

# Federal Work-Study Program

## *Supervisor Guide*

***2021-2022***



### **Financial Aid**

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Room 3220 | [www.essex.edu/fa](http://www.essex.edu/fa)

# I. Introduction

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This guide was developed to familiarize Federal Work-Study supervisors with the various policies and procedures affecting the Federal Work Study program at Essex County College. It is advised that all participating FWS supervisor keep a copy of this guide for their reference and to familiarize themselves with the policies and procedures of the program. **Note: Failure to adhere to the Federal Work Study program policies and procedures as outlined in this guidebook may result in loss of Federal Work Study students.**

## II. About Federal Work-Study (FWS)

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The Federal Work-Study (FWS) program is a Title IV, HEA program that “provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education and encourage students receiving FWS assistance to participate in community service activities”. [34 CFR 675.1(a)] Jobs are required “to the maximum extent possible” to “compliment and reinforce the educational program or vocational goals of the student”. [34 CFR 675.21(a)(2)(b)(2)(i)-(ii)].

Federal Work-Study is not a grant program and does not get applied against the student’s College billing. An eligible student must earn the funds while working in a FWS job. Earned funds are delivered to the student through the College’s payroll process.

Participating institutions award Federal Work-Study based on an annual appropriation received from the US Department of Education. As funds are limited, every effort is made to spread the annual appropriation out so as to assist as many students as possible. Applications for Federal Work-Study are processed starting in April on a first-come, first served basis.

## III. Program Administration

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The Financial Aid Office establishes eligibility and generally manages the program and liaises with other College offices regarding the program. The Financial Aid Office is located on the 3<sup>rd</sup> floor, Green Area (room 3220). Phone: 973-877-3097 or 973-877-3200. Direct contact is Laura Menture (email: [lmenture@essex.edu](mailto:lmenture@essex.edu)).

### **Financial Aid Office**

- General oversight for compliance with Federal Work-Study regulations per 34 CFR 675 and internal policies and procedures.
- Collection, processing and maintenance of all completed FWS applications.
- Evaluates applicants for eligibility and notifies students on eligibility.
- Processing of all FWS awards.

- Retains application and eligibility information pertinent to the student.
- Collection of completed FWS assignment packets.
- Distribution, collection and maintenance of Federal Work-Study evaluations.
- Monitoring of earned hours of each FWS student to prevent overfunding.
- Processing of job referrals, and verification of FWS participation for outside agencies.
- Approval of job descriptions for FWS positions.
- Initiating dismissals of FWS as appropriate.
- Maintaining direct communication with the Payroll Department and employing departments.
- Selects and assigns students who have accepted FWS awards to employing areas.
- Notifies students new to the FWS program to attend the mandatory orientation workshop.
- Creating and distributing FWS assignment packets for both new and returning students with FWS awards.
- Maintains copies of assignment sheets and applications within mandated records retention time frames.
- Maintaining direct communication with departmental supervisors and FWS participants and responding to their needs and concerns.
- Administration of the Kronos time keeping system for FWS administration including creation and maintenance of all such records in the system.
- Liaises with Payroll pertinent to matters relating to payment of earned FWS wages.
- Initiating transfers or dismissals of FWS students as appropriate.

### **Employing Department**

- Creation and submission of job descriptions for review and approval.
- Interviews all new FWS students assigned to their office.
- Supervises FWS students assigned to their area.
- Verifies work hours as noted in the Kronos timekeeping system.

