

New Jersey City University

FEDERAL WORK STUDY STUDENT HANDBOOK:

“YOUR OPPORTUNITY TO GAIN REAL WORLD JOB SKILLS AND CAREER CONNECTIONS ON AND OFF CAMPUS DURING YOUR PURSUIT OF ACADEMIC EXCELLENCE HERE AT NJCU”



*Revised as of 6/18/2018



Contents

INTRODUCTION.....	2
Purpose	2
Equal Employment Opportunity	3
STUDENT EMPLOYMENT.....	3
Federal work study administrators.....	3
FEDERAL WORK STUDY PROGRAM.....	4
Eligibility	4
Hiring documentation needed	4
How to Apply	5
Dress code	5
Student worker Pay rate classification	5
WORK SCHEDULE.....	6
EARNING FRAUD.....	6
TIMESHEET SUBMISSION INSTRUCTIONS.....	6
SCHEDULE CHANGES.....	9
REHIRE PROCESS	9
PERFORMANCE APPRAISALS	9
WORK-STUDY CONTRACT BALANCE	9
WORK-STUDY AWARD PERIOD	10
CANCELLATION	10
WARNING AND/OR TERMINATION.....	10
GRIEVANCE	11
MONITORING	11
INCLEMENT WEATHER.....	11
STUDENT RESPONSIBILITIES	11
SUPERVISOR RESPONSIBILITIES.....	12
STUDENT APPRECIATION AND RECOGNITION	13
STUDENT EMPLOYEE CODE OF RESPONSIBILITY.....	14

INTRODUCTION

Welcome to New Jersey City University's Federal Work-Study program. The FWS Program is a federally funded, need based program that provides students with employment opportunities and earnings. To the maximum extent possible, our institution will provide Federal Work Study positions that will compliment and reinforce each student's educational program or career goals. The student's work experience should be a positive learning experience. Students who participate in this program have an opportunity to work on or off campus. Participation in the FWS program can be beneficial to the students in the following ways:

- Help pay for educational and other related expenses
- Encourage community service and work related to a student's field of study
- Gain valuable experience and build relationships in our communities
- Improve time management, communication, and organizational skills
- Reference or recommendations for future employment
- Contribute to University operations, student life, and campus and local community

An added bonus is that FWS earnings from the previous year do not affect the following year's application for financial aid. Since Federal Work-Study employment is considered part of a student's financial aid package, it is administered by the Financial Aid Office and is subject to Title IV federal regulations.

PURPOSE

The Federal Work Study Student Handbook is designed to provide an overview of the general expectations about the program and to explain the policies and procedures that students and supervisors must adhere to while participating in the program. Failure to adhere to the guidelines may result in termination from the program. The Financial Aid Office is committed to providing the student and supervisor with quality services. The Financial Aid Office ensures that the program is in compliance with State, Federal and/or

College guidelines. Please utilize the material presented in this Handbook as needed during your work assignment and retain it as a reference.

EQUAL EMPLOYMENT OPPORTUNITY

Our focus is on educating student workers and ensure their time as a student worker impacts the University community positively; is inclusive of a diverse work environment; provides students with the tools for reinforcing policies that are consistent; for future career advancement, development, and recognition while maintaining the confidentiality of all personnel data.

New Jersey City University is committed to the principles of equal employment opportunity and follow the hiring practices designed to foster racial and ethnic diversity in the workplace and to ensure effective communication with people with disabilities by furnishing auxiliary aids and services as necessary.

STUDENT EMPLOYMENT

Campus employment while attending college is one way to help offset your education costs here at NJCU. We participate in the Title IV funded Federal Work-Study program to assist you in managing the costs of your higher education.

FEDERAL WORK STUDY ADMINISTRATORS

Please address any questions to the applicable staff in the Financial Aid Department.

Name	E-mail	Phone
Damion Barnett	dbarnett@njcu.edu	201-200-2055
Cindy Gerez-Lowe	CGerez-Lowe@njcu.edu	201-200-3183

FEDERAL WORK STUDY PROGRAM

ELIGIBILITY

Students who wish to be considered for the academic year or Summer Federal Work-Study Program must file their FAFSA no later than April 15 of each year and must indicate their interest in the program on the FAFSA application. Students will be considered for Federal Work-Study on a first-come first-served basis.

