Cloud County Community College

Federal Work-Study Handbook 2015-2016

This handbook is compiled by the Financial Aid Office to inform students and supervisors of the rules and regulations for the Work-Study Program at Cloud County Community College.

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Revised 7/14
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General Information

Work-Study is considered self-help financial aid. The Federal Work-Study (FWS) is a need-based program which provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study. A student will normally be employed for one academic year (August through May), when the college is open and classes are in session. Summer employment is not usually available, but may be awarded for June, depending on availability of funds. The pay rate is at least the current federal minimum wage. The scheduled hours and pay will vary according to the assigned position. The amount earned cannot exceed the total amount of the work-study award. On a case-by-case review, if a student has need and the office assigned has additional duties, a student may work additional hours with approval of the Financial Aid Office. The student and the supervisor are expected to cooperate in ensuring that the student does not work more than the contracted hours. Failure to stay within the contracted hours may bring about a department without assistance of a work-study student.

Students normally work between ten to twelve hours per week when classes are in session. Earliest and latest dates for work:

**Fall Semester:** August 1, 2015 through December 11, 2015  
**Spring Semester:** January 21, 2016 through May 14, 2016  
**Summer Semester:**  
   - Concordia Campus: May 26, 2016 through June 30, 2016  
   - Geary County Campus: June 1, 2016 through June 30, 2016

Statement of Non-Discrimination

In compliance with Title VI of the Civil Rights Act of 1964, Title IX, the Education Amendments of 1972 of the Higher Education Act, and Section 504 Rehabilitation Act of 1973, the Board of Trustees of Cloud County Community College has adopted a policy that no one shall on the grounds of race, sex, color, creed, national origin, or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college.

Determining Financial Need

Financial need is defined by the federal government as the difference between the cost of attending a postsecondary institution and the resources available to the student to meet such costs. The first step in determining and documenting financial need is the student’s filing of the Free Application for Federal Student Aid (FAFSA). The FAFSA information provides a complete summary of each student’s personal and family financial situation to college financial aid administrators. An analysis of the family’s financial situation according to a standardized methodology devised by the U.S. Congress produces a dollar amount (Expected Family Contribution) which the family is expected to be able to contribute toward the student’s educational and education-related expenses.

Every educational institution devises standard student budgets, taking into account instructional and general fees, books and supplies and estimated living expenses. Each student’s Expected Family Contribution is subtracted from the student budget; the resulting difference is the student’s financial need. As a need-based federal financial aid program, Federal Work-Study
cannot be awarded to students who do not file a FAFSA or who do not demonstrate financial need.

**Student Eligibility Criteria**

In order to work under Federal Work-Study at Cloud County Community College, students must:

- Show demonstrated financial need;
- Be admitted to Cloud County Community College in a degree-granting program;
- Be registered for the current semester at Cloud County Community College for at least half-time enrollment;
- Be U.S. citizens or eligible non-citizens;
- Maintain Satisfactory Academic Progress according to the standards and practices of Cloud County Community College;
- Not be in default on Perkins Loans or on any loans made, insured, or guaranteed under the Stafford Loan Program, the PLUS/SLS Program, or the William D. Ford Federal Direct Loan Programs;
- Not owe refunds on any federal funds previously received at any institution;
- Have a valid Social Security Number.

Some students who are eligible under these criteria may not receive Federal Work-Study awards because of limited funding.

**Application Procedures**

Applications are available at [www.cloud.edu](http://www.cloud.edu). Click on Students > Financial Aid > Forms & Worksheets. They are also available in the Financial Aid Office on the Concordia Campus and at Student Services on the Geary County Campus.

Students interested in work-study are encouraged to apply early as these funds are very limited. Once the application is received by the Financial Aid Office, the student’s eligibility will be determined.

If the student meets Federal Work-Study Eligibility Requirements, the student is packaged with the standard amount of $2,320.00 in Federal Work-Study. **See Changes in Federal Work-Study Eligibility on page 9 for information on how a Federal Work-Study award can change.**

**Geary County Campus Students:** Complete the Geary County Federal Work-Study Application and send to the Geary County Campus, attention Student Services. The applications are reviewed and there is an interview process for job placement.

**Concordia Campus Students:** Complete the Concordia Campus Federal Work-Study Application (Work-Study Job Preference List) and return to the Financial Aid Office on the Concordia Campus.
Placement Procedures

Applications are reviewed by personnel in the Financial Aid Office. Placement is determined based on when the application was received, information from the application, eligibility and availability of Federal Work-Study positions. Every effort is made to place a student in a position for which he/she is best qualified. **If a student is requested by a particular department, a reasonable effort will be made to place him/her with that particular department. The final decision regarding job assignments rests with the Financial Aid Office.**

Once a student has been placed, the student will receive a letter regarding their Federal Work-Study position placement. This letter informs the student about the position and supervisor, mandatory training, and the employment documents that must be brought to the Federal Work-Study Training session. **Training is mandatory for Cloud County Community College Federal Work-Study recipients.**

After all Federal Work-Study positions have been placed, remaining applications (and any applications received after the initial placement) will be kept on file for consideration for future job openings during the current academic year.

