WORK STUDY GUIDE
For STUDENTS
WORK–STUDY GUIDE

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Welcome

Welcome to the Federal and State work-study program! We are excited that you will have the opportunity to help fund your education expenses through a variety of employment opportunities. It is our hope that you experience countless opportunities that will help further your career and educational goals.
1.1 What is Work-Study?

The Work Study Program (WSP) is a need based grant. The Federal Work Study Program (FWS) and the State of Texas Work Study Program (TWS) provide part-time employment for qualified students who must earn a part of their educational expenses in order to continue and/or complete their academic goals.

The Texas Work Study Program differs from the federal program in that it is restricted to residents of the state of Texas. This grant allows a student to work a part-time job, either on-campus or off-campus, with an organization, that has an approved Contract and Agreement with Houston Community College.

In order to be eligible for Work Study, students must document financial need every year by completing the Free Application for Federal Student Aid (FAFSA). A student must indicate on the FAFSA that they are interested in the work study program. All degree and eligible certificate programs are eligible. All work study awards are based upon eligibility and the availability of funds.

There are two (2) types of grants that can be awarded to a Student.

1. A Federal Work study Award. This award may be granted to students that are residents or non-residents of the State of Texas. However, will depend on the funding source.
2. A Texas Work study Award. This award is restricted only to residents of the State of Texas.

The student’s Financial Aid Award Letter will indicate that he/she has been awarded federal or state college work-study. Work-study funds are awarded on a first come, first served basis. Students should complete the FAFSA by the priority date of April 15th to receive consideration for a work-study award for the following Fall/Spring academic year.
1.2 Purpose

The Financial Aid Office (FAO) administers and facilitates the Federal and State College work-study programs. The FAO is designed to help students pursue their education goals by providing employment resources and professional development opportunities through work-study. The Work-Study Program also provides a student employment pool to Houston Community College and to federal, state and local public agencies.

The Financial Aid Office is committed to assisting students to develop as employees. In doing so, students reap the benefits of professionalism and marketability as they prepare for their careers upon graduation.

Each campus has a work-study representative that serves as the liaison for work-study students and the Work-Study Coordinator.

As part of overseeing the Work-Study program, the office monitors the students’ hours worked, remaining funds and monthly payroll.
Work study is a form of federal/state financial aid, a student must complete a needs analysis application (FAFSA) and exhibit need in order for Work study to be awarded. Work study is frequently awarded in conjunction with other types of financial aid programs in a “package”. This package may consist of various types of aid such as grants, loans, and/or scholarships. Only degree or certificate (eligible for financial aid) seeking students who are U.S. citizens or who are in the U.S. on a permanent resident visa are eligible for the program. Applicants must be enrolled in at least half-time (six (6) credit hours) to qualify for Texas Work study and Federal Work study during the semester of employment. Enrollment is continuously monitored and verified by the Work study Coordinator each semester. Once the student ceases to maintain the minimum enrollment hours required, employment will immediately be terminated and the WS award will be null and void. In a nutshell the following criteria establish a student's eligibility for Work study (WS) at Houston Community College. A student must show documented financial need every year by completing the Free Application for Federal Student Aid (FAFSA). Need is determined by an analysis of financial resources available to the student.

- A student must indicate their interest in the Work study program on the FAFSA
- A student must be awarded Federal Work study or Texas Work study on their Financial Aid Award Notification and ACCEPT that award.
- A student must be enrolled in at least six (6) credit hours a term for the Federal WS program or Texas WS program.
- A student must be enrolled in the required hours or sign 'Intent to Enroll Statement.'
- A student must meet Satisfactory Academic Progress Policy standards as set by the Office of Financial Aid.
- A student cannot be in default on a federal loan.
- A student cannot receive financial aid (WS included) at two different colleges at the same time.

Students need to re-apply for financial aid early every year!
The Financial Aid Office Work study Program:
Every effort will be made to assist the student in obtaining part-time employment, however employment is not guaranteed. Information and counseling will be provided to students and supervisors who have questions or concerns regarding Work study employment. Procedures and policies will be clarified upon request, and alternatives discussed.

Student Employees:
The student is expected to earn the entire Work study award. However, earning the amount awarded cannot be guaranteed, as the student’s work schedule and rate of pay may not permit the student to earn his/her entire award. Any funds unearned at the end of the award period will be forfeited. The student should consider the amount of their award when applying for positions. The award is the total gross dollar amount a student may earn during the award period. The student and supervisor share responsibility for keeping track of the student’s monthly earnings in order to avoid an over-award situation.

It is the student’s responsibility to ensure time correction forms are complete and signed by all parties each pay period (if applicable) and submit it to the Financial Aid Office before the time approval deadlines. If the time correction form is faxed please make sure to submit the original to the office within two (2) business days of the due date.