The eligibility requirements are:

- ✚ File the Free Application for Federal Student Aid (FAFSA) annually and demonstrate financial need to accommodate a full (\$1,000 per semester) work study award within your cost of attendance budget.
- ✚ Enroll in a matriculated undergraduate degree program
- ✚ Enroll at least half-time (6 credits) per semester
- ✚ Be a U.S. citizen or permanent resident.
- ✚ Maintain satisfactory academic progress.
- ✚ Cannot be in default on a student loan or owe a grant repayment.
- ✚ Must have working papers initiated by High School, if under age 18.

Federal Work-Study (FWS) is a financial award which allows the student with demonstrated financial need to earn a portion of his/her educational expenses by working in a position in various offices and departments on campus. Once hired, students are paid bi-weekly. Earnings are not directly applied toward your charges or tuition and fees bill. Students can also earn their FWS award by working in approved off-campus positions through the Federal Community Service and America Reads Programs. Through the Federal Work-Study Program, and its component programs, Community Service and the America Reads Program, students engage in work for the University through public and private non-profit organizations.

HIRING DOCUMENTATION NEEDED

- 1.) Direct Deposit Authorization form
- 2.) I-9 Form (Employment Eligibility Verification)
 - a. SS Card
 - b. US Passport
 - c. Birth Certificate
- 3.) W4 Form (IRS withholdings form)

HOW TO APPLY

Students apply for the Federal Work-Study program by completing the FAFSA each year. Question 31 on the FAFSA asks, “Are you interested in being considered for work-study?” The student needs to check off yes. If a student does not receive a Federal Work-Study Award in their initial award package, they should e-mail dbarnett@njcu.edu **with their resume** to be placed on the Federal Work Study Waiting List. As positions become available, students on the waitlist will be selected to participate in the program. Students who are awarded FWS are NOT guaranteed a job.

DRESS CODE

Confirm with your supervisor before starting your work assignment what is expected in terms of dress at their department based on your role. New Jersey City University’s commitment to excellence requires a standard of personal appearance from all student employees that recognizes their role as University ambassadors to their peers, faculty, and administration. In selecting the manner of dress and personal appearance for work, student employees must be aware that they are modeling professional behavior and must adhere to good professional norms. Further, appropriate personal hygiene is expected at all times. If an employee reports to work with a less than satisfactory degree of personal cleanliness, the supervisor may relieve the employee of duty with the requirement that the employee correct the problem before returning to work.

STUDENT WORKER PAY RATE CLASSIFICATION

How much does the work-study students get paid per hour?

The different classification rates according with the position title is as follows:

Clerical /Office Aid - \$8.60/HR

Includes but limited to student workers performing general clerical duties such as filing, typing, duplicating, running local errands, answering telephones, covering the front desk for an office, etc.

Technical Aid - \$8.60/HR

Includes but not limited to student workers performing more specialized functions such as tutoring, manning computer labs, handling specialized equipment, etc.

Administrative Aid - \$9.00/HR

Includes but not limited to student workers who are doing a co-op program, student recruiters, and students who are given charge of specific administrative duties defined by their supervisor.

WORK SCHEDULE

Students may work up to 15 hours per week during the academic year and must be enrolled at least half-time (6 credits) during that time. If there are funds available for the summer term, students may also work up to 30 hours a week during the summer sessions. Please note that these are the maximum hours permitted, not the number of hours the student must work as part of the work-study program.

EARNING FRAUD

Students will only be paid for hours actually worked. If any student intentionally submits fraudulent time timesheets to their employer, the Student Financial Aid Office in conjunction with the student's assigned department will terminate said student and he/she will not be eligible to participate in the FWS program. In addition, the student may be reported to the Department of Education.