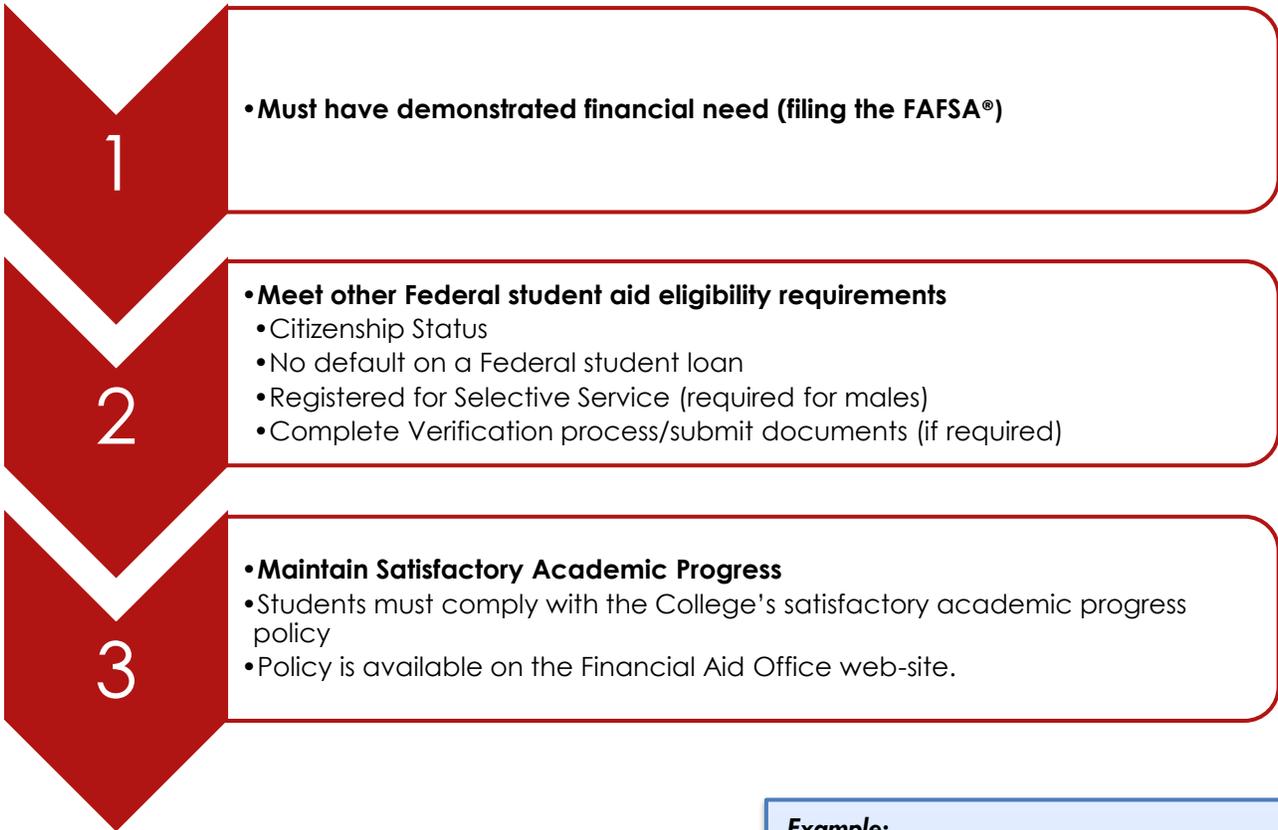
### **Payroll – Payroll Department**

- Phone: 973-877-3045 or 973-877-3046
- Processes time reported by employing offices.
- Disburses FWS earning based on verified time worked by the student.

# IV. Eligibility

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In order to become eligible for Federal Work-Study, a student must comply with certain policies and procedures as mandated by the federal government as well as Essex County College.



Applications for Federal Work-Study, like all Title IV, HEA programs, must be reviewed based on the creation of a Cost of Attendance (COA) budget, as mandated by the Higher Education Act of 1965, as amended (Section 472).

A budget must be constructed by the Financial Aid Office that includes the following variables:

- tuition and fees
- room and board (or living expenses, in the case of students living at home or with parents)
- an estimate for books and supplies
- an estimate for transportation costs
- an estimate for miscellaneous expenses.

### Example:

COA Budget of \$8000

Student has the following student aid awards:

