

## **ATSU Federal Work-study Handbook**

**May 29, 2020**

### **INTRODUCTION**

The Office of Human Resources has prepared this handbook for A.T. Still University of Health Sciences (ATSU) Federal Work- Study (FWS) student employees and their supervisors. We reserve the right to amend this handbook at any time and to change or discontinue specific information.

### **PROGRAM PURPOSE**

FWS is a Title IV subsidized program administered to help eligible students meet educational costs and reduce reliance on loans through student employment with authorized FWS employers. ATSU administers this program in accordance with the laws, federal regulations (34CFR 675), and guidelines issued by or on behalf of the Department of Education, as well as our own University policies.

### **STUDENT ELIGIBILITY**

Each year the federal government allocates a predetermined amount of funds to be used for the FWS Program. Funds are awarded to eligible students based on a review of the Free Application for Federal Student Aid (FAFSA) which is required to be filed each academic year. Students will be notified by Enrollment Services if they meet the general federal eligibility requirements. FWS funds are awarded to eligible students on the basis of financial need without regard to sex, age, veteran status, marital status, sexual orientation, race, religion, and national or ethnic origin. Students will receive a financial aid offer from Enrollment Services indicating the amount of the award. ATSU will award funds on a first come first serve basis until funds are depleted. A waitlist will be maintained by Enrollment Services and will be reviewed periodically. Please contact Enrollment Services if you did not receive FWS in your financial aid offer and are interested to request placement on the waitlist.

Student eligibility to participate in FWS is contingent on financial need and continued Satisfactory Academic Progress (SAP). According to the United States Department of Education regulations (34CFR 668.16 and 668.34), all students receiving Title IV funds (including FWS) must meet and maintain a set of academic standards that demonstrate they are meeting satisfactory academic progress. SAP is measured in terms of qualitative and quantitative standards and must be measured regardless of whether the student received financial aid for the terms and credits measured. Visit the ATSU University Catalog for definitions of the academic standards. If a student fails to meet SAP, they will no longer qualify to receive Title IV funds, including FWS, and they would be required to stop working their FWS position.

The financial aid offer indicates the “amount” of the FWS; it does not assign students to any particular work position. Also, the receipt of an offer does not complete the FWS process; required paperwork must be completed, approved, and processed for all FWS recipients who apply to work. A FWS student

employee may continue to work until the total earnings reach the limit of the award. With the exception of research-based positions, each FWS award is based on an average work schedule of 10 hours per week for the duration of the semester. Supervisors for positions approved for the increase in hours have a special authorization to schedule the additional hours. Only one position per student is allowed.

Students that have not secured a Work-study position by September 1 of each academic year will have their offer automatically canceled. The offer will be converted to a loan offer and the FWS funds will be offered to the next person on the waitlist. A student may email [enrollmentservices@atsu.edu](mailto:enrollmentservices@atsu.edu) to indicate interest in trying to obtain a FWS opportunity again or to cancel any offer they no longer wish to accept. Their name will be added to the waitlist and an offer will be made when they reach the top of the list. A student will have six weeks to secure a position.

Students who have continuous enrollment may work during break periods but may not exceed the total Work-Study offer. Students who are graduating must complete employment at the end of the term. Terms can be found here: <https://www.atstu.edu/academic-calendar>. Work-Study eligibility runs from July 1-June 30 and may not carry over.

Two types of employment are available to the FWS Student: ATSU employment or community service positions outside the ATSU workforce. To find employment at ATSU, students should log onto the ATSU portal and access the [HR website](#). Students can also find available position on the [ATSU Work-Study job board](#).

## **SUPERVISOR'S GUIDE TO FWS**

Each year ATSU offers FWS funds to hundreds of students as part of their financial aid offers. The variety of skills and abilities these students possess are assets to all University departments. To the maximum extent possible FWS positions should complement and reinforce the student's education program or career goals. On-campus employment cannot displace regular full-time or temporary employees, and cannot impair existing service contracts.

This guide is designed to help you navigate the process of hiring and supervising FWS student employees.

Students eligible for FWS employment are notified by Enrollment Services, usually on their financial aid offer notice. Only students awarded FWS funds by Enrollment Services can be employed on the FWS program. A student MAY NOT begin working in anticipation of receiving a FWS award. Awards may be adjusted if the student's eligibility changes. Enrollment Services will notify the student if the student's FWS award is adjusted. FWS eligibility is determined annually and is not guaranteed in subsequent years.

DEPARTMENT FUNDED EMPLOYMENT differs from FWS employment in that all wages are paid by the hiring department, and not subsidized with federal financial aid funds. If a student works hours above the eligibility reported by Enrollment Services, the department will be required to pay the additional wages from the department's funds. Supervisors should work closely with the student to assure they do not exceed the award amount reported by Enrollment Services. Supervisors may track FWS employee remaining hours by following [these directions](#).

## **ESTABLISHING FWS POSITIONS**

If a department wishes to post a FWS position, the supervisor should email [work-study@atsu.edu](mailto:work-study@atsu.edu) to work with Human Resources to post a position on the [Work-Study Job Board](#) via UltiPro.

