



St. Cloud State University Work Study Program Guidelines

Work study is a need-based employment program for both undergraduate and graduate students and is awarded as part of a student's financial aid package. The goal of work study program (WSP) is to provide students with employment opportunities in order to develop transferable career development skills, a substantive learning experience, and the opportunity to earn money to pay for college costs. It is not a program where students are paid to study. The following guidelines will assist student employees and supervisors participating in the WSP.

Eligibility: Eligibility is determined based on results from the student's FAFSA (Free Application for Federal Student Aid), the availability of funds, and the date that the student has a complete financial aid file. Students must be enrolled in at least 6 credits and be making satisfactory academic progress. *Students who drop below six credits or are not making satisfactory academic progress, are not eligible for work study funds.* There are no restrictions based on age, sex, race, religion, or marital status. Eligibility must be established each year.

Work award: A work award, which is included on your financial aid award letter, represents your approved maximum of potential earnings for a specified term(s). It reflects your *potential* earnings and is not a grant or a guaranteed amount that you will receive. Earning your work award depends on your availability and willingness to work. You will only be paid for hours actually worked. A reduction of hours worked will reduce the earned amount of your work award. **Example:** You have a \$1500 work award for the term and work 20 hours at \$8.00 for that term you will only receive \$160 of your total \$1500 work award. Any unearned portion of your work award will go unused and will not be paid to you.

Finding a Job: All student positions are posted online at www.scsucareers.com. Students may work on-campus and off-campus in approved community partnering agencies and schools. Students will apply to and interview for their position; the Financial Aid Office will not assign students to a job. Students paid by work study funding will be sent a Notification of Hiring (NOH) form from the Financial Aid Office that will be completed and signed with the hiring supervisor. Complete instructions about how to find your job and to notify the Financial Aid Office will be included in your financial aid award letter.

Work Authorization: Once a student has been hired in a position and completed and returned his/her Notification of Hiring (NOH) form to the Financial Aid Office, the Financial Aid Office will prepare a Work Authorization. The Work Authorization will include the department, supervisor contact information, pay rate, and employment period for the student. Employees are not to start work without a Work Authorization form or completed payroll forms (see "Payroll Forms" section below).

All student employees are expected to contact the supervisor listed on the Work Authorization to arrange a work schedule and discuss details of the position. Work awards that have not been "opened" (i.e. begun to be earned by the middle of September and January) may be canceled for that semester.

Students generally work in a department or agency for at least one semester. Students are allowed to transfer to another department or agency at the beginning of another semester if the position proves unworkable due to schedule conflicts, departmental needs, or availability of the student based on academic commitments. The employee is expected to provide at least a one week notice to the supervisor. The supervisor will notify the Financial Aid Office so the student's Work Authorization can be adjusted. The student may review and apply for any open positions listed on the www.scsucareers.com online job listing.

Work Assignments: Student employees are expected to give careful and conscientious service to the department or agency in which they are hired. Students are expected to work sixty minutes of each hour they are paid. Student employees are not entitled to paid vacations, holiday pay, or sick leave. Falsification of hours on timesheets or forgery of a supervisor's signature may result in termination from employment and may jeopardize future

approval for the student to receive work study funding. It is the supervisor's responsibility to make sure timesheets are accurate and that student employees are only paid for time actually worked.

It is understood that student employees be assigned only tasks that are job-related to the university or the off-campus agency. They should not be asked to perform duties unrelated to their written job description (e.g., non-college business projects of the supervisor, running personal errands or completing personal tasks of the supervisor). Violation of this policy may jeopardize future approval of work studying funding for the department.

Breaks: A fifteen (15) minute break is permitted for every four (4) hours of continuous employment. Each break period should be preceded and followed by an extended employment period. Breaks may not be saved or "banked" to be used at a later time or to be added to or subtracted from the student's scheduled work period.

Maximum Hours: Each student employee should be permitted to work hours necessary to earn the work study funds allocated. To determine how many hours are required to earn the full work award, divide the work award amount by the rate of pay and length of employment period. **Example:** \$1500 work award ÷ \$8.00 per hour ÷ 15 weeks = 12.5 hours per week (hpw).

Students are limited to work 20 hpw while classes are in session and not more than 8 hours in any one day. The final examination week of each semester is considered part of the regular academic term. It is not legal to hold back hours until a following pay period in order to keep the total reported hours at or under 40 hours per pay period. Full-time work (40 hpw) is only permitted during semester breaks and vacation period and to the extent that there is a remaining unearned work award for the term.

Payroll Forms: Payroll forms must be completed and on file with the St. Cloud State Business Services Office, Administrative Services Room 124 before students may be issued their timesheet or be paid for hours worked. Payroll forms are available online at www.stcloudstate.edu/businessservices/payroll. Instructions to complete the I-9 and W-4 forms are available at www.stcloudstate.edu/businessservices/payroll/documents/StudentI9W4.pdf.

- **I-9 Employment Eligibility Verification Form:** Come to work the first day prepared to provide original documentation to verify employment eligibility and identity. Many students use a driver's license and a social security card or original birth certificate to provide proof of identity and employment eligibility. Before an employee may start work, an I-9 Form must be completed.
- **W4 Employee's Withholding Allowance Certificate:** Work study funds are subject to federal and state income taxes
- **Direct Deposit of Earnings (optional):** Students may have their payroll earnings deposited directly into a checking or savings account of their choice. This direct deposit form is a different authorization form than a financial aid overage direct deposit.

