



XAVIER
UNIVERSITY *of* LOUISIANA

Federal Work-Study

Supervisor Manual

This handbook serves to enlighten and provide answers to most frequently asked questions about the Xavier University Federal Work-Study Program. For additional information, please contact the Office of Student Financial Aid and Scholarships

Office of Financial Aid and Scholarships

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Section 1: Introduction

The objective of this handbook is to provide policies, procedures and frequently asked questions to students regarding the Federal Work-Study Program that is administered by the Office of Student Financial Aid and Scholarships at Xavier University of Louisiana.

Students interested in Federal Work-Study should become familiar with all aspects and responsibilities pertaining to the Federal Work-Study Program.

WHAT IS THE FEDERAL WORK-STUDY (FWS) PROGRAM?

The Federal Work-Study (FWS) Program is a need-based Federal Financial Aid work program funded by the United States Department of Education. The program is designed to assist students in obtaining part-time employment with on campus departments and off-campus community service agencies.

Xavier University of Louisiana administers this program in accordance with the federal regulations, and policies issued by or on behalf of the Department of Education, as well as its own institutional policies.

Section 2: Supervisor's Responsibility

Each department is expected to request the number of student workers actually needed for the academic year. If additional students are needed, the supervisor must contact the Work-Study Coordinator to place another request.

Each department must designate a supervisor for the work-study students. The designated supervisor must be a full-time employee. Student employees should not supervise other student employees. The supervisor is responsible for overseeing the work assigned to and performed by each student employee and for complying with all procedures contained in this manual. Supervisors are also responsible for verifying time worked, monitoring hours worked, and maintaining records for each student. It is important that earned hours **DO NOT** go over the allocated funding for each semester indicated on the FWS contract. If there is a need for additional hours, supervisors must contact the Work-Study Coordinator prior to allowing student to continue to work.

Departmental student's records should include:

- Copy of Work-Study Contract
- Copies of the student's time card for each pay period

- Any student related work documents

FWS Supervisors are also responsible for the following:

- Ensuring the students have approval to work
 - **STUDENTS CANNOT WORK WITHOUT A SIGNED FWS CONTRACT**
- Informing the student, in writing, of the exact duties and responsibilities of the job
- Providing the student with the orientation and training necessary to perform assigned duties
- Establishing a schedule of work hours that will be acceptable to both the student and the department
 - The maximum number of hours a student can work per week is 20.
- Ensuring students take a required 1 hour off-clock break after working 6 consecutive hours
- Supervising the development of good work habits
- Certifying and approving all Web Time Entry (WTE) timecards
- Monitoring wage earnings to ensure that no student earn more than his or her award and that the student stops working when his or her award is fully earned or when the employment period ends

Section 3: Eligibility

QUALIFICATIONS

AWARDING CRITERIA

1. To receive initial consideration for the Work-Study Program, students must:
 - a. Enroll or must be accepted enrollment as an undergraduate, or graduate at the institution
 - b. File a FAFSA (Free Application for Federal Student Aid). A new FAFSA application must be filed each academic year. Note: It is important that you file your FAFSA early because funds are offered after determination of the student's financial need and the availability of funding beginning October 1st of each year.
 - c. Must have financial need.
 - d. Meet Satisfactory Academic Progress (SAP) requirements as stated in the University's Catalog.
2. After receiving, Federal Work Study Offer as a part of your Financial Aid package for the applicable year, student must:
 - a. Must have submitted appropriate new hire documents to the Human Resources located at Xavier South, 4th Floor, Room 410.

Academic Standards for Employment

In order to remain eligible for work-study, you must:

- a. Maintain enrollment during Fall and/or Spring semester.
- b. Satisfy the Satisfactory Academic Progress (SAP) as stated in the University's Catalog.
- c. Maintain Federal Financial Aid eligibility

DUAL EMPLOYMENT

Student workers are prohibited from simultaneous employment with more than one employment position at Xavier University. NO EXCEPTIONS.