\$3125 Pell Grant  
\$200 SEOG Grant  
\$1902 TAG Grant  
\$750 EOF Grant

Total Aid = \$5977

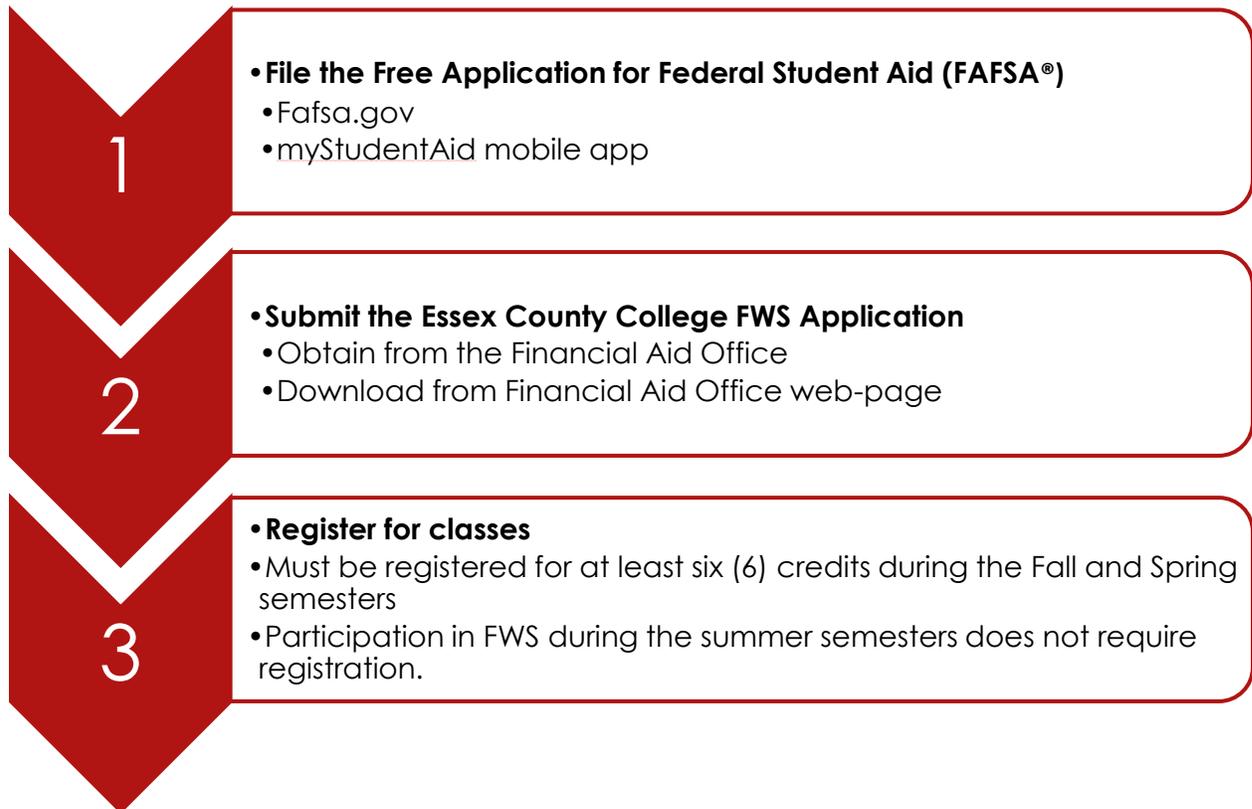
COA (\$8000) minus all aid (\$5977) equals  
\$2023 (unmet need)

***\$2023 becomes the maximum amount for which the student can be offered to earn through employment in a FWS job.***

**The Cost of Attendance budget for Federal Work-Study, per statute, is the following expression: COA Budget – all student financial aid = NEED**

**\*Note:** FWS is limited. A student who has remaining need in their budget is not necessarily entitled to participate in the program. The Financial Aid office determines how many students are eligible to work during each academic term based on FWS funds available. Eligible students are selected on a first come, first serve basis.

## **V. Application and Placement Process**



### **Student must complete and submit the FWS Application to the Financial Aid Office.**

- Applications will only be accepted if all other required documentation has been received by the Financial Aid Office.
- Applications will be made available from the third Monday in April to the third Thursday in August each academic year.

### **Once received, the Financial Aid Office will review the FWS application for eligibility.**

- Students who are on Financial Aid probation may participate, however their academic standing will be reviewed each semester to determine continued eligibility.

### **For those who are determined eligible, their applications will be reviewed by the Financial Aid Office for potential job placement.**

- Placement is determined by matching major, experience and skills against job descriptions.
- Students must have the skills and ability to meet the job requirements established by the department/office/agency to where the student is referred
- Submission of an application for FWS **does not** guarantee placement

**Students will be contacted by the Financial Aid Office to attend a mandatory orientation.**

- During the orientation FWS staff will review the rules and regulations for maintaining eligibility in the FWS program

**Upon completion of the Orientation, students will pick up assignment packets for their placement from the Financial Aid Office.**

- New FWS students will be interviewed by their assigned department.
- Returning FWS students are normally reassigned to their same department unless otherwise noted.
- **NOTE:** Supervisors should ensure the necessary information is complete, accurate and that all signatures are present on each student's assignment sheet.

**Once completed, the student will bring the assignment packet to the Financial Aid Office.**

- It will be reviewed for completeness and signatures.
- A start date, end date and the student's maximum FWS award and hours for the semester will be recorded on the assignment sheet.
- Forms will be separated and explained to the student how the forms should be utilized and who should receive the copies.

