



# **WORK - STUDY GUIDE**

For  
Supervisors

# 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 15<sup>th</sup> 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.

## 1.3 Program Eligibility

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.

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.

## 1.7 Supervisor Rights and Responsibilities

The supervisor has the right to:

- ✓ Expect quality work from your student employee.
- ✓ Inform the student employee of any unsatisfactory work performance in clear terms.
- ✓ Provide constructive feedback with clear expectations for improvement of work performance.
- ✓ Read all email and paper notifications of any special requirements for students who will be paid under the federal program (Federal Work-Study) and abide by the information contained therein.
- ✓ Expect your student employee to follow the work schedule you both agreed upon.



- ✓ Expect confidentiality from your student employee.
- ✓ Expect your student employee to follow the requirements for employment in your office.

The responsibilities of each supervisor include:

- ✓ Communicate the duties and requirements of the job per the job description.
- ✓ Inform the student worker if his or her work performance is satisfactory or unsatisfactory.
- ✓ Student Worker Evaluation Forms are used at the end of the each semester or if the work has been unsatisfactory. A copy should be sent to the Work-Study Coordinator for the student's file with each resignation request form.
- ✓ Provide the student worker with the tools necessary for performing the work assigned (training, materials, etc.).
- ✓ Submit all documents or paperwork needed in order for the student to be paid correctly and on time.
- ✓ Adhere to the student employment procedures for monitoring the student's wages earned and submitting time earned by established deadlines.

### *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 Student Worker/Employee Fraud

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 Awards

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 amount.

### *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 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>

## 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>

# Manager Self Service

## Quick Reference Guide for the Basics



### Logging Into @Your Service 9.1

#### Approved Browsers for End Users: Internet Explorer versions 7, 8, 9 or Firefox.

- Open an Internet Browser (Internet Explorer)
- Go to the **HCC Homepage (www.hccs.edu)**
- Click on **Faculty and Staff > Employee Support > @Your Service > @Your Service Login**

- Enter your User ID & Password

#### ❖ First Time Users

**User ID – your HCC email address**  
(without the @hccs.edu)

**Password** - Enter your birthday in the MMDDYYYY format (ex. 11251978 for November 25, 1978) and the last four digits of your Social Security Number to make a 12 digit code.

**Ex. 112519781234**

After successfully logging in, you will be prompted to change your password.

### Self-Service Features



#### Finding My Employee ID Number

Many HCC documents will require your Empl ID

**Self Service >Payroll and Compensation >Employee Job Summary**



#### Viewing Personal Information

Update your home address, personal telephone numbers, emergency contact information and non-HCC email addresses

**Self Service >Personal Information**



#### Printing Parking Permit

Fill out the registration form with your vehicle information (license plate, make, model and year), and your driver's license number before printing.

**Self Service >Personal Information >Parking Permit**



#### Viewing & Printing Paycheck

View a copy of your Paycheck

**Self Service >Payroll and Compensation >View Paycheck**

#### Printing Your Pay Advice:

From the **Page Setup** menu, change the **Margin Settings** as follows:

Left – 0.5                      Top – 0.2  
Right – 0.5                     Bottom – 0.2  
You may have to also shrink to fit.

#### Enroll in Training

Register for available training

**Self Service >Learning and Development >Request Training Enrollment**

#### NEW: Add External Professional Training

Add any external training you have completed to your Learning Profile.

**Self Service >Learning and Development >Professional Training**



### Training in UTRAIN

**NEW Supervisors:** Time & Labor and PEP training through UTRAIN is required **before** access is granted to your Manager Self Service page.

**NEW Employees:** PEP training through UTRAIN is required **before** Performance Management access is granted to your Self Service page.

UTRAIN is used to deliver interactive simulations of specific job related operational tasks for PS Human Resources (PEP and Time & Labor), Student Administration and PS Financials for managers and employees.

- Open an Internet Browser (Internet Explorer required)
- Go to the **UTRAIN Homepage (utrain.hccs.edu)**
- Click on **Connect to UTRAIN**
- Enter your User ID & Password

#### ❖ Example

**User ID – ad\john.smith**

(must include the ad\ prefix, then your email username without the @hccs.edu)

**Password – myemailpassword**



To print the **new 9.1 Job Aids**, click on the **Print It** Button located in the **Concept Pane** in UTRAIN.



### Accessing PS PEP

\*Training through UTRAIN is required before the Performance Management link will appear.

