2015-2016

SUPERVISOR’S MANUAL

FEDERAL WORK STUDY & STUDENT EMPLOYMENT
Western Nebraska Community College
Federal Work Study/Student Employment Program
SUPERVISOR’S MANUAL

The purpose of the Federal College Work Study Program and the WNCC Student Employment Program is to provide part-time work positions for our students. The earnings are to provide funds for college-related expenses. Employment can also provide training and preparation for future employment, service to the community, and assistance in the America Reads Program.

A list of openings and contact information will be available for students at the beginning of each semester. The list can be found by following this link http://www.wncc.edu/cost-aid/work-study or by contacting the Financial Aid Office. It is the student’s responsibility to make arrangements to interview for job openings. When a position has been found and offered by the supervisor, job assignments and work schedules are arranged between the student and supervisor according to the student’s class schedule.

The supervisor must then inform the Financial Aid Office of the intent to hire the student by G-mail or Outlook message. Supervisors, please always make certain a student is eligible for work study prior to offering him/her a position. The student will then go to their MyWNCC portal and access the Workstudy/Student Worker Student Training link under Menu/Applications/Student Applications A-Z. The student will read, understand and agree to the steps listed by checking each box.

Supervisors (faculty & staff) will have a 2-part training. Part 1 training will be under the following corresponding links:
Menu>Applications>Faculty Applications A-Z>Workstudy/Student Worker Supervisor Training
Menu>Applications>Staff Applications A-Z>Workstudy/Student Worker Supervisor Training
(see screen shot below).

Two-Part training must be completed before supervisors can approve student timesheets.

The Financial Aid Director has implemented a training session Part 2 for all supervisors in the fall of each academic year. Attendance is required before supervisors can authorize timesheets and before a student can begin his/her work assignment. This training is required annually for all supervisors and the link is available in MyWNCC portal under Blackboard under “My Courses/WNCC Employee Training and Orientation/Supervisor Training”. SUPERVISORS: Please email Margarita Gurrola, Financial Aid Associate, when BOTH steps are completed.
The Federal Work Study / Student Employment Program Supervisor’s Manual will be provided on the web at http://www.wncc.edu/cost-aid/work-study. Copies can be printed at the website.

SUPERVISOR’S RESPONSIBILITIES

- Provide up-to-date position announcements with job descriptions for available positions to the Financial Aid Office. Job descriptions should be accurate and detailed so that students can choose areas in which their skills and interests can be utilized.
- Make sure the student is eligible for the work study position before interviewing or offering the position. The Financial Aid Office can be contacted directly for this verification.
- Interview students for job openings. To hire a student, both the supervisor and student must sign and date the Work Study / Student Employment Contract and return it to the Financial Aid Office. The supervisor and student will be provided a copy of the contract for their records by the FAO. This process must be completed prior to the student working.
- The supervisor must keep an up-to-date copy of the student’s class schedule for the entire time he/she is employed. Supervisors must be sure the student is not working when he/she is scheduled to be in class.
- (NOTE: If a student works when one of his/her classes was cancelled for any reason, be sure to document the circumstances in the student’s file and on the time sheet!) The supervisor should also be aware of any college activities in which the student may be involved (music, athletics, etc.) and verify work hours are not being reported while they are participating in college activities.
- Monitor the number of hours and total award for each student employee who receives Federal Work Study funds. These student employees may not earn more than the amount awarded without prior approval from the Financial Aid Office. If the student earns over the amount of his/her award, it can seriously impact his/her other financial aid. If the student does not have sufficient financial aid to cover the overage, the supervisor’s department will be required to pay from institutional funds.
- The supervisor must also verify the accuracy of dates, times, and total hours on the electronic time sheet before approving the time sheet and submitting to the Financial Aid Office.
- Supervisors also must evaluate the job performance of each student worker by completing the bottom portion of the Work Study / Student Employment Contract. This must be done whenever a student terminates his/her employment for any reason.

STUDENT ELIGIBILITY

The Work Study program is federally funded. Eligibility and funds are limited. All Federal Work Study positions will be limited to a maximum of 10 hours per week. The Student Employment positions will be allowed to work 15 hours per week, or as the department budget allows.