The position should require an average of 10 hours per week for the duration of the semester in order for a student to earn their full eligibility. Students will apply for positions creating an account and completing the designated FWS application on the [Work-Study Job Board](#). Students are only allowed to secure one FWS position. Once eligibility has been exhausted, a student will not be considered for an increase in funds.

Supervisors will be using Ultipro: Recruiting Gateway for the student's application.

Interviewing: As with regular employees, each department determines which student will best meet its needs by interviewing applicants and assessing strengths and abilities. The supervisor should provide the student with a written job description outlining their expectations of conduct and the duties of the position. Each supervisor should answer the FWS student's questions about job responsibilities to ensure a clear understanding. Work with the student to construct a work schedule that accommodates both the office needs and the student's schedule. Remember, the maximum hours a student a student may work in a week is 20 and the position should average 10 hours per week for the duration of the semester.

Positions must be posted yearly and students rehired following the same process.

## **HIRING STUDENTS**

Once a supervisor has decided to hire a FWS student, they should complete the Notice of Employee Status form and submit to [work-study@atsu.edu](mailto:work-study@atsu.edu) to start the hiring Process. Human Resources will notify the FWS student through the UltiPro Onboarding process. Supervisors and students will be notified via email when student can begin to work.

Employment Eligibility Verification (Form I-9): Federal law requires employers to verify the employment eligibility of employees by completing an Employment Eligibility Verification Form. To complete the I-9, the student is required to show two forms of identification such as: a driver's license, state ID, military ID, birth certificate, Social Security Card, passport, etc. The **original** documents must be presented for review. Copies cannot be accepted.

Employee's Withholding Allowance Certificate (Federal Form W-4 and State Form W-4): Withholding tax allowance forms must be completed by each student even if they are planning to claim exempt from withholding tax.

## **REPORTING TIME WORKED**

FWS students who have submitted a valid work authorization, I-9, Federal Form W-4 and the appropriate state Form W-4 forms can report time worked on the UltiPro payroll system. Instructions will be emailed to the FWS and supervisor when they are ready to begin work. FWS supervisors are responsible for approving time on the payroll system by the established due dates for each pay cycle. Please check the [payroll schedule](#) for these dates. Departments will be charged for hours worked prior to providing all required new hire forms.

## **EARNINGS MONITORING**

It is the joint responsibility of the department and the FWS student to monitor the FWS student's earnings.

FWS students cannot exceed their Federal Work -Study allocation. Federal and state employment laws require a FWS student employee be paid for all hours worked, even if they are in excess of the FWS award. Any department allowing a FWS student employee to exceed their FWS award will be charged for any hours in excess. Departments will be charged for excess earnings. Once you have been notified of the earnings allowed over the award amount, the FWS student must stop working through the FWS program. If you wish to continue employing the student with department funds, a new work authorization is required through a budgeted requisition and status form.

## **PAYMENT OF FWS EARNINGS**

FWS earnings will be paid on a biweekly basis consistent with current payroll processing procedures. FWS employees and supervisors may review the ATSU employee handbook [here](#).

Pay periods for hourly employees are every two (2) weeks. The pay period begins and ends at midnight every other Saturday. Hourly employees are paid on the Friday following the end of each pay period via direct deposit if applicable. Otherwise, a paper check will be mailed to the address on file.

## **EXPECTATIONS OF FWS STUDENT**

Satisfactory Performance: FWS student employees are expected to meet the same basic performance standards as other employees: be at work on time according to an agreed work schedule, perform work in a satisfactory manner, be professional and courteous, maintain confidentiality, report hours worked honestly and meet other expectations and requirements as explained by the supervisor. Supervisors should be clear about their expectations and hold FWS student employees accountable for their work and actions.

Unsatisfactory Performance and Termination: If a FWS student's performance does not meet agreed upon standards, a conversation with the FWS student to explain what must be done to bring job performance up to standards is appropriate. If this does not result in better performance, the supervisor should provide the FWS student a letter indicating the problem, explaining how the FWS student can

resolve the situation and warning the FWS student that their employment with the department will be terminated if performance does not improve. It is advisable to provide the letter in a meeting with the FWS student employee to discuss and clarify any expectations and consequences. If the FWS student continues to perform below expectations, termination is appropriate. Termination should be done verbally and in writing, explaining the reasons for termination. A copy of this letter should be sent to Enrollment Services and the Human Resources Office.

Termination Without Notice: Violations of confidentiality, theft, misrepresenting hours worked and other egregious actions are grounds for termination without notice. The Enrollment Services Office and Human Resources must be notified immediately (with a copy of the letter to the FWS student explaining the reason for termination) when a FWS student is terminated without notice.

### **FWS STUDENT EVALUATIONS**

All supervisors should evaluate on-campus FWS students, and provide their students with feedback on their performance. Supervisors should take the time to guide students, and help them grow as professionals.

