



Coppin State University

Office of Financial Aid

**Federal Work-Study (FWS)  
Student Handbook  
2010-2011**

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## **INTRODUCTION**

The Federal Work- Study (FWS) Program is a federally funded, need based program that provides students with financial need, an opportunity to defray the cost of higher education through part-time employment. The FWS program provides employers with vital student support while providing students with invaluable employment opportunities and experience.

Approximately 200 undergraduate and graduate students participate in the program each year. They have a wide range of career goals, majors and backgrounds. Students are able to gain real world work experience while working around their class schedule; a plus with regard to future employment in their career of choice. Students are able to choose which jobs they want to interview for and employers are able to choose which students they want to hire.

An added bonus is that FWS earnings from the previous year do not affect the following year's application for financial aid.

## **ELIGIBILITY**

A student may be eligible for employment under the Federal Work- Study Program if the student meets all the following requirements:

- 1.) A student must be admitted to the University.
- 2.) A student must demonstrate financial need. Need is determined by an evaluation of the student's Free Application for Federal Student Aid (FAFSA). A student may then be eligible for Work- Study or other financial assistance depending upon the amount of need established.
- 3.) A student must be enrolled on at least a half-time basis and maintain satisfactory academic progress.
- 4.) A student must be:
  - (a) a citizen of the United States;
  - (b) a permanent resident of the U.S.;
  - (c) in the United States for other than a temporary purpose and be able to provide evidence from the Immigration and Naturalization service with the intention of becoming a permanent resident, or
  - (d) a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands.
- 5.) A student must be in satisfactory academic standing while employed. Satisfactory academic standing includes maintaining a 2.0 accumulative GPA for undergraduate students and a 3.0 accumulative GPA for graduate students. Both categories of students must have a 66% completion rate.



## HOW TO APPLY

To apply for financial aid, students must:

- 1.) Complete a Free Application for Federal Student Aid (FAFSA) or complete an application online at <http://www.fafsa.ed.gov> and indicate that you are interested in the Federal Work-Study Program.
- 2.) List Coppin State University on the FAFSA (School Code: 002068) **NOTE: THIS MUST BE DONE EACH ACADEMIC YEAR.**

## FINANCIAL AID AWARD SUMMARY

Work-Study awards are listed on the Award Summary that can be accessed on Eaglelinks. If a student has been awarded Work-Study, it will be listed on the award summary. Students must print the award summary and report to the Work-Study Coordinator for placement within two weeks of receiving this award notification. The student must also bring two acceptable forms of identification (i.e. driver's license, state I.D. card, social security card).

## STUDENT ASSIGNMENTS

Students will complete a Skills Assessment Form. The Skills Assessment Form will evaluate the students' work skills and abilities. The results of the assessment will be used to match the student to a job assignment. Once a match has been made, the student will be given a Job Assignment Form and Student Contract. The student must report to the site supervisor for an interview. If the supervisor decides to accept the student, the supervisor will complete the Job Assignment Form and Student Contract. The student must return these forms to the Work-Study Coordinator. Failure to return forms in a timely manner will cause a delay in payroll processing. The student will not receive a paycheck until all payroll forms are completely processed. Students are permitted to have only one (1) Work-Study assignment at a time. **NOTE: IF THE SITE SUPERVISOR DECLINES THE PLACEMENT, THE STUDENT MUST REPORT TO THE WORKSTUDY COORDINATOR FOR ANOTHER WORKSITE REFERRAL.**

## TYPES OF FEDERAL WORK-STUDY EMPLOYMENT

**On campus:** Students may apply to positions from nearly 100 departments. Opportunities include office and clerical support, tutoring, research and laboratory support and others that may be specific to the employer's needs.

**Community Service Employers:** Students may apply for community services opportunities in tutoring, social services and more.

**America Reads –America Counts Program:** Through these programs, Coppin State University students provide math and reading tutoring to local elementary school students. For more information, please contact the America Reads-America Counts Office at 301-314-READ.



## FEDERAL WORK-STUDY REQUEST PROCESS

A student may submit a request for the following reasons:

- 1.) An increase in FWS award;
- 2.) Not awarded FWS even though the student indicated on the FAFSA that he/she was interested.
- 3.) Contact the Office of Financial Aid to retrieve FWS Request Form.