JOB ASSIGNMENTS

Job assignments are typically made for the entire academic year. A student who is unable to complete the job obligations due to class scheduling, physical limitations or other special circumstances should first discuss the circumstances with his/her supervisor. If a different work assignment or additional hours are requested (especially when school is not in session) the Financial Aid Office should be contacted for prior authorization.

WORK STUDY AND STUDENT EMPLOYMENT CONTRACT

If the student is hired for the position, he/she will be given a Work Study / Student Employment Contract from the Financial Aid Office once he/she has completed all required payroll forms. Your signature on this form indicates to the Financial Aid Office that you intend to hire him/her. NO STUDENT SHOULD BE HIRED OR WORK UNTIL ALL PARTIES HAVE COMPLETED ALL FORMS!
SATISFACTORY JOB PERFORMANCE

Student employees should be given clear and precise directions regarding their job responsibilities, duties, and expected job performance. In addition, supervisors should review the following general student employee responsibilities as well as termination policies with each student employee prior to commencement of employment.

STUDENT EMPLOYEES MUST:
- Be punctual, dependable and efficient in the assigned jobs.
- Remain on the job for the duration of the award period and/or award amount.
- Notify their supervisor prior to scheduled work time if unable to perform assigned duties.
- Give at least two weeks notice to the supervisor and Financial Aid Office if terminating employment.
- **NOT** claim work hours during scheduled classes.
- **NOT** claim work hours while doing homework or other college activities.

Students are encouraged to participate in extra-curricular activities and organizations whether professional or social. They must, however, be responsible employees. Non-college sponsored sports, clubs, trips, meetings, etc. are not valid excuses for work absences.

**IF A STUDENT HAS A CONFLICT BETWEEN WORK-STUDY AND A PARTICULAR OR SPECIAL CLASS ASSIGNMENT, HE/SHE MUST BE EXCUSED FROM WORK!**

SUPERVISORS ARE NOT OBLIGATED TO EMPLOY OR CONTINUE EMPLOYMENT OF A STUDENT EMPLOYEE WHOSE JOB PERFORMANCE OR BEHAVIOR IS UNSATISFACTORY! Except in extreme circumstance, supervisors should give student employees opportunity to improve their performance prior to termination. Typically, an oral warning and then written warning should be given prior to terminating a student employee. If a supervisor terminates a student’s position due to unsatisfactory performance, the supervisor must promptly return the students contract, with the bottom section completed, to the financial aid office. At the end of the academic year (or fall term if the student is a December graduate), the supervisor must complete the bottom portion of the Work Study / Student Employment Contract on all student employees.

PAY RATES

Rates of pay for student employees are established through coordination between the Human Resources and Financial Aid offices. Please check with the Financial Aid Office for the current rate of pay for the position for which you are hiring before quoting the pay rate to your potential student employee.

TIME SHEETS/PAYROLL

Supervisors are responsible for verifying, approving and submitting the student worker’s electronic time sheet to the Financial Aid Office by the specified due date provided by the Business Office.

Student employees are normally paid on the 15th and the 30th of each month. Please be sure the student employee has posted his/her time sheet so that you can submit it to the Financial Aid Office. If the time sheet is not posted by the student or approved and submitted by the supervisor, is incomplete in any way, or is not submitted to the Financial Aid Office by the appropriate deadline, the student’s pay will be included in the next pay period.

The following dates are subject to change; always refer to the **due date** posted on the electronic timesheet.
- **First work period** of month is the 1st thru 15th
  - Time sheets **must** be submitted by the supervisor to Financial Aid **by midnight on the 16th** for review
  - Checks **distributed to students on the 30th**

- **Second work period** of month is the 16th thru 30th/31st (last day of the month)
  - Time sheets **must** be submitted by the supervisor to Financial Aid **by midnight on the 1st** for review
  - Checks **distributed to students on the 15th**
• **Student** will enter time worked on a **daily basis** via the electronic time sheet. Student is responsible for recording his/her own time into the system.
  
  o Students will complete and submit an electronic timesheet for hours worked during the current pay period through “MyWNCC” portal located at **wncc.edu**.
  o Students will be alerted to conflicts between scheduled class times and the hours reported as worked during the completion of the timesheet.
  o Students must respond to and explain the conflict prior to submitting the timesheet to his/her supervisor.

