

CLOUD COUNTY COMMUNITY COLLEGE FEDERAL WORK-STUDY HANDBOOK 2022-2023

2022-2023 Academic Year Class Session Dates

Fall Semester: August 17, 2022, through December 15, 2022
Spring Semester: January 18, 2023, through May 18, 2023
Summer I Semester: June 5, 2023, through June 29, 2023
Summer II Semester: July 5, 2023, through August 1, 2023

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

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General Information

The Federal Work-Study (FWS) program is an employment opportunity from which the student may gain a valuable and/or satisfying work experience. FWS provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work, considers students' skills and interest, and makes student academic success a priority.

A student will normally be employed for one academic year (August through May), when the college is open, and classes are in session. Students may work up to the maximum hours (determined by procedure) per week during fall and spring. Summer hours may be available if funds exist and work-study students with need are available. Per week limit for summer is 25 hours. Schedules will vary dependent upon FWS position. Pay (determined by procedure) must be at least the Federal or State minimum wage, whichever is higher. Students cannot earn more than their FWS award amount.

Statement of Nondiscrimination

Cloud County Community College does not discriminate in admission or access to, or treatment in employment in its services programs or activities on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, or gender identity), religion, age, disability, or veteran status.

Fall and Spring Work Study

To be eligible for Fall and/or Spring work-study, the student must be enrolled in 6 credit hours for the current semester and may not exceed 15 hours of work per week.

Summer Work Study

Each summer there is the possibility that CCCC may have opportunities for students to participate in the FWS Program. To be considered for these positions the following requirements apply:

- To be considered for the Summer FWS Program, students must complete the FWS Program application ***no later than the last day of the Spring Semester***. Applications will not be accepted after this deadline.
- To be considered for FWS placement for the month of June, the Financial Aid Office must have a completed 22-23 FAFSA indicating the student is eligible for the FWS Program and has an unmet financial need remaining in their budget.
- To be considered for FWS placement for the month of July, the Financial Aid Office must have a completed 23-24 FAFSA indicating the student is eligible for the FWS Program and has an unmet financial need remaining in their budget.

To be eligible for June work-study, the student must be enrolled in at least 3 credit hours for the summer session and may not exceed 25 hours per week for the month of June. Hours worked during the month of June will be paid before the end of the fiscal year (June 30, 2023).

To be eligible for July work-study, the student must be enrolled in at least 3 credit hours for the summer session and must be enrolled in the subsequent Fall semester. The student may not exceed 25 hours a week for the month of July and the last day to work will be the last day of the summer session. Hours worked during the month of July will be paid in August.

Student Eligibility Criteria

Meeting the below criteria does not guarantee an award or a position in the FWS program.

To work under Federal Work-Study at Cloud County Community College, students must:

- Have a completed FAFSA on file.
- Be admitted to CCCC and be in a degree-seeking program.
- Be enrolled for the current semester at CCCC with at least 6 credit hours.
- Be enrolled in the summer semester at CCCC with at least 3 credit hours.
- Maintain Satisfactory Academic Progress (SAP).
- Not be in default on Perkins Loans or the William D. Ford Federal Direct Loan Program.
- Not be in an over-award status at any institution for any federal aid.

Award Amounts and Limitations

It is the responsibility of the student worker and the supervisor to track all hours worked during the academic year. A student may not earn more than their total FWS scheduled award amount. Once a student reaches their award limit, they must stop working. If the supervisor and student have need, please contact the FWS contact for possible further options for the student.

The amount students receive depends on the hours worked. If the student does not earn their entire FWS award, the unearned amount is forfeited at the end of the academic year.

Changes in Federal Work-Study Eligibility

Changes in a student's aid eligibility may require that the student be terminated from the FWS program. Possible circumstances include but are not limited to:

- The student has received an additional financial aid award which meets their financial need
- 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.

Employment Documentation

The student will need two (2) unexpired forms of identification to complete the employment forms for FWS and CCCC.