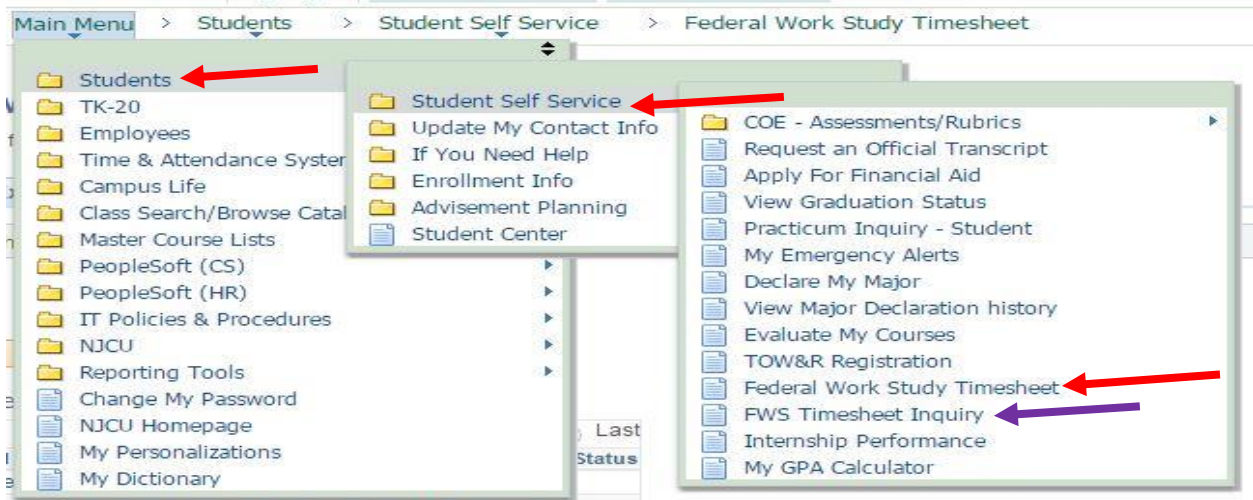
TIMESHEET SUBMISSION INSTRUCTIONS

PLEASE CLICK THE LINK BELOW THAT WILL TAKE YOU TO OUR OFFICIAL
FEDERAL WORK STUDY TIMESHEET VIDEO TUTORIAL

<https://web.njcu.edu/it/tutorials/fwst/>

Work-Study Student's PeopleSoft Navigation to Complete the Timesheet Online

1. [Main Menu](#) > [Students](#) > [Student Self Service](#) > [Federal Work Study Timesheet](#)



2. Also right below the timesheet, there is another field: “**FWS Timesheet Inquiry**”, (purple arrow above). This field allows to view only all the student’s timesheets and its status. Encourage the students, after they submit each timesheet, to make sure the submission has gone through by verifying that the status must say: “Pending Approver Action”, check example below:

Timesheet Inquiry

Job Title: Federal Work Study, CWS Student ID: _____
 Department: _____ Employee Record: 0

Timesheet Status
 Pending Approver Action
 Payroll Status
 Not Posted

Accepted Amount: \$2000.00 Hourly Rate: \$8.38
 Total Hours: 238.66 Remaining Hrs: 221.16
 Reported Hours: [14.5 Hours](#)

Work period from 09/26/2016 to 10/09/2016

Day	Date	From	To	From	To	From	To	Hours
Monday	09/26/2016							
Tuesday	09/27/2016	1:00PM	4:00PM					3.00
Wednesday	09/28/2016							
Thursday	09/29/2016	1:00PM	3:30PM					2.50
Friday	09/30/2016	10:00AM	1:00PM					3.00
Saturday	10/01/2016							
Sunday	10/02/2016							
Monday	10/03/2016							
Tuesday	10/04/2016							
Wednesday	10/05/2016							
Thursday	10/06/2016	12:00PM	3:00PM					3.00
Friday	10/07/2016	10:00AM	1:00PM					3.00
Saturday	10/08/2016							
Sunday	10/09/2016							

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

3. For the work-study students, there will be only 2 timesheets available, one for the current period and a previous one (if the student didn't submit it). Check below:

Federal Work Study Timesheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

[Search](#) [Clear](#) Basic Search [Save Search Criteria](#)

Search Results

View All First ◀ 1-2 of 2 ▶ Last

Work Period	Timesheet Status
Click to enter time for period 08/29/2016 to 09/11/2016	Initiated
Click to enter time for period 09/12/2016 to 09/25/2016	Initiated

NOTE: Work-Study Supervisors also have view access to the Inquire page under the FWS folder.

