



Federal Work Study Manual

2022-23

Policies and Procedures for Student Employees

Amber Duvall
amduvall@harford.edu
443-412-2258

Jacob Zoch
jzoch@harford.edu
443-412-2355

Contents

Part One – Introduction

Overview of the Federal Work-Study Program

Part Two – Terms and Conditions for Student

Criteria for Eligibility, Dos and Don'ts, Award Funds,
Pay Information, Web Time Entry and
Monitoring of your FWS award

Part Three – Financial Aid Office Information

Listing of office hours, location, phone numbers, and
office staff

Part 1

Introduction

Overview of the Federal Work-Study Program



Federal Work-Study Program

The Federal Work-Study is a federally supported program for students who have a documented need for financial assistance, as authorized by the Office of Student Financial Assistance, Department of

Education, under Title IV of the Higher Education Act of 1995, as amended by the Higher Education Amendments of 1998.

Harford Community College participates in the Federal Work-Study Program and places eligible students in on-campus positions, designated community service positions, and America Reads positions. Students are awarded Federal Work-Study based on their financial need, available funds, and job availability.

Federal Regulations:

1. Students must have a documented financial need. Financial need is defined as the Cost of Attendance (COA) minus the Expected Family Contribution (EFC). If there is a remainder, you're considered to have financial need. (COA is the amount it will cost the student to go to school. EFC is the amount you and/or your family are expected to contribute to your education. EFC is determined from information submitted by you on the FAFSA, Free Application for Federal Student Aid and reported to you on the SAR, Student Aid Report).
2. Students must be enrolled **at least half-time** (6+ credits per semester) or accepted for enrollment on at least a half-time basis.
3. Students must be **citizens or permanent residents** of the United States or its territories.
4. Students must be in **good academic standing** and make satisfactory academic progress (SAP) to maintain eligibility. Consult the Student Consumer Information or the College Catalog for complete information regarding Standards of Academic Progress.

Community Service- Off Campus Position:

Harford Community College is committed to community service employment designed to improve the quality of life for community residents. Employment opportunities in such fields as day care, campus security, services to students who have disabilities, and agencies that provide services to the community at large are available. Each year, a minimum of 7% of FWS funds must be spent in community service jobs. **Off campus positions, such as the Boys & Girls Club and LASOS, require that a PAPER time sheet is turned into FWS coordinator as well as completion of Web Time Entry (WTE).**

America Reads- Off Campus Position:

Harford Community College is committed to provide jobs in the America Reads program. Early Childhood Education majors or Elementary Education majors may be particularly interested in these tutoring positions. **Off campus positions require that a time sheet is turned into FWS coordinator as well as completion of Web Time Entry (WTE).**

Part 2

Federal Work Study Terms and Conditions

Student Responsibilities



Criteria for Eligibility

The student **must**:


- Have a valid FAFSA on file for the 2022-23 award aid year, demonstrating financial need.
- Be enrolled **at least half time** (6 credits) and attending classes each semester employed under FWS program.
- Maintain a cumulative grade point average of **2.0** and must complete at least **67%** of the enrolled classes each semester (Satisfactory Academic Progress).
- Submit a Background Check Request form to Human Resources and be cleared to work.
- Submit **all** financial payroll documents to Human Resources before beginning to work:
 - **Federal Form W-4** (Employee's Withholding Allowance Certificate),
 - **MW507 form** (Maryland Withholding Certificate),
 - **Form I-9** (Employee's Eligibility Verification) and documentation
- Receive a 2022-23 Financial Aid Award letter indicating a FWS award and annual amount available to earn AND receive a letter from the Financial Aid Office with a start date.

Student Employment – Dos and Don'ts

Students:

- May **not** work during his/her scheduled class time(s).
 - May **not** work more than one FWS job at a time.
 - May **not** conduct personal business at work - including making personal phone calls, completing homework, texting, watching videos, etc.
 - Must accurately and timely submit hours worked via **Web Time Entry (WTE)**. Failure to submit hours on time may result in disciplinary actions, suspension and/or termination from the program.
 - Must be provided with a current job description that clearly defines student's duties.
 - Must complete a Background Check form for Human Resources for a background check.
 - Must arrange a mutually agreeable work schedule with his/her supervisor and adhere to it.
 - Dress code will be established by department supervisor and reflect good taste.
 - No work may be taken home and students must continue to be supervised the entire work shift.
 - Adhere to any confidentiality/security agreements set forth by employer, including FERPA (Family Educational Rights & Privacy Act).
 - Student **may not** work more than **20** hours per week during the fall and spring semesters. Financial need may require students to work less than 20 hours per week.
- During winter and summer months, if students do not attend classes, students may work more than 20 hours per week if they are enrolled for the next semester. Student enrolled in summer classes are normally limited to a maximum of 20 hours per week. **Under no circumstances is any student permitted to work more than 40 hours in one week.** Summer and Winter semester FWS funding is not guaranteed.