**The student will then return to the Financial Aid Office to be enrolled/activated in Kronos.**

- The student will not be compensated for hours worked prior to the start date indicated on the assignment sheet or as determined by Financial Aid Office.

## **VI. Employing Department Requirements**

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Job Descriptions are required for all Federal Work-Study jobs per programmatic regulations. Every department seeking Federal Work-Study employees must submit a job description for its FWS personnel, as well as verification of its FWS supervisory personnel and Kronos timekeeping system administrator(s) to the Director of Financial Aid for approval. These forms **must** be submitted to the Financial Aid Office for any department being assigned FWS staff for the first time:

- **Authorized Departmental Signature Form**
  - This form should identify the supervisor(s) within each department as well as the Kronos administrator(s).
  - The form should be reviewed periodically and revised when there is a change in FWS supervisory staff within the department.
  - This information protects the student and the department and enables the Financial Aid Office to resolve issues, should they arise, in a timely fashion.
- **Federal Work Study Position Form**
  - This form must be completed for all FWS position in each participating department.
  - Please be as specific as possible in describing the duties and responsibilities being assigned to each FWS personnel.
  - Updates should be made whenever there are changes in duties or responsibilities.

If these forms are needed, please contact Claudia Rodrigues, Administrative Assistant to the Director of Financial Aid. Email: [crodrigues@essex.edu](mailto:crodrigues@essex.edu).

## VII. Student Work Schedules

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Students must meet with their supervisors no later than their first week of work to discuss their work schedule.

### Guidelines:

- Students are **not** allowed to work more than fifteen (15) hours per week unless otherwise specified by the Financial Aid Office.
- Students are **not** allowed to work during scheduled class hours **unless** the class(es) have been cancelled or rescheduled.
- Students are **not** allowed to work during official college closings or holidays.
- Students should only be allowed to work when their supervisor (or designated full-time staff member) is present and within the hours of operation for that department.
- Students may work on Saturdays provided the authorization to do so has been received from the supervisor AND that their supervisor (or designated full-time staff member) is present within the department during those hours.
- Students should contact their supervisor(s) to inform them of absences or if they anticipate arriving late to the work site.

**NOTE:** Supervisors are expected to verify these restrictions in the course of approving a student's work schedule. Care should be taken in arranging work schedules with students, keeping in mind the demands of their academic program.

## VIII. Time and Attendance

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Kronos is a Touch ID biometrics time clock that is used to record time and attendance. Rather than use a key, code or chip to identify the user, it relies on a unique identifier of the user such as a hand print, finger print, finger vein, palm vein, etc. Our system requires a single finger scan to identify an individual.

Federal Work-Study (FWS) personnel must first be enrolled in Kronos by the Federal Work-Study coordinator in the Financial Aid Office. Starting with the first day of their assignment, students are expected to sign in and sign out using the Kronos system via one of the Kronos keypads located throughout the College. When a student leaves the work site to attend class they should log out and log back upon returning to the work site.

Employing departments will be required to use internal sign-in/out sheets to further confirm the students work schedule and attendance. These sheets must be verified by the students FWS supervisor, as to ensure compliance with the FWS policies and procedures and to ensure accuracy and appropriate internal controls as well. Sign-in/out sheets for each individual FWS employee must have the student's name completely written out as well as completely signed and dated. The supervisor's name must be completely written and signed and dated as well. They should also include a statement of certification that the student has worked and that the student has earned FWS funds based on the certified hours worked, with a signature by the FWS supervisor and a verification of such by another office staff person to ensure internal controls.

Each supervisor must verify the FWS employee's time. This involves verifying that the student has signed into the Kronos time keeping system prior to reporting to their work location and prior to signing in on any internal sign-in/out sheet in the office. The verification of the supervisor should be additionally verified by either the department head or designee other than the direct supervisor of the FWS employee in order to ensure accuracy and to impart internal controls. Each employing department is responsible for retaining accurate, appropriate records for at least three years unless otherwise instructed.

## **IX. Payment Process**

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The current pay rate for Federal Work-Study students is the prevailing minimum wage required in the State of New Jersey by statute (NJ Public Law 2019, c. 32):

- **Effective January 1<sup>st</sup>, 2021** the minimum wage required for pay is **\$12.00** per hour
- **Effective January 1<sup>st</sup>, 2022**, the minimum wage required for pay is **\$13.00** per hour.

