



Work Study Supervisor Guidelines (Revised on 8/15/2015)

A supervisor who wishes to hire a student must complete a Student Employment Request Form. The job descriptions must accurately reflect the duties and responsibilities as well as the qualifications associated with each student employment position.

Work Study Request Form Process:

For each NEW position a Work Study Request Form must be completed. On this form, a job description, minimum qualifications, suggested title, and complete funding information must be provided. Incomplete information will cause delays.

Hiring Process:

There are a number of personnel forms each student must complete before working. The student contacts the supervisor or contact person as directed in the Work Study Request Form.

Before a student can be hired you must confirm with the Financial Aid Office that the student is eligible to participate in Federal Work Study Program based on the following: financial aid has been processed, FAFSA result shows student has need. Once verified all the necessary hiring documentation will be forwarded to supervisor who must process the paperwork with the student (W4, State Withholding Tax Form, I-9 Employment Eligibility Verification, Student Confidentiality Agreement Form and Cambridge College Work Study Contract) which will be available on the Cambridge College Financial Aid website. Once these documents have been filled out by both work study student and supervisor; the supervisor will forward documents to Financial Aid Work Study Coordinator. **A student will not be authorized to work until this certification process is completed. This is a federal law and a \$20,000 FINE may be imposed for noncompliance. Please do not provide a start date to student till FWS Coordinator has approved that student is able to start. If a student starts working before getting the okay from FWS Coordinator; student will not be paid for those hours.**

1. Be aware of the student's financial aid status. You cannot hire a student into a federal college work-study position if he/she does not have a FCWS award. International students are not eligible for work-study nor are non-matriculated students.
2. Once the student has completed the necessary hiring forms return all documents to Marie Annylusse in the Financial Aid Office at 1000 Massachusetts Avenue, Cambridge Massachusetts, 02138.
3. The Financial Aid Office will forward the student paper work to Steven Alpert in Payroll for processing. If all is in order, your copy of the Cambridge College Work Study

Contract will be returned to you. This is your verification that the student has completed the process and has been entered into the payroll system.

4. FCWS earnings are limited to the dollar amount specified on the work study contract for each term/award year. You must monitor the student's hours/earnings carefully. Students cannot exceed their award amount.
5. If the Financial Aid Office is not able to increase the student's FCWS award, and the student would like to continue working, you may choose to hire them as an institutional hire instead. This is an option only if you have the funding within your department budget to do so. In this case, the Financial Aid Office must be informed of the switch and payroll will be notified.
6. The law requires that students be paid for work performed; therefore, Payroll will automatically pay the student for any overage to which they are entitled from the hiring department's budget. This expense will be noted on the department's monthly expense report under the account number. The Financial Aid Office will inform you when this action is to be taken.
7. Federal guidelines prohibit students from working during scheduled class periods. The department should request a copy of each student's class schedule so that work schedules can be arranged. Do not allow students to work "whenever they want." Set specific hours for students to work.

Rehires:

Any student who has worked in a department before and would like to continue working for the new academic year must still have a new Cambridge College Work Study Contract generated. For example, if a student worked for your department in the 2013/2014 AY and you would like to hire them for the 2014/2015 AY which starts fall term, a new Cambridge College Work Study Contract must be issued for 2014/2015 award year; fall/spring/summer. Failure to properly authorize students will impede the hiring and payroll process.

Updating Job Status:

Supervisors should inform the Financial Aid Office when a job has been filled or when an opening becomes available. Supervisors are required to notify the Financial Aid Office when a student is **terminated or has terminated** work voluntarily.

Supervising Student Employee:

Each student should be assigned to a permanent supervisor. Normally, this is the person named on the Job Description as supervisor. It is primarily the supervisor's responsibility to make sure that time-keeping records are accurate and are submitted for payment each pay period.

PLEASE NOTE: The Federal Work-Study Office expects that students will ordinarily be supervised by full-time, permanent university employees who will be in the area during the

students' work hours and who can assure that each student reports as scheduled and works on appropriate departmental projects while in the work-place. Supervisors are responsible for making sure that students are doing the work indicated on their job descriptions and that the verification of time worked is properly documented. Each department is responsible for making sure its FWS student workers are adequately supervised by appropriate staff.