Award & FWS Funds

- The award year starts July 1, 2022 and ends on June 30, 2023.
- - **No student may earn more than his/her award per award year.** Any unearned funds will be forfeited. Student should regularly track his/her earnings and remaining hours on the **All About Me** tab on  .
- Students who exhaust his/her FWS award may ask the FWS Coordinator for a **FWS Funds Increase**. In a case where funds are no longer available, or the student has no additional financial need, the student must cease employment or must make prior arrangements with his/her supervisor to continue working and use non-Federal Work Study funds.

Pay Information

- The FWS wage for 2022-23 is **\$13.00** per hour.
- Students are paid only for hours worked and are not paid benefits.
- Students will accrue 1 hour of **Sick & Safe Leave** for every 30 hours worked; leave cannot
- be used until you have been employed by Harford Community College for 106 days.
- Student will earn a **bi-weekly** paycheck. Payment for hours worked run 2 weeks behind the submission of time sheet.
- Some departments may require students to work during holidays and/or breaks so that services may continue uninterrupted. This expectation will be made clear during the interview and hiring process.
- During final exams and mid-terms, supervisors must accommodate the student's study/exam schedule. **Be sure to notify your supervisor in advance of any change in your schedule.**
- **Web time entry** (WTE) must be submitted online by the student **by 4:00 PM on Friday**. Please refer to FWS time sheet dates. Supervisors will have until noon Monday to approve the submission.
- **ALL Off-Campus FWS Students** must complete a **paper** FWS Time Sheet and submit to their Supervisor for approval **in addition** to submitting their WTE hours.
- Student must provide prior notification to their supervisor if unable to report for scheduled work hours.
- **Beginning with the 2022-23 academic year, the Human Resources Office has determined that ALL employees, including FWS, are required to complete the EVERFI training. Because this is required training, Supervisors will grant the student time in the office/department to complete the training and students will be paid for this time.**

Web Time Entry (WTE) Reminders

- Student will enter total hours worked **daily**. Students can begin entering hours worked the first Tuesday of the pay period.
- **Express total hours worked as decimals (15 min.=.25, 30 min.=.50, 45 min. =.75)**
- Supervisors will return web time sheet to student to correct any errors if s/he does not agree with the time student submitted. In this case, student would need to correct and resubmit and the supervisor will need to approve time.

Any student who fails to submit their hours by the deadline may be subject to the College's Corrective Action Procedure, as referenced in the Human Resources Procedure Manual, located on the Work Life tab of OwlNet.

FWS employees with multiple offenses who continue in progressive discipline, may jeopardize his/her qualification for FWS funds in the future.

As a Federal Work Study student, you agree to perform all required tasks and believe that such work will not jeopardize your academic standing. HCC has the right to terminate this position due to changes in availability of FWS funds or changes in your student status which could affect continued eligibility for Financial Aid. Failure to abide by HCC policies and procedures, unsatisfactory performance, poor attendance, unethical work behavior or dishonesty may result in the loss of your Federal Work Study award.

Part 3

Financial Aid Office Information

Hours of Operation:

| | |
|-----------------------|-------------------|
| Monday and Thursday | 8:30 AM – 7:00 PM |
| Tuesday and Wednesday | 8:30 AM – 5:00 PM |
| Friday | 8:30 AM – 4:30 PM |

Location: Student Center, 2nd Floor

Main Office Phone Number: 443-412-2257

Fax Number: 443-412-2169

Email: finaid@harford.edu

Financial Aid Office Personnel and Programs of Responsibility:

Amy Spinnato, Director for Financial Aid

Suzanne Gallihue, Assistant Director for Financial Aid (Satisfactory Academic Progress)

Jacob Zoch, Financial Aid Specialist (**FWS Coordinator** & Scholarship Programs)

Amber Duvall, Financial Aid Specialist (Default Management & Outreach Programs)

Bereni Oriaku, Financial Aid Specialist (MD College Promise Scholarship Program)

Kathy Weldon, Senior Financial Aid Specialist (MD State Scholarship Program)

Lisa Carlini, Financial Aid Associate (FWS Payroll / Consortium Agreements)