



Work Study Program Supervisor Handbook

(From The Financial Aid Office)

Work Study Supervisor Handbook

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Section I: Basic Introduction

I. INTRODUCTION TO THE WORK STUDY PROGRAM

Work Study is financial aid in the form of a part-time job (generally 5-15 hours per week during the school year; up to 30 hours per week during the summer **as long as funding is available**). Students may work on campus in a department of their choice, subject to job availability. Students earn \$8.50/hour. In addition to earning a paycheck every two weeks, work-study allows students to work around their academic schedule, (including evenings and weekends), and to build a resume and/or establish references. **The Work Study Program is based on the fiscal year, July 1st - June 30th.**

Eligibility for work-study is granted for students who complete their financial aid file early, show need and indicate an interest in a work-study position. On a very limited basis, students who complete their financial aid file and do not show need, may be able to participate in work-study.

If you receive a work-study award and wish to pursue a job, you may select a job opening from available [job listings](#), and arrange for an interview with the Supervisor/Department of your job choice. Work Study funds are limited, therefore based on first come first serve basis.

II. TYPES OF WORK STUDY PROGRAMS

There are three funding sources that make student employment possible: Federal, State and Institutional. All three programs are similar in eligibility requirements, but have explicit requirements for each particular program. The Financial Aid Office will determine which program best fulfills the needs of the student and award available funds accordingly.

The federal and State programs require the student to apply for financial aid indicating his/her preference for student employment on the Free Application for Federal Student Aid (FAFSA) and have eligibility for student employment determined BEFORE the student can be placed in a student employment position. Due to limited funding in each program, the student is encouraged to apply for student employment as soon as possible.

- A. **Federal:** Federal Work Study is a program funded by the U.S. Department of Education. The program is intended to help provide part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. To be eligible for this program, the student must apply for financial aid, receive an award letter, and have eligibility prior to seeking and accepting an employment position with the school. Also, the student must be enrolled in at least 6 financial aid eligible credits for each term of employment.
- B. **State:** State Work Study is a program jointly funded by the State of Minnesota and Anoka Ramsey Community College. The program is open to undergraduates, graduate and vocational students. It provides part time on or off campus jobs to help students pay towards their educational expenses. To be eligible for this program, the student must meet all of the eligibility requirements outlined in the Federal Work Study Program, be enrolled for at least 6 financial aid eligible credits each term of employment, and be a Minnesota resident as defined by MN Office

of Higher Education (MOHE). Students who are receiving reciprocity are ineligible for this State program.

- C. **Institutional:** Institutional Work Study Program is intended for students who do not qualify for Federal or State funds; it is a non-need-based fund that is limited to highly skilled workers or hard to fill jobs. To be eligible for this program, the student is required to be registered for at least 6 credits for each term of employment, apply for financial aid, receive an award letter, even though the student may not qualify for need-based aid, in order to determine the appropriate program to utilize for payment of work study timesheets.

III. TYPES OF STUDENT WORKERS

- A. **International Students are not required to apply for financial aid; however** they must possess an F-1 Visa to be eligible to work as a student employee on campus. Per Anoka Ramsey Community College policy, international students must also have a U.S. Social Security Card before accepting and/or starting employment. Please direct students to go to: <http://www.ssa.gov/pubs/10181.html> for more information on how to apply for one.
- B. **PSEO Students are not required to apply for financial aid; however** they must still meet the certain eligibility requirements in order to participate in the program, which include the following:
 - 1) They must be a student at ARCC and be registered for at least 6 credits or more.
 - 2) They can only work for the Tutoring Department(s).

Please Note: Exceptions to the eligibility requirements in the Work Study Program are made on a case by case basis for extreme circumstances and will be directed to the Director of Financial Aid.

IV. EMPLOYMENT PROCEDURE FOR STUDENT WORKERS

To be considered for the work study program, the student **must** apply for financial aid, **must** check “Yes” on the application that they are interested in work study on the FAFSA application, **must** have received an award letter to show their eligibility and **must** be registered for at least 6 financial aid eligible credits.

A. **Apply for Financial aid**

To apply for financial aid please go to www.fafsa.ed.gov and select the correct award year. Don't forget to check on the application that you are interested in Work Study and don't forget to add our federal school code 002332 once you are ready to submit the application.

