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## FEDERAL WORK-STUDY PROGRAM Employer / Employee Handbook

Prepared By: Office of Student Financial Services



# MIDWESTERN UNIVERSITY

*Educating Tomorrow's Healthcare Team*

DOWNERS GROVE, ILLINOIS CAMPUS  
GLENDALE, ARIZONA CAMPUS

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# MIDWESTERN UNIVERSITY

*Prepared By:*

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*This handbook is not a contract and is not binding in any way. Midwestern University reserves the right to change the provisions of this handbook as it deems advisable.*



## PROGRAM PURPOSE

Federal Work-Study (FWS) is a Title IV Federal Financial Aid work program developed to help eligible students meet educational costs and reduce reliance on loans through student employment. Midwestern University administers this program in accordance with the laws, federal regulations, and instructions issued by or on behalf of the Department of Education, as well as our own institutional policies.

## STUDENT ELIGIBILITY

To participate in the FWS program, students must matriculate and must meet general federal eligibility requirements, including:

1. Citizenship: U.S. citizen or eligible noncitizen;
2. Satisfactory academic progress;
3. Financial need, as determined by completion of the FAFSA. FWS funds are awarded to eligible students on the basis of financial need without regard to sex, age, veteran status, marital status, sexual orientation, race, religion, national or ethnic origin.

Incoming students may begin working on the first day of the quarter they begin classes. Continuing students with a summer break are allowed to work during the break if funding permits and as long as the proper paperwork has been completed. Both a current-year FAFSA and a MWU Institutional Application must be completed to determine eligibility for summer employment. Illinois students must sign a form promising to enroll in the fall quarter before beginning any on-campus, research or community service position. This form is available in the Office of Student Financial Services. The earnings of students who work in the summer during a period of non-enrollment will be deducted from the new award year. For example, if a student works during the summer break of 2011, the FWS earnings will count towards the 2011-12 award year.

## AWARD ALLOCATIONS

Each year the federal government allocates a predetermined amount of funds to be used for the Federal Work-Study Program. The University matches these funds by 25%. FWS funds are awarded to eligible students based on a review of the FAFSA. After filing a FAFSA, the student receives a Student Aid Report (SAR) and MWU receives an Institutional Student Information Report (ISIR), which indicates the student's expected family contribution (EFC). If the student indicated an interest in Federal Work-Study on the FAFSA and has eligibility, then FWS funding will be awarded. Award amounts vary from year to year.

Students are informed of their FWS award through their online Financial Aid Award Letters. The Award Letter indicates the "amount" of the FWS award; it does not assign students to any particular job. Also, the receipt of an award letter does not complete the FWS process; paperwork must be completed, approved, and processed for all FWS recipients who choose to work.

A student may continue to work as a FWS employee until the student's total earnings reach the limit of the FWS award. Students who have reached their award limit may apply for an award increase; however, because the FWS program has limited funding and must be distributed fairly, it is not always possible to increase an individual's award. Any student who has reached the award limit and wants more funding should contact the Office of Student Financial Services to determine eligibility and availability of funds.



## ■ PROGRAM DESCRIPTION

Students who receive FWS awards from participating institutions after filing the Free Application for Federal Student Aid (FAFSA) to determine their financial need may be employed by: the institution itself; a federal, state, or local public agency; a private nonprofit organization; or a private for-profit organization. The U.S. Department of Education encourages colleges and universities to use FWS Program funds to promote community service activities. Institutions must use at least seven percent of their work-study allocation to support students working in community service jobs, including: reading tutors for preschool-age or elementary school children; mathematics tutors for students enrolled in elementary school through ninth grade; or literacy tutors in a family literacy project performing family literacy activities

## ■ TYPES OF EMPLOYMENT

Under the FWS program, students may be employed on campus in various capacities, work in research on or off campus, or participate in Community Service. Community Service can be on campus or off campus, through federal, state, or local government agencies and for private non-profit organizations. On-campus employment can fall into the category of Community Service work as long as the services are open and accessible to the community, meaning it's been publicized to the community and members of the community use the service.

