



Work Study Student Handbook  
Student Financial Services

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Media, Pennsylvania 19063  
610-892-1500

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## **What is Work Study?**

Work Study is a program that provides funding for college students to work part-time in jobs on campus, at an non-profit organizations and government agencies in the local Community. The program recognizes, encourages, and promotes work-learning programs as a valuable experience for students to complement their coursework.

## **What types of positions qualify for Work Study?**

A Work Study job can be just about anything that is relevant to the business conducted in a College department or external organization. It can be secretarial or administrative work or Work Study students can help in areas such as marketing, public relations, computers/IT, data entry, tutoring, etc. <sup>1</sup>

## **How many hours can I work?**

Work Study jobs are part-time positions. Students in the Federal Work Study program can be eligible to work up to 20 hours per week. Eligibility for Federal Work Study is specific to each student and is dependent upon your financial aid package, number of credits in which you are enrolled, and the date you begin working. On Campus Work studies earn \$12 per hour and off campus earn \$14 per hour.

## **When can I work?**

Students in the Federal Work Study programs can work any term that they are enrolled in as long as they meet the eligibility requirements listed below and funding allows it. Students in these programs can work only during the terms when classes are in session, and during the breaks in between each term, as long as there is a need for services in that department/organization. They must continue to be eligible for funds and have not exceeded their unmet need.

You can work anytime during the day/night and any day of the week that the department/organization normally operates. However, the hours you are scheduled to work must take into consideration your class schedule.

**YOU SHOULD NEVER SCHEDULE WORK SHIFTS AT TIMES THAT CONFLICT WITH, OR OVERLAP WITH YOUR CLASS SCHEDULE. <sup>2</sup>**

## **Who receives Work Study?**

Federal Work Study is awarded to students based on the information presented on the Free Application for Federal Student Aid (FAFSA) each year. The FAFSA application and college financial aid packaging policies are used to determine whether you are

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<sup>1</sup> The areas of a business which students are prohibited from participating include politics and religion.

<sup>2</sup> Students who do not attend class but report to work, will get a warning for the first time, then will be terminated for any other subsequent occurrences.

eligible for Federal Work Study.

### **What are the eligibility requirements?**

Federal Work Study eligibility is determined by several combined factors including:

- FAFSA
- Federal Financial Aid Packaging Policies
- Student's Academic Progress
- Student's GPA must be a 2.0 or higher
- Enrollment in at least 5 credits in the term programs and at least 6 credits in the semester programs.

### **What is the Work Study placement process?**

When you visit the Financial Aid Office or front desk of your campus, you *must* fill out a work study application. The Financial Aid Office will review your Financial Aid package for eligibility and call you if there are any Work Study positions open. You will then be scheduled an interview with the hiring department.

If you receive a job offer, you must sign a Work Study Confidentiality Agreement, I-9, and W-4. The Business Office will be notified to e-mail you our new hire packet to be completed as well. Your supervisor will be given a Federal Work Study Authorization Form from the Financial Aid Office advising them how many hours you are awarded per week, total award, hourly rate, and term dates the authorization is good for.

**\*\*\*ALL WORK STUDY STUDENTS MUST BE RE-EVALUATED FOR FUNDING AFTER EVERY TERM\*\*\***

### **What is expected of me as a Work Study student?**

Work Study students are employees who are being paid to work and will be held to the same/similar standards as other College/Organization employees. These standards should be reasonable and in line with the type of work being required, work location, and all federal, state, and local laws. These expectations will be outlined during the interview and again when you begin working.

You will be expected to complete all assigned projects and tasks completely, accurately, and on time. You should arrive promptly and be ready to begin working at the time you are scheduled. You should be reliable in coming to work and always call prior to being late or if you are unable to be there for a scheduled shift.

If there is a slow period when there is not enough regular work to fulfill your hours, you may be given the option to assist with other tasks or to work less hours during the "down" time.

**WORK STUDY DOES NOT MEAN THAT YOU COME TO WORK TO STUDY.**

### **Absenteeism and Tardiness**

Missing work without calling first or with no explanation is NOT acceptable. Instances of tardiness or absenteeism will be addressed immediately and if it happens continually your supervisor has the right to terminate your employment.

### **Work Performance**

Your supervisor will communicate their expectations regarding job performance and work quality as soon as you begin working. If your performance is not meeting these expectations or standards, this will be addressed with you so that any problems can be rectified.

### **Personal Appearance**

As a student worker, you are expected to maintain a personal appearance that is appropriate to the job and the setting in which you are working. Your attire should also be consistent with any safety guidelines and the policies of the College and the department/organization where you are working.

You should be made aware of any policies regarding dress at the interview and again when you begin working. Anytime you do not comply with the policy or dress in a manner which your supervisor deems inappropriate for the workplace, this will be addressed immediately. You may be given the option to cover up or change inappropriate attire for the remainder of your shift or you may be sent home with instructions on how to dress appropriately for your next scheduled work shift.

### **Confidentiality**

Confidentiality by student workers on the job is extremely important. The Work Study Coordinator at your campus will review the confidentiality guidelines with you before you start working. You will sign a confidentiality agreement before you can begin working (attached). Your supervisor may also require you to sign an additional confidentiality agreement for their department/organization.