B. **Look for a Job Online**

Once a student shows he/she has an award letter and sees that he/she is eligible for the Work Study Program, then please go online to view our [job listings](#) for student employment and look for a job. The student will need to contact the supervisor they are interested in working for and go through an interview process for the job position.

C. **Obtain a Work Study Authorization Packet**

Once the student has been hired, please come to the Financial Aid Office to pick up a work authorization packet. The supervisor and student will need to both sign off on the form before turning it back into Financial Aid. The initial packet contains the following forms:

- Work Authorization Form
- I-9 Form
- W-4 Form

D. Return the Work Study Authorization Packet

Once the student has filled out the whole packet, please return it to the Financial Aid Office for processing. Please allow up to 2 business days for a timesheet to be produced and sent to the supervisor. **During peak times when work authorizations are turned in at the same time, it can take up to one week for processing.** Typically, peak time is around 2 weeks before the beginning of a new term. Please communicate with me regarding any missing timesheets before scheduling the student to work. Once the supervisor receives the timesheet, then the student can start working. **If the student starts working before this is done, then he/she may be terminated from the program for the current term and jeopardize future eligibility to participate in the Work Study Program.**

V. PAYROLL

A. Timesheets

- Initial timesheets are set up and distributed by Financial Aid and then afterwards are printed and distributed from Human Resources.
- All timesheets must be signed in INK by the supervisor and student before turning into the Business Office.
- All timesheets can only be turned into Karen Northrop in Human Resources by Supervisors only.
- Timesheets are always due by Wednesday or Thursday after the end date of a pay period.
- Bi-weekly email reminders may be sent out to alert all supervisors of when it is time to turn them in.
- If a supervisor missed turning in a timesheet on time, then, per Karen, you can still send the timesheet to her attention, but you must give her a call to tell her.
- If a timesheet is lost or was not received for whatever reason, only the supervisor can request for a new one from the Business Office through Karen Northrop or the Financial Aid Office.

****It is very important that if you do not receive a timesheet for your student worker at the beginning of a pay period, then please check with Financial Aid ASAP to see why you didn't get one. DO NOT ignore or allow your student worker to work without a timesheet. Typically, the reason why the student did not get a timesheet is because he/she became ineligible to continue working.**

B. Student Record Maintenance

Students are responsible to keep track of the hours worked and funds they earn so they do not exceed their award. If the student exceeds their award, then they may be terminated from the program for the rest of the current semester and jeopardize any future eligibility.

Supervisors can help by keeping track of the student hours as well. The best way to do this is to keep copies of the timesheets you turn in for the students!

****Please note that the Financial Aid Department is not responsible to keep track of these hours for the supervisor or student. Financial Aid does not have access to the returned timesheets. Financial Aid does not have access to the current hours used by the student. Financial Aid only gets to see what has been processed after each pay period.***

C. Payroll Checks

Student paychecks are available in 2 forms: Direct Deposit or Paper Checks. Direct deposit can be set up online only through the student's account with Anoka Ramsey. Paper checks are mailed to the address on file with Records and Registration. **They cannot be picked up.** Please make sure to have the most current address on file. If a student needs to change or update their address, please have them go online and update it through their student account or if they are unsure of how to do this, they will need to go see Records and Registration for help.

D. Pay Period Table

There are 26 pay periods per fiscal year.

Each **new** Pay Period **STARTS** on a Wednesday and **ENDS** on a Tuesday!

It would be very helpful if you would schedule your student worker according to the timesheet and keep them at 15 hours per pay period week to avoid going over on hours when adding up the total.

*****Any other questions regarding paychecks or payroll, please address to Karen Northrop in the Human Resources at extension 1579*****

VI. SCHEDULING

A Student can work up to 15 hours per week max when school is in session.

Only in EMERGENCY cases, FA can be flexible at times with additional hours but no more than 20 hours per week in total for all departments a student is working in and on a limited basis. The supervisor should contact FA in advance for approval. The supervisor should send a detailed outline of the situation, the total hours and days of which they are going to ask for their student worker to help cover additional hours.

It is based on experience from the College Suspension Committee that one of the reasons as to why a student fails academically is because they say work too much, therefore in our effort to not add to those statistics, we have to have restrictions on hours a student can work throughout the semester.