To the maximum extent possible, all FWS jobs should be related to the student's educational program. On-campus FWS employment cannot displace regular full-time or temporary employees, and cannot impair existing service contracts. Off-campus or community service employers who hire FWS employees may not replace its employees with FWS students.



## ■ TYPES OF WORK

### ON-CAMPUS WORK

On-campus work may be done for various departments. Students may work for professors as long as the work is directly related to the professors' official duties within the University. A list of jobs can be found at <http://online.midwestern.edu>, which provides updated postings for all available jobs on campus.

Faculty and staff develop job descriptions for each available position. Student Financial Services must have a job description on file from the supervisor. Job descriptions must include the supervisor's name, department name, job title, and a brief description of responsibilities, required skills, and approximate hours needed per week. A job description must be submitted for each new position. However, the online job posting will be accepted in lieu of the paper job description form. Upon taking interest in a particular position, students should arrange to meet with the designated supervisor to discuss qualifications, job requirements, and to arrange a work schedule. Once the supervisor has agreed to employ a student; an "On-Campus Student Employment Approval Form" must be signed by both the student and employer. The student must also submit payroll paperwork and proper identification and turn it into the Office of Student Financial Services. Time sheets cannot be approved for payment until all paperwork is completed.

### COMMUNITY SERVICE

Off-campus Community Service work must be in the public interest and performed for the national or community welfare. The purpose of the work and the nature of the organization will determine whether a job meets this requirement. Jobs designated as "community service" are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Some of these services include: health care, child care, literacy training, education, welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement. Other service opportunities include Youth Corps, as defined in Section 101 of the National

and Community Service Act of 1990, and service within the agencies, institutions and activities designated in Section 1254(a) of the Act, as well as support to Students with Disabilities, activities in which a student serves as a mentor for such purposes as tutoring within the community, supporting educational and recreational activities, counseling and career counseling.

Volunteer opportunities can be either on or off campus. Students cannot work at agencies until a "Participation Agreement" contract is on file with the University. Students interested in community service positions should contact the Office of Student Financial Services for a complete listing of participating organizations or go to our website at <http://www.midwestern.edu/finaid>. There are more off-campus opportunities available, but there are also on-campus opportunities at different times of the year. Once a volunteer opportunity is found, the student must meet with a designated individual at the organization to talk about the work and the hours involved. Once the supervisor has agreed to employ a student; the "Community Service Federal Work-Study Employment Approval Form" must be completed and signed by the student and the employer/supervisor. Also, payroll paperwork and proper identification must be completed and returned to the Office of Student Financial Services before time sheets are approved for payment.

### RESEARCH

Students can be employed in areas of research on or off campus. However, if a student must complete an internship or practicum as part of his or her degree requirement and would not normally be paid for doing so, the internship or practicum does not qualify under FWS. A student may not be paid for receiving instruction in a classroom, laboratory, or other academic setting if it is part of his/her degree requirement. Once the supervisor has agreed to employ a student; the "Research Federal Work-Study Employment Approval Form" must be completed and signed by the student and the employer/supervisor. Also, payroll paperwork and proper identification must be completed and returned to the Office of Student Financial Services before time sheets are approved for payment.



## ■ PARTICIPATION AGREEMENTS

*(new organizations not previously approved)*

Any new non-profit agency seeking approval from MWU must complete a “Participation Agreement” and obtain an approval before any work is assigned or performed. The Participation Agreement must be signed by an authorized representative of the agency and all designated employees authorized to sign FWS time sheets. After all required signatures are obtained from the agency, the Agreement is submitted to the Director of Student Financial Services and the Director of Finance for approval and signature. Once the new agency is approved, the student can begin working after all required paperwork is processed.