The student is expected to adhere to his/her work schedule and be on time. Each student is expected to perform his/her work assignments in a satisfactory manner. Students may not “fill in” for another student at work or work during class times. It is the student’s responsibility to notify the supervisor in sufficient time if he/she is to be absent. Each employee is responsible for the accuracy of the time reported as worked.

All Work study student employees are subject to name-search background checks in accordance with state law.

Supervisors:
The supervisor should hire only those students who will meet the department’s need. Every effort should be made to ascertain the level of skills possessed by the student and to determine whether the student has the level of skill needed to perform the job.

It is essential that the supervisor clearly explain the performance expected to each student employee, and provides sufficient opportunity for questions and clarification if needed. If the student is not performing in a satisfactory manner, the supervisor needs to contact the Financial Aid Office and assistance from the Career Planning and Resources Office may be requested.

Each on-campus department should make sure their Work study students receive the proper Time & Labor UTRAIN training so they have access to @yourservice. Supervisors
must make sure that students are clocking in/out and for meals, and that any time correction forms have been submitted to the financial aid office in a timely fashion. If the form is faxed please make sure to submit the original to the office within two (2) business days of the due date.

The supervisor is expected to develop a work schedule with the student employee that will allow reasonable earnings of the Work study Program award amount. WS award amount and estimated maximum hours per week will be communicated to the supervisor and student by their assigned Work study Associate at their college. If/when a student is getting close to exhausting their Work study award, the Work study Associate will communicate this to the student and supervisor as well as an estimated termination date.

Supervisors are expected to see that student employees have enough work to do. Since it is illegal to pay a student Work study Program funds if the student is not working, supervisors should assign temporary work if there is a slack period. There is a general misconception that students can “study” while at “work,” that is not the case and is not permitted and should be clarified to the student.

**NOTE:** Any hours worked over-time or worked in excess of their Work study award by the student, once notification has been given, may result in the employing department being required to pay the 75% federal/Texas share at a later date based upon audit findings.

At the end of each term of employment, the supervisor will complete a Work study Program Employment Evaluation on each student employee and discuss the evaluation with the student. Upon completion, this form will be submitted to the Financial Aid Office for inclusion in the student’s Work study file and it is recommended you issue a copy to the student.

All employees related problems should be discussed directly with the student involved. The Financial Aid Office and Career Planning and Resources Offices are available as a resource only after all the avenues for solution of a problem have been explored.
The student employee has the following responsibilities:

1. I must complete, sign, and submit all necessary documents for employment.
2. I must provide my supervisor a copy of my official class schedule.
3. I must arrange a work schedule with my supervisor, report to work consistently and on-time, and have my supervisor approve any changes to my work schedule.
4. I must dress appropriately for the work-environment.
5. If I work off-campus at a community service organization, I must maintain a daily record of hours earned with my supervisor. My supervisor will submit my time sheets to the College’s work-study coordinator.
6. I must monitor my hours earned to ensure I DO NOT exceed 8 hours per day and 19.5 hours a week.
7. I understand that student employees are permitted to have a 15 minute break for every four consecutive hours of work. Student workers that work more than five (5) consecutive hours in a day will be allowed to take a maximum one-hour break.
8. I must enter my time error free according to the published pay period dates. Failure to submit time by the deadline will result in a delay in payment. Consecutive late submissions may result in termination.
9. It is my understanding that I am not allowed to work during scheduled class periods.
10. I understand that I will be paid on the 15th and the 30th working day of each month unless that day falls on a holiday or weekend.
11. The department/college computers are college property and may not be used for personal projects (without the supervisor’s permission), games, surfing the internet or visitation of inappropriate sites.
12. I understand that student employees do not receive sick leave, vacation, holiday pay, and do not qualify for unemployment benefits when the work-study position comes to an end.
13. I understand that as a Work-study employee I am compensated hourly up to my maximum Work-study award. Any unearned funds are forfeited.
14. I understand that my Work-study position may be terminated for any of the following reasons:
   A. Failure to remain enrolled in a minimum of 6 hours.
   B. Failure to maintain the minimum satisfactory academic progress requirements.
   C. Absences on three consecutive work days without permission.
   D. Excessive absences, tardiness, or early leave without notice or approval.
   E. Poor job performance, major or minor offenses, theft or gross insubordination.
15. I understand that my Work-study assignment could be revoked at any time by the Financial Aid Office, in order to maintain compliance, protect the integrity of the program and/or stay within the annual Work-study allocation.
Pay Period / Timesheets

On-campus work study students. It is the student’s responsibility to make sure they are clocking in and if an error is made, a Time Correction Form is submitted on time. A student must clock in using the Time & Labor web clock and first-time students must complete UTRAIN training before they are granted access. If a student forgets to clock in/out or enter a meal punch, they must submit a Time Correction form to the Work study Associate. Incomplete or illegible time correction forms will be returned. If it is not submitted on time, a student may not be paid until the following pay period.