Section II: WHAT YOU NEED TO KNOW

I. EMPLOYMENT PROCEDURES FOR TIME CARD SUPERVISORS

A. Posting a Job Online

Please send an email request to the Financial Aid Office anytime you need to have a job posted online. If it is your first time then please include the following information:

- Job Title
- Duties
- Qualifications
- Department
- Supervisor Name
- Phone Number

When you no longer need to job posted online, please send another email to Financial Aid to remove it.

B. Hiring a Student Worker

In order to determine if a student is eligible to hire, he/she must meet **all** of the following requirements as listed:

For Fall &/or Spring Term:

- (1) The student **must** have submitted the current FAFSA and have checked “Yes” they are interested in the Work Study Program.
- (2) The student **must** have an award letter that shows the student is eligible for the program.
- (3) The student **must** be registered and remain enrolled for at least 6 financial aid eligible credits.

For Summer Term:

- (1) The student **must** have submitted TWO different FAFSA applications. One for the current FAFSA year (Fall-Spring prior to Summer) and one for the future FAFSA year (upcoming Fall-Spring) and checked “Yes” that they are interested in the Work Study Program.
- (2) The student **must** have an award for both FAFSA years that shows the student is eligible for the program. (All documentation must be returned and processed to get awarded.)
- (3) The student **must** be registered and remain enrolled for at least 6 financial aid eligible credits for Summer term or upcoming Fall term.

C. Work Authorization Forms

The DATE OF HIRE will determine which work authorization the student needs to fill out. It will either be the Fall/Spring Work Authorization or the Summer Work Authorization. If you have a student worker who will overlap semesters, here is a chart breakdown of when to know a new work authorization form is required to be filled out:

First Date of Fall – Last date of Spring	Fall/Spring Work Authorization
Last date of Spring – First date of Fall	Summer Work Authorization
July 1 – Last date of Spring semester	Fall/Spring Work Authorization

*Notice that on the 3rd row the start date is July 1st and yet the work authorization form that is required is for Fall/Spring and **not** Summer. The reason is because of the fiscal year dates. Remember it is always July 1st-June 30th of each year. So if you want your student worker to start before the first actual date of Fall semester, then they do have that option as long as they are eligible to do so. The earliest start date would be July 1st

Please note: For any Work Authorizations that come back to the Financial Aid Office without an end date, it will automatically default to the last day of the current term.

For example: if start date is w/in the Fall term of 2012, then the end date will be 12/22/2012.

If the supervisor wishes to keep the student on after the end date listed, then he/she will need to contact Financial Aid via email, phone or in person to extend the date if the student remains eligible to do so. There are certain policies that may affect a student's eligibility to continue on after the term has ended.

If at any time a supervisor wishes to terminate a student worker, please make sure to document all reasons and actions that have been taken prior to a termination. Please see FAQ section for more information.

D. Work Study Awards

Typically, the maximum a student can be awarded for Work Study is \$4500 for the fiscal year, \$2250 for Fall and \$2250 for Spring. For Summer, the work study award will be based on what is remaining that was not spent from Fall/Spring. Students are allowed to work up to 15 hours per week, per pay period, when school is in session. In Summer students can work up to 30 hours per week based on funding available. A student gets paid \$8.50/hour.

II. ROLE DEFINITIONS

A) Primary Supervisor:

As a Primary Supervisor, your role is to:

- Delegate your given allocation hours at the beginning of the fiscal year to the different areas you oversee.
- Supervise the Time Card Supervisors.
- Inform Financial Aid of any changes in time card supervisors so he can add or delete them from her list.
- Keep track of the hours used by all your departments and if you come to need more hours before the fiscal year ends, please submit an email request to Financial Aid in Financial Aid as soon as possible with the following information: total hours you are seeking for your department(s) and an explanation as to what those hours will be used for. Your request will have to be submitted to the appropriate channels for approval and the outcome will be emailed to you directly.

Please note: For some Primary Supervisors, they may only have one department they oversee, while others have multiple departments. There will also be monthly reports sent to your attention via inter-office mail and if you happen to need another copy or just want to know where you stand, you can always contact Financial Aid in Financial Aid for an update.