Section 4: Hiring a Student

STEPS TO FOLLOW FOR HIRING

- Interview eligible students with FWS Contract.
 - Discuss job duties, expectations, and responsibilities.
 - Create a work schedule and estimated hours students can earn a week/semester.
- Confirm acceptance of student to work in department by signing the FWS Contract with the student. Make copies of the signed FWS Contract for the department, student, and return the original form to the Financial Aid Office.
- First time Work-Study students must complete all required new hire documents with the Human Resources office before the student is allowed to clock in using Web time Entry (WTE).

NOTE: STUDENT EMPLOYEE ARE NOT ALLOWED TO BEING WORKING IN A DEPARTMENT WITHOUT ALL THE NECESSARY NEW HIRE PAPERWORK COMPLETED IN THE HUMAN RESOURCES OFFICE*

NEW HIRE PAPERWORK INCLUDES THE FOLLOWING:

- a. Employee Data Record Form
- b. W-4 Form
- c. L-4 Form Direct Deposit Form
- d. I-9 Form

NOTE: ALL DOCUMENTS ALONG WITH PROPER ACCEPTABLE IDENTIFICATION MUST BE BROUGHT TO THE HUMAN RESOURCES DEPARTMENT IN PERSON, IN ORIGINAL FORMAT. NO COPIES, SCANS, OR PHOTOGRAPHS WILL BE ACCEPTED

RULES AND POLICIES

LAWS REGARDING FAIR LABOR PRACTICES

Labor Laws requires that all supervisors give students a sixty (60) minute break after they have worked six (6) consecutive hours in a day. These breaks are not paid. If a timecard is submitted for 6 consecutive hours or more without a break, the Payroll Office will deduct sixty (60) minutes from the total hours for that day.

Student employees are only paid for time worked. Students do not receive paid vacation days, sick days, personal days, holidays or benefits. Students do not get paid breaks or paid lunches. All time off should be discussed in advance and approved by the supervisor. Students are expected to contact their direct supervisor to report tardiness or absences. If the supervisor does not have sufficient work for student, the student should clock out and cease working for the day.

For purposes of State Unemployment Insurance, Work-Study is temporary and does not contain any provisions for fringe benefits or holiday pay, and is contingent upon available funds. Work-Study students are an exempt class under the Employment and Training Law and does not qualify for unemployment.

Section 5: Earnings & Wages

WEB TIME ENTRY

Effective January 2015, the Federal Work-Study Program has adopted the use of Web Time Entry (WTE) for student payroll purposes. WTE is a web based timesheet located on the student's Banner Web Account.

New Hire students will receive an onboard Banner WTE online training in regards to WTE prior to the start of work. Hours will be recorded by "clocking-in" and "clocking-out" daily on designated computers located in your departments.

NOTE: Some Departments may utilize paper timesheets for internal purposes.

VOLUNTARY SERVICES

Due to the Fair Labor Standards Act (FLSA), students currently not employed/employed are prohibited from volunteering at XULA. The FLSA prohibits a covered employer (including educational institutions) from accepting voluntary services from any paid/future paid employee. Students who are employed must be paid for all hours worked.

WORK-STUDY DEPARTMENT VISITS

In order to maintain compliance with federal regulations governing the Federal Work-Study Program, the FWS Coordinator will do a site visit to each department twice a semester. Department visits are conducted to answer all question and to ensure all supervisors and student-workers are following all rules and regulations.

CONFLICT OF INTEREST

No administrative officer/employee or student employee may accept, for private use, directly or through a member of his/her immediate family or otherwise, any gratuitous payment, loan, service, or accommodation of value from any other party doing or seeking to do business with Xavier University of Louisiana. Accepting entertainment, travel, or gifts of a character that reasonably might be deemed by others to affect the judgment or action of the officer or student employee in the performance of his/her employment duties with Xavier University of Louisiana would also contravene this policy.

Students-workers are prohibited from being supervised or working under a faculty member of a student's current semester scheduled course.

Section 6: Employment Changes & Termination

EMPLOYMENT CHANGES

It is sometimes necessary to make changes relating to the employment status of students. Examples of the type of changes include:

1. Cancelling a student Work-Study employment
 - e. Student academically dismissed.
 - f. Student has withdrawn from the University.
 - g. Student has not reported to work after email notification
 - h. Student receive 3+ violations
2. Changes to Work-Study Allocation
 - a. Student receive increase in scholarships
 - b. Student offered additional work-study funding
 - c. Student pay rate has increased
3. Transferring the student to another poisiton.