Students are paid bi-weekly. The Essex County College Payroll Department generates paychecks or electronic transfers (Direct Deposits) for each FWS participant from time recorded in Kronos.

**To ensure proper payments to FWS students, supervisors should:**

- Place the sign-in/out sheets in an open area for students to record hours worked.
- Routinely monitor hours recorded by students to prevent incorrectly reported work hours.
- Diligently review hours reported in Kronos against hours recorded on sign-in/out sheets.
- Be positioned to verify the hours worked by all FWS students the Monday prior to a pay day.

**To ensure accurate and timely pay, the student must:**

- Report to work on time.
- Log into Kronos prior to arriving at the work site and log out of Kronos upon leaving the work site.
- Sign-in/out accordingly, even when they leave for class and plan to return to the work site. Please note that all students must take at least a thirty (30) minute break if they anticipate working six (6) or more consecutive hours in one day. **The Payroll Department will automatically deduct thirty minutes from a student who worked six or more consecutive hours in one day even if the time sheet does not reflect a break period.**
- Not exceed the maximum number of hours per week as established by the Financial Aid Office.
- Ensure that there are no conflicts between the time reported on the internal sign-in/out sheets and the time reported in Kronos.

**Students will not be paid for breaks, time lost because of illness, extended absences for any reason, or college closings.**

Supervisors (or their designee) are responsible for picking up paychecks for their FWS personnel from the Payroll Office on the 6<sup>th</sup> Floor. **NOTE:** *If the college is closed on a scheduled pay day, FWS personnel who are paid by check will not be able to secure their check until the college reopens.* We strongly recommend that FWS personnel sign up for direct deposit. Direct Deposit forms are available in the Financial Aid Office and the Payroll Office.

All FWS personnel will receive a Federal W-2 at the end of the year for tax filing purposes.

## **X. Warning Letter and Stop Letters**

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**Warning** letters are produced and sent to students when the hours remaining are equal to or less than the maximum number of hours a student is allowed to work within a pay period (two weeks).

For example, during the fall and spring semesters, a student may work a maximum of fifteen (15) hours per week – a grand total of thirty (30) hours for the pay period. A student would be sent a warning letter when remaining hours were equal to or less than thirty (30).

**Stop** letters are produced and sent to students for a variety of reasons (e.g. total withdrawals, no-shows, notification of loan default, etc.) for which the student will be notified. ***The student must stop working immediately, the supervisor will be notified, and they will be deactivated in Kronos.***

## XI. Dismissals and Termination

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Oftentimes a FWS participant's assignment may end prematurely due to **dismissal** or **termination** from an assignment. A **permanent** dismissal means that the student is prohibited from participating in the FWS Program while attending Essex County College. The Financial Aid Office will collect the data concerning the incident and will forward a letter of dismissal to the student.

### Dismissal

**Dismissals are permanent.**

*Reasons include, but are not limited to:*

- Breach of the Privacy Certification.
- Falsifying/manipulating time worked either in Kronos or on the departmental sign-in sheet.
- Negative interactions with staff or students.
- Insubordination.
- Misconduct not in the interest of the FWS Program and Essex County College.

### Causal Termination

**Causal terminations are generally not permanent.**

*Examples include, but are not limited to:*

- Exhausted FWS award.
- Financial Aid/Academic probation.
- Total withdrawal or total no-show from classes during work-study assignment.
- Failure to submit required documents for financial aid file.

### Automatic Termination

**Supervisors should give two warnings: verbal and written; however immediate termination may be requested if deemed necessary. These situations are handled by the Financial Aid Office.**

*Examples include, but are not limited to:*

- Failure to carry out required tasks reasonably.
- Unexcused absences from work (time and attendance).
- Inappropriate interactions with staff or students.

## XII. Resignation

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Situations arise where a student can no longer remain a participant of the FWS Program and personally has to end the assignment. If this is the case, it is recommended that the student submit a letter of resignation to the supervisor and the Financial Aid Office **two weeks** prior to the effective date.

Situations also arise where a department wishes to transfer a FWS student to the college's part-time or permanent payroll. **FWS participants may not work under two payrolls simultaneously.** The student must formally resign from his or her FWS position prior to being hired part-time. The resignation must be typed or written and include an end date – the last day for work should be the end of a FWS payroll period. This document should be submitted to the student's supervisor, Financial Aid Office, and Human Resources prior to the student being placed on the college payroll.

