



# FEDERAL WORK STUDY

# EMPLOYMENT MANUAL

2014-2015

**GATEWAY TECHNICAL COLLEGE**

Financial Aid Office  
3520 30<sup>th</sup> Ave  
Kenosha, WI 53142  
(262) 564-2302

## **STUDENT EMPLOYMENT**

Federal Work Study (FWS) is a federal financial aid program designed to provide part-time employment for eligible students. Students must apply for financial aid and receive a FWS award from the Financial Aid Office in order to work under this program. Students who demonstrate financial need are awarded FWS funds on a first-come, first-served basis until funds are exhausted. Therefore, it is very important for students to be aware of and adhere to application priority dates. If students file for financial aid too late in the year, they may not receive a FWS award due to lack of funding, regardless of receiving a FWS award in the past.

The FWS award is detailed on the Award Letter and Letter of Employment. Throughout each term there will be designated priority application dates for finding a FWS position. If a position is not found by the date specified, FWS funds may be cancelled at that time.

The Federal Work Study program is designed for students who need the earnings from such employment to commence or continue their vocational or technical training. The type of work the students perform is that of an assistant or aide, preferably utilizing the skills required in their degree program. It is hoped that the student will find help in his/her future job search by developing job-seeking skills as well as job-holding skills such as dependability, honesty, loyalty, ability to follow directions, punctuality, and good job performance.

### **IMPORTANT!**

- **Students in this program may work up to, but not exceed, 20 hours per week. The number of hours worked in a semester may not exceed the amount listed on the award letter.**
- **Students must be enrolled in six credits or more during the semester in which they are working.**
- **Students are not allowed to work over breaks such as Spring Break or the Winter Break between Fall and Spring semesters.**
- **If the entire Fall semester award amount is not used, it can be transferred to the Spring semester.**
- **Students are not eligible to claim unemployment based on any FWS earnings.**
- **Earnings from FWS may interfere with unemployment benefits. It is the student's responsibility to check with their caseworker at the Unemployment Office to clarify his/her situation.**
- **A student may never work during scheduled class time. Work does not come before class.**

## **WORK AWARD AMOUNTS AND EARNINGS**

A student receiving FWS awards may earn up to the dollar amount of that award. The Financial Aid Office, the supervisor, and the student will monitor FWS earnings to ensure that the student's wages do not earn more than the awarded amount. If a student works over the allotted amount outlined on the award, the supervisor may be responsible for repaying the wages to Financial Aid out of his/her department budget.

It is possible for your work program and amount to change before and during the academic year. Changes could be the result of changing financial circumstances, receipt of additional financial aid, etc. It is your responsibility to notify your supervisor of any changes in your award and program amounts when you receive an updated award letter.

## **STUDENT APPLICATION AND JOB REFERRAL PROCESS**

### **HOW TO FIND A POSITION**

1. Available jobs are listed on TechConnect. Directions are provided to student's Gateway e-mail.
2. At the beginning of the school year these jobs are updated approximately every two weeks.
3. Follow the application instructions provided for each posting.
4. Supervisors will make a decision on employment and contact the FWS Liaison (FWSL)
5. The FWSL will generate the necessary paperwork and e-mail it to the student's Gateway account. **THESE DOCUMENTS MUST BE COMPLETED AND RETURNED TO STUDENT SERVICES OR THE FWSL IN ORDER TO RECEIVE PAYMENT FOR HOURS WORKED.**

### **REQUIRED DOCUMENTS**

Before an employee can be paid, **ALL** required documents must be received in the Payroll Department. Payroll is processed on a bi-weekly basis. After paperwork is turned in to Student Services for processing, it may take up to four weeks to receive the first paycheck.