### STUDENT WORK HOURS

A student's Job Assignment Form will reflect his/her estimated hours per semester and per week. Students can not exceed 8 hours per day. Students can not work more than 5 hours without taking at least a 15 minute break. The break must be indicated on the timesheet. Students working more than 8 hours per day or more than 5 hours without a break can not be paid for the additional time. Students are permitted to work a maximum of 20 hours per week. **NOTE: OVERTIME IS NOT PERMITTED.**

During the summer session, students may work 40 hours per week, if the office hours will allow it and if the student has unmet need in their budget. Students may also work up to 40 hours per week during the Spring and Winter semester breaks.

Students are not permitted to work during scheduled class times.

Students are permitted to work during Winter break, up to 40 hours if not enrolled in courses and up to 20 hours if enrolled full time. Please be advised that working during the winter break may affect the available funds to earn during the spring semester. Students are also permitted to work during Summer break, up to 40 hours if not enrolled in courses and up to 20 hours if enrolled full-time.

### STUDENT PAY BLANK TIME SHEETS AND PAYROLL SCHEDULES

They can be obtained from the Controller's Office. Supervisors are responsible for submitting timesheets to the Office of Financial Aid every other Thursday by noon. Students are not allowed to deliver timesheets to the Office of Financial Aid. The payroll schedule will include the exact dates that timesheets are due. If timesheets are not received by the deadline, students will not get paid until the next pay date. The Payroll Schedule will also indicate the biweekly date that checks may be picked up from the Cashier, 2nd floor, Miles Connor Administration Building. Paychecks must be picked up by 4:00 p.m. or they will be mailed to the address on the 311T. **NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO INDICATE THE CORRECT MAILING ADDRESS.**

### PAYCHECK

Students will not receive a paycheck until all forms are completely processed. It takes approximately four to six weeks to complete this process.

Students are paid on a bi-weekly basis through State of Maryland paychecks. Earnings are FICA exempt, but are also subject to all applicable federal, state and local taxes. Since earnings are taxable, students



will receive W2's at the end of the year. For additional tax filing information, go to [www.irs.gov](http://www.irs.gov) or consult a tax advisor.

Students may enroll in direct deposit. Please see the Federal Work-Study Coordinator to the form in the Office of Financial Aid.

### **LATE TIMESHEETS**

If timesheets are late, paychecks will be delayed. You will not receive that pay until the next scheduled pay date.

### **EARNINGS FRAUD**

Students will only be paid for hours worked. If any student intentionally submits fraudulent time cards or time sheets to their employer, the FWS office will notify the Coppin State Judicial Officer.

### **LUNCH BREAKS**

Your timesheet should only reflect the actual hours worked to the nearest half hour.

### **SCHEDULE CHANGES**

If you are unable to work any assigned hours, contact your supervisor immediately. If the situation is temporary, you should make up the hours. If the situation is permanent, contact your supervisor and the Work-Study Coordinator.

### **PERFORMANCE APPRAISALS**

Employers are strongly encouraged to give feedback to students on their work performance at the end of every semester. The FWS program recommends that the employer keep a copy of the appraisal and send a copy to the Office of Financial Aid.

### **WORK-STUDY CONTRACT BALANCE**

Students are responsible for keeping track of the number of hours worked and the amount of money earned. Students who work beyond the contract amount may not be paid for those hours worked. Amount earned can be tracked by retaining copies of timesheets and/or YTD (year-to-date) totals on pay stubs.



## **WORK-STUDY AWARD PERIOD**

Award periods are listed on the Student Job Assignment Form and Student Contract. Students are not allowed to work beyond the award end date listed on these forms. Students will not be paid for hours worked beyond the award end date.

## **CANCELLATION**

The Financial Aid Office may cancel a student's award if he/she:

- 1.) fails to maintain satisfactory academic progress;
- 2.) fails to report to the Work-Study Coordinator within two weeks after being awarded;
- 3.) fails to report to the work site within seven days of the starting date on the Job Assignment Form;
- 4.) has received another award or scholarship of which the Financial Aid Office was unaware of at the time the Work-Study award was made or;
- 5.) fails to submit a timesheet for two consecutive pay periods.

## **TERMINATION**

The work site supervisor may terminate the employment of a Work- Study employee whose job performance, conduct and/or dependability is unacceptable according to departmental and Federal Work-Study standards. The supervisor is responsible for justifying the termination in writing and sending it to the Work-Study Coordinator.

## **GRIEVANCES**

The following procedures should be followed when students and/or supervisors in the Federal Work-Study Program believe they have been treated unfairly. Submit a written statement to the Director of Financial and Work-Study Coordinator describing the nature of the grievances and reasons why the action was unfair. In all cases of grievances, final disposition will be made by the Director of Financial Aid.

