

Student Employment Handbook

A Guide for Students and Supervisors

Roxbury Community College

Financial Aid Office

2006-2007

I. Introduction

The Federal Work-Study Program (FWSP) is a federally funded financial aid program administered by the Financial Aid Office at Roxbury Community College. The goals of the program are to assist the student in contributing to his/her college costs as well as to provide opportunities for practical experiences that supplement classroom activities.

The following information is a guide to assist students with their work experience and a reference for supervisors. Procedures, regulations, rights and responsibilities are covered, but if you have any questions regarding a particular matter, please contact the Financial Aid Office.

II. Procedures

A. *How to obtain a job:*

Students accepting Federal Work-Study are mailed a work-study packet in late August. The packet contains a Work Authorization form, a W-4 form, an I-9 form, and a student employment handbook. When the student arrives on campus in September, it is the student's responsibility to arrange for interviews with prospective employers, listed in the Job Directory and secure a job.

The student may apply for any job on the list that interests him/her. Application is made directly to the supervisor listed in the Job Directory. If you wish to obtain more information about a job, detailed job descriptions will be posted at the Financial Aid Office. Job descriptions will provide information concerning duties, performance expectations, and skills necessary for each position listed. *Only positions appearing in the Job Directory are acceptable for work-study employment. If the student submits an authorization form for any other position, it will not be honored by the Financial Aid Office.*

Students returning to the same position as a prior year must still obtain the appropriate signatures (on the Work Authorization) from their employers, and complete a W-4 forms before they will be paid. If you are not returning to a prior position, you may seek employment from any employer listed in the Job Directory. You must submit the necessary paperwork before you will be paid. All necessary paperwork to obtain a job should be returned to the Financial Aid Office as soon as possible so that you will appear on the payroll system.

B. *Community Service Opportunities:*

Community service positions are listed in the Job Directory under the Community Service heading. Application for community service jobs are made in the same way as all other work-study positions.

C. What is Due Before Work May Begin:

When the student receives the work-study packet, he/she should review the work-study allotment to make certain that it matches the awarded amount from the student's Financial Aid Award Letter. If there are any discrepancies, the student should then complete the student section of the Work Authorization Form.

The Work Authorization Form should be presented to prospective employers at the interview as a method of identifying the student as a work-study participant. If the student is hired, the supervisor must complete the section for the hiring supervisor. If the student is not hired by that department, the student should retrieve the authorization and pursue another position on the list.

The student must turn in all documents with the necessary signatures to the Financial Aid Office before any work may begin. When returning the I-9 Form, the student should bring two forms of identification (see Acceptable Identification). If any form is incomplete, the form will be returned to the student, and he/she cannot be paid until the form is received complete and correct.

D. Acceptable Identification for the I-9 Form:

The United States Immigration and Naturalization Service requires that all employees, both citizens and non-citizens, complete the I-9 form at the time of hire. Students should complete Section I of this form, and bring it to the Financial Aid Office with either **one** document from List A or **two** documents from List B.

<u>List A</u>	or	<u>List B</u>
		<u>One from this list: and One from this list:</u>
US Passport		Driver's License
Certificate of US Citizenship		Picture ID Card Issued by
Certificate of Naturalization		government agency
Unexpired Foreign Passport		School ID Card with picture
Alien Registration Card		Voter's Registration Card
Unexpired Temporary		US Military card or draft
Resident Card		record
Unexpired Employment		US Coast Guard Merchant
Authorization		Mariner Card
		US Social Security Card
		Certification of Birth Abroad
		Original or Certified copy of
		birth certificate
		Native American tribal document
		US Citizen ID Card

E. Time Sheets:

* November 24th, no checks will be mailed home during Thanksgiving Recess.

** December 26th, students wishing to have their check mailed home during winter break should leave a self-addressed, stamped envelope with the Payroll Office.

Timesheets are due in the Payroll Office by 5:00 p.m. on scheduled Fridays.

III. Rules & Regulations

A. General Rules:

1. Work-study awards are to be used only for the time period indicated on the award letter and Work Authorization Form. Awards cannot be transferred to other time periods or other students.
2. Once the authorized amount has been earned, the student should stop working.

B. Tax Information:

Work-study earnings are subject to all federal and state taxes. Every eligible student will complete a W-4 form that is part of his/her work-study packet. The form will be returned to the Financial Aid Office with the Work Authorization Form. For tax purposes, each student is provided with a W-2 from listing all taxable earnings paid to the student by Worcester State College. These forms are distributed by the end of January and reflect the student's earnings for the preceding year.

