portion of the FWS Job Referral and take it to the job interview (Step FIVE, #1).

The Request is valid for 14 working days only. That means the student needs to locate a job and return to FAVS within 14 working days or he/she will not receive FWS for the fiscal year. Failing to respond by due date will result in the FWS award being cancelled.

STEP THREE: Locating a Job

Job descriptions are located on the SJDC web page at:

**IN ORDER TO VIEW ANY AVAILABLE FWS
JOBS ON THE DELTA WEB PAGE,
STUDENTS MUST HAVE AN ACTIVE FWS
AWARD.**

<http://www.deltacollege.edu/dept/wkstudy/jobs/FWSOn-campusJobs.html>

Students should:

1. **APPLY** for jobs that are of interest and for which the student meets the minimum qualifications.
2. **CONTACT** the supervisor/lead listed on the job description to schedule an interview.

STEP FOUR: The Job Interview

Students need to:

1. **TAKE** the FWS Job Referral to the interview.
2. **DISCUSS** job responsibilities, work schedule, amount of student's FWS award, and any other concerns or questions with the prospective supervisor.
 - Be on time and dress appropriately for the interview.
 - Students may be required to take a test (typing, filing, etc.).

Being awarded FWS does not guarantee students a job. If students are not hired, they should not become discouraged. Students need to return to FAVS or the SJDC web page and review additional job descriptions.

STEP FIVE: After Students are Hired

Students are to:

1. **GIVE** the FWS Job Referral to the supervisor for him/her to complete the Hiring Department portion. Division chairperson must also sign the referral.

By signing the referral form, the student, supervisor/lead, and division chairperson/ are agreeing to all terms of the FWS program. You must also include the Kualu account number, Object Code and General Fund Account number (for sick leave purposes) in all FWS documents (Referral, Termination forms and timecards).

IF THE FWS JOB REFERRAL IS NOT COMPLETE, IT WILL NOT BE ACCEPTED.

2. **RETURN** the **completed** FWS Job Referral and FWS Contract to FAVS by the due date.

3. **COMPLETE** the Human Resource Orientation Process if the student has never worked on the Delta College Campus. The FWS packet at the Financial Aid window will include additional information for the online orientation process.

- The Human Resources Online Orientation Process is an 8 page orientation slideshow with links to pertinent information as a short term employee. However, new hires will still need to come in-person to drop off their application packet and have their I-9 form verified and return to Human Resources, Admin. 202.

4. **HAVE** a current TB test?

- New students: if you have had a TB test in the last 60 days, they can submit the results to SJDC Office of Human Resources located in Administration 202.
- For those students needing a TB test, they can obtain a TB referral form in the FWS Folder or FAVS Office. SJDC pays for the TB test.

5. **UPDATE** W-4 (withholding allowance) if desired and change of information (address, etc.) return to Human Resources, Admin. 110, if you are a continuing FWS student.

NOTE: **Students MUST NOT START WORK until they have cleared all background requirements. They must also have submitted their TB test results and employment application to SJDC Human Resources.**

SECTION 5: DEPARTMENT

On-Campus Departments:

1. Supervisors need to check with their Division chairpersons to confirm that supervisors have a budget to hire a FWS student.

2. Once it is determined that supervisors have a FWS budget, they need to complete a FWS Job Announcement Form and submit this form to the FWS Coordinator Stephanie Roxson. Job Announcement Forms can be obtained by either contacting FAVS or by printing the form from the SJDC website.

3. SJDC Office of Human Resources establishes job titles and hourly rate of pay for SJDC department positions. Supervisors can view the new job titles and rates of pay on the SJDC website. Copies can also be obtained from the FWS Coordinator or Human Resources.

4. Once the FWS Coordinator receives the Job Announcement(s), they will be advertised on the SJDC FWS website as requested.

*** PAY INCREASES REQUIRES COMPLETION OF A NEW FWS REFERRAL***

SECTION 6: RESPONSIBILITY OF FINANCIAL AID AND VETERANS SERVICES

FAVS has the responsibility to:

1. **DETERMINE** eligibility and notify students of their FWS awards, if funding is available.
2. **PROVIDE** FWS Student Employment Handbook to both supervisors and students. (Available online ask FWS Coordinator for current link).
3. **PROVIDE** employment applications to students.
4. **ACCEPT** and make available Job Announcement to FWS students.
5. **DIRECT** the FWS Job Referral process and submit signed referrals to SJDC Human Resources.
6. **NOTIFY** students and departments of the student's FWS balance.
7. **MONITOR** student unit enrollment and Satisfactory Academic Progress with FAVS.
8. **REVISE** awards when appropriate and email student and supervisor.