### **Meals/breaks**

You may be given time off from a shift for a meal or break if the shift falls over a mealtime or is long and warrants a break. It is important to note however, **YOU WILL NOT BE PAID FOR TIME AWAY FROM THE JOB FOR MEALS OR BREAKS.**

### **Disciplinary Action**

Unfortunately, in some cases disciplinary action will need to be taken. Failure to report to work, repeated tardiness, unsatisfactory work habits, unprofessional dress, falsifying information on timesheets, are among the list of possible reasons for disciplinary action. If these types of actions occur repeatedly, it may be cause for termination.

## **What can I expect from my supervisor?**

The supervisor is responsible for all hiring, termination, and day-to-day oversight of Work Study students. In addition, your supervisor is responsible for ensuring that you are trained and oriented for the position and work in your department/organization.

The supervisor oversees student work and ensures that students are actually working the hours scheduled, as well as ensure students are not working during scheduled class hours. Supervisors will be asked to verify this information every two weeks by signing your timesheet.

It is the supervisor's responsibility to ensure that you are meeting the expectations of the position. If you are not meeting those expectations, it will be brought to the student's attention right away in order to resolve any issues.

## **How are timesheets and payroll handled?**

Work Study students are paid bi-weekly. The pay rate is based on the position responsibilities and skills required for each job. A payroll schedule will be provided to you with your payroll paperwork as part of the hiring process.

You must complete a timesheet every two weeks for the hours worked during that pay period. **IT IS VERY IMPORTANT TO COMPLETE THE TIMESHEET IN FULL.**

You should complete the information at the top of the form. The dates for the pay period and number of hours worked each day, along with a total of the hours should be completed on each timesheet. You should sign the timesheet and then present it to the supervisor who will verify the hours worked, once your supervisor signs your timesheet, you must turn it into the Financial Aid Office.

### **Accurate information reporting**

- You should list the number of hours worked per day, including the actual time of the day the hours were worked. Also include any scheduled breaks.
- Hours will be paid in 15 minute increments only. The time sheet should reflect partial hours as .25, .5, or .75 only.
- All copies go to the Financial Aid Department for approval and signature.
  1. The Yellow Copy stays with the Financial Aid Department.
  2. The White Copy goes to the Business Office.
  3. The Gold copy goes to your Supervisor.
  4. The Pink copy is yours to keep for your records

### **How timesheets are submitted**

Timesheets are typically due to the Financial Aid Office on the Friday of the 2<sup>nd</sup> week of the pay period. If there are any changes in due dates, you will receive an e-mail from the Financial Aid Office.

If you are unable to get the timesheet to the Main campus by the due date, you may wish

to fax the timesheet in order to be paid on time. Timesheets can be faxed to: 610-892-1537; However the original copy must still be submitted to the Financial Aid Office.

**Who do I contact with questions or concerns?**

Questions regarding Work Study policies and procedures can be directed to the Financial Aid Director at: [lblomgren@pit.edu](mailto:lblomgren@pit.edu) .

Questions regarding payroll can be directed to the Payroll Coordinator at the Main Campus at: [rdevenny@pit.edu](mailto:rdevenny@pit.edu).



FEDERAL WORK STUDY APPLICATION

NEW REHIRE

STUDENT NAME: STUDENT SSN:

PHONE NUMBER

EMAIL ADDRESS:

STUDENT MAJOR: GPA:

REQUESTED DEPARTMENT:

TERM / AWARD: FALL WINTER SPRING SUMMER

Empty rectangular box

This section is to be filled out by the Financial Aid office IF student is hired.

HIRING DEPARTMENT OR ORGANIZATION:

SUPERVISOR:

SUPERVISOR SIGNATURE: DATE:

MAXIMUM WEEKLY HOURS:

AWARD: \$ HOURLY RATE: \$

TERM START DATE: TERM END DATE\*\*:

\*\*All Work Study Students must be re-evaluated for WORK STUDY NEED after this date. It is possible that with each semester or term, the students' Financial Aid may change, which can alter eligibility.

STUDENT SIGNATURE:

DATE:



## WORK STUDY CONFIDENTIALITY AGREEMENT

I \_\_\_\_\_ understand and agree that as a condition of my employment in the Federal Work-Study program at the Pennsylvania Institute of Technology, that I must at all times keep confidential any sensitive information which I may come across or have access to. This includes, but is not limited to, confidential information that is pertinent to students, employees, donors, clients, customers, applicants, and their associated records/files, financial records/budgets, and other information that if released, may be harmful to the College/Organization and/or individual persons.

I understand and agree that all information is personal and confidential and may not be independently discussed, transmitted, published, or reproduced for any reason or under any circumstances. However, I realize that if directed by a College/Organization Official to do so, I may be required to divulge confidential information in order to comply with governmental laws and regulations or to conduct College/Organization business with individuals who have a right and need to know such information, or to comply with court-ordered/subpoenaed requests for information.

I agree to consult with my immediate supervisor for proper protocol regarding the release of confidential information.