HANDLING SEPARATION INCLUDING TERMINATION

Students' employment may end for various reasons: student initiated or supervisor initiated. In the case of unsatisfactory performance, supervisors are expected to use the following progressive actions:

1. **Oral Warning:** Discuss the problem(s) with the student, explaining what needs to change and set in place the steps, actions and/or processes that will make that change possible. The discussion should be documented for the supervisor's files.
1. **Written Warning:** Discuss the problem(s) clearly with the student, notifying the student of the possibility of termination if corrective action is not taken immediately. The warning should be in writing. Both the student and the supervisor should sign and date the warning. The supervisor should keep the original for their files, making a copy for the student and the Financial Aid Office.
2. **Notice of Termination:** Further evidence of continued misconduct must be fully documented and discussed with the student at the time they are notified of their termination/departmental transfer. Supervisors should contact the FWS Coordinator for any questions about terminating a student for unsatisfactory performance.

When a student ends employment for any reason, supervisors must complete the necessary actions required and contact the Financial Aid Office.

VIOLATIONS

Students' employment FWS violations. Students' receive violations for the following reasons:

1. Working over Allocated hours
2. Working during class time
3. Not Adhering to the FWS Rules and Regulations
4. Not Submitting Banner WTE timecard by deadline

Students occur violations throughout the academic year, Students receive 3 or more violations may be terminated from the Xavier Work-Study program

NOTE: Once a student's FWS offer has been cancelled the student is no longer allowed to work under FWS, and cannot volunteer.

GRIEVANCE PROCEDURE

Xavier University of Louisiana encourages its employees to seek a resolution of differences. To do this, an informal meeting may be conducted between the Supervisor and Student. The informal meeting must be documented in writing with signatures of the Departmental Supervisor and the student employee highlighting the discussion and solution(s). However, if a solution cannot be found, the employee has the right to make a formal appeal to the Associate Director of Financial Aid outlining the grievance and indicating any suggestions she/he may have regarding the resolution. The Director of

Financial Aid, the FWS Coordinator, and the supervisor will discuss the matter and convey a final written decision to the parties involved. There may also be instances where the Associate Director of Financial Aid, FWS Coordinator, Supervisor, and Student may meet to discuss the matter thoroughly.

NOTE: When sending correspondences, please include Supervisor's name and department and brief comment regarding the correspondence.

Section 7: General Information

NON-ENROLLMENT

A student may be employed through the FWS Program during a period of nonattendance, such as a summer term. A student must be planning to enroll (or to re-enroll), and must have demonstrated financial need for the next period of enrollment. The student's FWS (net earnings minus taxes and job-related costs) during this period of non-attendance must be used to cover expenses associated with his or her financial need for the next period of enrollment.

(www.ifap.gov/bbook/attachments/2013BlueBlookVo17Ch2.pdf)

- Non-Enrollment summer awards are separate from the award year
 - Students must be approved for eligibility and offered Non-Enrollment FWS by the Financial Aid Office
 - Students must have already been awarded Federal Work-Study and employed during the Spring semester.
- Non-Enrollment summer period allows students to work up to 35 hours a week and 7 hours a day. (Expected 1 hour off-clock lunch breaks are required when working 6 consecutive hours daily.)
- Students cannot work until a signed Non-Enrollment Summer contract is on record; otherwise, they will not be paid.

Supervisors will be contacted by the Financial Aid Office regarding FWS Student Evaluations and Departmental Student Request Forms for Summer Work-Study Non-enrollment Sessions.

- FWS Student Evaluations are essential for Department's request when requesting for returning student workers.
- Departmental Student Request Forms are essential for determining the number of students the department is requesting in new additional student workers and returning student workers.
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EMERGENCY CLOSING AND HOLIDAYS

During periods of inclement weather, all employees are expected to make every effort to report to work when normal operations are not officially cancelled or delayed. If student cannot report to work, student must contact their supervisor immediately.