- Students are expected to sign into the @yourservice portal and clock in/out, and out for meals.
- The direct supervisor will monitor each student’s work and work time.
- Students have access to print a Time Card from their @yourservice access. The direct supervisor should ask a Work study student to print a time card periodically to ensure they are following the established work schedule.
- It is the student’s responsibility to make sure any time correction forms are turned into their assigned Work study Associate as soon as possible so exceptions/errors can be corrected in a timely manner and the pay schedule won’t be disrupted.
- At Houston Community College, Work study employees work an average of up to nineteen and a half (19.5) hours per week depending upon their Work study award, funding availability, as well as abiding by satisfactory progress requirements.
- Any apparent inconsistencies in time punches and time worked will be checked and action taken if evidence of falsification exists. This is grounds for immediate termination and student may not be able to continue in the Work study Program in future terms. Time worked is paid according to nearest quarter hour using decimals.

Example: 0-15 = .25 16-30 = .50 31-45 = .75 46-59= next hour

Late Time Correction Forms or Timesheets will not be processed until next pay period.

WS students should clock-in and clock-out each block of time worked.

Off-campus work study students. It is the student’s responsibility to make sure their timesheet has been submitted and received by the Work Study Associate at his/her campus. If the student forget or is absent on the day that timesheets are due, a student may not be paid until the following pay period.
Note: Padding of time reports is a federal offense that will result in permanent termination from the program. You may also have to meet with the Dean of Students and/or Director of Financial Aid for further disciplinary actions. Each student should take time to properly clock in/out and sign in and out each workday to ensure that only time actually worked is entered.

1.6 Avoiding Fraud and Consequences

Houston Community College (HCC) recognizes the responsibility to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the College by College employees and student workers and when appropriate, to pursue legal remedies available under the law. HCC will take appropriate disciplinary and legal action against employees who commit fraud. Appropriate action includes terminating employment, pursuing restitution, and forwarding information to appropriate authorities for criminal prosecution. This policy is designed to inform HCC employees of their responsibilities for detecting and reporting suspected fraud.

1.7 Benefits of Work-study

- Work-Study provides many valuable experiences. Future employers are generally impressed with students who have job experience and who have worked while attending school.
- Work-Study creates an atmosphere to practice communication, interpersonal skills, time management and other work place techniques within the student's job.
- Part-time employment through Work-Study enhances your education and adds a new perspective to your studies. You will see things from another point of view, which will help to develop your analytical and critical thinking skills.
- Your Work-Study supervisor may become an excellent reference. Your Work-Study job adds a new dimension to your career planning and distinguishes your background from other job seekers.
1.8 Security

- Do not share your password or security question with anyone.
- Do not leave your computer unattended if you are still logged into the system. You may press CTRL-ALT-Delete to lock your system or The Windows Flag and the Letter L key to lock your system until you return back to your station.
- Some areas require the entry of a security badge. The security badge is a part of Houston Community College Property and should be treated as such.

1.9 Annual Award Amounts

The Financial Aid Office determines the student’s Work study Award. The award is the total gross dollar amount a student may earn during the award period. (Ex: Student awarded $2550; the student’s gross earnings may not exceed $2550) Award amounts are dependent upon each student’s financial need and available funding. Depending upon the student’s award, work schedule and rate of pay, the student may or may not earn his/her entire award. The student will secure their WS award after receiving a position with one of the participating employers. The student must accept the Work study Award online. The award notice will be either semester (FALL and/or SPRING). The student should not EXCEED the WS award.

**Award Revision**

Occasionally, changes in policies, regulations, and financial need may cause a student’s financial aid award to be adjusted or reduced. In an effort to prevent an over award situation, which may result from this change, the Work study Award may also have to be adjusted accordingly.

This revision will affect the student’s remaining award. When this occurs, the office of financial aid will notify the student, and employer of these changes in writing detailing the changes in the award amount.

The award period is the period during which students may earn their WS award. Award periods (also known as employment dates) are as follows for the 2018-2019 school year.

**Federal Work study: September 1, 2018 – August 30, 2019**

**Texas Work study: September 1, 2018 – May 31, 2019**
Students may never begin their WS job prior to the start of the award period or continue to work after the award period ends. An exception to this is students may work the period between the Fall and Spring semester, if they are in good standing and plan to continue for the Spring semester at Houston Community College. A student’s work schedule should always consider the amount of the Work study award.