## **MONITORING**

The Federal Work-Study Program is monitored on a regular basis to assure that both students and supervisors follow all rules and regulations. Timesheets are inspected for conflicts with hours worked and class schedule. Supervisors are responsible for signing timesheets and certifying actual hours worked by students.

## **INCLEMENT WEATHER**

If the University closes due to inclement weather the student will not be paid, even if the student was scheduled to work. Please watch your local weather channel or visit [www.coppin.edu](http://www.coppin.edu) for weather updates.



## **STUDENT RESPONSIBILITIES**

- 1.) Arrange a work schedule with supervisor.
- 2.) Maintain your established work schedule. If unable to work designated hours, notify the supervisor and mutually arrange a new schedule.
- 3.) Be punctual. If delayed, contact supervisor and make up time missed.
- 4.) Complete time sheets on a daily basis.
- 5.) Sign timesheets before submittal.
- 6.) Notify the supervisor in advance of any absences.
- 7.) Do not work during class time. Students who submit timesheets that conflict with class schedules will not be paid for that time. Students who continue to violate this rule will be in jeopardy for forfeiting their FWS award. Working during class time is only permitted if the class is canceled. In such case, an e-mail from the instructor must be submitted to [cgreen-creek@coppin.edu](mailto:cgreen-creek@coppin.edu).
- 8.) Observe the dress code expected for your work site.
- 9.) Perform all tasks to the best of your ability. If you have any questions or problems, consult your supervisor.
- 10.) Do not study, sleep, or read during work hours.
- 11.) Adhere to rules and regulations established for student employees at your work site.

### **Additional Guidelines**

- 1.) FWS students may not work more than 20 hours/week during the academic year.
- 2.) Do not exceed the total allocated dollar amount or hours allotted. Students may not work past the last day of the semester. If a student wishes to maintain work study for the summer, they must be enrolled for the upcoming fall term and have applied for Federal Student Aid to determine eligibility again.
- 3.) Payroll is bi-weekly and is directly deposited into an account.
- 4.) To remain eligible for FWS, students must maintain satisfactory academic progress.

## **SUPERVISOR RESPONSIBILITIES**

- 1.) Develop a desired work schedule with the student(s).
- 2.) Retain copies of time sheets and other payroll forms in a designated office folder to assist students in keeping track of hours worked.
- 3.) Insure that students sign-in daily on time sheets.
- 4.) Define students' duties and explain the job as thoroughly as possible.
- 5.) Introduce students to other employees.
- 6.) Explain rules and regulations relevant to the work site.
- 7.) Give day-to-day supervision. Follow-up on students' work assignments.
- 8.) Inform students of the dress code expected for the work site.



- 9.) Notify students in advance of your absence and give instructions for that period of time.
- 10.) Submit written justification for termination of FWS student(s) to the FWS office.
- 11.) Sign the students' time sheets certifying actual hours student (s) worked. Supervisors are responsible for submitting a neat and accurate timesheets. Supervisors who knowingly permit students to forge time sheets will not be allowed to employ students.
- 12.) Submit all timesheets with signatures to the Financial Aid Office by Thursday 12 noon. Students are not allowed to deliver timesheets to the Financial Aid Office.

#### Additional Guidelines

- 1.) There is no comp/snow/sick/vacation days or overtime for students. It is "hours worked equals hours" paid.
- 2.) The supervisor is accountable for hours worked and ensuring that a student is not working during class time.
- 3.) Students may not supervise other students.
- 4.) Students must work during department/office hours. Work cannot be done from campus dorm or home.
- 5.) Supervisors must monitor, in conjunction with the student that they do not go over their work study allocation.
- 6.) A student cannot begin work until the Work Study Authorization Form is completed and you have a copy.
- 7.) In the event that the primary supervisor is not available, there must be a back-up person who will fill in during the absence of the supervisor. This should be someone who can verify the hours a student has worked.
- 8.) Students cannot work more than their maximum hours per week as indicated on their Authorization forms. This policy will be strictly enforced.
- 9.) It is your responsibility to ensure that students do not work over their maximum work-study earnings allotment.



## FWS CONTACT INFORMATION

Hours of Operation:

Monday through Thursday:

8:30a.m.-4:30p.m.

Friday:

8:30a.m.-3:00p.m.

FWS Location:

Miles Connor Building

Main Office Number:

410-951-3636

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