



WILMINGTON

UNIVERSITY

**Federal Work-Study Program
Handbook**

Policy and Procedure Handbook for Students and Supervisors

Work Study begins 7/1/ and ends on 6/15 of the fiscal year.

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Introduction

The Federal Work- study program (FWSP) is a federally regulated program authorized by the Higher Education Act of 1965 and subsequent amendments/reauthorization. It is an employment program for some, but not all, of those receiving financial Aid. Through FWSP, the federal government pays up to 75% of an eligible student's wages. FWSP is design to assist students in meeting the cost of higher education by promoting access to meaningful work experiences. The student is granted a specific allotment of money, which can be earned. Students earn money on an hourly basis until they have received their allotment or until the end of the term, but may continue to work after they have reached their award.

The Role of the Office of Financial Aid

In addition to determining the amount of the work-study award along with monitoring hours, the Office of Financial Aid acts as the coordinating agent between the student, supervisors, and administrative offices of Wilmington University. Feel free to contact the Wilmu's Office of Financial Aid with any questions.

Eligibility Requirements

Eligibility for Federal Work Study is determined by a student's financial need, based on his or her financial aid budget and FAFSA information. Financial need is defined as the difference between the total costs of the education and the amount of money the student and family can contribute toward these costs, known as the expected family contribution (EFC) to remain eligible a student must comply with satisfactory academic progress as stated in the Student Handbook.

How to apply?

Students interested in the work-study program will visit <https://wuedtech.wufoo.com/forms/federal-workstudy-inquiry-form/>. The student will be notified via email of their eligibility. Once determined eligible students will be directed to Handshake. Handshake is an online database system, which is designed to connect students, alumni and employers during their internship or job search process. This includes WS. Handshake requires WS students to complete their profile, upload a resume, search and apply for WS positions. The requested information must be submitted on Handshake in order to secure a position. If assistance is needed please contact Career services.

Off Campus Federal WS

Off campus, jobs are nonprofit organization that has been approved by the Work-study Coordinator. Off Campus/Community Work -Study, positions are not limited to the current list of eligible agencies. Students are encouraged to take the initiative to seek out nonprofit service opportunities that are of interest to them and/or further their educational goal.

Important Information from the Human Resources Office

Foreword

The Wilmington University Human Resources Department is committed to recruiting, hiring and retaining the highest qualified individuals to meet the educational goals of our diverse student population.

We encourage and support a diverse atmosphere where employees feel valued and recognized for their efforts, along with the support to create an environment, which fosters the positive attitude and creative spirit of our employees.

Human Resources affirms its commitment to ensuring that all employment and employment-related decisions are based on the principles of equal employment opportunity.

EMPLOYMENT

Student Employee Classification

All student employees are designated as temporary and nonexempt under state and federal wage and hour laws. Nonexempt employees are covered by the Fair Labor Standards Act (FLSA), entitling them to overtime pay for hours worked in excess of 40 in any given week. Most student employees are considered temporary and part time, scheduled to work no more than 30 hours per week during academic periods. Some temporary student employees may be temporarily scheduled to work full-time for the College for a limited duration during academic breaks.

Hiring Documents Required

1. I-9 documentation* (eligibility to work in U.S.), no later than the third day of employment.
2. W-4 form and direct deposit form (for Payroll).
3. Current driver's license and Social Security Card or passport (if applicable).
4. Complete Online Unlawful Harassment and Preventing Sex Discrimination and Violence on Campus (A link will be sent to your email), and Family Educational Rights and Privacy Act (FERPA)

Located on

<https://www.wilmu.edu/neweo/index.aspx#employeetraining>

Work Study Orientation

During Orientation, incoming students awarded WS are required to attend a WS Orientation Session. During this session, policies and procedures of WS are discussed by work -study coordinator.