#### **FWS student employees:**

1. Casual Employment Application
2. Letter of Employment
3. Form W-4
4. Form I-9 (Employment Eligibility Verification Form).
  - i. Driver's license or state ID card (or other acceptable document on List B)
  - ii. Original Social Security card (or other acceptable document on List C)
5. Direct Deposit Form **or** Higher One Direct Deposit Form
  - i. Direct Deposit Form requires blank check
  - ii. Higher One Direct Deposit Form requires Higher One authorization form
6. Student Employment Agreement

## **WORK HOURS**

### **TIME SHEETS**

- Work Study hours are recorded on a bi-weekly basis.
- Use 15-minute increments only.
- Time sheets are available from Enrollment Services Associates or the supervisor.
- Turn in timesheets on pay day in order to be paid on time for the next pay period. Do not hold on to them!
- Time sheets can also be found on the intranet at:

Intranet.gtc.edu → Human Resources → HR/Payroll/Employment Forms → Payroll Forms → Non-Instructional Time Sheet.pdf

#### *It is the student's responsibility to:*

1. Fill out the time sheet for each two-week period.
2. Sign the time sheet, verifying the hours worked.
3. The supervisor must submit the time sheet to Payroll by noon on the Tuesday after the 2-week pay period ends. Timesheets submitted later risk delaying the paycheck for those hours by two weeks.
4. **DO NOT HOLD TIMESHEETS TO HAND IN ALL AT ONE TIME.**

#### *It is the supervisor's responsibility to:*

1. Verify the number of hours worked and sign the time sheet.
2. Use the intercampus mail system, fax, or e-mail time sheets to Payroll in the Administration Building.
3. **ENROLLMENT SERVICES ASSOCIATES WILL NOT ACCEPT TIMESHEETS FROM STUDENTS.**

### **PAY ADVICES**

Pay advices can be found online by logging in to WebAdvisor. Log in using your User ID and Password. Click on the "Employees" tab on the right-side of the screen. Then, under Employee Profile, there is a link for Pay Advices. You may select any year you have worked to retrieve pay advices from. Your pay advice will detail specific information including taxes, exemptions, and pay period.

WebAdvisor → Login → Employees → Employee Profile – Pay Advices

### **PAYROLL**

Payroll has a two-week processing period. It may take about four weeks from the time all required documents are submitted to receive the first payroll deposit. Pay will be directly deposited bi-weekly into the account specified on the Direct Deposit form filled out by the student with employment application. Please keep bank account information current so there is no interruption in receiving funds.

### **W-2**

Tax regulations regarding FWS: all FWS earnings are taxable income and must be reported to the IRS if you are required to file a tax return. You may access your W-2 using the following method:

WebAdvisor → Login → Employees → Employee Profile – Available W-2 Statements

### **BREAK PERIODS**

A work study who works four or more hours, consecutively, is allowed to take a paid 15-minute break per four hours worked.

### **LUNCH PERIODS**

A work study student who works more than six hours must be scheduled for an unpaid period of one-half hour duration. This must be reflected on the timesheet.

### **HOLIDAYS**

Work Study employees are not entitled to vacation, holiday pay or other Gateway Technical College employee benefits.

### **SICK DAYS**

If you are ill, you should contact your supervisor as soon as you know that you will not be able to report to work as scheduled. Sick days are unpaid.

## **STUDENT RESPONSIBILITIES**

Student employment is considered a serious commitment. When hired for a position, the student becomes a member of a work unit that depends on the contributions of student workers as part of the regular staff. Therefore, a supervisor may reasonably expect you to do the following:

1. Report to work at the agreed-upon time and ready to work.
2. Attend to assigned duties on the job and not conduct personal business while at work.
3. Work with a cooperative and positive attitude.
4. Notify your supervisor as soon as possible if your work schedule changes. Projects and exams may occasionally interfere with your work schedule; notify your supervisor when such changes can be predicted.
5. If the student's academic schedule and work schedule are too demanding, contact the FWSL to discuss the situation. (It may be necessary to cut back on your work hours to concentrate on your course load).
6. Keep an accurate record of hours worked.
7. Submit the completed timesheet to the supervisor by noon on the Tuesday after the 2-week pay period ends. Timesheets submitted later risk delaying the paycheck for those hours by two weeks.
8. Notify the supervisor promptly in the event of a revision in your work study award amount.
9. Notify the supervisor of any job-related accident.
10. Report to work with professional etiquette. This includes, but is not limited to, proper dress, cleanliness, and personal hygiene. As a Federal Work Study Student at Gateway Technical College, your appearance will be expected to receive the acceptance of the public, fellow workers, and other students you will be coming in contact with.
11. Contact the Financial Aid Office if you terminate your FWS employment.
12. If the student's address changes, update your information on WebAdvisor.