## ■ HIRING FORMS

All required forms are available in the Office of Student Financial Services or at <http://www.midwestern.edu/finaid>. Completed forms should be returned to the Office Student Financial Services along with appropriate identification prior to work. Hiring forms are submitted to the Payroll Department.

## **E-VERIFICATION FOR ARIZONA STUDENTS**

Though it’s not permissible for any business to knowingly or intentionally hire or employ illegal immigrants, Arizona employers are required to confirm the legal status of their new hires via the E-Verification system. E-verification is a free online federal program that checks names and identification documents to ensure that new employees are eligible to work in the U.S. Approval through the E-Verification system is mandatory in Arizona before any work can be scheduled through the Federal Work-Study program.

## ■ REQUIRED PAPERWORK FOR ALL FWS EMPLOYEES:

1. Federal Form W-4\*  
(Federal withholding allowance)
2. AZ Form A-4\* or IL Form W-4\*  
(State withholding allowance)
3. Form I-9\* Employment Eligibility Verification Form (Due to the Immigration Reform and Control Act of 1986, any employee hired after 11/06/86 must complete an Employment Eligibility Verification Form I-9, and produce documents establishing identity and eligibility to work in the U.S. The reverse side of Form I-9 lists the documents that satisfy this requirement.)
4. Proper Identification
5. Time Sheet
6. Direct Deposit: Please wait until you have received your first FWS paycheck before signing up for direct deposit through Ceridian Self-Service <https://sourceselfservice2.ceridian.com/midwestern>. You will not have access to Ceridian Self-Service until this has occurred.
7. Student Employment Approval Form (Please note: A separate form must be completed for each job the student holds. Returning students must complete a new Employment Approval Form each year they wish to participate in FWS)
8. Code of Responsibility  
(On-Campus employment only)
9. Participation Agreement - Off-Campus Community Service or Off-Campus Research (SFS staff responsibility)
10. FERPA Tutorial- On-campus students only

*\*When completing Items #1, 2 and 3 above, use a permanent address. Campus addresses will not be accepted and will prolong paperwork for payroll processing.*



## ■ UPDATING INFORMATION

### NAME, ADDRESS, FILING STATUS CHANGES

You must use Ceridian Self-Service for all updates or changes. Ceridian access and instructions are at <https://sourceelfservice2.ceridian.com/midwestern>. Feel free to call our office in Arizona 623-572-3321 or in Illinois 630-515-6101 if you have any questions.

## ■ EXEMPT STATUS

A new Form W-4 must be completed by July 1st every year if the “exempt” status was selected on either the W-4 or the A-4. W-4 Forms must be returned to the Payroll Department.

## ■ TIME SHEETS - ARIZONA

Record all hours worked on the time sheet through Wednesday; then time sheets must be returned to the Office of Student Financial Services by the deadline, 12:00 p.m. Thursday, each pay period. (Payroll schedules are available from FWS coordinators). Student Financial Services will “time” and “date” stamp your time sheet immediately upon receipt. Time sheets must be completed in full and signed by your supervisor. Never accumulate time sheets beyond the current pay period.

## ■ GUIDELINES-ARIZONA

- I. Complete a separate time sheet if you worked in different departments.
- II. Make sure your time sheet is complete and legible and hours worked are validated by your supervisor. Leave no blanks; unsigned or incomplete time sheets will not be processed until the pay period after completion.
- III. List hours worked through “Wednesday,” then turn time sheet in Thursday by noon. Only hours actually worked can be listed on the time sheet.
- IV. Adhere to the deadline. Time sheets received after 12 p.m. will be rolled into next pay period.
- V. Do not leave your time sheet in our office without having it time/date stamped.
- VI. **TRACK YOUR FWS AWARD BALANCE:** Turn in all hours worked and never accumulate hours beyond current pay period! To avoid an over-award, subtract your gross pay from your total award each pay period. Do not work over your awarded amount without prior approval of eligibility from your FWS Coordinator. Any hours worked over the allotted amount must be resolved before a paycheck is issued; overage hours worked will be rolled into the pay period following resolution of the discrepancy.
- VII. Do not begin working until you have turned in all forms to your FWS coordinator!
- VIII. Students working off-campus may fax time sheets to the Office of Student Financial Services at 623-572-3283. Keep your transmission record!