Policies and Procedures for Students

A. General Guidelines

The Work Study program is designed to help students meet educational expenses through meaningful employment. The Financial Aid Office assists students who qualify for work-study find part-time employment position. Jobs vary throughout the college and range from assisting in various departments to working in the library or tutoring children.

B. Maintaining Eligibility

Student must be enrolled in at least 6 credits per semester and must be in Good standing for Satisfactory Academic Progress (SAP) for more information regarding SAP please use this link.

<https://www.wilmu.edu/financialaid/satisfactory-academic-progress-overview.aspx>

D. Employee Rights and Responsibilities

Rights:

1. Information regarding their award amount, rate of pay, average number of hours per week, and general FWS procedures.
2. Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
3. A clearly defined work schedule, which accommodates their course schedule and academic requirements.

4. Adequate training to perform assigned tasks.
5. A safe, clean, and professional working environment.
6. Supervision and direction from Wilmington University faculty or staff
7. Instructions for recording hours worked, as well as information regarding the College's payroll procedures and payroll calendar

Responsibilities:

1. Student employees are not allowed to study or do homework while they are working.
2. Communicate with supervisors regarding schedule
3. Notify supervisor immediately if unable to attend work
4. Understand the expectations from individual supervisor
5. Notify the Financial Aid Office in the event of an inappropriate work environment, etc.
6. Maintain professionalism and accuracy in all transactions with the public or campus community.

E. Timesheets

Students will receive a new email account. The new email will allow students to access green shades portal. A handout will be given to students on how to access and put time in at orientation.

Work-study students are paid on the 15th and last day of every month unless date falls on a weekend or holiday. Student will be paid the day before.

A copy of payroll schedule will be given at work study orientation

Timesheets should be submitted on the day they are due by 12:00 pm.

Failure to submit timesheet when they are due will result in it going to the next pay period

F. Pay Rates

Pay rates are determined by type of job and length of time on the job. Currently our pay rates range from \$10.00 to \$14.00 per hour. Starting pay is determined by the specific job.

The following is a pay rate chart for Wilmington University:

- The hour rate of pay is as follows:
 - On campus 12.00 per hour
 - Returning On campus 12.50 per hour
 - Off campus 13.00 per hour
 - Mascot – 14.00 per hour

G. Termination

If student employees do not perform their duties satisfactorily and needs to be Terminated, the supervisors must talk with the Work Study Coordinator Aid to discuss prior to terminating the student. *Improper use or violation of university property and falsification of timesheets will result in your termination without grounds for appeal.*

A student must discontinue or may be terminated from his/her WS position under the following circumstances:

1. Eligibility is exhausted (full amount of WS grant has been earned). If you go over your award after notification, there is a possibility that eligibility for other financial aid will be decreased.
2. Termination due to unsatisfactory job performance
3. Noncompliance with WS policies and procedures

H. Breaks and Holidays

Students may work during semester breaks with the approval of their supervisor and if there is funding.

I. Rehire Procedures

Students who are eligible for rehire must notify the Financial Aid Office and complete a new work-study contract.

Policies and Procedures for Supervisors

A. Requesting a Federal Work Study Student Employee

Students must apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA), and their financial aid file in order to qualify for federal aid. The number of students awarded Federal Work Study is dependent on the yearly allocation of funds and the unmet financial need of the individual. Please provide the following information: (send info to Work study Coordinator)

- Name and Department
- Supervisor's name, and e-mail address (if applicable)
- Duties and responsibilities expected.
- Skill level and experience desired.
- Federal Work Study student employee placements are concluded in the fall
- Work Study starting in July 1st and ends June 15th.

Send to the federal work study program: Fws@wilmu.edu

B. Interviewing Student Employees

The Financial Aid Office will notify each student of open positions on handshake. Supervisors will receive an email of potential student. Supervisor may arrange an interview with candidate. It benefits both you and your potential student employee to discuss the following during the interview:

- Description of job duties.
- Experience and skills needed to perform the job.
- Personal conduct and dress expected.
- Hours of operation and student's schedule of weekly hours.