**One from list A AND one from list B
OR A current US passport.**

List A

Driver's License
Voter Registration
Military ID
School ID w/photo

AND

List B

Social Security Card
Birth Certificate
US Citizen ID (Form I-179)

Please check with the FWS office or HR for a complete list of acceptable documents. Forms for completion include W-4, KW-4, I-9, Commitment to Confidentiality, Work-Study Contract and Oath or Affirmation of Officer or Employee.

Payroll Information

- On Campus supervisors can determine if electronic timecard or CCCC FWS hand timesheets are used to track time.
- Off Campus supervisors will use hand timesheets.
- Supervisors must notify the Financial Aid Office on preferred timekeeping method.

On the last working day of each month, the supervisor will approve the timesheet either by signature or electronically.

If hand timesheet is preferred, the CCCC Federal Work Student timesheet must be used. Copies of CCCC Federal Work Study timesheet may be obtained in the Financial Aid Office and must be completed in its entirety.

- The student is responsible for submitting the hand timesheet to their FWS supervisor on the last working day of the month.
- The FWS supervisor must submit the approved CCCC FWS hand timesheet directly to the Financial Aid Office via e-mail at finaid@cloud.edu or in person. ***Deadline for submitting timesheets is the first business day of the following month no later than 1:00 pm.***

Late timesheets will not be paid until the 15th of the month. Incomplete timesheets will not be paid until they are complete.

Payroll Information Continued

Things to remember:

- Time sheets are to be used for time worked for FWS only, information and signatures must be legible.
- Time sheets must accurately reflect actual hours worked.
- Only the position supervisor may approve the time sheet. 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 if the student worker has no taxes taken out of check. If the 5th falls on a Saturday, payment will be on previous Friday, if on a Sunday, following Monday. If the student has taxes withheld, the student will be paid on the 15th of the month. If the 15th falls on a Saturday, pay will be done on Friday, if it falls on Sunday, pay will be on Monday, Hours worked during the month of June will be paid on or before June 30th.
- Hours worked during the month of July will be paid in August.

Direct Deposit

- Paystubs can be viewed on the student's iCloud account.

Paper Checks

- **Concordia Campus:** Paychecks are available from the Human Resources Payroll Office(s)
- **Geary County Campus:** Paychecks are available in Student Services at the Geary County Campus.

To sign up for Direct Deposit, the student must complete the Federal Work-Study - Direct Deposit - EFT Authorization form. The Direct Deposit form is available in the Financial Aid Office, the Human Resources Payroll Office and on the website www.cloud.edu.

Class Schedules – Non-Session Work – Extra Hours Per Week

Class Schedules

Based on the student's **printed class schedule**, supervisors are to ensure that no student works during their scheduled class time. If this occurs, the supervisor will be contacted to address the issue. Failure to abide by these rules may result in a department or supervisor without the assistance of a work-study student. If the student's class schedule changes, it is the responsibility of the student and supervisor to inform the FWS program contact in the Financial Aid Office of the change. Random time audits will take place to ensure compliance.

If the printed class schedule does not accurately reflect the class timeframe for the student, the discrepancy must be addressed BEFORE the student works during the otherwise prohibited time. Proper documentation must be done for the file to address any such discrepancy.

If such a situation arises that the student does not have class during a regular class time, and would like to work, the proper documentation must be completed. Please contact the FWS contact for more

Class Schedules – Non-Session Work – Extra Hours Per Week Continued

information. This should be the exception, not the norm.

Non-Session Work

If a supervisor and student worker agree to work during a time when class is not in session (Thanksgiving break, winter break, etc.) documentation needs to be done BEFORE the work timeframe. Please contact the FWS contact for direction.

Extra Hours Per Week

If a student worker misses time due to an illness the time can be made up later. Also, if there is definable need by the supervisor, extra hours per week can be worked. There must be need, the student cannot work during class, and they can work no more than 20 hours in two (2) different weeks. Please contact the FWS contact for further direction.