1.10 Employee Standards of Conduct

The Board is committed to creating an inviting, safe and healthy place to work and learn where our day-to-day interactions are based upon respect. Employees of Houston Community College are expected to uphold the highest ethical and professional standards for personal conduct and work performance, contributing to a positive, respectful working and learning environment free from harassment, threats, intimidation, violence or any other misconduct. The policies and related procedures that follow in this section further outline these expectations.

Any person (employee, student, vendor, visitor, community member, etc.) who intimidates, threatens, or exhibits violent or disruptive behavior while on campus or when acting on behalf of HCC away from campus will be immediately removed from the classroom/workplace.

*This text can also be found on the HCC HR website:*
http://www.hccs.edu/hccs/faculty-staff/board-policies/c-21-employee-standards-of-conduct

*Workplace Violence*

**Prohibited Conduct:**
HCC does not tolerate any type of workplace violence. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not exhaustive, provides examples of conduct that is prohibited:

1. Causing physical injury to another person
2. Making threatening remarks or engaging in behavior that can be perceived as threatening by another employee or other person on HCC property or while engaged in HCC business
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person
4. Intentionally damaging HCC property or property of another employee or other persons on HCC property or engaged in HCC business
5. Committing acts motivated by, or related to, sexual harassment or domestic violence

**Harassment**

You may also refer to HCC training portal
http://training.newmedialearning.com/psh/hccs/
HCC Policy and Procedure

**Purpose**

This procedure provides guidance regarding HCC’s commitment to a workplace and educational environment free of discrimination and harassment based upon race, color, religion, age, sex, national origin, disability, status as a veteran, and/or sexual orientation. The procedure also provides guidance for violations of the procedure.

**Applicability**

This procedure applies to all employees of the Houston Community College which include faculty and staff.

**Definitions**

"Harassment" as used in this procedure refers to verbal and/or physical conduct that (i) is severe or pervasive, (ii) is based on the individual’s race, color, sex, religion, gender identity and gender expression, national origin, age, disability, sexual orientation, or veteran status, and (iii) unreasonably interferes with the individual’s work or academic performance, or creates an intimidating, hostile, or offensive environment.

"Retaliation" as used in this procedure refers to unlawful reprisal based on engaging in protected activity.

"Discrimination" as used in this procedure refers to the unlawful treatment or consideration of, or making a distinction in favor of or against, a person or thing based on that person’s race, color, religion, age, sex, gender identity and gender expression, national origin, disability, status as a veteran, and/or sexual orientation.

For additional information including harassment complaint procedures, please visit the below link found on the HCC HR website:
http://www.hccs.edu/hccs/at-a-glance/administrative-procedures-and-guidelines/g-1-discrimination-harassment/g-1-discrimination-harassment

**Drug & Alcohol Abuse Prevention Program**

Houston Community College (HCC) is committed to providing its students and employees a drug and alcohol free workplace and learning environment to promote the reputation of HCC and its employees as responsible citizens of public trust, and to provide a consistent model of substance-free behavior for students.
1.11 General Reporting Responsibilities:

Incidents and threats of workplace violence are not to be ignored by any HCC employee. Workplace violence should promptly be reported to HCC Police Department or call 911. Additionally, faculty and staff are encouraged to report behavior that they reasonably believe poses a potential for workplace violence.

Incidents of workplace violence shall be reported consistent with HCC Policies for Incident Reporting to the HCC Police Department.

Commission of a Crime:
All individuals who believe they have been the victim of a crime have the right, and are encouraged, to report the incident to the HCC Police Department and their supervisor.

False Reports:
HCC employees who knowingly make false and malicious complaints of workplace violence will be subject to disciplinary action and/or referral to civil authorities as appropriate.

Education:
HCC is responsible for the dissemination and enforcement of this policy as described herein, as well as for providing opportunities for training in the prevention and awareness of workplace violence.

Confidentiality:
HCC shall maintain the confidentiality of investigations of workplace violence to the extent possible. HCC will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy, and that the safety and well-being of HCC employees would be served by such action.

Retaliation:
Retaliation against anyone for acting in good faith for making a complaint of workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

This text can also be found on the HCC HR website:
http://www.hccs.edu/hccs/faculty-staff/board-policies/c-11-workplace-violence

To view all board policies, please visit the below website:
http://www.hccs.edu/hccs/faculty-staff/board-policies
1.12 Satisfactory Academic Progress

Federal regulations require Houston Community College to monitor the Satisfactory Academic Progress (SAP) of all financial aid applicants, including those who have not previously received aid. It is the student’s responsibility to monitor academic progress. Although the Financial Aid Office provides status information, students who do not meet the standards will be ineligible for financial aid.

This SAP policy applies to all new, transfer, continuing and returning students and is measured using cumulative GPA and credits attempted. Progress is evaluated using both qualitative and quantitative requirements. SAP is measured at the end of each semester (Fall, Spring, Summer).