Employee Responsibilities: All employees are expected to report to work on time and on the scheduled day. However, if it is not possible to report for work on the scheduled day and at the scheduled time, the student employee is expected to notify the supervisor *prior* to the time the student employee is scheduled to work.

Supervisor Responsibilities: It is expected that each supervisor will provide a written copy of the job description and adequate, appropriate instructions and training to enable all student employees to perform their job assignments in a satisfactory manner. Student employees should be assigned sufficient hours to earn the funds allocated to them on the NOH form signed with the student.

Pay Rates: All on-campus student work study employees have a starting wage of \$8.00 per hour. Student employees working off-campus have a starting wage of \$8.65. Pay rates should be commensurate with the job duties and qualifications.

If a supervisor wishes to pay above the minimum rates listed previously, a job description that supports the duties and qualifications to warrant the increased pay (i.e., supervision of other students, certification or licensure, etc.)

must be on file with the Financial Aid Office. Wage requests above \$9.00 for on-campus positions must have written approval by the unit's vice president; off-campus positions will submit the request to the Financial Aid Office's assistant director coordinating the off-campus program.

Federal work study regulations do not allow pay rates to be based on need or on any other factor not related to the student's skills or job description. In other words, a pay rate cannot be established in order for the student to earn his/her work award.

Timesheets: Timesheets will be issued after the student has completed the required payroll forms, has submitted a completed and signed NOH form to the Financial Aid Office, and a Work Authorization has been prepared.

Student employees must record their own hours worked on their own individual timesheet. Hours worked are to be recorded daily to the nearest 1/100th of an hour. **Example:** Quarter hours and three-quarter hours should be listed on the timesheet as .25 or .75. Students may only be paid for hours actually worked. The timesheet must remain with the supervisor or departmental coordinator/assistant. Students are *not* allowed to remove their timesheet from the department where they work.

The supervisor is expected to verify the hours worked, sign the timesheet, and submit it to the St. Cloud State Payroll Office, Administrative Services Building Room 124 for processing. All hours worked during a pay period must be processed for that pay period. It is not legal to hold back hours until a following pay period to keep total reported hours at or under 40 hours per pay period.

Failure to submit timesheets by deadline dates and times will require a written justification from the supervisor. Timesheets submitted after published dates and times will be processed the following pay period. Payroll calendars are available online at www.mmb.state.mn.us/calendar-payroll. Fiscal year end timesheets submitted late cannot be charged to the work study account and will be charged to the individual department account.

Paychecks: St. Cloud State students are paid every two weeks on the same payroll schedule as all State of Minnesota employees (www.mmb.state.mn.us/calendar-payroll).

St. Cloud State encourages the use of direct deposit of payroll earnings to a checking or savings account of the employee's choice. This form is available online at www.stcloudstate.edu/businessservices/payroll. If an employee opts not to use direct deposit, paychecks are obtained on the designated pay dates from the student's supervisor. Off campus agency paychecks are available in the St. Cloud State Business Office, Room 123. If employees are unable to pick up their paychecks on designated dates, arrangements should be made with the employee's supervisor to have the check held or mailed.

Work Study Award Adjustments: If it is determined that a student's work assignment or the number of hours per week should be increased or decreased, notification will be sent from the Financial Aid Office to the supervisor via e-mail. In addition, if there are documented changes in the student's financial aid eligibility, the Financial Aid Office will make an adjustment in the student's financial aid package and notify both the student employee and the supervisor.

Termination of Employment Assignments: Once the student has completed his/her work authorization either because it is the end of the term or because the full work award has been earned, the work assignment is terminated.

If a student's work is not satisfactory or if other conditions prohibit the performance of satisfactory work, the supervisor may request that the job assignment be terminated after proper notification of and consultation with the Financial Aid Office. The results of this consultation should be noted on the student's evaluation (see "Evaluations" section below).

If a student wishes to be released from a particular employment assignment or is requesting a different position, a minimum of one week notice should be provided to the department or agency supervisor in order to allow ample time to secure a replacement.

Evaluations: Employment evaluations, both informal and formal, are an important part of the student's employment and learning experience. Evaluations are valuable tools to develop the student employee, to give and receive feedback about the student's employment experience, and to strengthen the professional and career development of the student employee. Evaluations are also important if students wish to use their student employment experience as an employment reference after graduation.

Once the student has completed his/her work authorization either because the term has ended or the full work award has been earned, supervisors must complete an evaluation of the employee's work performance.

Evaluation forms are available under the "Forms" section of the Financial Aid Office website (www.stcloudstate.edu/financialaid/forms/default.asp). Departments may also use their own evaluation format if it sufficiently addresses the minimum evaluation components that are included in the Financial Aid Office's form. The supervisor should meet and discuss with the student employee the evaluation. Both the supervisor and student employee should sign and receive a copy of the completed evaluation.

Questions about these guidelines may be addressed to:

St. Cloud State University Financial Aid Office
720 Fourth Avenue S.
St. Cloud, MN 56301
(320) 308-2047
financialaid@stcloudstate.edu
www.stcloudstate.edu/financialaid

TTY: 1-800-627-3529 *SCSU is an affirmative action/equal opportunity educator and employer.*
This material can be given to you in an alternative format such as large print by contacting the department/agency listed above.

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