• **Supervisors** will verify and approve electronic timesheets on scheduled due date.
  
  o Supervisor will verify that all class hour conflicts are addressed. The electronic timesheet will identify conflicts and flag them red. All conflicts must be resolved prior to timesheet submission to Financial Aid Office (FAO).
  o Supervisors **electronically** approve timesheets. Once approved, the time sheet is forwarded to the Financial Aid Office.
  o Approval will be a confirmation of hours worked in a satisfactory manner.

• **Instructors** are notified by e-mail when the student has worked during scheduled class time and are asked to provide documentation that the class was canceled or dismissed early.
  
  o Instructors will be given **24 hours** to respond to notice. If no response is received, e-mail notification will be forwarded to the Vice President of Student Services for follow-up.

• **Financial Aid office** will review all timesheets.
  
  o The student’s current schedule is displayed on the electronic timesheet.
  o The FAO will review conflicts between the student’s class schedule and hours that have been reported as worked.
  o Unresolved conflicts will be rejected from the current timesheet and returned to the student worker for resolution before the process can be completed.
  o Once all conflicts have been resolved and appropriate documentation has been received, the FAO will forward the timesheet to payroll for processing.
  o The FAO will electronically approve the schedule to indicate the verification was completed.
  o The completed time sheets and documentation will be maintained in the FAO office.

**SUMMER EMPLOYMENT**

Students employed through institutional student employment must be enrolled in summer classes. Limited exceptions will be granted for international students. A new **Work Study / Student Employment Contract** is required to be completed before students may commence employment after the last day of spring semester classes.

**CANCELLATION**

Student Work Study awards **may** be cancelled if:

- The student fails to complete the required documentation for the financial aid award to be finalized.

Student Work Study awards **will** be cancelled (or modified) if:

- The student is terminated for unsatisfactory performance.
- The student cannot prove I-9 eligibility.
- The student is placed on academic/financial aid suspension.
- The student is attending less than six (6) credit hours.
USE OF STUDENT EMPLOYEES

It is against federal regulations to have a student employee replace a “regular” position at the institution. The purpose of the student employment program also includes more than just a means to help students pay for college. The jobs should provide good work ethics, skills, and training. Try to hire student employees who can benefit by your position as it relates to these purposes. While it is very typical to assign the routine tedious types of tasks to work-study students, please give some consideration to allowing them some tasks that require extra skill, responsibility, etc. The training can be invaluable to them later.

Please remember that students should only work when the college is open and a supervisor is present, unless otherwise authorized.

FINALLY, our student employees are no different than any other employee of the college. They need feedback and suggestions in order to be able to do a good job. Please treat them as valued employees….because they are!!! In this light, the Financial Aid Office is always seeking ways to improve the college work study/student employment program at WNCC and YOUR SUGGESTIONS ARE WELCOME!

VERY IMPORTANT POINTS

1. It is your responsibility to have a current job description of each work-study job in your office and on file in the Financial Aid Office.

2. The Administrative Services Office will authorize work-study positions and notify you of the status of positions granted. It is the student employment supervisor’s responsibility to confirm that expenditure authority was granted through the budget process for student employment positions and to monitor the expenditures against that budget.

3. Supervisors must monitor all student employees’ earnings to avoid overawards. Student employees must cease working when his/her allotted earnings have been met.

4. WORK STUDY STUDENTS ONLY: May only work during periods when classes are in session and may not work during scheduled breaks or during the summer semester.

5. Before approving the electronic time sheet, you must verify the hours reported and total number of hours worked.

6. You must assure that no work-study student reports hours worked when scheduled to be in class. YOU MUST MAINTAIN AN UPDATED COPY OF THE STUDENT’S SCHEDULE in order to accomplish this task. In addition, it is highly recommended that you be aware of any school-related activities in which the student is involved (music, athletics, etc.) and assure that work hours are not being reported while in school-related activities.

7. Time sheets must be approved by you and the student and be submitted to the Financial Aid Office by the date indicated on the electronic time sheet according to the Business Office schedule.

8. DO NOT promise a student employment unless you have verified his/her eligibility.

9. Supervisors will not have student employees perform any work that is not college related (i.e. personal errands; babysitting; personal correspondence; outside club or organization activities; etc.)

10. Failure to comply with the rules of the Federal Work-Study program may result in the loss of the position that was awarded to the department.

IT IS MANDATORY THAT SUPERVISORS ATTEND THE ANNUAL COLLEGE WORK STUDY ORIENTATION MEETING!