**Qualitative** - Grade Point Average (GPA) -- Maintain a 2.0 cumulative grade point average or higher.

**Quantitative** - Maximum credit hours needed in which to complete a degree or certificate – Complete all degree or certificate requirements within 150% of the minimum number of credits required to graduate.

**Quantitative** - Percentage of attempted cumulative hours completed – Completes and passes a minimum of 67% of the hours attempted at HCC.

More information can be found at the HCC website: [http://www.hccs.edu/district/students/financialaid/satisfactory-academic-progress](http://www.hccs.edu/district/students/financialaid/satisfactory-academic-progress)

1.13 Forms

1. Employment Application
2. Student Compliance and Responsibility Form
3. Off-Campus Timesheets
4. Work-Study Pay Calendar
5. Withholding Form (W-4 Form)
6. Employment Eligibility Form (I-9 Form)
7. Direct Deposit
8. Cash Pay Card
1.4 Separation of Employment

There are three (3) broad categories under which a student may be terminated:

1. The student may be terminated by the Work-Study Program.
2. The student may voluntarily terminate employment, or
3. The employing department may initiate an involuntary termination.

1.5 Frequently Asked Questions

1. **Why is work-study not counted toward my tuition balance?**
   Work-Study funds are paid out only when the student works the contracted hours. Since situations could arise which prevent you from working the contracted hours, we cannot rely on those funds as accounts receivables. However, since the checks will be made payable to you, you have the option of using those funds to pay on your account.

2. **Now that I know that I have been awarded work-study, what should I next?**
   Once you have received notification of your work-study award, you must find a work-study position on campus, interview for the position, and attend a mandatory student orientation.

3. **Will I receive benefits?**
   No, work-study students are not eligible for paid vacation, sick leave, holidays, or medical and dental insurance through their work-study job.

4. **Does work-study guarantee that I will get a job?**
   Yes. However, you may not receive the position you desire. Assistance will be provided.

5. **Where can I work on campus?**
   You may work in any participating college work-study department.

6. **Can an international student or Non-citizen apply for jobs?**
   No, you must be one of the following to receive federal student aid:
   - US Citizen
   - US National
   - US Permanent Resident who has a Permanent Resident Card
7. **How much can I earn?**
Students may earn up to the amount of their award as listed on their Financial Aid Award Letter. Students may not earn more than the amount of the work-study award. Students are paid on the 15th and the 30th business day of each month at hourly rates. It is the student’s and employer’s responsibility to monitor earnings to be sure the award amounts are not exceeded.

8. **What will my schedule be?**
The work schedule is to be determined by the student and employer, using the following guidelines:
- Students cannot work during class time.
- Students cannot work more than eight (8) hours per day.
- Students cannot work more than twenty (20) hours in one week.

9. **When does work-study start?**
You can begin working after you have attended the mandatory workshop. Notification will be sent to inform you of the dates, time, and location of the workshop.

10. **Are taxes taken out of my work-study earning?**
Yes, if you earn enough according to IRS tax rules.
Appendix
2017-2018

College Work-study Compliance and Responsibility Form (CWCR17)

Student’s Name (PRINT): ___________________________ Phone: (____) __________

HCC ID: __________ Date of Birth: ___/___/_______ Home Campus: ________________

(9-digi number required) (Primary location of attendance)

The information below is a summary of the rules, regulations, and responsibilities of any student participating in the HCC Work-study program. Failure to comply may result in termination and cancellation of your award. Read and initial each statement outlined below to demonstrate your understanding and agreement. If you disagree with any of these requirements, discuss with the Work-study supervisor prior to beginning any work assignment.