SCHEDULE CHANGES

If you are unable to work any assigned hours, contact your supervisor immediately. If the situation is temporary, your supervisor may be able to adjust your hours according to the needs of the department. If the situation is permanent, contact your supervisor and the Work-Study Coordinator.

REHIRE PROCESS

The majority of students are generally hired for the Fall semester. Students may return to their positions in the Spring semester as long as they are making Satisfactory Academic Progress enrolled in a minimum of six credits, and the supervisor wants them back. If a student is unable to return to their prior job, they should inform their Supervisor ASAP and the FWS Coordinator.

PERFORMANCE APPRAISALS

Employers are strongly encouraged to give feedback to students on their work performance at the end of every semester. The FWS program recommends that the employer keep a copy of the appraisal and send a copy to the Office of Financial Aid.

WORK-STUDY CONTRACT BALANCE

It is the responsibility of students and their supervisors for keeping track of the number of hours worked and the amount of money earned. Students who work beyond the contract amount may not be paid for those hours worked or the department may be billed for the hours. Amount earned can be tracked by viewing your pay info online via the GothicNet portal at your leisure.

WORK-STUDY AWARD PERIOD

Award periods are listed on the FWS Student Contract. Students are not allowed to work beyond the award end date listed on this form. Students will not be paid for hours worked beyond the award end date*

*Unless approved for Summer work, if funding available.

CANCELLATION

The Financial Aid Office may cancel a student's award if he/she:

- 1.) Fails to maintain satisfactory academic progress;
- 2.) Fails to report to the Work-Study Coordinator within two weeks after being awarded;
- 3.) Fails to report to the work site within seven days of the starting date;
- 4.) Has received another award or scholarship of which could cause an over-award;
- 5.) Fails to submit a timesheet for two consecutive pay periods.

WARNING AND/OR TERMINATION

The work site supervisor may terminate the employment of a Work- Study employee whose job performance, conduct and/or dependability is unacceptable according to departmental and Federal Work-Study standards. The supervisor is responsible for justifying the termination in writing and sending it to the Work-Study Coordinator. A student may appeal the warning or termination by requesting a meeting with the FWS Coordinator. The FWS Coordinator will inform the student if they have the right to be placed in another position.

GRIEVANCE

The following procedures should be followed when students and/or supervisors in the Federal Work Study Program believe they have been treated unfairly. Submit a written statement to the Director of Financial and Work-Study Coordinator describing the nature of the grievances and reasons why the action was unfair. In all cases of grievances, final disposition will be made by the Director of Financial Aid.

MONITORING

The Federal Work-Study Program is monitored on a regular basis to assure that both students and supervisors follow all rules and regulations. Timesheets are inspected for conflicts with hours worked and class schedule. Supervisors are responsible for approving timesheets and certifying actual hours worked by students.

INCLEMENT WEATHER

If the college closes due to inclement weather the student will not be paid, even if the student was scheduled to work. Please watch the local weather channel, sign up for Gothic alerts, or visit www.njcu.edu for weather updates.

STUDENT RESPONSIBILITIES

- 1.) Arrange a work schedule with supervisor.
- 2.) Maintain your established work schedule. If unable to work designated hours, notify the supervisor and mutually arrange a new schedule.
- 3.) Be punctual. If delayed, contact supervisor and make up time missed if possible.
- 4.) Complete time sheets electronically on time.
- 5.) Notify the supervisor in advance of any absences.

- 6.) Do not work during class time. Students who submit timesheets that conflict with class schedules will not be paid for that time. Students who continue to violate this rule may be terminated from the program.
- 7.) Be sure to take the mandatory break. Once you have worked 5 consecutive hours, you are required to take a 30 minute unpaid break.
- 8.) Observe the dress code expected for your work site.
- 9.) Perform all tasks to the best of your ability. If you have any questions consult your supervisor. Adhere to rules and regulations established for student employees at your work site.

