



FINANCIAL AID OFFICE

Federal Work-Study Student Handbook

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Federal Work-Study Overview

About the Federal Work-Study Program

Federal Work-Study (FWS) is a program that provides part-time employment opportunities to eligible students to assist with the non-billable costs of post secondary education. Based on the results of the Free Application for Federal Student Aid (FAFSA), eligible students are awarded an allotment that may be earned through part-time employment in FWS-approved positions either on or off-campus. The program is designed to provide students with an opportunity for employment arranged around class schedules.

Jobs may be on-campus or off-campus at non-profit organizations. All jobs must be in the public interest. John Tyler is required to utilize at least 7% of its FWS funding for community service positions with at least one FWS student employed as a reading tutor for children of preschool and/or elementary age or with a family literacy program. Off-campus positions must first be approved by the Financial Aid Office.

Eligibility

To be eligible for the Federal Work-Study program, you must demonstrate financial need. You must also meet Satisfactory Academic Progress standards. Normally, you will be awarded Federal Work-Study funds upon completion of the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov, provided you have expressed an interest on your form and there are funds still available. John Tyler Community College has limited funding for this program; therefore, you should complete this form as early as possible for each academic year. Priority will be given to those students who demonstrate the most need and complete their FAFSA form for the new academic year prior to May 15.

Once you are awarded, a Financial Aid Award Notification will be mailed to you stating the total gross pay ceiling per term. If you do not wish to hold a position as a FWS student, you are instructed to notify the Financial Aid Office. Subsequently, the funds can be deleted from your awards and provided to other eligible students.

The award on your account simply means that you are eligible to hold a position as a Federal Work-Study student. The award is not applied to your charges for tuition, fees and bookstore charges. In order to receive the Federal Work-Study funds, you must work at an hourly wage position in which you are employed in one of JTCC's departments or at a community service job off-campus. You will work the hours that are

mutually agreed upon between you and your supervisor and will receive a bi-weekly paycheck. These awards are not guaranteed; you must work in order to receive the funding.

Obtaining a Job

Hiring Process

Once you receive an Award Notification confirming your eligibility for the Federal Work-Study program, you will need to come to the Financial Aid Office to complete a Federal Work-Study application. If you were not awarded Federal Work-Study but are interested in participating, you will need to contact the Financial Aid Office to determine if you are eligible. If you are found eligible, you will need to complete a Federal Work-Study application. Upon completion of the application, you will be provided with a JTCC Federal Work-Study Position Listing. You will then need to review the listing and contact the supervisor of the department in which you are interested. It is the supervisor's responsibility to conduct an interview with you. If the supervisor chooses to hire you, the supervisor needs to inform the Federal Work-Study Coordinator and send you to the Financial Aid Office to complete the required paperwork. You should not begin working until all necessary paperwork has been completed with the Financial Aid Office. Upon completion of the paperwork, a contract will be sent to the supervisor, which will indicate that you can begin working.

It is important to keep in mind that it is your responsibility to search for the job that you wish to obtain by using the JTCC Federal Work-Study Position Listing, which will be supplied to you by the Financial Aid Office. You will need to contact the supervisor to see if he/she is interested in hiring you and if so, set up an interview with him/her. However, the Financial Aid Office will assist various departments with the search for Federal Work-Study students by screening and sending the department interested students who make inquiries at the Financial Aid Office about available positions through the Federal Work-Study program.

When interviewing, it is recommended that you supply the supervisor with a class schedule to ensure that it will meet the department's needs.

When you are hired for a position, you will need to complete all necessary paperwork, which will be provided to you by the Federal Work-Study Coordinator.

Work Schedule

Upon completion of all of the necessary paperwork, it is the supervisor's responsibility to define a work schedule that fits with your class schedule, as well as with the department's needs. Under no circumstance should you be scheduled to work during class time as this is against federal regulations. You are permitted to make up any missed time during the

pay period in which it was missed if your supervisor gives you permission to do so. The time should be recorded on the day in which the missed time is actually made up.

Orientation

Your supervisor should conduct a job orientation with you to include items such as:

- ◆ A review of department rules and regulations
- ◆ A review of scheduled hours
- ◆ A review of responsibilities and tasks (such as):
 - How to answer phones
 - How to place calls on hold
 - How to transfer a call
 - How to greet students that walk into the office
 - How to log onto the computer
 - What phones to use and how to check voicemail if applicable
 - Other procedures or tasks which they will have to perform
- ◆ A review of whom to call if you are going to be out sick
- ◆ A review of how to request time off
- ◆ A review of what to do if your schedule changes
- ◆ A review of expected dress attire
- ◆ A review of confidentiality expectations (FERPA)

Payroll Procedures

Payroll

It is your supervisor's responsibility to validate and account for the hours that you work. It is very important that a process be developed for validating hours worked on the Federal Work-Study timesheet.