1. ______________ I must complete, sign, and submit all necessary documents for employment.
2. ______________ I must provide my supervisor a copy of my official class schedule.
3. ______________ I must arrange a work schedule with my supervisor, report to work consistently and on-time, and have my supervisor approve any changes to my work schedule.
4. ______________ I must dress appropriately for the work-environment.
5. ______________ If I work off-campus at a community service organization, I must maintain a daily record of hours earned with my supervisor. My supervisor will submit my time sheets to the College’s work-study coordinator.
6. ______________ I must monitor my hours earned to ensure I DO NOT exceed 8 hours per day and 19.5 hours a week.
7. ______________ I understand that student employees are permitted to have a 15 minute break for every four consecutive hours of work. Student workers that work more than five (5) consecutive hours in a day will be allowed to take a maximum one-hour break.
8. ______________ I must enter my time error free according to the published pay period dates. Failure to submit time by the deadline will result in a delay in payment. Consecutive late submissions may result in termination.
9. ______________ It is my understanding that I am not allowed to work during scheduled class periods.
10. ____________ I understand that I will be paid on the 15th and the 30th working day of each month unless that day falls on a holiday or weekend.
11. ______________ The department/college computers are college property and may not be used for personal projects (without the supervisor’s permission), games, surfing the internet or visitation of inappropriate sites.
12. ______________ I understand that student employees do not receive sick leave, vacation, holiday pay, and do not qualify for unemployment benefits when the work-study position comes to an end.
13. ______________ I understand that as a Work-study employee I am compensated hourly up to my maximum Work-study award. Any unearned funds are forfeited.
14. ______________ I understand that my Work-study position may be terminated for any of the following reasons:
   A. Failure to remain enrolled in a minimum of 6 hours.
   B. Failure to maintain the minimum satisfactory academic progress requirements.
   C. Absences on three consecutive work days without permission.
   D. Excessive absences, tardiness, or early leave without notice or approval.
   E. Poor job performance, major or minor offenses, theft or gross insubordination.
15. ______________ I understand that my Work-study assignment could be revoked at any time by the Financial Aid Office, in order to maintain compliance, protect the integrity of the program and/or stay within the annual Work-study allocation.
# OFF-CAMPUS WORK-STUDY SIGN-IN LOG

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>EMPLOYEE NAME [PLEASE PRINT]</th>
<th>SITE NAME</th>
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**INDICATEDATE**  
**Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **WEEK TOTAL**  
**Time in** | | | | | | |  
**Time out** | | | | | | |  
**Time in** | | | | | | |  
**Time out** | | | | | | |  
**Daily Subtotal** | | | | | | |  

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**INDICATEDATE**  
**Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **WEEK TOTAL**  
**Time in** | | | | | | |  
**Time out** | | | | | | |  
**Time in** | | | | | | |  
**Time out** | | | | | | |  
**Daily Subtotal** | | | | | | |  

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**INDICATEDATE**  
**Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **WEEK TOTAL**  
**Time in** | | | | | | |  
**Time out** | | | | | | |  
**Time in** | | | | | | |  
**Time out** | | | | | | |  
**Daily Subtotal** | | | | | | |  

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**TOTAL HOURS WORKED**

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**Employee Signature**  
By signing, I certify that to the best of my knowledge the information I provided is accurate and true.  
**Date**

---

**Supervisor Approval Signature**  
**Date**  
**Supervisor Printed Name**

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Please FAX this form to 713.718.8196 - ATTN: Christina Brown (Contact Ext. 85497, email: christinabrown@hccs.edu)
# Work - Study
## Pay Calendar 2017-2018

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<td>July 1 - July 15</td>
<td>July 16, 2017</td>
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<tr>
<td>July 16 – 31</td>
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<td>September 16 - 30</td>
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<td>October 14, 2017</td>
</tr>
<tr>
<td>October 1 - 15</td>
<td>October 17, 2017</td>
<td>October 31, 2017</td>
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<tr>
<td>October 16 - 30</td>
<td>November 1, 2017</td>
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<tr>
<td>November 1 - 15</td>
<td>November 16, 2017</td>
<td>November 30, 2017</td>
</tr>
<tr>
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<td>December 1, 2017</td>
<td>December 15, 2017</td>
</tr>
<tr>
<td>December 1 - 7</td>
<td>December 8, 2017</td>
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<td>January 18, 2018</td>
<td>January 31, 2018</td>
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<tr>
<td>January 16 - 31</td>
<td>February 1, 2018</td>
<td>February 15, 2018</td>
</tr>
<tr>
<td>February 1 - 15</td>
<td>February 16, 2018</td>
<td>February 28, 2018</td>
</tr>
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<td>March 31, 2018</td>
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<tr>
<td>April 1 - 15</td>
<td>April 18, 2018</td>
<td>April 28, 2018</td>
</tr>
<tr>
<td>April 16 - 30</td>
<td>May 2, 2018</td>
<td>May 15, 2018</td>
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<tr>
<td>May 1 - 15</td>
<td>May 16, 2018</td>
<td>May 31, 2018</td>
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<td>June 1, 2018</td>
<td>June 15, 2018</td>
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<td>June 1 - 15</td>
<td>June 16, 2018</td>
<td>June 30, 2018</td>
</tr>
<tr>
<td>June 16 - 30</td>
<td>July 1, 2018</td>
<td>July 14, 2018</td>
</tr>
</tbody>
</table>
Form W-4 (2015)

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent.
   • You are single and have only one job; or
   • You are married, have only one job, and your spouse does not work; or
   • You earn wages from a second job or your spouse's wages (or the total of both) are $1,500 or less.

B Enter "1" if:
   • You are married, have only one job, and your spouse works, but not at a rate that results in an additional withholding.
   • You are married, have only one job, and your spouse works, but the additional withholding is $1,500 or less.