Additional Guidelines

- 1.) FWS students may not work more than **15 hours/week** during the Fall/Spring.
- 2.) Do not exceed the total allocated dollar amount or hours allotted. Students may not work past the last day of the semester. If a student wishes to maintain work study for the summer, they must be enrolled for the upcoming fall term and have applied for Federal Student Aid to determine eligibility again. Due to funding, Summer FWS may not be available.
- 3.) Payroll is bi-weekly and is directly deposited into an account.

SUPERVISOR RESPONSIBILITIES

- 1.) Develop a desired work schedule with the student(s).
- 2.) Provide a **job description** to the student.
- 3.) Define students' duties and explain the job as thoroughly as possible.
- 4.) Introduce students to other employees.
- 5.) Explain rules and regulations relevant to the work site.
- 6.) Give day-to-day supervision. Follow-up on students' work assignments.
- 7.) Inform students of the dress code expected for the work site.
- 8.) Notify students in advance of your absence and give instructions for that period of time.
- 9.) Submit written justification for termination of FWS student(s) to the FWS office.

Additional Guidelines

- 1.) Each department must be approved to participate in the program. The Department must complete a FWS Department Request Form, submit an approved job description.
- 2.) There is no comp/snow/sick/vacation days or overtime for students. It is “hours worked equals hours” paid.
- 3.) Students may not supervise other students.
- 4.) Students must work during department/office hours. Work cannot be done from home.
- 5.) Supervisors must monitor, in conjunction with the student that they do not go over their work study allocation.
- 6.) A student cannot begin work until the Work Study Contract is completed and submitted for processing to the office of Financial Aid.
- 7.) In the event that the primary supervisor is not available, there must be a back-up person who will fill in during the absence of the supervisor. This should be someone who can verify the hours a student has worked.
- 8.) Students cannot work more than their maximum hours per week. This policy is strictly enforced.

STUDENT APPRECIATION AND RECOGNITION

The Financial Aid Office and hopefully in conjunction with other NJCU offices along with neighboring vendors plan to host a student appreciation luncheon and/or breakfast during April of each year. This event coincides with the National Student Employment Week. During this time students may receive awards for exemplary service to our community. Students are also encouraged to participate in an afternoon of community service.

STUDENT EMPLOYEE CODE OF RESPONSIBILITY

NEW JERSEY CITY UNIVERSITY FEDERAL WORK-STUDY PROGRAM CODE OF RESPONSIBILITY FOR CONFIDENTIALITY OF DATA, PROFESSIONAL USE OF OFFICE EQUIPMENT, AND PROFESSIONAL BEHAVIOR

Security and confidentiality of student records and professional use of the office equipment are matters of concern for all regular and student employees who have access to paper files or computerized data bases, and office equipment.

Each student employee holds a position of trust and must recognize the responsibilities of preserving the security and confidentiality of School Information. All student employees with authorized access to the system and/or office equipment are expected:

1. Not to make or permit unauthorized use of any confidential information
2. Not to seek personal benefit or permit others to benefit personally from any information which had come to them through their employment
3. Not to exhibit or divulge the contents of any record or report to any person according to the Family Educational Rights and Privacy Act (see Student Handbook for further information)
4. Not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry
5. Not to operate or request others to operate any school business equipment (e.g. computers, fax, copying machines, telephones, internet) for personal business
6. Not to aid, abet, or act in conspiracy with any other person to violate part of this code
7. To report immediately any violation of this code to his/her supervisor

Professionalism in behavior, dress, and speech is also expected of all student employees. Courtesy to staff, students and all members of the University community is a requisite part of this professional behavior.

I have read and understand the above Code of Responsibility and agree to comply with its stipulations. I understand that violations of this code could lead to disciplinary action, which may include dismissal from the position and/or from the NJCU. I also understand that the confidentiality stipulated here extends past the period of employment. I will also conduct myself in a professional manner at all times.