

**University of Pittsburgh at Greensburg  
Office of Financial Aid**

# **Federal Work-Study Manual**

**For Supervisors and Students**

**2012-2013**

Revised August 2012

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# **Federal Work-Study Program at Pitt-Greensburg**

## **Eligibility**

All work-study positions on the Pitt-Greensburg campus are a form of need-based federal aid. Hence, the student must qualify financially by filing a Free Application for Federal Student Aid (FAFSA) and any other forms required by federal regulation. When the financial aid process is completed, a student will receive an Award Letter from the Office of Financial Aid advising them that they are qualified to participate in the Federal Work-Study Program (FWSP).

## **Job Application**

It is the responsibility of an eligible student to complete a work-study job application on the Pitt-Greensburg website if he/she wishes to participate in the work-study program. Students who wish to be considered for a campus job may apply for any open position of their choosing that is listed on the Pitt-Greensburg work-study website. When the Office of Financial Aid receives this application, the information is forwarded to the requested supervisor for review. Application information will be kept on file in the Office of Financial Aid for one year.

## **Interviews and Hiring Selections**

Supervisors must determine if a work-study job applicant meets the requirements for the job he or she is offering. (Job duties and requirements are listed on the online job descriptions on the Pitt-Greensburg work-study webpage.) If a supervisor chooses to interview an applicant, it is the supervisor's responsibility to contact the student to arrange an interview. Once the supervisor makes a hiring decision, he/she will notify the student and the Office of Financial Aid of that decision in writing.

## **Hiring Priorities**

Because new freshmen and transfer students are the first to receive financial aid award letters, which indicate eligibility for a work-study job, they are also the first students to be considered for newly opened work-study positions for the academic year. An upperclassman, who held a work-study position in the previous academic year, may be given priority placement to return to the same position if the hiring supervisor agrees to retain the student. Students returning to the same position do not need to complete an online job application each academic year. Returning work-study students must complete a FAFSA, achieve satisfactory academic progress in the prior year, and complete the federal verification requirements (if selected) in order to demonstrate continued eligibility to keep his/her work-study job.

Returning students who never had a work-study position in prior years, but want a work-study job in the current term, may complete an online application for a work-study job. Returning students who have been requested by a supervisor because of special skills or experience, but have never participated in the work-study program at Pitt-Greensburg, should also complete an online work-study job application. If the Office of Financial Aid determines that a returning student has federal need, completed all financial aid processes (including verification,) and has attained satisfactory academic progress, the Office of Financial Aid may add a work-study award to the student's financial aid package, (as funds allow,) and pass the application on to the requested department for review.

It is important for supervisors and students to remember that since work-study is a part of the student's financial aid award, the student must be evaluated each year in order to be considered for Fall/Spring Work-Study employment. Every student must fill out the Free Application for Federal Student Aid (FAFSA) each year so that the Office of Financial Aid can determine eligibility for a federal work-study award.

### **Summer Work-Study Eligibility**

Students Enrollment is not mandatory during the summer term for employment in the summer work-study program; however, full-time enrollment for the following fall semester is anticipated for all summer work-study students who are not registered for at least six credits during the summer term. In addition, summer work-study students must demonstrate financial need as determined by the FAFSA. One half of the summer earnings of summer work-study employees who are registered for less than six credits are included in the financial aid award for the following academic year under the financial aid item type "College Work Study-Adjust."

See page 7 for special rules for hours worked during the summer.

### **Federal and Institutional Employment Eligibility Requirements**

All new work-study students are required to complete federal and institutional eligibility forms in the Office of Financial Aid before they begin to work on their first day. In addition, students must present identification documents from the list appearing on page 6. These identification documents are needed to satisfy the requirements of Form I-9, which is completed online at [www.newI9.com](http://www.newI9.com). All forms must be completed and submitted to the Office of Financial Aid prior to a student's first day of work.

## Work-Study Checklist for Students

1. ALL financial aid forms must be submitted; examples - FAFSA and, if selected, the Verification Form with appropriate income tax documentation. Returning students must complete the forms every year.
2. Students must then qualify financially.
3. During the Fall and Spring semesters, work-study students must be **full-time** students (12 or more credits) at the University of Pittsburgh at Greensburg. Enrollment is not required for summer work-study.
4. Returning Students must show academic progress.
5. Newly hired students must complete a mandatory online Orientation prior to their first day of work.
6. Newly hired students must print federal and institutional employment eligibility forms, which are found online, complete and submit to the Office of Financial Aid prior to the first day of employment. They must present identification which satisfies the federal I-9 requirements at this time. (See the chart on page 6 for acceptable forms of identification.) After completion, the Office of Financial Aid will send an email notification to the supervisor, which indicates that the student may begin to work.
7. Returning students are not awarded federal work-study unless they have completed all financial aid obligations. Names of returning students who are eligible to continue working will be verified on a roster that is sent to the department supervisor during the summer.

## I-9 Identification Lists for New Student Employees

**Bring 1 from**

**OR**

**Bring 1 from BOTH**

**A**

**B AND C**

### LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
	OR	AND
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	4. Voter's registration card	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	6. U.S. Citizen ID Card (Form I-197)
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	<b>For persons under age 18 who are unable to present a document listed above:</b>	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

# **Work-Study Program Guidelines**

## **Employment at the University of Pittsburgh**

The University of Pittsburgh student employment policy states that students may not have more than one job with the University of Pittsburgh at the same time.

## **Work-Study and Financial Aid**

Since Work-Study is financial aid, the money earned from your job cannot be in excess of your demonstrated need as determined by the Office of Financial Aid. Students are not permitted to work excessive hours that will result in wages earned that are greater than the work-study award that is part of their financial aid package.