- Training and mentoring provided.
- Expected date by which you will have made a hiring decision and start date.

* Please note that the employment laws that apply to interviewing regular employees also apply to the interviewing of student employees.

- How to prepare for the interview:
 - Write interview questions that are criterion-based, behavior-based, job related, and non-discriminatory.
 - Decide whether you will do skills testing.
 - Set aside enough time to do an interview of substance that covers all requirements for the student employee to successfully perform the job.
 - Give each candidate a copy of the position description.
- How to conduct the interview:
 - Make the candidate feel welcome and at ease.
 - Give the candidate an overview of how the interview will run.
 - Wait for good answers and avoid talking too much.
 - Review employment dates and attitude toward previous employment experiences and supervisors.
 - Determine interests, goals, strengths, and challenges.
 - Take notes during interview as needed to make a hiring decision later.

C. Hiring a Federal Work Study Student Employee

Please notify the student of your hiring decision within a week to ensure timeliness. Notify the Work- Study Coordinator as soon as a student accepts the position in your department. Student employees are paid by the hour. The hourly rate is based on description and years of participation in the Federal Work Study program. Holidays, snow days, and sick days are not to be counted as hours worked.

Student employees are not paid for lunch or break periods. Please remember the following guidelines for a student's eligibility to work:

- Students must be enrolled at least half time (6 hours) to be eligible to work.
- Federal Work Study funding will be cancelled if the student drops below half time status or withdraws from Wilmington University.
- Students may work up to 30 hours per week

D. Orienting Your Student Employee

Good personnel practices require that every employee be oriented to the organization of the work place and trained to perform necessary tasks. It benefits both you and the student to establish a formal training program and keep the lines of communication open, clear, and constructive. Spend enough time discussing the following to prevent future confusion:

- Performance standards.
- Variations in work schedules for holidays and examination periods.
- Student's responsibility for University facilities and equipment.
- Safety and health practices.
- Training in skills and procedures necessary to perform the job.

- Confidentiality of records and files. (FERPA statement, specifically)
- System access and security procedures.
- Dress code in the workplace.
- Telephone etiquette.
- Policy on no smoking in building (if applicable to your work site).

Provide answers to the following questions:

1. Who is the student's supervisor?
2. To whom should the student direct problems or questions?
3. Who should be contacted in case of absence or change in work schedule?

E. Federal Work Study Supervisor Guidelines for Timesheets

When can a student employee start working?

Once the student has completed the interview process and you have signed the contract with the student, the student must submit the work-study packet to the Financial Aid Office prior to receiving payment. These documents include the work-study contract, I-9, W-4 form, copy of drivers license and social security card. Once all paperwork has been received and HR approves, the student can start work.

Who is responsible for keeping track of hours worked and remaining hours that a student may work within the semester?

The supervisor is solely responsible for ensuring that hours have been calculated accurately prior to submission of the timesheet to Payroll. Please remember that student employees can work up to 30 hours per calendar week. The supervisor should keep a biweekly running tally of the amount of hours worked by the student employee to ensure that the student's hours are accurate. During school vacations such as winter or Spring Break, Work Study students may work up to 40 hours per week.

Who must sign the student employee's timesheet?

Both the student employee and supervisor are required to sign the timesheet in order for it to be processed. The supervisor's signature will be approved through Greenshades.

When should timesheets be submitted?

All timesheets must be submitted in Greenshades by date required. A copy of payroll schedule will be emailed from payroll office.

Are student employees required to take lunch breaks?

All student employees are entitled to have a 30-minute lunch break if they work six to eight consecutive hours. If a student employee works eight or more consecutive hours, he/she is entitled to take a lunch break of one hour. This should be noted on the timesheet.