Eligible Employers

Eligible employers for participation in the Federal Work-Study Program are all departments and divisions of the college, both academic and administrative, as well as non-profit organizations as designated by the Financial Aid office, that have been assigned a work-study position and where the job description for each position is on file in the Financial Aid office. A list of work-study positions and the supervisors is available in the Financial Aid office. Several positions including the Wellness Center, Library, Athletic Training, and the College Bookstore will require special hours.

Employment Documentation

The student will need **TWO unexpired** forms of identification when they complete the employment forms during training. The student will be able to choose one from each of these lists:

- **List A**
  - driver’s license
  - voter registration
  - military ID
  - state ID
  - school ID
  - selective service registration

- **List B**
  - social security card
  - birth certificate
  - US Citizen ID

**OR** a current U.S. Passport will work in place of the two forms of identification.

Additional required forms include: Federal W-4, Kansas K-4, I-9, Commitment to Confidentiality, Work-Study Contract and Oath or Affirmation of Officer or Employee.
Student Federal Work-Study Responsibilities

The work-study program is an employment opportunity from which the student may gain a valuable and/or satisfying experience. This employment experience is an educational opportunity usually directly related to the student’s major. The supervisor is a potential reference for the student when seeking employment after graduation and therefore a Supervisor’s Evaluation of Federal Work-Study Student is completed each semester by the supervisor to keep in the student’s permanent file for reference purposes. Any time there is a question, please contact the Financial Aid office staff.

All work-study students are expected to:

- Complete the required forms concerning the FWS program before employment.
- Attend the mandatory Training Session.
- Agree upon a work schedule satisfying to both supervisor and the student’s schedules, and to abide by that work schedule unless prior arrangements have been made with the supervisor. (NOTE: The student is to work at the direction of the supervisor so long as it does not interfere with his/her class schedule. The student does not have the right to dictate to the supervisor when he/she will or will not come to work.)
- Show an interest in his/her work by completing work assignments to the best of his/her ability; accept reasonable direction and correction; ask questions when not certain about what is to be done; use time well and avoid socializing on the job (this includes text messaging, instant messaging, Facebook and MySpace dialogs or similar social network sites, personal email, and cell phone calls other than for emergencies); be courteous at all times; comply with reasonable dress code and behavior standards of the department/college.
- Report ready to work at scheduled times. If a student will be absent because of illness, he/she should contact their supervisor personally as early on the scheduled work day as possible. All other changes of work schedule should be cleared with the supervisor at least 24 hours in advance. Permission to be absent should be requested, not expected. Any change in the work schedule that interferes with a student’s regular class schedule must be explained in writing to the Financial Aid office with both the student’s and the supervisor’s signature.

Students are never allowed to work during scheduled class times, even if the class is not being held (such as instructor illness, etc.)

- Consistently work regularly scheduled hours each week (when the college is open).
- Inform the Financial Aid office of any change in name or address immediately so that employment records can be kept up to date.
Supervisor Federal Work-Study Responsibilities

All work-study supervisors are expected to:

- File a current description of work-study responsibilities with the Financial Aid office.
- Orient the work-study student to the nature of the work to be done so that there is no misunderstanding as to what is expected. Explain the expectations of the appropriate attire and behavior while at work. Establish good work ethics guidelines.
- Ensure that the work-study student has ample work to keep him/her occupied for the duration of each work period. The student is allowed to study in the work place if all tasks are completed satisfactorily.
- Students are never allowed to work during scheduled class times, even if the class is not being held (such as instructor illness, etc.)
- Provide training, advising, and supervision for the work-study student. If a student is not performing at the expected standard, the supervisor must make an effort to improve the student’s level of service. Some students have never had the experience of being employed and may need guidance in performing adequately.
- If required to be away from campus during the time the student is scheduled to work, the supervisor should make arrangements for the student to have reasonable access to the work place. Contact Financial Aid office staff for assistance if necessary.
- Report continuing, unresolved difficulties and inadequate service to the Financial Aid office. If difficulties cannot be resolved, it is the supervisor’s responsibility to terminate the student’s employment in his/her department.
- Make sure all documented time has been actually worked, print the time sheet, and sign.
- Complete the Supervisor’s Evaluation of Federal Work-Study Student each semester. This must be submitted to the Financial Aid office by the last day of finals for the semester of Federal Work-Study employment. Failure to complete the evaluation at the end of the semester may jeopardize future Federal Work-Study position placements with the supervisor.
- It is the responsibility of the Supervisor to use the Remaining Eligibility Form to track hours and payments during the year.

Award Amounts and Limitations

It is the responsibility of the Federal Work-Study and the Supervisor to track all hours worked during the academic year. A student may not earn more than his/her total Federal Work-Study award. Once a student reaches the award limit, he/she must either stop working or obtain approval from the Financial Aid Office to continue working. It is the responsibility of the Supervisor to use the Remaining Eligibility Form to track hours and payments during the year. The Remaining Eligibility Form is emailed to the instructor once the student has been placed in the position.