SECTION 7: RESPONSIBILITY OF THE FWS STUDENT

Students are expected to fulfill their responsibilities by understanding and performing the following:

1. ALL the steps in SECTION 4: How Students Obtain FWS Employment.

2. Policies and procedures of the:

- Hiring Department.
- FWS Polices & Financial Aid Terms of Offer

3. When students are hired as employees, they become relied on as members of a work unit. Student employees should:

- Report to work on time.
- Notify their supervisor as soon as possible when they will be late or unable to report to work.
- Refrain from conducting personal business on the job.
- Perform to the best of their ability.
- Dress appropriately for the work location, check with supervisor regarding specific departmental dress code expectations
- Observe confidentiality policies of the employing office; information should not be discussed outside of work. Any violation of confidentiality will be subject to discipline, including termination of employment.

4. Students need to notify FAVS and their supervisor if they want to terminate the FWS position. It is appropriate to give the supervisor at least 1 week notice; 2 weeks is preferable.

5. Students MUST STOP WORKING and request a FWS Termination Form if they:

- Drop below 6.0 units.
- Earn and deplete their entire FWS award.
- Are disqualified from receiving financial aid.
- Violate any of the other Terms of Offer.

6. Students are to keep track of hours worked ensuring they:

- Work no more than 20 hours a week during school (through finals week).
- Work no more than 40 hours a week during vacation time.
- Do not earn more than their FWS award amount (**HIRING DEPARTMENTS THAT ALLOW STUDENTS TO EARN MORE FUNDS THEN THEIR FWS AWARD MUST PAY THE DIFFERENCE OUT OF THEIR DEPARTMENTS BUDGET**)
- Never work more than 8 hours a day.
- Never work overtime
- Take a 15-minute break every 4-hour shift worked.

- Take a 30-minute unpaid lunch break every 5-hour shift worked. If you work an 8-hour shift, take a 1-hour unpaid lunch break.

7. Students submit time cards to their supervisor by the end of each pay period.

8. **If students are working 2 jobs on campus jobs**, they are to inform both supervisors. This can be done by having both supervisors complete the “Student Working 2 FWS Jobs” Form. The form can be obtained from the FWS Coordinator or online at the SJDC website.

9. If an employment problem arises, students need to talk to their supervisor. If the problem is not resolved, students are encouraged to contact FAVS for advice.

10. To ensure that students receive their paychecks at the correct address, students need to update their information in:

- Financial Aid & Veterans Services- DeRicco Lobby
- Admissions & Records- DeRicco Lobby
- SJDC Human Resources- Administration 202

SECTION 8: RESPONSIBILITY OF HIRING DEPARTMENT

All supervisors have the responsibility to:

1. **ATTEND** a FWS Supervisors Orientation (when offered). You can view the PowerPoint presentation in the FWS link sent via e-mail.
2. **PROVIDE** job announcements to Financial Aid & Veterans Services (FAVS).
3. **SCREEN** students as to their skills and abilities since **FAVS DOES NOT DO THIS**. Administering tests, such as filing and/or typing, is certainly appropriate.
3. **SIGN** the FWS Job Referral along with the Division chairperson.
4. **LIST** Quali account number, object code and General Fund account number (for sick leave purposes) on the FWS Referral, Termination form and timecard).
5. **ALLOW** students to start work **ONLY AFTER** all documents are approved by Human Resources and Financial Aid.
6. **PROVIDE** students with timecards & payroll schedule.
7. **TRAIN AND SUPERVISE** FWS students at all times.
8. **MONITOR AND VERIFY** student hours worked on time sheets and add Quali account number and object code.

9. **KEEP** track of hours students have worked and their remaining FWS balance. Earnings in excess of the FWS award are charged back to the employing department as non-subsidized student employment for which the department assumes 100% liability for the student's wages.

10. **COMPLETE AND SIGN** timecards in blue or black ink with the Division chairperson representative and submit to SJDC Human Resources by established deadline. **FAILURE TO DO SO WILL RESULT IN A THE STUDENTS AWARD BEING CANCELLED AND DELAY OF PAYMENT.**

11. **RESOLVE** employment disputes or refer issues that cannot be resolved to FAVS.

12. **COMPLETE** a FWS Termination form when:

- Departments no longer need the student.
- Students earn and depleted their entire FWS award.
- Students drop below 6 units.
- Student disqualification status from Financial Aid

13. **TERMINATE** students that are working on 6/30 (the last day of the award year).

