

# CLOUD COUNTY COMMUNITY COLLEGE FEDERAL WORK-STUDY HANDBOOK 2023-2024

## **2023-2024 Academic Year Class Session Dates**

**Fall Semester:** August 17, 2023, through December 14, 2023

**Spring Semester:** January 18, 2024, through May 16, 2024

**Summer Semester:** June 3, 2024, through July 25, 2024

**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 Federal Work-Study Program at Cloud County Community College.

*Revised 4.20.23*

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## General Information

The Federal Work-Study (FWS) program is an employment opportunity from which the student may gain 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 interests, 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 semesters. 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

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, 2024).

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 has a need for further work and the student has a need for further award ~~have a need for further work, they will need to contact~~ may contact the FWS Contact in the Financial Aid Office, to complete the Additional Award Request. ~~to determine if the student has further eligibility, and~~ The FWS Contact will review the request to determine if the student has further eligibility. Based on remaining FWS funds, the FWS Contact will determine if it is possible to make any subsequent award. Both the supervisor and the student will be notified of the decision. FWS funds remain available.

The final award a student receives will depend on the hours the student worked. If the student does not earn their entire FWS ~~award~~ 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 has been 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.

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## Work Assignments

Students may not be assigned to work assignments that they have a direct relationship with the supervisor whether it be a family relationship or a coach of a student athlete in their specific program.

## Changes in Federal Work-Study Eligibility

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- The student's budget has decreased, resulting in decreased financial need which has been 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 necessary employment forms to participate in the FWS Program as they will be considered an employee of Cloud County Community College.

**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

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

Please check with the Human Resource Assistant for a complete list of acceptable documents.

### Forms for completion include:

- W-4
- KW-4
- I-9
- Commitment to Confidentiality
- Work-Study Contract
- Oath or Affirmation of Officer or Employee.

## Payroll Information

- All On-Campus supervisors will use electronic timesheets.
  - **If students/supervisors have issues using the timekeeping application, they will need to contact the Human Resources Assistant to receive assistance.**
  - **On-Campus students will not use hand timesheets without the prior approval of the FWS Contact.**
- Off-Campus supervisors will use hand timesheets. The CCCC Federal Work Student timesheet must be used. Copies of the CCCC Federal Work Study timesheet may be obtained by the student in the Financial Aid Office and must be completed in its entirety.
- On the last working day of each month, on-campus supervisors will review and make any necessary corrections to the student's electronic timecard that are needed prior to approving and submitting the electronic timecard.
- Students working off-campus are responsible for submitting the hand timesheet to their Off-Campus FWS supervisor on the last working day of the month for their review and approval.
- **The Off-Campus FWS supervisor must submit the approved CCCC FWS hand timesheet to the Human Resource Assistant at CCCC via e-mail atrzohn@cloud.edu.** The student is responsible for delivering the original copy to the FWS Contact in the Financial Aid Office. The FWS Contact will forward the timesheet to the Human Resource Assistant for payroll processing. **The Human Resource Assistant will not process the student's payroll until both the scanned timesheet and the original have been received.**
- ***The deadline for submitting all timesheets is the first business day of the following month no later than 1:00 pm.***
- **Late timesheets will not be paid until the 15<sup>th</sup> of the month.** Incomplete timesheets will not be paid until they are complete.

### Things to remember:

- Time sheets are to be used for time worked for FWS only, information and signatures must be legible when using hand timesheets.
- 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 5<sup>th</sup> day of each month if the student worker has no taxes taken out of check. If the 5<sup>th</sup> falls on a Saturday, payment will be on the previous Friday, if on a Sunday, the following Monday. If the student has taxes withheld, the student will be paid on the 15<sup>th</sup> of the month. If the 15<sup>th</sup> falls on a Saturday, pay will take place on Friday, if it falls on Sunday, pay will take place on Monday.
- Hours worked during the month of June will be paid on or before June 30<sup>th</sup>.
- 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.
- **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 Cloud County Community College Direct Deposit Authorization form. The Direct Deposit form is available in the Financial Aid Office or Human Resources Payroll Office.

## [Class Schedules – Non-Session Work](#)

### Class Schedules

In general, students are not permitted to work in FWS positions during scheduled class times. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, and if the student is receiving credit for employment in an internship, externship, or community work-study experience. **Any such exemptions must be documented prior to working with the FWS Contact in the Financial Aid Office. This should be an exception and not the norm.**

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 going forward. If the student's class schedule changes, it is the responsibility of the student and supervisor to inform the FWS Contact in the Financial Aid Office of class ~~schedule changes~~ **schedule changes**. Random monthly 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.

## Non-Session Work

If a supervisor and student worker agree to work during a time when class is not in session (Winter Break) documentation needs to be done **BEFORE** the student is allowed to work. The student will need to contact the FWS contact as the student/supervisor will need to complete the Work During a Period of Non-Attendance Request prior to the student working.

## Student Federal Work-Study Responsibilities

### All work-study students are expected to:

- Complete required forms prior to the first day of work.
- Complete mandatory orientation before the first day of work.
- Agree upon a work schedule with the supervisor.
- Review the job description with the supervisor and return the signed job description to the FWS Contact before they start work.
- 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, the student **must contact the FWS Contact prior to working to complete the Work During Scheduled Class Time Authorization Form.**
- 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.
- Be courteous and act in an appropriate manner with all staff, students, and visitors.
- Student employees are expected to dress neatly and appropriately for their work assignment.
- 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.
- Have supervisor approval of all work schedule changes preferably 24 hours in advance.
- Inform the FWS Contact 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:

- **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, the supervisor must contact the FWS Contact for instruction before letting the student work. If there are audit findings that show the student did work during a scheduled class time, the FWS Contact will contact the supervisor and student, and it will be their responsibility to get proper documentation to resolve the audit findings.
- File and maintain a current job description of work-study responsibilities with the FWS Contact.
- Review the Job Description and 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 appropriate attire to be worn while they are at work as well as expected behavior.
- 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 to not exceed the maximum hours awarded. Failure to stay within the contracted hours may result in a department without the assistance of a work-study student. If at any time a supervisor needs to verify a student's remaining award, contact the FWS Contact.
- 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 the FWS Contact for assistance if necessary.
- Document continuing, unresolved difficulties and substandard work. Report these to the FWS Contact. If difficulties cannot be resolved, it is the supervisor's responsibility to terminate the student's employment from their department. Contact the FWS Contact for further instruction and guidance.
- Make sure all documented time has been worked before finalizing the timecard.
- Electronic timecards these must be approved and submitted through iCloud on the first business day of the following month no later than 1:00 pm to ensure the student will be paid on the 5<sup>th</sup>.

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- The off-campus FWS supervisor must scan the approved CCCC FWS hand timesheet directly to the CCCC Human Resource Assistant via email at [rzohn@cloud.edu](mailto:rzohn@cloud.edu) by 1:00 p.m. on the 1<sup>st</sup> business day of the month.

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## 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~~ 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.