B) Time Card Supervisor

As a Time Card Supervisor, your role is to:

- Hire the student worker(s)
- Find adequate supervision at all times for the student workers
- Keep track of their schedule and/or hours per week and make sure the student does not work more than 15 hours per week max. (Again refer to the pay period table).
- Keep track of student timesheets. If you do not get one at the beginning of any pay period, you must notify Financial Aid to check and see why. You must also not allow the student who doesn't have a timesheet to work until a timesheet can be printed.
- Keep track of the student's total hours spent from pay period to pay period (Best way to do this is to keep a copy of each timesheet turned into the Business Office).
- Sign the timesheets in INK before turning it into Karen Northrop at the Business Office
- Notify the Financial Aid Office whenever one of your student worker's is no longer working for you. Please provide the last day of work. Financial Aid does not get to see the timesheets that are turned in because those go directly to Karen Northrop in the Business Office.

C) Financial Aid Department/Financial Aid

FA dept/Financial Aid's role is to:

- Process student's FAFSA and put together an award letter to show if a student is eligible to participate in The Work Study Program.
- Hand out the work authorization form to the student once a department says they are going to hire that student.
- Processes a completed work authorization, turned in by either the student or supervisor and get the initial timesheet out to the supervisor within a timely fashion. The normal processing time is within 2 business days of when the work authorization form is received. Time may vary based on how many work authorizations are turned in at once.
- Keep track of all of the work study funds and to stay within budget totals.
- Monitor overall hours used by each primary supervisor and their areas and send out monthly reports as needed.
- Communicate and update all supervisors regarding the policies and procedures of The Work Study Program.
- Other miscellaneous tasks as needed.

Please keep in mind that there may be situations that may delay a supervisor from getting the timesheets. Some examples for delays, based on past experience have been because:

- 1) Missing signatures.
- 2) Missing information on form(s).
- 3) Students don't turn in the Work Authorization until the day of their start date or after.
- 4) High volume of Work Authorizations turned in at one time (typically this occurs around the start of a new term).
- 5) Other (please ask Financial Aid if you have any questions)

III. RIGHTS AND RESPONSIBILITIES

SUPERVISOR RESPONSIBILITIES

- Assure that BEFORE a student is allowed to begin work, a timesheet has been received for the student. If you do not receive one within 2 business days of when it was turned in, then please contact the Financial Aid Office.
- Grant realistic interviews to students and hire the best eligible candidate for the job.
- Arrange for appropriate and effective training.
- Treat work-study students as real employees--in all aspects make the job a realistic work experience for students.
- Observe class commitments when scheduling students' hours.
- Provide adequate supervision at all times.
- Be certain time sheets are completed accurately before signing.

- See that time sheets are turned into the Business Office by the appropriate due dates.
- Monitor students' usage of work-study authorization.
- Evaluate students' performance as needed.
- Discipline and/or terminate student workers for poor performance if necessary.
- For any students that work 6 consecutive hours or more per day, they must take an unpaid half hour lunch break.
- For any students that work at least 4 consecutive hours per day are entitled to a 15 minute paid break.
- Student workers must not be scheduled to work more than 8 hours per day.

Please note: If you violate any of these responsibilities, your work study student may be terminated for the current term and it may jeopardize any future eligibility for him/her to participate in the Work Study Program.

STUDENT RESPONSIBILITIES

- Assure all necessary paperwork has been completed, submitted to and processed by the Financial Aid Office BEFORE beginning to work. Allow up to 2 business days for processing from when paperwork was turned in and all forms must be completed correctly.
- Maintain enrollment in at least six financial aid eligible credits.
- Maintain "Satisfactory Academic Progress."
- A Work Study position is a real job. In all aspects we emphasize the learning of effective work habits.
- Arrange work schedules with the supervisor, observing class commitments. Students may NOT work during scheduled classes.
- Dress appropriately for the job.
- Respect confidentiality expectations as established by the supervisor.
- Remain professional and courteous to students, staff, faculty and the public.
- Understand the supervisor's expectations for daily assignments and/or training.
- Supervisors must be notified if student will be late or unable to appear for work.
- Maintain work schedule if at all possible since work is planned for and deadlines must be met.
- Complete timesheet daily ensuring it is a true and accurate record of hours worked during each pay period. Sign timesheet and submit to the supervisor for their review and signature.
- Students must take an unpaid half hour break after working more than six consecutive hours. Please note the unpaid half hour on the timesheet or it will automatically be deducted from the timesheet.
- Monitor earnings and hours worked to prevent any excess funds spent from the allocation.
- Student wages are FICA exempt unless the student is hired by the college with the intent that the student employee will have a normal work schedule of more than 30 hours per week or is eligible for work study during summer semester when they are not registered for courses.