C Enter "1" for your spouse. (You may have to revise your withholding if your spouse is claimed as a dependent by someone else.)
   • If your spouse is married, enter "1" if your spouse is claimed as a dependent by someone else.
   • If your spouse is single, enter "1" if your spouse is claimed as a dependent by someone else.

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return.

E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above).

F Enter "1" if you have at least $2,000 of child or dependent care expenses for which you plan to claim a credit.
   (Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.
   • If your total income is less than $80,000 ($100,000 if married), enter "2" for each eligible child; or
   • If your total income is between $80,000 and $90,000 ($100,000 to $120,000 if married), enter "2" for each eligible child; or
   • If your total income is between $90,000 and $100,000 ($120,000 to $150,000 if married), enter "3" for each eligible child.

H Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.)

For accuracy, complete all worksheets that apply.

Employee's Withholding Allowance Certificate

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4

Department of the Treasury
Internal Revenue Service

CMB No. 1545-0001

2015

Your full name:

[Signature]

Date:

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 12220Q

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 12220Q
### Deductions and Adjustments Worksheet

**Note.** Use this worksheet only if you plan to itemize deductions or claim certain credits or adjustments to income.

1. Enter an estimate of your 2015 itemized deductions. These include qualified home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% of your adjusted gross income, and miscellaneous deductions. For 2015, you may have to reduce your itemized deductions if your income is over $300,000 and you are married filing jointly or qualifying widow(er). $12,600 if married filing jointly or qualifying widow(er).

2. Enter: $9,250 if head of household

3. Subtract line 2 from line 1. If zero or less, enter "0."

4. Enter an estimate of your 2015 adjustments to income and any additional standard deduction (see Pub. 505).

5. Add lines 3 and 4 and enter the total. (Include any amount for credits from the Converting Credits to Withholding Allowances for 2015 Form W-4 worksheet in Pub. 505).

6. Enter an estimate of your 2015 nonwage income (such as dividends or interest).

7. Subtract line 6 from line 5. If zero or less, enter "0."

8. Divide the amount on line 7 by $4,000 and enter the result here. Drop any fraction.

9. Enter the number from the Personal Allowances Worksheet, line H, page 1.

10. Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earner/Multiple Jobs Worksheet, also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1.

### Two-Earner/Multiple Jobs Worksheet (See Two earners or multiple jobs on page 1.)

**Note.** Use this worksheet only if the instructions under line H on page 1 direct you here.

1. Enter the number from line H, page 1 (or from line 10 above if you have employees) in line 1 below that applies to the LOWEST paying job and enter it here. However, if you are married filing jointly and wages from the highest paying job are $65,000 or less, do not enter more than "$9,000.

2. If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "$0.00") and write "0" on Form W-4, line 5, page 1. Do not use the rest of this worksheet.

3. Note. If line 1 is less than line 2, enter "0," on Form W-4, line 5, page 1. Complete lines 4 through 6 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

4. Enter the number from line 2 of this worksheet.

5. Enter the number from line 1 of this worksheet.

6. Subtract line 5 from line 4.

7. Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here.

8. Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed.

9. Divide line 8 by the number of pay periods remaining in 2015. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2015. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck.

### Table 1

<table>
<thead>
<tr>
<th>Marital Filing Status</th>
<th>If wages from LOWEST paying job are...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marital Filing Jointly</td>
<td>Enter on line 2 above</td>
</tr>
<tr>
<td>All Others</td>
<td>Enter on line 2 above</td>
</tr>
</tbody>
</table>

### Table 2

<table>
<thead>
<tr>
<th>Marital Filing Status</th>
<th>If wages from HIGHEST paying job are...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marital Filing Jointly</td>
<td>Enter on line 7 above</td>
</tr>
<tr>
<td>All Others</td>
<td>Enter on line 7 above</td>
</tr>
</tbody>
</table>

---

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States, Internal Revenue Code sections 3401(c)(5) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowance; providing fraudulent information may subject you to penalties. Routine use of this information includes giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Uniform Computerized Data Bank. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal criminal conduct, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB Control Number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6104.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form similar, we would be happy to hear from you. See the instructions for your income tax return.
# Houston Community College Direct Deposit Authorization Form

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Office Telephone #</th>
<th>Home Phone #</th>
<th>Cellular Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

I hereby authorize Houston Community College (HCC) to initiate credit entries and, if necessary, to initiate debit entries and adjustments for any credit entries in error to my account(s) indicated below. I also authorize the depository or depositories named below to credit and/or debit the same to such account(s). You may cancel your direct deposit at any time; however, as a reminder, a direct deposit cancellation form must be completed and forwarded to the Payroll Department as soon as the cancellation has been completed. If I terminate or change my account, I will notify the Payroll Department, immediately at Mail Stop MC 1116-D.**

Please be specific in your selection activity. Place a check mark in the type of change you wish to make.

