College Work Study Handbook
Federal Work-Study Program and Florida Work Experience Program

Administered by the Financial Aid, Veteran Services, and Scholarships Office
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INTRODUCTION

This handbook will provide you with the policies and procedures of the College Work-Study (CWS) program at Pensacola State College. The CWS program is administered by the Financial Aid Office.

Pensacola State College has three separate and distinct programs through which the institution can pay students for work on campus.

1. Federal Work Study (FWS) - a federally funded, need-based program designed to pay students with established economic need for campus work. Eligible students are identified and assigned placement with the College departments on campus by the Financial Aid Office. The College makes every effort to place students in positions that relate to their program of study. Funding for this program is limited to the annual USDOE allocation.

2. Florida Work Experience Program (FWEP) - a state funded, need-based program designed to place eligible Florida citizens into work experience that will complement and reinforce the student's educational and career goals. Eligible students are identified and assigned placement with the College departments on campus by the Financial Aid Office. Renewal eligibility is determined at the end of the spring term of each academic year. Funding for this program is awarded during fall and spring terms and is limited.

3. Budget Student Assistant Program - a program funded by Pensacola State College whereby departments may choose students to work without regard to economic need. The Budget Student Assistant Program is not managed or monitored by the Financial Aid Office. The respective department must have funding approved through the College budget process and submit the required purchase orders. The department directly hires their Budget Student Assistant. These students are set up for payroll through the Human Resources Office. Their payroll time sheets are also submitted directly by the department to the Payroll Office (For guidance see The College Manual of Procedures Number 432).

A student may not be employed through the College's contracted employment agency (currently Kelly Services) and as a CWS student (budget, federal, or state). A student may not work for both budget and federal or state concurrently.

PURPOSE

The primary purpose of the CWS Program is to stimulate and promote part-time employment of eligible students. It is designed for those students who are in need of earnings to pursue a course of study in an eligible program of postsecondary education at Pensacola State College.

The CWS Program is designed to provide assistance to departments and not to replace existing fulltime positions. It is administered in accordance with the laws, regulations, and other instructions issued by or on behalf of the U.S. Secretary of Education and/or the State of Florida. Participating institutions and their designated departments are responsible for the daily operation of the program including job development, selection, placement, supervision and payment, maintenance of records, and preparation of required reports.

OBJECTIVES

The objectives of the CWS Program are to provide:

1. A source of financial assistance for students with demonstrated financial need;
2. Work experiences which complement the participant's education; and
3. Services that otherwise would not exist to participating public institutions and agencies.

ELIGIBILITY REQUIREMENTS

To be eligible for the CWS Program, a student must:
1. Complete an error free and accurate Free Application for Federal Student Aid (FAFSA) and have sufficient remaining financial need in order to receive the award;
2. Have a minimum 2.0 cumulative GPA;
3. Maintain Financial Aid Satisfactory Academic Progress (FASAP);
4. Be enrolled in an eligible program of study;
5. Be enrolled at least half-time (minimum of 6 credits) in courses required for their declared program of study.

SELECTION PROCESS

Step 1: File the FAFSA

To qualify for CWS programs students must complete the Free Application for Federal Student Aid (FAFSA) each academic year. Students can complete this application by going to studentaid.gov. Once this application is submitted, it will take 3 to 5 business days for the Financial Aid Office to receive the application. Note: Some students may need to provide additional documentation to have a complete Financial Aid File. This documentation is requested on Workday in the form of Action Items. Students will need to submit all requested documentation to be reviewed by the Financial Aid Office. Once it has been reviewed and approved by the Financial Aid Office, the students Financial Aid File will be considered complete. The Financial Aid File must be complete so the Financial Aid Office can determine CWS Program eligibility.

Step 2: Express Interest

Students must request CWS Program consideration each academic year. They can do this by answering "Yes" to the Federal Work Study question when they complete the FAFSA or by emailing the Financial Aid Office at workstudy@pensacolastate.edu. Students employed through the CWS program in one academic year are not automatically eligible for CWS in the next academic year. Returning CWS students with complete financial aid files are given priority consideration. The next consideration will be for students that have expressed interest and have complete Financial Aid Files if funding is available.

Step 3: Determination of Eligibility and Notification

The Financial Aid Office requires that the student provide accurate and current contact information, campus preference, department preference, and any previous work experience if applicable. Previous work experience is helpful; however, it is not required. After the student expresses interest, the Financial Aid

Office will ensure the student meets ALL eligibility requirements and has Financial Need. Once eligibility has been determined, the student is notified via Pirate Mail of their eligibility status.