F. Terminations

If student employees do not perform their duties satisfactorily and needs to be terminated, the supervisors must talk with the Work Study Coordinator prior to terminating the student. *Improper use or violation of university property and falsification of timesheets will result in your termination without grounds for appeal.*

A student may be terminated from his/her WS position under the following circumstances:

1. Eligibility is exhausted (full amount of WS grant has been earned). If you go over your award after notification, there is a possibility that eligibility for other financial aid will be decreased.
2. Termination due to unsatisfactory job performance
3. Noncompliance with WS policies and procedures

G. Reporting of “On the Job” Injury

If a student is injured while working, he/she must report the injury immediately to the WS supervisor. Submit this report even if the injury does not appear serious enough to justify consulting a doctor.

H. Student is no longer working

Once it is determine that student will no longer be continuing in the WS program please update information in Employee separation portal.

I. Student no longer eligible for work study

If at any time student no longer is eligible for WS due SAP ineligibility/ enrollment or over worked hours and work study funds cannot be paid. It will be the department responsibility to pay the student.

Frequently Asked Questions

How does Work Study fit in my financial aid package?

Work Study is not for everyone (though everyone who is enrolled at least half-time may work on campus as a regular non-work study student employee!). Because it is a need-based financial aid award, it has to fit within your financial aid package. Each person has a unique financial aid file. That means some students must be willing to allow reduction of some loan funds to accommodate a Work Study award, if they have an aid package that completely fills their financial aid budget. You do not have to request a special loan reduction, your loans will be automatically adjusted when Work Study is awarded, if necessary.

Reducing loans to accept work study is great if you can afford to wait until you have earned the money through your paychecks, rather than getting it in a lump at the beginning of each quarter in your financial aid refund from loan funds (and of course, having to pay it back later!). Accepting Work Study in place of loan funds will reduce your student loan debt. Work study does NOT "pay off" loans, it is awarded INSTEAD of loan; basically you are trading "loan help" for "work help." Work Study also NEVER reduces grants or scholarships, only loans. Some students are able to accept a Work Study award without giving up any loans, because they have room within their financial aid need on top of all their other awards to accept Work Study employment. Work study is often (but not necessarily) in place of other financial aid.

The formula for determining eligibility for work study is this: Total Cost of Attendance (COA) minus Expected Family Contribution (EFC) minus any "gift" aid (grants, waivers, scholarships) equals Work Study eligibility. If this eligibility is filled by need-based loan (typically Subsidized Direct Student loan or Perkins loan), then you can either borrow less loan, and work for the money instead, or in many cases, if you still want the loan, some or all of the Subsidized loan can be switched to Unsubsidized Direct Student loan (a non-need based loan that can fill EFC) and award Work Study.

How am I paid?

Wages are paid semi-monthly and payday is the 15th of every month or last day of the month. Student employees are paid through direct deposit of funds to either a savings or checking account at the financial institution of their choice. Payment of wages requires a completed timesheet. Timesheets must be signed/authorized by both the student and supervisor to be considered completed.

*note first paycheck may be sent in check by mail

How many hours can you work?

It will vary depending on your WS award and pay rate, for example:

- Financial award divided by hourly pay rate equals total hours per school year

*Depending on the hours you work a week, will determine how long you can work for the school year. *It is best to try to spread your time over the year.*

Failure to Work Awarded Hours

Failure to work all of the awarded hours may jeopardize a student's ability to pay on her/his account. Wilmington University is not obligated to provide an alternate type of assistance or financial aid to a student who does not earn the entire WS award. WS may be canceled if time sheets are not turned in and/or a student has no earnings.

Reporting WS Earnings on a Tax Return

WS wages are considered taxable income. Students will receive a W-2 form for wages earned from Wilmington University. If a federal or state (if applicable) income tax return is filed, any WS earnings must be included. A W2 will be provided through Green shades or mailed.