I understand that failure to comply with this agreement may result in immediate termination from my Federal Work Study position and/or criminal or civil prosecution. I further understand that I will be prohibited from participating in the Federal Work-Study Program in the future.

I understand that this agreement is valid throughout my term of employment with the College.

\_\_\_\_\_  
Work Study Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work-Study Coordinator Signature

\_\_\_\_\_  
Date

Pennsylvania Institute of Technology  
 800 Manchester Avenue; Media, PA 19063

**FEDERAL WORK-STUDY TIME SHEET**

\_\_\_\_\_  
 Employee Social Security Number \_\_\_\_\_  
 \_\_\_\_\_  
 Department Hire Date Employer  
 \_\_\_\_\_ to \_\_\_\_\_  
 Pay Period Award Hours Remaining Hours Hourly Rate

DAY	TIME IN TIME OUT	MINUS LUNCHTIME	TOTAL HOURS
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

TOTAL HOURS FOR WEEK END \_\_\_\_/\_\_\_\_/\_\_\_\_

DAY	TIME IN TIME OUT	MINUS LUNCHTIME	TOTAL HOURS
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

TOTAL HOURS FOR WEEK END \_\_\_\_/\_\_\_\_/\_\_\_\_

**TOTAL HOURS FOR BOTH WEEKS**

I certify that the hours represented above are correct, work as performed satisfactorily, and no work was performed during scheduled class hours.

\_\_\_\_\_  
 Supervisor's Signature Date

I certify that this is an accurate record, and the time worked was not during scheduled class hours.

\_\_\_\_\_  
 Student Employee's Signature Date

I certify that we are in receipt of this time sheet, and the student is still eligible for Work-Study.

\_\_\_\_\_  
 Financial Aid Administrator Signature Date

WHITE: PAYROLL (B/O) YELLOW: FINANCIAL AID GREEN: STUDENT PINK: SUPERVISOR

# SAMPLE COMPLETED FEDERAL WORK-STUDY TIME SHEET

Pennsylvania Institute of Technology  
800 Manchester Avenue; Media, PA 19063

## FEDERAL WORK-STUDY TIME SHEET

JOE STUDENT \_\_\_\_\_ Employee 123 - 45 - 6789 Social Security Number  
Academics \_\_\_\_\_ Department 6/29/16 Hire Date PIT Employer  
6/29/16 to 7/10/16 Pay Period \_\_\_\_\_ Award Hours \_\_\_\_\_ Remaining Hours \_\_\_\_\_ Hourly Rate \$12

DAY	TIME IN	TIME OUT	MINUS LUNCHTIME	TOTAL HOURS
MONDAY	10	2		4
TUESDAY	10	2		4
WEDNESDAY	10	2		4
THURSDAY	10	2		4
FRIDAY	10	2		4
SATURDAY				
SUNDAY				

TOTAL HOURS FOR WEEK END 7 / 5 / 16 \_\_\_\_\_ 20

DAY	TIME IN	TIME OUT	MINUS LUNCHTIME	TOTAL HOURS
MONDAY	10	2		4
TUESDAY	10	2		4
WEDNESDAY	10	2		4
THURSDAY	10	2		4
FRIDAY	10	2		4
SATURDAY				
SUNDAY				

TOTAL HOURS FOR WEEK END 7 / 10 / 16 \_\_\_\_\_ 20

TOTAL HOURS FOR BOTH WEEKS \_\_\_\_\_ 40

I certify that the hours represented above are correct, work as performed satisfactorily, and no work was performed during scheduled class hours.

\_\_\_\_\_  
Supervisor's Signature \_\_\_\_\_  
Date

I certify that this is an accurate record, and the time worked was not during scheduled class hours.

\_\_\_\_\_  
Student Employee's Signature \_\_\_\_\_  
Date

I certify that we are in receipt of this time sheet, and the student is still eligible for Work-Study.

\_\_\_\_\_  
Financial Aid Administrator Signature \_\_\_\_\_  
Date

WHITE: PAYROLL (B/O)    YELLOW: FINANCIAL AID    GREEN: STUDENT    PINK: SUPERVISOR

## **TIPS FOR SUCCESS ON THE JOB**

**Dress Appropriately for the Job** – Ask about dress requirements and notice how others dress.

**Be Reliable** – Be at work at the agreed upon times. If you are going to be late or absent, call in advance as soon as possible to your start time to inform your supervisor.

**Have a Positive Attitude** – Be enthusiastic, friendly, and show initiative. Avoid confrontation, complaints, and criticism. Use appropriate language when speaking with your co-workers and supervisor.

**Be Productive** – Complete the tasks you are given in a reasonable amount of time. Follow directions and ask questions if you need clarification or further information. Take pride in the quality of work you produce.

**Limit Personal Business** - Use your time at work for job-related tasks. If you complete all tasks given to you, ask your supervisor and/or coworkers if there are any additional tasks you can assist with. If your employer allows you to do homework during work hours, be sure you have exhausted all work tasks completely and correctly first.

**Do not use your cell phone for personal calls during work hours.**

**Address Concerns** - If you have concerns about your position, or the work you are doing, don't be afraid to ask your supervisor.