Eligible students will also be notified of their allowable work hours per week, and the minimum hourly wage for the academic year. It is the student's responsibility to notify their hiring supervisor of the maximum hours the student can work per week. The minimum wage is specified in the Pensacola State College Salary Schedule provided by the Payroll Department for each academic year.

To assist with placement the Financial Aid Office notifies College Departments of eligible students by sending lists with the student's name and estimated work hours allowed per week via Pirate Mail. The Departments are responsible for initial contact, interviewing, and selecting students for hire within their department.

Please Note: A department may request a student that is not listed in the email notifications from the Financial Aid Office provided the student meets all other CWS eligibility criteria.

The Financial Aid Office reserves the right to alter the conditions of the program at any time due to funding limitations and federal regulations. Such modifications may include: allowing or not allowing students to work during school semester breaks, reducing the maximum hours of work per week, and closing the College Work Study program prior to the end of the academic year.

CWS students are students first; their primary responsibility is their education. Many of the students selected will have little or no work experience. With this in mind, CWS students are not expected to perform functions or have skills at the same level as a full-time college employee, nor are they to replace a full-time college employee.

NOTE: Ultimate authority rests with the Financial Aid Office for determining eligibility and placement of CWS students in a College department.

Step 4: Criminal Background Checks

Florida law requires criminal background checks for employees and volunteers who work in "certain selected positions." Pensacola State College is in full compliance with the statutory requirements; therefore, criminal background checks are mandatory for all employees and volunteers who work with minor children. (A minor is defined as someone who is 17 years old or younger, who is unmarried, and has not been emancipated by order of the court.)

Department heads are responsible for making sure all new hires and volunteers who work with minor children complete a Criminal Background Check.

If negative results are reported, the Director of Human Resources, the college Police Chief, the Department Head, and in some cases the executive administration, will make a decision as to whether the applicant can be hired. If the individual has already been hired, a decision will be made regarding whether the student employee should be retained or terminated. Results of the criminal background check will be kept on file in the Human Resources Department.

CWS PLACEMENT PROCEDURE

The Financial Aid Office finalizes the placement of eligible students for CWS positions. The Financial Aid Office must be notified by the College Department of their decision to hire a student via Pirate Mail. The

department must provide the students' name, hiring supervisor, and desired start date. The Financial Aid Office will then notify Human Resources of the selected student, the hiring department, hiring supervisor, and the desired start date via Pirate Mail. New CWS Students or Returning CWS students that cease employment for a year or more will have to complete the Onboarding Process. Please see below the process for New and Returning CWS Students. The Onboarding Packet and Onboarding Items must only be completed prior to the first semester of employment or when the student needs to make a change to any of their information after they are hired.

New CWS Students:

The Human Resources Office will send placed students an Onboarding Packet via Pirate Mail and assign students' Onboarding Action Items via the New Hire Onboarding Site. The Onboarding Packet includes the following sections:

1. Employment Application
   a. Student Information
   b. Education
   c. Employment Experience
   d. References
2. Self- Identification Information Form (Voluntary)
3. What to Expect After Completing and Returning Packet
   a. Discusses the New Hire Onboarding site that contains the required onboarding items that must be completed prior to date of hire.
4. FRS Employment Certification Form
5. Employment Eligibility Verification Form (I- 9 Verification of U.S. Citizenship or Residency status)
   a. Social Security Card
   b. Acceptable documents listed on Page 13 of the Onboarding Packet
6. Background Check Information and Instruction

NOTE: The student must take their valid driver's license or valid state issued identity card and their Social Security card to Human Resources located in building 7 on the Pensacola campus.

As discussed in the Onboarding Packet, students will receive 2 notices to the email address provided on the completed onboarding packet.

1. First Notice is a welcome message from Pensacola State College, the student's Username for the New Hire Onboarding Site and the Single Sign On site, myPSC Apps.
2. Second Notice is a link and temporary password to the New Hire Onboarding site. The temporary password for the New Onboarding site.

The New Onboarding Site allows the student to complete and review all onboarding items that were not completed when filling out the Onboarding packet. All Onboarding Items must be submitted or reviewed for accuracy prior to the student's date of hire. It also provides instructions on how to access myPSC Apps and the student's workstation on and after the student's hire date.

The student will need to submit a completed Onboarding Packet to the Human Resources Office and ensure all Onboarding Items on the New Hire Site have been completed to be issued an Official Start Date.

Note: A student will not receive an official start date until Human Resources has received all required onboarding documentation. A student may not work prior to receiving the official start date.