## **XIII. Transfers**

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Transfers from one department to another are conducted on occasion to accommodate the needs and desires of students and supervisors alike. Depending on the situation and the availability of FWS slots in other departments, the Financial Aid Office will try to place students in areas of interest or areas related to their major, upon request. Before starting their new assignment, the student must follow the same procedures outlined in the Application and Placement section of this guide: the student must receive a new assignment packet from the Financial Aid Office and report to the newly designated area to have all forms completed and signed. These forms must then be submitted to the Financial Aid Office for processing.

**NOTE:** Neither supervisors nor students are to conduct transfers. If there is any scenario requiring a transfer, the Financial Aid Office must be notified.

## **XIV. Community Service**

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The Higher Education Amendments of 1992 mandated that a percentage of Federal Work-Study funds are to be allocated towards community service. Community service includes, but is not limited to the areas of welfare, social services, transportation, recreation, crime prevention and control, support services for students with disabilities, and mentoring activities.

Participation in community service agencies/organizations can be with a public non-profit or private for profit institution, and is not limited to work on campus. Essex County College must establish an agreement with any eligible outside organization prior to any work-study providing services for that particular organization. Any student interested in participating in community service work-study must contact Financial Aid Office for details.

## **XV. Summer Employment**

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Students are allowed to participate in the Federal Work-Study Program during the summer sessions. While the requirements for the summer sessions are basically the same as those for Fall and Spring (i.e., academic progress, remaining need, and satisfactory attendance), **there are additional items to be aware of:**

- Students do not have to register for classes to participate in the FWS program for summer semesters; however the student's wages will be taxed if they are not enrolled in classes.
- If the student registers for either Summer Session I or Summer Session II, tuition and fees for either semester must be paid in full.

- The number of participants and hours allotted during Summer I are contingent upon available funds.
- Students must certify their intent to register for the following semester (Fall) if they participate in the FWS program during the Summer II semester.
- The Summer II session is the beginning of a new academic and fiscal year. Students must complete their financial aid file for the new academic year and comply with all existing provisions before starting their assignments for Summer II.

## **XVI. Evaluations**

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At the end of the Fall semester and Summer I semester, an evaluation form will be sent to each FWS supervisor to be completed for each student who participated in the Summer II/Fall or Spring/Summer I semester(s) respectively. These evaluations will be kept in each student's file and will be used to keep up to date with the student's work performance. These evaluations will also serve as reference material for inquiries and job references upon the student's request. They will also be considered in cases of transfers, dismissals and terminations.

### **NOTE:**

- Evaluations are mandatory and are to be completed for each student, regardless of the amount of time worked.
  - If a student showed up for work, even for one day, the evaluation must still be completed and the supervisor should indicate in the allotted section any comments related to such a case to inform the FWS staff of the circumstances
  - If a student was employed in the department only for one of the two semesters, the evaluation must still be completed and term(s) the student worked indicated as well.
- Evaluations must be completed in their entirety including signatures of both supervisor and student (if they are available and able).
- Evaluations should, if possible, be discussed with the student as well.

## **XVII. Site Visits**

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At any given point during a semester, the FWS coordinators may conduct site visits. The purpose of site visits is to ensure all policies and procedures are being implemented, as well as to keep the lines of communication open between the Financial Aid Office and participating departments. Normally, supervisors are notified of upcoming visits, however this will not always be the case.

### **Supervisors should always:**

- Have sign-in/out sheet(s) in a convenient location.
- Make sure sign-in/out sheet(s) are up to date.
- Have copies of FWS personnel schedules available.
- Make sure FWS personnel are working during scheduled hours.

If any department needs internal sign-in/out sheets, schedule forms, or FWS guides, the Financial Aid Office should be contacted.

## **Non-Discrimination Statement**

“Essex County College does not deny admission to any educational program or activity or deny employment on the basis of any legally protected status or discriminate on the basis of race, ethnic or national origin, citizenship, color, sex/gender, pregnancy or pregnancy-related conditions, age, creed, religion, actual or perceived disability (including persons associated with such a person), arrest and/or conviction record, military or veteran status, sexual orientation, gender expression and/or identity, an individual’s genetic information, domestic violence victim status, familial status or marital status, or any other category protected by law. Essex County College is an affirmative action/equal opportunity employer.”

### **Section 504 Coordinator**

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### **Title IX Coordinator**

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