### **EMPLOYMENT RESTRICTIONS**

Type of Work: Federal regulations specifically prohibit the use of FWS funds to pay for work that is religious in nature, related to partisan or nonpartisan politics or that benefits a private individual. A FWS student can be paid for general office work or to help develop classroom materials. A FWS student employee cannot be paid to type a dissertation or assist with private consulting. A FWS student may work for an individual professor, as long as the work is in line with the professor's official duties and is considered work for the institution itself.

Benefits and Raises: FWS students do not receive "fringe benefits", merit raises, bonuses, or paid time off. Certain [states' laws](#) create additional benefits for part time employees residing in those states. Federal regulations prohibit using FWS funds to pay for time lost due to illness, jury duty, vacation, holiday, school closing or for any other reason unless required by state law. FWS students can be paid only for hours actually worked. FWS students should not be allowed to work more than twenty- hours in any workweek. FWS students who do work more than forty hours in a work week are paid time-and-a-half from the department's funds for hours worked over forty. FWS cannot be used to pay overtime. Pay rates are standardized. A FWS student cannot displace or replace a regular University employee.

Payment: Wage and hour laws require a FWS student employee be paid within a "reasonable" amount of time based on our normal paydays for FWS purposes. If a FWS student begins working for you prior to your submission of the required information, the supervisor may be reprimanded and Payroll will charge the department's account to pay the FWS student for hours worked. The department will continue to be charged until the appropriate FWS paperwork is completed and submitted.

## **FWS & CONFIDENTIALITY AGREEMENT\***

Students hired to begin a FWS position will be required to agree to the following FWS guidelines and confidentiality agreement.

1. Students may not work any hours until all paperwork is approved.
2. W-4 Withholding Forms and Form I-9 must be completed at least 3 days before start date. Each student must present original document(s) verifying citizenship and identity before working. Acceptable documentation includes a valid driver's license or state identification card and the original copy of a social security card, passport or birth certificate.
3. [Direct Deposit](#) is strongly encouraged and payment is issued every other Friday. See [ATSU pay schedules for hourly employees](#).
4. All hours must be reported electronically through Ultipro. Supervisors must approve students' hours at the end of the pay period in which the hours were worked.
5. Students may only be employed in one FWS position at one time.
6. Any hours worked beyond the eligibility stated on the financial aid offer will be charged to the supervisor's department.
7. If a change occurs in the status of a FWS student (resignation, transfer, etc.), the student must report such changes to Enrollment Services and they will notify Human Resources and the department supervisor. Name changes should be reported to Enrollment Services as well to update your academic record.
8. If your name changes, you will need contract Enrollment Services and Human Resources.
9. If your address changes, you will need to contact Enrollment Services and Human Resources.
10. FWS positions are to be treated as any part-time job.
11. Students should dress appropriately for the FWS position.
12. Students are not permitted to skip class, labs, etc., in order to complete FWS hours. Students may not be paid for receiving instruction in a classroom, laboratory, or other academic setting.
13. Long-distance personal calls from office telephones are not permitted.
14. Personal mail may be sent from any office only if stamped by the sender.
15. University supplies (paper, envelopes, etc.) are not for personal use.

As a condition of my employment at A.T. Still University of Health Sciences, students agree to the following:

1. ATSU is committed to protecting the privacy rights of its students. The Family Educational Rights & Privacy Act (FERPA) protects the privacy of student records. It is your responsibility, as an employee of ATSU to be familiar with FERPA and carry out the policies set by the Federal Government. More information can be found at <http://www.atsu.edu/department-of-student-affairs/enrollment-services/my-academics#ferpa-student-privacy>

By signing below, I understand and agree to the FWS & Confidentiality Agreement.

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*FWS Student Employee signature*

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*Print name*

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*Date*

**\*The FWS will sign this electronically in the hiring process.**

**ATSU FWS HANDBOOK ACKNOWLEDGMENT\***

I have read in its entirety the ATSU Federal Work-study Handbook (“Handbook”), outlining ATSU’s policies, practices, and guidelines. I understand the Handbook provisions and I will do my best to abide by and uphold them. I understand information contained in this Handbook is set out in greater detail in the ATSU policy manual, the contents of which I have access to at any time on the ATSU portal.

I understand information contained in the Handbook is subject to change at ATSU’s discretion, without notice to student employees, and such changes supersede, modify, or eliminate any or all of the policies and benefits summarized in the Handbook.

I further understand policies, practices, and guidelines contained in the Handbook do not constitute an employment contract between ATSU and myself or imply existence of any contractual or other rights. I also understand nothing in any other electronic data or materials or written materials disseminated by or for ATSU, and nothing in any statement or actions by or on behalf of one of ATSU’s representatives, constitutes an employment contract between ATSU and myself or implies existence of any contractual rights.

I understand my employment is as an “employee at will.” Being an “employee at will” means the employment relationship is by mutual consent of ATSU and me, is dependent on available pre-approved FWS money, and may be terminated by either ATSU or me at any time, without any notice, for any legal reason or no reason at all.

By signing below, I acknowledge I have read this acknowledgement and I fully understand the employment relationship as described above.

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*FWS Student Employee signature*                      *Print name*                      *Date*

**\* The FWS will sign acknowledgment electronically in the hiring process.**