#### Performance Management\*

View your employees' past PEP documents, work on current documents, make Performance Notes throughout the year, and Approve documents.

**Manager Self Service >Performance Management**

\*PS PEP v9.1 will be available Spring 2014.

## NEED ASSISTANCE—CALL



**HCC HELP DESK**  
713.718.8800

**FOR: Password Reset Assistance**

**For PEP Assistance**  
[hrpep@hccs.edu](mailto:hrpep@hccs.edu)





# Manager Self Service

## Quick Reference Guide for Time & Labor 9.1

### ⌚ Managing Punch Time: Web Clock

Use the **Punch Timesheet** to enter or correct punch time entries.

[Manager Self Service >Time Management >Report Time >Timesheet](#)

### ⌚ Managing Elapsed Time: Reporting Time Off

Use the **Elapsed Timesheet** to enter or correct elapsed time entries. Enter time off such as vacation, sick leave, personal business, etc.

#### FOR EXEMPT EMPLOYEES

[Manager Self Service >Time Management >Report Time >Timesheet](#)

#### FOR NON-EXEMPT EMPLOYEES

[Manager Self Service >Report Time >Timesheet](#)  
(Click the **Elapsed Timesheet** link at the bottom of page)

### ⌚ Managing Exceptions (Errors)

Use this page to view exceptions for one or all of your employees.

[Manager Self Service >Approve Time and Exceptions >Exceptions](#)

### View Direct Reports Details

Use this page to view details pertaining to your employees (FLSA Status, Position Number, Emplid, Pay Checks, etc.)

[Manager Self Service >Direct Report Details](#)

### View Payable Time (Scheduled to be Paid)

**Payable Time Detail** = [Manager Self Service >Time Management >View Time >Payable Time Detail](#)

**Payable Time Summary** = [Manager Self Service >Time Management >View Time >Payable Time Summary](#)

#### Payable Time Statuses

- NA – Needs Approval (waiting on supervisor approval)
- AP – Approved (approved by supervisor)
- CL – Closed (loaded and paid by payroll)

### Approving Payable Time

Supervisors are responsible for reviewing and approving Payable Time for employees. Only approved payable time can go to Payroll for processing.

[Manager Self Service >Time Management >Approve Time and Exceptions >Payable Time](#)

## Web Clock Rounding Rules in Time & Labor

Time You See (Punch Time)	Time Used to Compute Payable Time (Server Rounded Time)
8:00:00 - 8:07:29	8:00 Rounded
8:07:30 - 8:15:29	8:15 Rounded
8:15:30 - 8:22:29	8:15 Rounded
8:22:30 - 8:30:29	8:30 Rounded
8:30:30 - 8:37:29	8:30 Rounded
8:37:30 - 8:45:29	8:45 Rounded
8:45:30 - 8:52:29	8:45 Rounded
8:52:30 - 9:07:29	9:00 Rounded

### View Leave Balances

View Balances in employees' Leave Banks (vacation, sick, etc.)

[Manager Self Service >Time Reporting >Report Time >Timesheet](#)

1. Expand the **Reported Leave and Compensatory Time Balances** section to view a summary of an employee's available leave hours in 'Real Time'.

2. At the bottom right-hand side of the **Punch Timesheet** and **Elapsed Timesheet** is a [Leave Balances](#) link. The balances will be current as of the last pay period for time taken and current as of the last Accrual Process Date for time accrued and posted to the bank. Accruals are run right after payroll is confirmed.

### Printing Time Card Report

Print time cards for your employees.

[Time and Labor >Reports >TimeCard](#)

## NEED ASSISTANCE—CALL



**TIME & LABOR HOTLINE**  
**713.718.2212**

**Time & Labor Questions**  
[hrtimelabor@hccs.edu](mailto:hrtimelabor@hccs.edu)

**Payroll Questions**  
[hrpayroll@hccs.edu](mailto:hrpayroll@hccs.edu)

**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, attend a mandatory student orientation, and interview for the position.