Returning CWS Students:

Those students who are currently working as a CWS student must remain otherwise eligible each semester in order to continue their job in their assigned department.   The Financial Aid Office will ensure each student meets eligibility requirements and notify the department of the student's continued eligibility. The Financial Aid Office will also notify each student of the maximum hours they can work per week and the hourly minimum wage rate as specified by payroll for each term.

CONDITIONS OF EMPLOYMENT

As part of the CWS program, the student must exhibit an ethical responsibility to do the best job possible for their supervisors and coworkers and maintain an appropriate level of respect for the College, faculty, staff, students, and facilities.

For pay purposes, work weeks begin on Monday and end on Friday for students. Work assignments are for no more than 25 hours per week and are never to exceed the total number of semester awarded hours. The acknowledgement of the work assignment by the department head affirms that they accept the student assigned and agree to work the student no more than the total allocated number of hours per week and per semester.

Departments and/or students who fail to comply with the limits of the assigned hours and thus exceed 25 hours worked per week and/or work any hours in excess of the awarded total number of semester hours will have the following immediate consequences:

- First Incident – Department will receive a warning email stating the work study student went over their allotted hours.
- Second Incident – Department will lose their eligibility for a work study student for the semester and the student will be ineligible to work for the semester. The department may request another student the following semester. If dollars are available to fund the position, the request will be considered; however, there is no guarantee.

SUPERVISOR RESPONSIBILITIES

The CWS Program is set up under "an hour's pay, for an hour's work" arrangement. This program provides payment on an hourly rate basis (minimum wage), as confirmed by the online time sheet approved by the supervisor. The department head/supervisor will have the following responsibilities when a student is assigned to their department:

- **Work Schedule:** Establish a clearly defined work schedule that is agreeable to the department and the student. The student cannot work during scheduled class time. The department is required to work with

the student to ensure that the student's Work Schedule does not conflict with the students scheduled class time.

- **Job Description:** Provide the student with a copy of the job description and inform the student of the expectations, exact job duties and responsibilities. Sufficient training and job performance feedback is the supervisor's responsibility. Departments are required to create a file for each work study student in the department containing the job description, student work schedule, etc. The tasks assigned to each student must not contain any Personally Identifiable Information that can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information.

- **Supervision:** Maintain adequate supervision of student with regard to promptness and regularity of attendance and quality of job performance. The student must report to the supervisor or designee each work day. The supervisor should keep track of the student's hours worked on a daily basis. Departments are required to have the student sign-in and sign-out of the Time Submission tool on Workday. The hours entered on the sign-in/sign-out form must be submitted each week. This can be done by the student clicking the review button on entered time and then by pressing submit. To ensure a student is paid biweekly the student must submit all hours worked bi-weekly by 4 p.m. on the day published by Payroll. Upon verification of the accuracy of hours worked, the online timesheet is to be approved by the hiring supervisor by the appropriate published deadline. CAUTION: Your CWS student cannot work more than 25 hours per week. Any excess hours worked must be paid from your department's budget funds.

- **Enrollment:** Monitor student's enrollment. Notify the Financial Aid Office if the student's enrollment drops below the required minimum of six credits and notify the student they must stop working. Important: Hours worked after a student becomes ineligible cannot be paid by federal or state funds; the department must pay the student from departmental budget funds.

- **Conferences:** Conduct periodic conferences with student to provide job performance feedback and training. These conferences may provide the department and the student an excellent opportunity to discuss mutual expectations in terms of job performance, correct deficiencies, and positive reinforcement of those areas of good performance. Document in writing any of these conferences and, if necessary, give the student a copy with a timeline to correct any deficiencies. Notify SJS Office in writing when these conferences are held with the student.

- **Resignations:** If a student wishes to resign from their assigned position, they must notify their Direct Supervisor and email the Financial Aid Office at workstudy@pensacolastate.edu of their decision. Please note that the Financial Aid Office cannot guarantee the student will be placed in a new department if they choose to resign.

- **Compliance:** Monitor and adhere to the published timesheet calendar. Be sure to read emails from the Payroll Office concerning any changes to timesheet submission dates and/or times.

- **Timesheets:** Submit completed and verified timesheets online via the student's Workday portal.

  Fall & Spring Term: No later than 4:00 p.m. on Friday after the end of the pay period

Summer Term: No later than 5:00 p.m. on Thursday before the end of the pay period

Any exceptions to these days/times will be posted in emails from Payroll. Timesheets not submitted online by the posted deadline may be submitted for payment with the next scheduled payroll.

- **Emergency:** In the event of an emergency involving injury, illness or an accident to the CWS student, the supervisor must report it to Public Safety at 850-484-2500.