Students are also required to have Massachusetts state taxes deducted from their paycheck, unless they complete the appropriate form in the Financial Aid Office.

C. Employer/Employee Relationship:

The student is hired, trained, and assigned work by the supervisor. Good communication between the two is critical in making the job a satisfying experience for both parties. Job expectations, necessary skills, and hours should be clearly established by the supervisor early on.

D. Performance Expectations/Disciplinary Action:

Students are expected to perform their jobs to the best of their ability. If a problem arises, the supervisor should attempt to resolve the issue by speaking with the student first. If the problem continues, the supervisor should warn the student employee in writing at least once. If the problem persists, the supervisor should provide advance notice of termination and the reason(s) to the student in writing, with a copy to the Financial Aid Office. Reasons for termination could be, but are not limited to, violation of confidentiality, dishonesty (including falsifying timesheets), poor work performance,

habitual tardiness or absences. If a student is terminated from a work-study position, it is unlikely that the student will be allowed to work another work-study job for the remainder of the academic year.

IV. Helpful Hints for Supervisors

Supervisors are interested in hiring student employees whose personality, skills and schedule meet the needs of the department. Below are several hints that may assist supervisors in conducting productive interviews and in making a good match for the department.

- * Prepare for the interview ahead of time.
- * Establish a friendly atmosphere.
- * Make certain the student is a participant in the federal work-study program by asking to see his/her Federal Work-Study Authorization Form. This form identifies the student as a participant.
- * Secure basic information about the student's background, training, special skills, schedule and number of hours available.
- * Discuss the student's interests, goals and future plans.
- * Clearly explain job responsibilities, performance expectations, pay rates and work schedules associated with the position.
- * Give the student a timeline as to when you will notify him/her. Delays in the decision may cause financial hardship to the student and make it more difficult for him/her to find an available job.

Supervisors generally find that students perform most satisfactorily when job duties are clearly defined, mutual trust is established between performance is constructive and continuous.

V. Responsibilities

A. The Student Employee:

1. Before the student begins working, he/she should be certain all necessary paperwork has been completed and returned to the Financial Aid Office. This paperwork includes the Work Authorization Form, a W-4 form and I-9 form, for new employees.
2. The student should report to work on time. If he/she is going to be late or absent, he/she should notify their supervisor.
3. Student employees should not report more than the number of hours allowable each week in their timesheets.
4. Timesheets should be signed and turned in to the supervisor on time. Late timesheets will be paid in the following pay period.

5. Student employees should not engage in reading, homework, or other personal business during hours of employment.
6. Students are responsible for ensuring that their earnings do not exceed their work-study award limit. The remaining balance of the award is reported to the student on each pre-printed timesheet, so the student should check his/her remaining balance each time he/she gets a new timesheet.
7. Students wishing to change work-study jobs may do so at the mid-year break.

B. The supervisor:

1. Supervisors should complete all of the supervisor portion of the Work Authorization Form and promptly return the form to the student. The student should not begin working until this form has been completed and received by the Financial Aid Office.
2. The student employees' timesheets must be signed bi-weekly and submitted directly to the Payroll Office. If the supervisor has a student deliver timesheets to the Payroll Office, he/she should place them in a sealed envelope.
3. The employer should provide the student with a written job description, provide training, and supervise the student to the degree necessary for adequate job performance. The student should also be made aware of important office policies and procedures.
4. The employer is responsible for dealing with a student's work related problems. Do not hesitate to contact our office if you have any questions.
5. An employer who hires a work-study student shares responsibility with the student for monitoring his/her earnings.
6. While the staff does everything possible to place as many students as possible, the Financial Aid Office cannot guarantee placement of students in all departments.

VI. Non-Work-Study Employment

Students who are not eligible for employment under the FWS program may choose to seek employment through departments that hire non work-study students or through off campus employment.

Non work-study positions require a (non work-study) Work Authorization Form, a W-4 form and an I-9 form. If you have any questions regarding non work-study employment, please feel free to contact our office.

VII. Thank You

The success of the federal work-study program and student employment in general relies heavily on the enthusiasm and cooperation of all of its participants.

We thank you for participating in this program. Please feel free to contact our office if you have any questions about student employment at Roxbury Community College.

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