## ■ TIME SHEETS – ILLINOIS

Time sheets must be submitted to the Office of Student Financial Services by 4:00 PM on the second Thursday of each pay period. Unsigned or improperly completed signed time sheets cannot be processed. No exceptions to these rules will be made. Time sheets received after 4 p.m. will be processed in the next pay period.

Note: Your supervisor must submit the time sheet to Student Financial Services. Students may bring time sheets to the office, but they must be in a sealed envelope from the supervisor. Any time sheet that is not in a sealed envelope will not be accepted.

Students working off-campus may fax time sheets to the Office of Student Financial Services at 630-515-6384

## ■ GUIDELINES – ILLINOIS

A time sheet is used to keep a record of a student's hours worked. Students working in more than one department must use a separate time sheet for each. All time sheets must be completely filled out with the following information:

- Printed name
- Signature
- Pay Period ending (payroll schedule is available at <http://www.midwestern.edu/finaid> by going to Federal Work-Study and clicking on Employment Forms)
- Department working for
- Month/Day worked
- Daily Hours
- Daily Totals
- Total hours worked for the pay period
- Supervisor Signature and date

## ■ PAYMENT OF FWS WAGES

### HOURLY RATE AND MAXIMUM HOURS

FWS employees will be paid at the rate of \$10.00 per hour for regular on-campus positions and \$12.00 per hour for research and community service positions. Overtime pay is never allowed. Federal regulations allow work-study students to work as many as forty (40) hours per week and no more than eight (8) hours per day. However, be advised that the university actively discourages employment that will conflict with a student's ability to perform academically; therefore, it is recommended students work at maximum twenty (20) hours per week while classes are in session.

When school is not in session; i.e., summer months, students may work up to 40 hours per week. Total hours worked during any period of non-enrollment will be reduced from the new award year. A statement of earnings used for income tax filing purposes, Form W-2, will be mailed to each employee by January 31 following the end of each tax year. A duplicate copy of Form W-2 may be requested in writing from the Payroll Office.

## ■ PAY DISTRIBUTION

Checks are mailed out according to the address provided on the W-4. If your paycheck preference is direct deposit, make sure you've completed the Direct Deposit process through the Ceridian system. Your FWS paycheck stub can be viewed on the Ceridian system if you have signed up for direct deposit. **IMPORTANT NOTE:** The Federal Work-Study direct deposit process is different than the direct deposit procedure for student loan refunds. Direct deposit information for FWS earnings is submitted through the Ceridian system while the direct deposit information for student loan refunds is done via the MWU online system.



## ■ GARNISHMENT OF WAGES

FWS wages may be garnished only to pay attendance costs the student owes the school or that will become due and payable during the award year. No other garnishment orders can be honored since FWS funds are to be used “solely for educational purposes.

## ■ TERMINATION

### **JOB PERFORMANCE**

Students employed under the FWS program are expected to provide conscientious and careful service to the hiring department and off-campus employer throughout the term of the work assignment. Students are also expected to abide by all policies, rules, and regulations imposed by employers. Unsatisfactory work performance will result in termination of the work assignment following due notice and conference. Students who are terminated due to unsatisfactory work performance may be denied future FWS funds.

### **SATISFACTORY ACADEMIC PROGRESS**

All FWS recipients will be subject to Midwestern University’s standards of Satisfactory Academic Progress for financial aid eligibility, as outlined at <http://www.midwestern.edu/finaid> under “Financial Aid Policies”. A FWS student may continue to work when placed on academic probation; however, if the Registrar notifies the Office of Student Financial Services of a student’s dismissal due to failure to meet academic progress, the employer will be notified and the student will be taken off FWS payroll immediately. Students who elect to be released from a FWS assignment should provide at least one week’s advance notice to the department supervisor.