  The police officer will contact the clinic nurse. When calling the College Police Department, be prepared to provide the following information:

  a. Location of the emergency (campus, building and room number)
  b. Nature of emergency (sickness, fall, etc.)
  c. Name of person calling
  d. Telephone extension number where referral person can be reached.

STUDENT RESPONSIBILITIES

The CWS award enables the student to work and earn money for college expenses while learning valuable on-the-job skills, to gain experience, and provide an opportunity to obtain future recommendations from supervisors. It is imperative that students assigned to campus departments follow certain departmental and College policies (Exhibit 1) relative to their work assignment. Students will sign and return exhibit 1 to the Financial Aid Office.

College Work Study students are expected to:

1. Perform assignments in a serious and responsible manner. Failure to perform satisfactorily will result in removal from the assignment and/or from the CWS program.

2. Follow a predetermined work schedule. There is not a provision for paid breaks; if the student wishes to take a break or lunch, student must sign-out and sign-in.

3. Practice perfect attendance and punctuality.

4. Maintain a daily accurate electronic payroll timesheet that does not exceed hours assigned based on student's award.

5. Submit the completed online timesheet to the supervisor in a timely manner to meet the posted deadline.

6. Notify the supervisor when illness or some other unforeseen circumstance prevents reporting to work as scheduled. If an extended absence is necessary due to medical complications, the student should contact their supervisor immediately. A signed release form from a physician may be required prior to returning to work.

7. Remain in the assigned position for the academic term/year. Should there be a justifiable reason on the part of the student and/or supervisor, a transfer will be considered.

8. Submit resignation notification promptly to the supervisor if the student resigns from the program before the work assignment ends.

9. Notify Human Resources, Admissions/Records, and Financial Aid Office of any changes, such as name, address, phone number, marital status, exemptions, etc.

10. Reapply for financial aid annually by completing the [Free Application for Federal Student Aid](FAFSA). The completed results must be sent electronically to the Financial Aid Office. Use the PSC College code 001513.

11. Comply with the [Acceptable Use Policy for IT Services](). These policies include but are not limited to *Refraining from any illegal or improper activity that would lead to unauthorized access into any IT resource, system or user account.

12. If a CWS student has completed all assigned tasks and responsibilities as assigned by a supervisor and receives supervisor approval the student may complete homework or other school related assignments during their scheduled work hours for CWS.

STUDENT ENROLLMENT AND PERFORMANCE STANDARDS

1. Students must be enrolled in a minimum of six credit hours each term in courses required for their declared program of study. Non-credit courses do not count in computing the student's enrollment level. Students not meeting the half-time enrollment requirement are no longer eligible for the CWS program. Warning! Students missing more than the allowed number of classes may be withdrawn by their instructor without the student's knowledge; therefore, it is imperative that the supervisor monitor the student's enrollment status.

    NOTE: Hours worked after a student becomes ineligible cannot be paid by federal or state funds. The department must pay the student from their departmental budget for the hours worked over the maximum allowed.

2. CWS students are required to maintain Financial Aid Satisfactory Academic Progress (FASAP). Students placed on Financial Aid Suspension are not eligible to continue to work. A detailed explanation of the Financial Aid Satisfactory Academic Progress is found in the college catalog. The student should review the PSC website concerning the appeal process and contact the Financial Aid office regarding appeal procedures.

3. CWS students are expected to perform their duties in accordance with the standards established by the department for which they work.

4. The award for the year will allow the student to work up to a specified number of hours per term and hours per week. Students are not to work over 20 hours per week during the term and must work at

least 10 hours per week. This allows the otherwise eligible student to work from the beginning to the end of the term.

5. Students are not allowed to work during a scheduled class.

6. Students must perform in a satisfactory manner to remain in the CWS program. A student being awarded CWS does not guarantee the retention of a job. It is the student's responsibility to perform his/her duties in a satisfactory manner as determined by the department.

PAYROLL/TIMESHEETS

Each CWS student is responsible for maintaining their own daily timesheet via Workday, which is used to compute the total number of hours worked. Supervisors are accountable for validation and certification of hours to be paid. The student and the supervisor are responsible for submitting timesheets online to the Payroll Office. Departments who repeatedly submit timesheets incorrectly or who consistently turn in timesheets late will risk losing the CWS position.

Guidelines for completing Payroll Timesheets:

1. Time worked should be rounded to the nearest 15 minutes (do not include scheduled class time).

2. The department head/supervisor must certify all College work hours. Failure on the part of the student and/or supervisor to accurately record the number of hours worked or if hours are worked in excess of the student's award, will result in the Department being responsible for obtaining funds, other than CWS funds, to pay those hours.