## **CONFIDENTIALITY**

The Family Educational Rights and Privacy Act of 1974 as amended (Federal Register, April 11, 1988, Vol. 53, No.69) protects student records.

As a student employee, you may have access to student records that must be held private. It is expected that you will not discuss such information with relatives, friends, classmates, or others outside the college or in the public areas of the college. You should only discuss confidential information with other employees when it is necessary for the performance of your job.

## **GENERAL RULES OF CONDUCT**

Since the Federal Work Study program is considered to be a job situation, a student may be **dismissed** from the program for the following reasons:

1. Repeated poor attendance at your work study job assignment.
2. Poor work in assigned tasks.
3. Poor school attendance which results in dismissal from classes.
4. Misrepresentation of hours.
5. Breaching Confidentiality Rules as stated on the previous page.
6. Falling below 6 credit hours during the semester.

If there is a problem with a work study assignment, please contact the FWSL to discuss the options.

## **SAFETY ATTITUDES AND SAFETY HABITS**

A top priority at Gateway Technical College is that every employee has a positive attitude toward safety and demonstrates safe work habits at all times. Employees' actions, more than safety programs, are the determining factor for a safe work place. In fact, 85-95 percent of all accidents could be prevented through elimination of unsafe acts by employees. Accidents are controllable, manageable, and foreseeable.

### **SAFETY TIPS TO HELP REDUCE UNSAFE OCCURENCES**

- ✓ Pay attention to your surroundings when walking or moving about and do not be in a hurry mode. Taking this action alone helps to eliminate unnecessary slips, trips or falls.
- ✓ Use a safe stool or ladder instead of a chair when reaching to get objects from a shelf. Plastic, folding, and other types of chairs are accidents waiting to happen. If a floor has ceramic tile or a very slippery surface, use a step stool or a ladder that has rubberized footing because this will prevent movement and most likely a fall.
- ✓ Knowledge of lifting principles and proper techniques is essential in the prevention of back injury. Back disk degeneration is the cause of 70 percent of back injuries. Back pain is caused by stress, inactivity and poor posture. Unsafe acts such as stretching or twisting while lifting are major causes of back injury claims.
- ✓ Think twice before moving a heavy object. Ask your self these questions: Does moving this object require another person or mechanical assistance? Could moving this desk or equipment result in a back strain or a more severe injury? Am I in good physical shape? Do I have a medical condition that could be irritated or severely worsened by moving this object?

## **AFFIRMATIVE ACTION / EQUAL OPPORTUNITY POLICY**

It is the policy of Gateway Technical College not to discriminate in admission to, or participation in, its programs and activities on the basis of race, color, national origin, ancestry, creed, religion, family or medical leave, disability, gender, sexual orientation, arrest record or conviction, retaliation, union or nonunion affiliation, or membership in the National Guard, state defense force, or any reserve component of the military forces of the U.S. or Wisconsin.

## **HARASSMENT**

Harassment against any employee or student on the basis of race, color, gender, national origin, age, disability or other protected status is an unlawful employment and education practice and is prohibited.

Harassment on the basis of gender is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or enrollment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or enrollment or creating an intimidating, hostile, or offensive work/learning environment, or
4. such conduct otherwise adversely affects an individual's employment opportunity or enrollment at Gateway.

Please refer to your Student Handbook to review the complete policies on Affirmative Action, Equal Opportunity and Harassment.

## **FWS LIAISON CONTACT INFORMATION**

### **Federal Work Study Liaison**

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Updated 8/18/2014