**ALL SUPERVISORS ARE MEMBERS OF THE MANAGEMENT TEAM.
ANYONE OTHER THEN A MEMBER OF THE MANAGEMENT TEAM MUST
BE CONSIDERED AS A LEAD PERSON.**

***SECTION 9: RESPONSIBILITY OF THE SJDC OFFICE OF
HUMAN RESOURCES***

Human Resources has the responsibility to:

1. **ENSURE** that all documents required for employment are received from FWS students.
2. **PROVIDE** time cards and pay schedules to departments.
3. **CHECK** student time sheets submitted by department.
4. **RESOLVE** any discrepancies in reported time, ensuring that students do not report more than:
 - 20 hours worked per week during school and through finals week
 - 40 hours worked per week during vacations
 - 8 hours per day.

5. **CONFIRM** students' monthly FWS award balance and do not pay FWS wages above that amount.

6. **DISBURSE** payroll checks to the student workers by mail.

SECTION 10: TRACKING HOURS

1. Since students and supervisors have the most current information on the hours students have worked, they are responsible for keeping track of students' FWS balance (you may use the FWS form called Work-Study Award Usage).

2. After each pay period, departments will receive a FWS Balance Letter that shows the approximate amount of the student's FWS award, the amount that has been paid, and the student's remaining balance. The student may view their balance on their financial aid portal. Please note the balance will not include the current monthly hours worked. Divide the balance by the rate of pay. This equals the number of hours the student has available to work from the "as of" date on the FWS Balance Letter. If the student has worked since the "as of" date on the FWS Balance Letter be sure to subtract those hours from the calculated available hours. *Balances may vary slightly if there are discrepancies with the timecards, payroll or fiscal services.

3. When a student's FWS balance is less than \$500, FAVS will email, as a courtesy, a Warning letter to students, and supervisors. This letter is a reminder to keep very close track of the student's hours as the entire FWS award is almost earned.

4. This process can appear complicated. Please contact the FWS Program staff if you need assistance.

SECTION 11: PAYROLL

Wages:

1. Pay varies from minimum wage per hour and up.

- SJDC departments are to follow the job titles and rates of pay as outlined by SJDC Office of Human Resources.

2. FWS wages are:

- Taxable and may not be FICA exempt; the FAS&VS department recommends that you contact the Human Resources Payroll Department at 209-954-5035 for further information.
- May affect food stamps, social security, and unemployment, but FWS should not affect TANF (cash aid). Students receiving any of these benefits should contact the responsible office.

Paychecks:

1. Paychecks are mailed on or around the 10th of each month to the address on file.
2. There are several reasons why students may not receive their paycheck:
 - Students may not have worked long enough to receive a paycheck. Use the timecard schedule to check the reporting period.
 - USUALLY the paychecks are mailed one day prior to the pay date; however, sometimes the checks are mailed on THAT day. Check the pay date on the timecard schedule.
 - Students may not have completed a FWS timecard. Students should check with their supervisor.
 - The address on file in Admissions and Records, Human Resources, AND FAVS may be incorrect.

STUDENTS CANNOT BE PAID UNDER FWS UNDER THE FOLLOWING CONDITIONS:

- *Students may not have completed the entire payroll paperwork, including submitting TB test results to SJDC Human Resources.*
 - *Students may not have completed the FWS Job Referral process or returned the signed FWS Job Referral to FAVS.*
 - *Students may not have an active FWS Award on file for the new year.*
3. If all steps were completed in #2 above, and the student did not receive a paycheck, contact SJDC Human Resources in Administration 202.

Timecards & pay schedule:

1. FWS uses the GOLD colored timecard.
2. Timecards & pay schedules can be obtained from:
 - SJDC Human Resources for departments.
 - Supervisors for student employees.
3. Students are to record hours worked on their timecard. Once completed, students need to:
 - **Sign** the timecard
 - **Retain** one copy
 - **Give** original timecard to supervisor before the date the timecard is due in SJDC Human Resources.

4. It is the responsibility of the campus department to have timecards to payroll by the due date. **STUDENTS MAY NOT PICK UP OR DELIVER TIMECARDS TO HUMAN RESOURCES.**

SECTION 12: TERMINATIONS

Students or supervisors should request from FAVS a FWS Termination Form or go online to the SJDC website and completed with required signatures. The signed Termination Form needs to be returned to Financial Aid Office and Veterans Services.

1. Students will be terminated from their FWS employment if students:

- **DROP** below 6.0 units at any time during the semester
- **DO NOT MAINTAIN** a 2.0 GPA or higher.
- **EARN** and deplete their entire FWS award.
- **ARE LAID OFF** by their employer.
- **VIOLATE** any of the Terms of Offer included with the award notice.

2. In the event ALL FWS funds are depleted for the school year, students may be terminated from FWS employment. If students want to quit their job, they need to inform their supervisor and FAVS by giving proper notice-1 to 2 weeks if possible.

3. If students terminate from one position and want to transfer to another job, they must be hired and request a new FWS Job Referral within 5 days of termination. Failure to do so may result in the cancellation of a student's remaining FWS balance.

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