3. The supervisor will verify the hours worked each week. It is the responsibility of the supervisor to determine how they track the hours worked and submitted by the student.

4. A timesheet not submitted online by the deadline or submitted for a previous payment period will be submitted to Payroll for the next pay period.

DISCIPLINARY PROCEDURES

A supervisor contemplating disciplinary action shall review the relevant circumstances with the appropriate administrators in the Financial Aid Office. In order to strengthen the student employee/supervisor relationship, guidelines are designed to allow supervisors to be consistent when taking disciplinary action.

A disciplinary action may involve an oral or a written reprimand depending on the degree or seriousness of the deficiency or problem. Action shall be taken only after there has been a thorough review of the problem and discussion with the student and Financial Aid Office.

A CWS student who is unwilling or unable to perform his/her job satisfactorily will be required to have a conference with the supervisor to determine whether the situation can be resolved. If the situation is resolved, the student is given opportunity to continue working. The supervisor should maintain and forward documentation of the conference to the Financial Aid Office to place in the student's CWS file with both the student and supervisor's signature. If, after a set period of time, the situation has not been resolved, the

student will be given a written reprimand. A copy of this shall be sent to the Financial Aid Office to place in the student's CWS financial aid file and employment will be terminated by the Financial Aid Office. The Financial Aid Office will notify Human Resources to remove the student from payroll records.

RESIGNATION/TERMINATION

The supervisor may be justified in terminating the student from the CWS assignment in the department after a conference (or after more than one conference) is held with a student to discuss poor work performance. When the CWS student continues to perform unsatisfactorily,

Departments who find it necessary to terminate the CWS student for other mitigating circumstances (Other than end-of-term or end-of-year assignment) should discuss the situation for guidance with the Financial Aid office prior to taking any action. If it is determined that the student should be terminated, the department should notify the Financial Aid Office by emailing workstudy@pensacolastate.edu. The Financial Aid Office will then notify the Human Resource Office to ensure student is terminated.

Absence for three consecutive days without appropriate contact with the department supervisor for authorization shall constitute grounds for termination of employment.

CWS students who voluntarily decide to terminate their CWS assignment should give at least two weeks' notice prior to ending their work study assignment for reasons other than end-of-term or end-of-year assignment. CWS students are required to notify their supervisor in writing and email the Financial Aid Office at workstudy@pensacolastate.edu.

A copy of the email will be kept in the student's Financial Aid Office file. Human Resources will be notified to remove the student from the payroll records.

NOTE: Federal Work Study and Florida Work Experience do not qualify for Unemployment Compensation. Student requests for a Reference, or Employment and or Unemployment Verification must be directed to the College Human Resources office.

Exhibit 1

PENSACOLA STATE COLLEGE
COLLEGE WORK STUDY PROGRAM
STATEMENT OF UNDERSTANDING, CONFIDENTIALITY, AND CONDITIONS OF EMPLOYMENT

As part of your work study job at Pensacola State College, you have a responsibility to your supervisors and coworkers. Please read the following statements regarding confidentiality and employment standards. Read and initial each statement. Print and sign your name at the bottom.

_____ I understand that all information gained from official files (office or computer generated) or heard in the course of my employment is strictly confidential and as such, is not to be shared with anyone other than those authorized to receive this information. The disclosure of such information is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA).

_____ I understand that violation of confidentiality is illegal and, as such, is a breach of ethics and is subject to termination of employment at Pensacola State College.

_____ I acknowledge that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law.

_____ I understand that the use of the College office computers is strictly for the purpose of conducting business in the office and not for personal use. Access to the Internet for personal use is prohibited.

_____ I agree that if a computer password is provided to me, it is not to be used outside the office and is not to be shared with anyone other than those authorized.

_____ I agree that if a copier password is provided to me it is not to be used outside the office and is not to be shared with anyone other than those authorized.

_____ I understand I am responsible for reading and adhering to the policies and procedures as outlined in the "College Work Study Program Policies and Procedures" handbook.

_____ I understand it will be my responsibility to adhere to these requirements and any violation may result in a departmental transfer or termination from the program and loss of my college work study financial aid award.

_____ I understand that my work hours are not to exceed 25 hours per week and I am not allowed to work during a scheduled class unless the class did not meet or I was released early from class. Instructor approval is required and instructor approval form will be required at time of timesheet submittal.

_____ I have read and understand the Acceptable Use Policy for IT Services and understand that the use of the College office computers is strictly for the purpose of conducting assigned business in the office and not for personal use. Access to the Internet for personal use is prohibited.

_____   _____

Student Name   Student ID

_____   _____

Signature   Date