

FEDERAL WORKSTUDY PROGRAM

Federal Workstudy is a federally-supported program of part-time employment. The purpose of the Federal Workstudy Program is to expand part-time employment opportunities for students who are in need of earnings to defray the cost of higher education.

ELIGIBILITY

A student may be eligible for employment under the Federal Workstudy Program if the student meets all the requirements listed below:

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 Workstudy or other financial assistance depending upon the amount of need established.
3. A student must be enrolled on at least a halftime 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.

HOW TO APPLY

To apply for financial aid, students must:

- Complete a Free Application for Federal Student Aid (FAFSA) or complete an application online at <http://www.fafsa.ed.gov>.
- List Coppin State University on the FAFSA (**School Code: 002068**)

This must be done each academic year.

FINANCIAL AID AWARD SUMMARY

Workstudy awards are listed on the Award Summary that can be accessed on Eaglelinks. If a student has been awarded Workstudy, it will be listed on the award summary. The student must accept the award before reporting for placement. The student must also bring two **acceptable** forms of

identification.

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 Workstudy 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.

NOTE: IF THE SITE SUPERVISOR DECLINES THE PLACEMENT, THE STUDENT MUST REPORT TO THE WORKSTUDY COORDINATOR FOR ANOTHER WORKSITE REFERRAL.

STUDENT WORK HOURS

A student's Job Assignment Form will reflect his/her estimated hours per semester and per week. Students cannot exceed 8 hours per day. Students cannot 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.

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

STUDENT PAY

BLANK TIME SHEETS AND PAYROLL SCHEDULES can be obtained from the Controller's Office. Supervisors are responsible for submitting timesheets to the Controller's Office every other Thursday by noon. Students are not allowed to deliver timesheets to the Controller's Office. 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.

FIRST PAYCHECK

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

LATE TIMESHEETS

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

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 Workstudy Coordinator.

WORKSTUDY 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.

WORKSTUDY 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:

- a. fails to maintain satisfactory academic progress,
- b. fails to report to the Workstudy Coordinator within two weeks after being awarded,
- c. fails to report to the work site within seven days of the starting date on the Job Assignment Form.
- d. has received another award or scholarship of which the Financial Aid Office was unaware of at the time the Workstudy award was made, or
- e. fails to submit a timesheet for two consecutive pay periods.

TERMINATION

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

GRIEVANCES

The following procedures should be followed when students and/or supervisors in the Federal Workstudy Program believe they have been treated unfairly. Submit a written statement to the Director of the Center for Counseling and Student Development outlining the nature of the grievances and reasons why the action was unfair. In all cases of grievances, final disposition will be made by the Associate Vice President of Student Life.

MONITORING

The Federal Workstudy 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.

WORKSTUDY GUIDELINES

STUDENT'S RESPONSIBILITIES

1. Arrange a work schedule with your 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, make up the time missed.
4. Complete time sheets on a daily basis.
5. Submit neat, accurate time sheets for the supervisor's signature. Students who submit inaccurate time sheets and/or submit times not actually worked will have their WS award revoked.
6. Notify the supervisor before any absences.
7. Do not work during class time. Students who submit time sheets that conflict with class schedules will be in jeopardy of forfeiting their WS awards.
8. Observe the dress code expected for your work site.
9. Perform all assigned tasks to the best of your ability. If you have any questions or problems, consult the supervisor.
10. Follow rules and regulations established for student employees at your work site.

SUPERVISOR'S RESPONSIBILITIES

1. Develop a desired work schedule with the students.
2. Retain copies of time sheets, payroll forms, and class schedules 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 the students' duties and explain the job as thoroughly as possible.
5. Introduce students to other employees in the area.
6. Explain rules and regulations relevant to the work site.
7. Give day-to-day supervision and follow-up on students' work assignments.
8. Inform students of the dress code expected for the work site.
9. Notify students before your absence and give instructions for that period.
10. Submit a written justification for termination of WS students to the WS office.
11. Sign the students' time sheet certifying actual hours students worked. Supervisors are responsible for assuring that students do not work during class time, and submit neat, accurate time sheets. Supervisors who knowingly permit students to submit inaccurate time sheets will not be allowed to employ students.
12. Submit timesheets to the Controller's Office by time and date listed on Student Pay Schedule.

Career Services Center

Linda W. Bowie
Director

Seana T. Coulter
Cooperative Education/Internship Coordinator

Helen D. Dunkley
Workstudy Coordinator

Location
J. Millard Tawes College Center
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