Student Federal Work-Study Responsibilities

All work-study students are expected to:

- Complete the required forms prior to the first day of work.
- Complete the mandatory Orientation Session before the first day of work.
- Agree upon a work schedule with the supervisor.
- Review the job description with the supervisor, bring the signed job description to the FWS office.
- Work under the direction of the supervisor assigned to their position.
- **Never work during scheduled class times, even if the class is not being held (such as instructor illness, etc.), or if a class finishes early.** If there is an exception to this, contact the FWS contact for instruction before working.
- Report at scheduled times, be prepared to work and show an interest in their work by completing work assignments to the best of their ability.
- Always be courteous and comply with reasonable dress code and behavior standards of the department/college.
- Avoid socializing on the job, avoid the use of all social media and any cell phone(s) unless it pertains to work duties.
- Contact their supervisor personally as early on the scheduled workday as possible if they are going to be absent from work.
- Clear all work schedule changes with their supervisor at least 24 hours in advance.
- 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 and maintain a current job description of work-study responsibilities with the Financial Aid Office.
- Orientate the work-study student to the nature of the work they will be assigned. This will prevent misunderstanding as to what is expected.
- Explain the expectations of the appropriate attire and behavior while at work.
- Establish good work-ethic guidelines.
- Ensure that the work-study student has ample work for the duration of each work period. The student is allowed to study in the workplace if all tasks are completed satisfactorily.
- Track weekly hours worked as to not exceed the maximum hours allowed.
- **Ensure students are not working during scheduled class times, even if the class is not being held (such as instructor illness, etc.) or if the class finishes early.** If there is an exception to this, contact the FWS contact for instruction before letting the student work. If there are audit findings that show the student did work during a class time, it will be the supervisor's responsibility to get proper documentation to resolve the audit findings.
- Provide training, advising, and supervision for the work-study student. If a student is not performing at the expected standard, the supervisor must try to improve the student's level of performance. Some students have never had the experience of being employed and may need guidance in all aspects of employment.
- Arrange for the student to have reasonable access to the workplace if the supervisor is required to be away from campus during the time the student is scheduled to work. Contact Financial Aid Office staff for assistance if necessary.
- Document continuing, unresolved difficulties and inadequate service. Report those to the Financial Aid Office. If difficulties cannot be resolved, it is the supervisor's responsibility to terminate the student's employment from their department. Contact the FWS office for instruction.
- Make sure all documented time has been worked before finalizing paysheet.
- If using electronic timecard, timesheets must be approved, signed and submitted through iCloud on the first business day of the following month no later than 1:00 pm.
- If using hand timesheets, the FWS supervisor must submit the approved CCCC FWS Hand Timesheet directly to the Financial Aid Office via e-mail at finaid@cloud.edu or in person to the FWS Contact in the Financial Aid Office on the first business day of the following month no later than 1:00 pm.
- Track the hours worked and payments to the student during the academic year to ensure that the student does not work more than the contracted hours or earn more than the award. Failure to stay within the contracted hours may result in a department without the assistance of a work-study student.

COVID-19

If a student must miss work due to self-isolation or quarantined related to COVID-19, they are expected to notify their FWS Supervisor. All students who test positive must notify the Dean of Student Affairs. If there is an interruption in the Academic Year, we will follow the Department of Education guidelines.

Termination

Student Initiated Termination: The work-study student may voluntarily terminate from participation in the Federal Work-Study Program. Contact the FWS contact for a Termination Form.

Supervisor Initiated Termination: The work-study student may be terminated from the assigned position when the student does not perform job duties in a satisfactory manner such as failure to show up, poor behavior or sub-standard work. The Termination Form will need to be completed. The student may appeal to the FWS contact for a different assignment. This will be managed on a case-by-case basis.

Conduct Termination: A work-study student may be terminated without written warning if the student has committed a major offense such as theft, gross misconduct, or gross insubordination while a student at CCCC even if these offenses take place outside of the work-study environment.

Financial Aid Office Termination: The work-study student will be terminated by the Financial Aid office if the student becomes ineligible for Federal Financial Aid or that eligibility changes the FWS award amount.