Termination of Work:

A supervisor has the right to terminate a student's employment with just cause. Grounds for disciplinary action include, but are not limited to: poor performance, tardiness, absenteeism, failure to meet job requirements as listed in the job description and inappropriate behavior such as, excessive personal telephone calls and visits from friends during work hours. If and when disciplinary problems arise, a supervisor should use the following guidelines, as they Provide written documentation in the event of counteraction by the student:

1. Give the student a verbal warning, stating exactly what the unacceptable behavior was, and what needs to be done to correct the problem. Be sure to detach the behavior from the individual.
2. The second time there is a problem, (it does not have to be the same problem) give the student a written warning of what the unacceptable behavior was and what needs to be done to correct the problem. A copy should be sent to the Financial Aid Office.
3. On the third time, the student should be given a written notification of termination stating the reasons why this action has been taken. A copy of this notice is to be sent to the Financial Aid Office.

Pay Scale: Within the College \$10.00/hour Community Service positions \$20/hour Payroll

Payroll Procedures:

1. Time sheets should be completed weekly; please use ink. Errors should be crossed off and initialed by the supervisor. White-Out should not be used to make corrections.
2. For each time sheet, the supervisor, (or designee as noted on the contract, not a student) will complete the information. The pay period begins on Sunday and ends Saturday each week. Weeks may not be overlapped. If a student works one day in a week a single time sheet must be submitted.
3. The supervisor will enter the student's name, and record dates and hours in the appropriate spaces on the time sheet.
4. The supervisor will retain copies of student weekly timesheets for internal records, noting the number of hours worked each day. Time sheets should be marked with an "X" for days not worked.

5. Each week on the last day worked, the supervisor will ensure that each student has signed the internal time records, to certify that the hours are a true record of the student's time worked. A daily log must be maintained for all student employee hours worked.
6. At the end of each week, the supervisor will ensure that the total hours worked for each student's time are recorded on the time sheet.
7. Completed time sheets must be submitted to the Financial Aid Office no later than 3:00 pm each Friday. If you have students work on Saturday, estimate their time and submit Friday by 3:00 pm. If necessary to correct their hours submit a revised timesheet with correct hours worked initialed by supervisor. If there is a special circumstance or Monday holiday, payroll will indicate when time sheets should be submitted.
8. Students are not allowed to prepare time sheets, nor are they allowed to deliver them. Only the person or persons authorized on the work authorization form can complete time sheets and deliver them. This responsibility cannot be delegated.
9. When students' regular supervisors are not available, alternates should be designated, and the students should know at all times to whom they are reporting and who is supervising their work.
10. Contact the Payroll Office for any payroll issues, for example, if a student is disputing his or her earnings for that pay period.

Important: FCWS earnings are limited to the award amount specified on the contract. Students and their supervisors must monitor the student's hours and earnings. Students cannot exceed their award amount and will not be paid out of work study funds over and above the specified award. The department will be charged the overage.

CHANGES IN ELIGIBILITY TO WORK

The Federal Work-Study Office may sometimes instruct you to terminate or suspend the employment of a student. Often, this is the result of some change in the student's financial aid eligibility which you could not know about until we notify you. Our policy is to allow all earnings for time worked through the day that we notify you to be paid with FWS funds. Subsequent earnings must be paid with your organization's funds. We will terminate students in the following circumstances:

- The student has withdrawn from school for the semester
- The student has dropped classes and is now enrolled less than half-time (5 credits for undergraduates; 3 credits for graduates)
- The student has received additional financial aid award which meets their financial need.

- The student has academically dismissed.

Please Note: A work atmosphere should exist for students. Students on Federal Work-Study are not receiving grants or gift aid by participating in the program. They are expected to do work to earn their FWS award. Allowing students to "just be there" and approving their time sheets will only hurt the students and undermine the purpose of Federal Work-Study.

Departments should not over hire. If supervisors have indicated the need for a certain number of students but now cannot provide those students with sufficient appropriate work, please contact the FWS Office. It is likely that you will be advised to reduce the number of openings on your job descriptions or to cancel jobs altogether.