The actual amount students receive depends on the hours worked each week. If students do not earn their entire Federal Work-Study award, the unearned amount is forfeited at the end of the academic year.
Payroll Policies and Procedures

Electronic timesheets are used for all ON CAMPUS Federal Work Study Students. On the last working day of each month, the supervisor will print the timesheet and sign it. The student must print their first and last name, write their CCCC ID#, and sign the timesheet. It is turned in on the last working day of the month by 5:00 p.m. to the Human Resources Payroll Office (Door 252, right hand side) located next to the Business Office. If the time sheet is not signed by payday, the check is held until a signature is obtained. Late timesheets will not be paid until the 15th of the month. Off-Campus community work-study students will complete and sign the Student Time Report and the supervisor will sign, verifying hours worked.

Things to remember:
- Time sheets are to be used for time worked and signatures must be legible.
- Time sheets must accurately reflect actual hours worked; sign in and out every time you work.
- Only the authorized supervisor may sign the time card. If the supervisor is unavailable, contact the Financial Aid office for further instructions.

Paychecks
Paychecks are typically issued monthly on the 5th day of each month (or the following working day after the 5th month if the 5th falls on a weekend.

Direct Deposit
Paystubs can be viewed on students icloud account.

Paper Checks
- Concordia Campus: Paychecks are available from the Human Resources Payroll Office (Room 252, right hand side.)
- Geary County Campus: Paychecks are available in Student Services at the Geary County Campus.

To sign up for Direct Deposit, the student must complete a Direct Deposit/EFT Authorization form for Federal Work-Study wages. The Direct Deposit form is available in the Financial Aid Office and the Human Resources Payroll Office.

Federal Work-Study Audits
In order to maintain compliance with federal regulations governing Federal Work-Study, the Financial Aid Office and the Human Resources Payroll Office may periodically conduct audits of payroll procedures and Federal Work-Study job duties at the department level. These audits will be unannounced or at short notice, and will include an examination of time sheets and timekeeping procedures to ensure that students are not working during scheduled class hours and that time sheets are properly filled out and approved.
Changes in Federal Work-Study Eligibility

Sometimes, changes in a student’s aid eligibility may require that the student be terminated from their Federal Work-Study position. The possible circumstances include but are not limited to the following:

- The student has withdrawn from school for the semester.
- The student is no longer enrolled in at least 6 credit hours.
- The student has received an additional financial aid award which meets his/her financial need.
- The student has been academically dismissed.
- The student is not meeting Satisfactory Academic Progress standards for financial aid eligibility.
- The student owes a refund to a federal grant program or is in default on a federal loan.
- The student’s budget has decreased, resulting in decreased financial need which is met or exceeded by other awards and Federal Work-Study earnings to date.
- The student’s Expected Family Contribution has increased, resulting in decreased financial need which is met or exceeded by other awards and Federal Work-Study earnings to date.
- The student has earned the entire awarded amount for Federal Work-Study.

Federal Work-Study Termination

**Voluntary Termination:** For a variety of reasons, the work-study student may voluntarily terminate from participation in the Federal Work-Study Program. In this instance, the student should submit a written notice to their supervisor and the Financial Aid office, using the form on page 11. Except in unusual circumstances, a two-week notice is considered appropriate.

**Supervisor Termination:** The work-study student may be terminated from the assigned position when he/she does not perform job duties in a satisfactory manner; he/she continually fails to show up for scheduled work times; he/she refuses to abide by reasonable department/college attire or behavior standards. The supervisor initiates a formal dismissal by completing a Work-Study Termination Form (page 11). **Note:** If this type of termination occurs, the student worker must report to the Financial Aid office for a transfer placement or removal from the Federal Work-Study Program. A work-study student may be terminated without written warning when he/she has committed a major offense such as theft, gross misconduct, or gross insubordination.

**Financial Aid office Termination:** The work-study student is terminated by the Financial Aid office when he/she totally withdraws from school; he/she becomes ineligible for the Federal Work-Study Program because of financial aid packaging; he/she is repeatedly transferred from one department to another; he/she falsifies the time sheet.
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Cloud County Community College
Federal Work-Study Termination Form

Please complete upon termination of a work-study student and forward to the Financial Aid office.

Effective Date: ______________________    School Year: 2015-2016

Work-Study Student’s Name: ___________________________    ID#: _______________

Address: ___________________________________________

Street __________________________

City __________________________

State __________________________

Zip __________________________

Phone Number: __________________________

Work-Study Position: __________________________

Work-Study Supervisor: __________________________

Reason for Termination: __________________________

Date of Termination: __________________________

Last Date Worked: __________________________

Date to Receive Last Check: __________________________

Additional Information Concerning Termination: __________________________

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Student’s Signature (if available) __________________________    Date __________

Supervisor’s Signature (required) __________________________    Date __________

Financial Aid office Signature __________________________    Date __________