- Personal calls and visitors are discouraged during scheduled work time.
- Do not perform personal projects/class work during paid Work Study time. Students should not be paid to study.
- Use ARCC equipment and supplies for work purposes only.

Please note: If a student violates any of these responsibilities, work study may be terminated for the current term and may jeopardize any future eligibility to participate in the Work Study Program.

IV. FAQ'S

Question 1: What does it mean when I receive an audit report that says my student worker has exceeded above 80% of his/her work study funds?

Answer: Time Card Supervisors get this notice to warn them that their student worker has spent more than 80% of their award for the fiscal year. So when you see this please check with your student worker to see how much funding is left so that you can schedule them according to your department's needs. If the student does not know, you can check with Financial Aid to confirm amount. Students are not allowed to exceed their award amount without prior approval.

Question 2: What do I do if the fiscal year has not ended yet, but my student worker has run out of funds or is about to run out of funds and I would like to keep him/her working?

Answer: As the Time Card Supervisor, first check with your Primary Supervisor to see that you have enough department hours to even schedule the student, if yes then you will need to fill out the "Additional Request for Student Worker Hours Form" and submit it to the Financial Aid Office. You can get this form by sending an email request to Financial Aid. On the form you will need to include the following information:

- Supervisor Name and Department
- Student name & Student ID #
- Total number of hours you are seeking for the student
- A thorough explanation as to what the hours will be used for and why this particular student worker is needed versus hiring another student who still has available funds to use for the fiscal year.

IF a student has reached his/her allowed school budget for the term/year, then he/she cannot receive any additional funding from work study. Please note that each and every request is reviewed case by case for approval.

Question #3: What do I do if my department(s) runs out of hours for me to schedule my student worker?

Answer: Only the Primary Supervisor can request for additional hours for the department(s) they oversee. Please fill out the "Request for Work Study Hours Form" and submit to Financial Aid for

approval. You can get this form by sending an email request to Financial Aid. On the form, please include the following:

- A breakdown of total hours you are seeking for your department(s) for the rest of the fiscal year.
- A thorough explanation as to what those additional hours will be used for.

Please note that each request is reviewed case by case for approval.

Question #4: How can I terminate a student worker if I need too?

Answer: Please make sure that you always set up expectations at the beginning of their employment with your department. For any termination it is very important that you have documented any information of the reasons why and on what dates did you address the issues with student. If you need to do an automatic termination, you can do so if they have violated a clear policy, for example: In Financial Aid, if we catch a student sharing confidential information with another student then we will terminate them on the spot. But please make sure to document the day, time, reason(s) and when you have spoken to the student as well. If you are able to collect any signatures from the student and/or give them something in writing, then please do so.

Question #5: Can unused hours from old timesheets be added/adjusted onto future timesheets?

Answer: A student worker can be hired anytime during the fiscal year as long as he/she meets the program requirements; hence there is no “backtracking” for any unused funds or hours. They can only work up to 15 hours per week, no more than 30 per timesheet. If you, as the supervisor, have any special projects or emergencies and know that your student will go over on their timesheet, then you must fill out the additional request for hours form and email or send to me a.s.a.p. for approval. If you do not do this, then the student may lose their work study funds and no longer be able to work for you in your department for the rest of the current term. This could also affect their future eligibility to participate in the program as well.

V. EQUAL OPPORTUNITY/NON-DISCRIMINATION

Anoka Ramsey Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, Minnesota Statutes Chapter 363 and other applicable state or federal laws or College policies.

VI. WORK STUDY CONTACT INFORMATION

Financial Aid Office (Work-Study Program)
763-433-1500 (tel)
763-433-1501 (fax)
Financialaid@anokaramsey.edu