Reporting Earnings on the FAFSA

Federal WS earnings (not institutional WS) should be reported on the Free Application for Federal Student Aid (FAFSA). The purpose of this is to **exclude** federal WS earnings that are reported as a part of adjusted gross income from being considered as a resource for educational expense. Failure to properly report federal WS penalizes the student's total financial aid eligibility.

It is to the student's advantage to report this information accurately. Complete instructions are included on the FAFSA. Wages reported on a student's W-2 may be comprised of wages earned under the Federal WS Program, wages earned under Wilmu's institutional WS program, and wages earned from other non-financial aid related employment at Wilmu. While all WS earnings are taxable, only Federal WS earnings can be reported on the FAFSA. Students are encouraged to contact the Office of Financial Aid, by e-mail at Finaid@wilmu.edu or by phone at 302- 356-6951, If you need help determining the amount they can report on the FAFSA.

Changing WS Positions

If a student wants a different position, it is his/her responsibility to find it. Check Handshake for openings.

It is strongly recommended that students continue to work at their initial WS assignment while waiting for reassignment or looking for a different job, as a second position is not guaranteed.

Can I get more work study funds?

It is possible for students to receive more work-study funds. Please contact fws@wilmu.edu to see if funds can be increased.

Can I have two on campus jobs? How many Hours can I work?

A student can have several on campus jobs, but between all of these positions, the student cannot exceed 20 hours per week during the academic year. This policy is in place to reinforce “academics first” for student employees. During school vacations such as summer, winter, or Spring Break, Work Study students may work up to 40 hours per week.

I was eligible for Federal Work Study (FWS) last year, why am I not this year? What can I do?

Eligibility for all Title IV programs can change from year to year, thus creating the requirement to file a FAFSA each year. Eligibility/non-eligibility can be the result of a change in any number of variables: number of household members in college, parents’/students’ income, untaxed income, assets, etc. In some cases, the change in eligibility may take place with the actual financial aid award. For example, the availability of other need based aid increases, such as the subsidized Direct loan amount and once this increase takes place, there isn’t enough “need” in the award package for other need based aid such as FWS. In these cases, students may contact the Financial Aid office to inquire about the possibility of reducing the subsidized Direct loan amount and replacing it with FWS in order to reduce their student loans.

What are the benefits of Work Study?

- You earn money to help you keep your expenses under control.
- You gain work experience and new skills, which improves your marketability when applying for future internships and jobs.
- You expand your network of contacts and acquire references, both of which you will use for future job opportunities.
- You are a more appealing job applicant to many employers – Work Study eligibility gives you an edge in a competitive job market.

List of Resources

**Financial Aid Office
Federal Work Study Program**

320 N. DuPont Highway
2nd floor of DAC
New Castle, De 19720
Phone: 302-356-6951

LaShawn Alexander
Work Study Coordinator
Email: fws@wilmu.edu

Gary Mayo
Work-Study Coordinator back up
Email: fws@wilmu.edu

Allison Laurant
External Partnerships
Email: fws@wilmu.edu

Career Services
320 N. DuPont Highway
Pratt Building
New Castle, De 19720

Handshake link
<https://wilmu.joinhandshake.com/login>
(Log in with wilmu account)

Student handbook link

<https://www.wilmu.edu/studentlife/handbook/index.aspx>

Work-Study Handbook Acknowledgement

I hereby acknowledge receipt of the Wilmington University Federal Work-Study Program Handbook and recognize my responsibility, as Work-Study, to read and understand all of the material contained herein.

I understand that the handbook is not all inclusive and is only a set of guidelines.

I understand that the handbook is not intended to constitute a contract (expressed or implied) of employment or a guarantee of the benefits or polices stated in it. Wilmington University may revoke or revise this handbook at any time and for any reason.

I understand that this handbook superseded any previous handbook or unwritten policies. The handbook can be changed by Wilmington University unilaterally at any time.

Name (print) _____

Signature _____

Supervisor Signature _____ Date: _____

Department _____