- [ ] Currently Enrolled in Direct Deposit. HCC has valid account information.
- [ ] New Direct Deposit Account
- [ ] Change Direct Deposit Account

Please select your account type (Select Only One)
- [ ] Checking
- [ ] Savings
- [ ] 1st Acct ($$ Amt)
- [ ] 2nd Acct (Excess Amt)

If canceling, Please Indicate 1st or 2nd Account

<table>
<thead>
<tr>
<th>Institution Name</th>
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<tbody>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Transit / ABA #***</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staple VOIDED CHECK (Preprinted) or Attach Direct Deposit Authorization Form, completed and signed by your Financial Institution. (Direct Deposit may take up to two (2) pay periods to become effective.)

We do not accept voided deposit slips, voided checks without preprinted name and address, or business checks.

Note: If you are not sure of your banking institution’s information, make sure you contact them before you attempt to complete this form. Also, if after two pay periods your direct deposit is not in effect, please contact the Payroll Department at 713-718-6564.

*Debit entries resulting from errors will not be initiated by HCC beyond the current pay day. If a debit entry is necessary, Payroll will notify the employee before the current pay day to inform the employee of the adjustment.

**If this account is inactive for a period of six (6) consecutive months, the direct deposit will be made inactive.

***Usually, your Transit/ABA # is the first nine digits printed at the left corner on your personal check. Again, verify this number with your Financial Institution.

<table>
<thead>
<tr>
<th>For Payroll Use Only</th>
<th>Change Entered By:</th>
<th>Date Entered:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Forward to Payroll Department at MC 1116-D

HR-PY 210 (Rev 11/2011)
Houston Community College
CashPay® Enrollment Form

☐ Currently Enrolled in CashPay®
☐ Please cancel my CashPay® Account effective ________________
Signature ___________________________ Date ________________

The following confidential information is used to ensure proper identification. Please complete all fields in Section I, print, sign and return the Original Form to the Payroll Department at MC 1116D for processing.

Section I: CashPay® Account Owner Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Address/Apt #</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Work Telephone (Area Code Required)</td>
<td>Home Telephone (Area Code Required)</td>
<td>Mobile Telephone (Area Code Required)</td>
<td></td>
</tr>
<tr>
<td>Birthdate (MMDDYYYY)</td>
<td>Social Security Number</td>
<td>Other Legal Form of ID (If SSN Unavailable, Passport)</td>
<td></td>
</tr>
</tbody>
</table>

Employee's Department Name ___________________________ Email Address ___________________________
Employee's Signature ___________________________ Date ________________

HCC Employee Rewards Department will use the address on your CashPay® Enrollment Form to update all Employee address files in the HCC HR/ Payroll System. Please continue to follow the procedure currently in place for updating your address with ERS, TRS, and ORP.

DO NOT complete any spaces below this line.

Section II: Company Information (All fields must be completed by a company representative.)

Company Name ___________________________
Authorized Payroll Contact Work Location: Address ___________________________
Houston Community College
P O Box 667517, 3100 Main Street
City ___________________________ State TX Zip 77266-7517 USA

Anticipated first CashPay® Deposit Date For This Individual ________________
CashPay® Account Set Up By ___________________________
Phone Number (Area Code Required) ___________________________
CashPay® Account Canceled By ___________________________

Certification of Company

By providing to Bank of America enrollment information to establish a CashPay® account for the above-described recipient of payments from the Company (the "Payee"), I certify that the following statements are true and accurate:
1. As of the date of request for a CashPay® account, the Payee is entitled to payments issued by the Company, and is otherwise qualified to participate in the CashPay® program.
2. That all information provided about the Payee is correct, including the Payee's date of birth, address, and Social Security Number or information from another form of identification issued by a governmental entity.
3. That if the payee is to receive wage payments through a CashPay® account, the Payee is legally employable in the United States. If the Payee is a US citizen or a resident alien legally authorized to work in the United States.
4. That I have given to the Payee an explanatory information for the CashPay® program that has been provided by Bank of America.

I agree to notify Bank of America promptly of any changes to the information about the Payee that has been submitted as part of CashPay® enrollment. The program will also accept changes to the information from the Employee.

Name of Authorized Company Representative (Print) ___________________________ Title ___________________________ Signature ___________________________

Forward to Payroll Department at MC 1116-D

HR-FY 200 (Rev 10/2011)
If you need any additional information it can be found at

http://www.hccs.edu/district/students/financialaid/work-study/

Campus Customer Service Coordinators

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Work Study Coordinator

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