## ■ EMPLOYMENT POLICY AND PRACTICES

### **DRUG-FREE WORKPLACE POLICY**

In compliance with the requirements of the Federal Drug-Free Workplace Act of 1988, MWU has established a Drug-Free Workplace and Substance Abuse Policy that applies to all students and employees, including students employed under the FWS program. All FWS employees must review this policy, which is available in the Student Handbook or through the Office of Student Financial Services.

### **PROHIBITED EMPLOYMENT PRACTICES**

FWS employment must not displace regular full-time or temporary employees, striking employees, or impair existing service contracts. Off-campus employers who hire FWS employees may not replace its employees with FWS students. Replacement is interpreted as displacement. FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction, unless the work benefits the public rather than the interests of the order. FWS employment must not involve any partisan or nonpartisan political activity. Lobbying for pay is not permissible.

### **EMPLOYMENT CLASSIFICATION**

FWS employees are classified as part-time temporary employees and receive no benefits. They also are not eligible to receive salary and/or performance reviews.

### **MULTIPLE JOBS**

Students are allowed to have more than one employer at a time; however, students may not work for more than one employer simultaneously. For example, a student cannot be on call for one employer and working for another at the same time.



**ACADEMIC CREDIT FOR WORK-STUDY**

Students may, in certain cases, receive academic credit for work performed under FWS; however, there are certain restrictions. If a student must complete an internship or practicum as part of his or her degree requirement and would not normally be paid for doing so, the internship or practicum does not qualify under FWS. If students are normally paid, they may be employed under FWS. The fact that a student receives academic credit for a FWS job does not mean the student should be paid any less than he or she would be paid if no academic credit were received. A student may not be paid for receiving instruction in a classroom, laboratory, or other academic setting if it is part of his/her degree requirement.

**DURATION OF EMPLOYMENT WITH TOTAL AWARD**

A student may continue to work as a FWS employee until the student’s total earnings reach the limit of the individual’s FWS eligibility for the academic year. A student must stop working when no further eligibility remains. The Office of Student Financial Services will try to e-mail the Work-Study student when their FWS earnings are nearing the maximum limit for the academic year; however, it is ultimately the student’s responsibility to track hours and make sure they do not exceed the awarded amount.

■ **OVER-AWARD OF FWS FUNDS**

An over-award occurs when a student’s total earnings exceed his/her FWS award. The manner in which the over-award must be corrected depends on the overall financial aid package of the student. The usual course of action is to reduce other sources of aid to compensate. The consequences of an over-award can seriously affect some students; it is essential that earnings are closely monitored to make sure hours do not exceed authorized awards. Students employed in two or more departments simultaneously must monitor their earnings extra carefully so that total earnings from all departments do not exceed the authorized award. Time sheets **MUST** be turned in every pay period to avoid an over-award situation.

■ **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

As a work-study student at Midwestern University, you may be granted access to the education records of other students in order to perform your duties. All student information is protected by a federal law known as the Family Educational Rights and Privacy Act (FERPA), and must be treated as confidential information. Federal work-study students must not, under any circumstances, release to any person(s) confidential information pertaining to another student unless authorized by a supervisor. You should avoid acquiring student information that you do not need to do your job, and never exchange information about students that you may have learned while performing your job. Even a minor disclosure of information, such as telling another student someone’s class schedule, would be considered a violation, and will result in penalties including the loss of your job. All Federal Work-Study students will be required to sign a Code of Responsibility Form. Since all on-campus workers may have access to confidential material, our FERPA tutorial must be viewed before any on-campus work can be performed. Read about FERPA and answer a short quiz at <http://www.midwestern.edu/FERPA/Tutorial.html>. The tutorial takes about 15 minutes to complete.