Many holidays are enjoyed by the University community when they fall on a regular business day; however, Work-Study students are considered temporary employees and will not receive payment for any holiday when the University is closed and classes are not in session.

INJURY & ACCIDENT

If a student is injured or has an injury while performing their duties as a FWS student, the student must immediately notify the supervisor. Immediate first-aid treatment for the injury is available through the University's Health Services Center. The supervisor should immediately contact the Office of Financial Aid and the Office of Human Resources for further instructions.

Section 8: Forms & Instructions

TIMESHEETS

Funds offered by the Federal Work-Study program is earned (in the form of a paycheck/direct deposit) over the course of each awarded semester for the academic year. For each pay period, students submit time through WTE for supervisor's approval no later than 2:00 pm the Monday of the pay week.

Students are paid Bi-Weekly,

All student timecards must be submitted no later than the Monday after payroll ends by 10:00 a.m.

TRACKING HOURS

Students must clock in/out through WTE every day. Paper timesheets are only available if there is an error or the computer used to clock in/out is out of order.

Students/Supervisors must monitor students earned hours to prevent exceeding offered FWS hours. Supervisors and students are provided the XULA work-study time tracker. Maximum of 40 hours a payroll can be earned during the academic year.

- Hours earned exceeding 20 hours a week will not be paid by FWS funds.

- During non-enrollment sessions, students are allowed to work up to 35 hours a week.
- 1 hour-clock break must be taken after 6 consecutive hours.
- No more than 7 hours a day

PERFORMANCE EVALUATION

At the end of the Spring semester, supervisor must submit a Performance Evaluation Form. The Performance Evaluations Forms are if the Supervisor would like the student's to continue to work in department.

DEPARTMENTAL REQUEST FORMS

Prior to the start of each academic year, the Financial Aid Office will contact FWS Supervisor to complete a Federal Work-Study Department Request Form. The form must provide the job title, job description(s), and number of students requesting. For contacting purposes, please include supervisor's name, phone number, and number of students requesting. It is critical that the job description accurately reflect the duties a student employee will be performing.

AFFIRMATIVE ACTION

Xavier University of Louisiana (hereafter referred to as XULA) affirms a commitment to freedom from discrimination for all members of the University community. The University expressly prohibits discrimination against any person on the basis of race religion, national origin, marital status, gender, age, disability, political affiliation, or sexual orientation. Harassment is a form of discrimination. The responsibility for and protection of this commitment extends to students, administration, faculty, and staff. It encompasses every aspect of employment, every student, and community activity.

CONFIDENTIALITY

The University expects its employees (including FWS students) to be the most prudent in discussing **ANY** University business with others. Most, if not all work within Xavier University of Louisiana may be regarded as confidential, and it is in the best interest of the University and its employees if that work is not discussed indiscriminately with others who are not directly involved with it. Confidential University matters should not be the subject of casual conversation at **ANY** time. Matters concerning University finances, student/faculty information, and other such private or personal subjects should be held in the strictest confidence. Disregard for confidentiality result in disciplinary action by the FWS Staff and University personnel.

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that ensures the confidentiality of student records. Student employees of Xavier University of Louisiana are required to become familiar with the basic provisions of FERPA and acknowledge their understanding of its term by completing the FERPA form

online (prior to working). This will ensure students awareness of FERPA and its consequence of violating the terms while a University of FWS employee. FERPA violations may result in disciplinary action including, but not limited to, termination from a FWS job permanently for a student's career at Xavier University of Louisiana.

Students may NOT, under any circumstances, release student information to anyone other than the student, unless:

- Your FWS job, FWS supervisor, and/or University personnel permits.
- The students has provided a written statement giving permission for the University (FWS student) to discuss their file/information with a separate party.

Students must refer all request for information regarding a student to other available University staff, faculty, or FWS supervisor directly; this will ensure that student employees are not at risk of violating FERPA.