**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 15<sup>th</sup> and the 30<sup>th</sup> 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:

- a. Students cannot work during class time.
- b. Students cannot work more than eight (8) hours per day.
- c. 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



District Financial Aid Office

## OFF-CAMPUS WORK-STUDY SIGN-IN LOG

PAY PERIOD	EMPLOYEE NAME (PLEASE PRINT)	SITE NAME

Week of:	Sun	Mon	Tue	Wed	Thu	Fri	Sat	WEEK TOTAL
INDICATE DATE								
Time in								
Time out								
Time in								
Time out								
Daily Subtotal								

Week of:	Sun	Mon	Tue	Wed	Thu	Fri	Sat	WEEK TOTAL
INDICATE DATE								
Time in								
Time out								
Time in								
Time out								
Daily Subtotal								

Week of:	Sun	Mon	Tue	Wed	Thu	Fri	Sat	WEEK TOTAL
INDICATE DATE								
Time in								
Time out								
Time in								
Time out								
Daily Subtotal								

Total hours worked	
--------------------	--

<b>Employee Signature</b> <i>By signing, I certify that to the best of my knowledge the information I provided is accurate and true.</i>	Date	
<b>Supervisor Approval Signature</b>	Date	<b>Supervisor Printed Name</b>

Please FAX this form to 713.718.8196 – ATTN: Christina Brown (Contact Ext. 85497, email: [christina.brown@hccs.edu](mailto:christina.brown@hccs.edu))





# 2017-2018

Phone: 713-718-8490

## Work-Study Employer Responsibility Form (CWEM17)

Employee's Name (PRINT): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

HCC ID: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Home Campus: \_\_\_\_\_  
(9-digit number required) (Primary location of attendance)

Please read each statement carefully and initial your understanding. The following is a list of policies and expectations for work-study supervisors. Failure to comply with any of the policies may prevent the supervisor from employing future Federal/State work-study students.

1. \_\_\_\_\_ I will not allow my student worker (s) to start work until the completed Personnel Action Form Packet (PAF) has been submitted to and received by the Office of Financial Aid. I will allow student to begin work after receiving the "Ready to Work" email.
2. \_\_\_\_\_ I will maintain a signed and current copy of my student workers' official class/work schedule.
3. \_\_\_\_\_ I will provide clear and concise work instructions daily to my student worker(s) for clarity of the work assignment(s) given and expected completion times and dates.
4. \_\_\_\_\_ I will provide instructions to the student of the appropriate dress code/office.
5. \_\_\_\_\_ I understand that Work-Study students are not allowed to work during holidays, breaks, etc. unless prior written notification is submitted to the Financial Aid Office and clearance/approval is granted.
6. \_\_\_\_\_ I understand that the Federal and State College Work-Study Programs are work programs and the monies available have to be "earned" by the student(s); free money and/or monetary favors should not be paid to any student haphazardly. Any Supervisor found out-of-compliance will be unable to hire future Work-Study students.
7. \_\_\_\_\_ I understand that students will not be paid for time claimed during designated class periods – such action is out-of-compliance. I acknowledge that it is my responsibility to ensure that my student worker(s) do not claim time worked during scheduled class periods. I understand that I should check the Student Work/Class Schedule to determine possible violations and report them to the Work-Study Coordinator.
8. \_\_\_\_\_ I understand that the Financial Aid Coordinator should be contacted immediately if any student expresses his/her desire to resign from my area or is proposed for termination.
9. \_\_\_\_\_ I understand that back-pay due to missed deadline/cut-off dates cause a delay in payment; I further understand that payroll not reported as scheduled and any subsequent compensatory action sought by the student will be the responsibility of my department for the respective pay period.
10. \_\_\_\_\_ I understand that supervisors will be responsible for paying any earnings above the awarded amount via department funds. Web-timesheets are to be prepared efficiently and without error.
11. \_\_\_\_\_ I acknowledge the following items are considered a failure to maintain compliance:
  - a. Incomplete information (back-pay not included on web-timesheet)
  - b. Class Schedule Conflicts
  - c. Failure to submit web-time entries on or before cut-off time/date
  - d. Failure to check web-time entries for accuracy
  - e. Failure to monitor student's web-time to ensure projected time is worked
  - f. Failure to attend orientation and/or ad hoc work-study training sessions, as needed
12. \_\_\_\_\_ I understand that I am responsible for maintaining an accurate record of time worked daily for each Work-Study participant under my supervision.
13. \_\_\_\_\_ I understand that I am responsible for the contents of the Work-Study Guide.
14. \_\_\_\_\_ I acknowledge that failure to provide my initials on each item noted above is grounds for cancellation of my Work-Study application.

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If you need any additional information it can be found at

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

### **Campus Customer Service Coordinators**

#### **Contact List**

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Work-Study Coordinator

Christina Brown

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