Validation Requirements

- ◆ Ensure that you did not work during scheduled class hours
- ◆ Ensure that the hours indicated on the timesheet reflect the actual hours worked (this may not always reflect their actual scheduled hours)
- ◆ Ensure that you did not work more than 8 hours a day
- ◆ Ensure that you did not work overtime
- ◆ Work with you to monitor your earnings to ensure that you have not exceeded the amount of your total Federal Work-Study award

Timesheets

You may obtain timesheets from the Financial Aid Office. Your supervisor can also print you a copy of the Work-Study Timesheet that can be found on the College's intranet. You are responsible for completing your timesheet on a bi-weekly basis and having your supervisor sign it. Your supervisor's signature certifies that all information on the timesheet is correct.

It is your responsibility to submit an original signed copy of the timesheet to the Chester Campus Financial Aid Office every other Friday by **NOON**. Failure to submit your timesheet without the supervisor's signature or in a timely manner will result in you not receiving a paycheck on time. If necessary, timesheets can be faxed to the Chester Campus at 706-5083. The Part-Time Pay Schedule can be found on the John Tyler web site (www.jtcc.edu) under the Human Resources section. This schedule should also be included with the paperwork you are provided with by the Financial Aid Office when you are initially hired.

Paychecks

You will be paid on a bi-weekly basis and can pick up your paycheck on the specified dates at the **Business Office** with valid photo identification. If you work at the Midlothian Campus and wish to pick up your check at the Business Office there, you will have to complete the necessary

paperwork with the Business Office and allow additional time for the check to reach that campus.

Monitoring Earnings

The Financial Aid Office will assist with monitoring your earnings to ensure that you do not exceed the amount of your total Federal Work-Study award. If you are in danger of reaching your limit, the Federal Work-Study Coordinator will notify you and your supervisor. She will let you know how many hours that you have remaining to work and any other information deemed necessary.

You and your supervisor should keep in mind that the more hours you work during the week the faster you will deplete your allowable amount. It is recommended that your hours are such that you can continue to work for the entire semester.

Separation

Not Interested in Federal Work-Study

If you are not interested in the Federal Work-Study program and have been awarded funds, you should contact the Financial Aid Office for the cancellation of your award. It is important that you do so since it allows for the awarding of other interested students.

No Longer Interested

You may voluntarily resign from your position at any time. However, it is asked that you provide the department you are working for at least a two-week notice. If you resign from your position, it does not prevent you from obtaining the same or another position at a later date. Once the supervisor is made aware of your resignation, he/she is required to submit a separation form to the Financial Aid Office.

Termination by Supervisor

Your supervisor may terminate you at any time for unsatisfactory job performance and/or insubordination. Reasons can include but are not limited to:

- ◆ Repeated failure to arrive at work on time
- ◆ Failure to complete assigned tasks
- ◆ Disruption of the department

Upon termination, your supervisor must contact the Federal Work-Study Coordinator immediately. Your supervisor must also submit a separation form to the Financial Aid Office. Once notified of the separation, the Coordinator will determine if you are eligible to work in another department. If you are eligible, she will meet with you to determine whether or not you plan to apply for a position within a different department.

Termination by Financial Aid Office

The Financial Aid Office may terminate you at any time if you no longer meet the Federal Work-Study requirements. We will attempt to give your supervisor as much advance notice as possible, but this may not always be feasible. Examples of changes in eligibility are:

- ◆ Failure to meet Satisfactory Academic Progress standards
- ◆ Changes in enrollment status/cost of attendance
- ◆ Additional aid was awarded making the student ineligible for the Federal Work-Study program
- ◆ All necessary paperwork has not been completed

Summer Work-Study

Federal Work-Study is available until the beginning of June if you are attending during the summer and meet all other requirements. If you wish to continue to work after mid-June, you must have the next academic year's FAFSA form on file with the Financial Aid Office along with any other items that may have been requested by the beginning of June. If not, you will not be permitted to continue working. This is important since a crossover to the new aid year occurs with the pay period that is payable on or after July 1. This means that you will be using funds from the upcoming aid year. There must also be an assumption that you plan to return to JTCC for the fall semester in order for you to continue working beyond the middle of June.

Additional Information

Additional questions regarding the Federal Work-Study program can be directed to the Financial Aid Office. We thank you for your interest in this program and hope that it is a rewarding experience for you.

Important Information

Chester Financial Aid Office	706-5236
Midlothian Financial Aid Office	594-1550
Federal Work-Study Coordinator	706 -5238
Web Site for Filing the FAFSA	www.fafsa.ed.gov
Fall Financial Aid Important Dates	Priority 5/15 Guarantee 7/15
Spring Financial Aid Important Dates	Priority 9/15 Guarantee 11/15
Summer Financial Aid Important Dates	Priority 3/1 Guarantee 3/15