Students must also avoid acquiring student information that he/she is not required to possess and must **NOT** exchange student information that he/she has learned while in the FWS job. An example of disclosing student information and violating FERPA would be any of the following:

- Informing a student/parent/friend/ University employee of another student's class schedule
- Informing a student/parent/friend/ University employee of another student's phone number, e-mail, home/campus address, date of birth, etc
- Informing a student/parent/friend/ University employee of another student's personal information.

Section 9: Frequently Asked Questions

- Q. What is a FWS contract?**
A. FWS Contract indicates the student's Work-Study offer, allocated maximum hours to work, rate of pay, appointed department, immediate supervisor's name and effective dates of student's offer.
- Q. Can the Work-Study student work without a contract?**
A. NO! Hours worked prior to having a signed contract will be UNPAID.
- Q. How is the maximum number of hours on a contract determined?**
A. The hours are determined by: the amount awarded per semester
rate of pay
- Q. Can a Work-Study student change departments?**
A. No, changes to the department are not possible without the proper procedures completed by student, supervisor, and FWS Coordinator. (Contact the FWS Coordinator for additional information.)
- Q. What happens when a Work-Study student is at the end of the contract and has hours left to work?**
A. The contract will end on the end date and hours will be paid only for the hours worked up to the end date.
- Q. What are the duties of the Work-Study pertaining to the work site?**
A. The duties are based upon the approved position/job description, which must have prior approval by the Work-Study Coordinator. The supervisor may assign other various duties as long as they fall within the scope of approved position/job description.
- Q. What happens if Work-Study funds are depleted before the end of the semester?**
A. If the student has earned all of his/her FWS award before the end of the specified semester, the student's position ends. The student is removed from payroll. Students are encouraged to contact the Financial Aid Office prior to exhausting awarded funds to seek eligibility of additional award increases.

WHAT EVERY FWS SUPERVISOR SHOULD KNOW?

- Students will be assigned to departments based on the FWS request form submitted each spring. Departments should contact the Financial Aid Office if they need changes during the year.
- When hiring FWS students, be sure to explain exactly what will be expected of them in terms of job duties, attendance, and performance. It is helpful to put this in writing.
- All departments which utilize (FWS) must accept the responsibility of monitoring the number of hours worked, so that the student does not exceed the maximum allowable earnings stated on a contract.
- Do not allow any student- worker to work during class time. It is best practice to create a working schedule around the students scheduled courses.
- Do not allow a student to work before they have signed a **CONTRACT**. Supervisors should retain a copy of the contract form. Students cannot be paid until all forms are completed properly.
- If a problem arises with a student, try to resolve it if at all possible. If the problem cannot be resolved, the supervisors have the right to terminate employment. Students should be notified in writing as to why they are being terminated and a copy of the letter should be sent to Financial Aid.
- Supervisors must make students aware of confidentiality issues, responsibilities, policies and procedures. If a student will be working in a department that allows him or her to have access to confidential information, it is the supervisor's responsibility to inform and make sure that the student understands the consequences if any breaches of confidentiality occur. Also, it will be the supervisor's responsibility to pursue disciplinary action against the student if confidentiality is broken.

NOTE: Every student MUST sign a contract before they're allowed to work! If a student is allowed to work before signing a FWS Contract that department will be responsible for paying that student for time worked from University funds!

HOW STUDENTS GET PAID ON FWS

To be paid, FWS students must:

- Make sure all necessary paperwork (clearance form, I-9, W-4, L-4) has been completed and is on file in the appropriate office.
- Supervisors and/or students are to record work hours daily and sign time sheets at the end of the payroll period.

NOTE: THE DEPARTMENT EMPLOYING A FWS STUDENT IS RESPONSIBLE FOR ENSURING THAT ALL WTE ENTRIES ARE CORRECT AND VERIFY THE ACCURACY OF THE HOURS REPORTED.

- Time cards must be submitted as per payroll schedules.
- The Financial Aid Office will provide both students and departments with a schedule of pay periods. You must have identification to pick up paychecks.

By signing you have knowledge that you have received a copy of the FEDERAL WORK-STUDY SUPERVISORS HANDBOOK FOR XAVIER UNIVESITY. You also have acknowledged that you read and understand its contents.

SUPERVISOR NAME (Prints)

SUPERVISOR (Signature)

DATE