## **Wages**

A student is considered a NEW employee if he/she has worked less than two terms in the same department. A TRANSFER employee relocates from one department to another within the first three terms of employment. The wage rate for New and Transfer employees is \$7.50 per hour.

At the beginning of the third consecutive semester working in the same department, the wage rate will increase to \$8.00 per hour. The wage remains at \$8.00 if the student transfers to another department without a break in Pitt-Greensburg employment. A break in enrollment or employment will cause the hourly rate to drop to \$7.50 per hour.

For summer term only, maintenance workers will earn \$9.00 per hour. .

Unlike grants or loans, Work-Study earnings are not deducted from the University bill, rather the student receives a monthly paycheck according to the number of hours worked.

## **Hours**

The Federal Work-Study Program was designed to help students work while attending classes. The normal work-study award will allow students to work approximately 10 hours per week. In extenuating circumstances, students are permitted to work more hours (no more than 20 during the school year), but the student must submit the request in writing to be approved by the Office of Financial Aid. During the summer breaks, students are permitted to work up to 37.5 hours per week if it fits in their financial package. Under no circumstances are summer work-study students permitted to work overtime hours.

Students and supervisors may want to calculate the weekly hours the student can work by dividing the work-study award for the term by the number of weeks in the term, and then divide that amount by the hourly wage. Students and supervisors must schedule hours so that the wages earned fall within the limit of the student's work-study award.

## **Time Records**

The Office of Financial Aid will email a personalized time record to each student at the student's campus email address. The student is responsible to save the time record, which is in the form of an Excel spreadsheet, on a computer so that he/she can record hours worked throughout the pay period. At the end of the pay period, the student will print the time record, sign it, and submit it to his/her supervisor. The supervisor will also sign the time record and submit it to the Office of Financial Aid.

Time record due dates will be made available to all supervisor to post in the work area. Time record due dates and pay dates will also be published on the Pitt-Greensburg website on the work-study webpage.

## **Paychecks**

Paychecks shall be distributed on the last working day of every month. You will be able to get your first paycheck at the end of the first month that you work if the Time Record is submitted to the Office of Financial Aid on or before the appropriate due date.

The December and April paychecks will arrive at the Greensburg Campus after most students have departed from the campus at the end of the Fall and Spring semesters, respectively. If the student is unable to pick up the paycheck in person, it is the student's responsibility to make arrangements with his/her supervisor to mail the paycheck to a correct home address.

## **Direct Deposit**

Work-Study paychecks may be deposited directly into a checking or savings account. A Direct Deposit Form is available in the Office of Financial Aid. The completed form must be accompanied by a voided check, a savings statement, or other official banking institution confirmation of your routing and account information. Deposit slips are not acceptable. Because forms must be forwarded to the payroll department in Oakland, there may be a month delay before the first direct deposit occurs. If a student chooses to be paid by direct deposit, he/she will receive an advice transmittal voucher in place of a paycheck on the last work-day of the month.

## **Dress Code**

Student employees are expected to dress appropriately for a professional office. It is understood that students will often come to work between classes; however, please note the following requirements and restrictions:

1. Clothing *must* be neat, clean, and not torn.
2. Shorts and skirts must reach the length of the mid-thigh or the tips of the fingers, whichever is longer.
3. Shoes must be appropriate for walking within the campus for errands. "Flip-flops" and other footwear that is potentially dangerous are not permitted, for safety's sake.



4. The midriff, lower back, chest, sides of the body and/or undergarments may not be exposed. Therefore, garments that are backless, strapless, or sheer (see-through) are unacceptable.
5. Stretch and spandex or clothing so tight as to be excessively revealing is prohibited.
6. Hats are not permitted.

Other restrictions may apply. If you are in doubt, please ask your immediate supervisor for clarification.

### **Academics**

Education comes first. If a student needs more time to study, and less time to work, contact the supervisor IMMEDIATELY. It is important for the student to ask for help to make arrangements to solve this problem.

### **Work Schedule**

The student should arrange his/her work schedule with the supervisor as soon as he/she knows his/her class schedule. It is imperative that a student report to work as scheduled. If the student is unable to report to work, the supervisor must be contacted as soon as possible. Failure to report to work is cause for dismissal.

### **Confidentiality Agreement**

While working at Pitt-Greensburg, work-study students may inadvertently see or overhear information that is confidential in nature. It is their duty to maintain confidentiality. For that reason, work-study students will be required to read and sign the Pitt-Greensburg Student Employment Guidelines and Responsibilities. The Supervisor is responsible to discuss and maintain the signed document with his/her department. Do not forward this form to Financial Aid.

### **General Requirements**

A work-study student is required to treat the supervisor, staff, and faculty with courtesy and respect. He/she is required to carry out assignments and duties in a professional manner. Flexibility is a requirement because a student may be asked to assist in another office, with the supervisor's approval. A student is not permitted to use University supplies, such as paper or pens, for personal projects. Unauthorized use of the supplies or the computer during work hours can be grounds for dismissal.

### **Exiting the Program**

It is the supervisor's responsibility to inform the Office of Financial Aid that a student is dismissed from his work-study position or leaves the job voluntarily. If a student quits a job,

the Office of Financial Aid will assume that he/she is no longer interested in a work-study position. If the student wants another job, he/she must submit a new online job application.

If a student is offered a work-study job and turns down the position, the Office of Financial Aid will assume that he/she is no longer interested in a work-study position.

If a student does not respond to a supervisor's invitation for a job interview, does not respond to a job offer, or refuses to complete employment eligibility documents, the Office of Financial Aid will assume that the student is not interested in a work-study position and will advise the supervisor to hire another job applicant.

### **Relocating From Another Pitt Campus**

When a student relocates to a new Pitt campus and is hired for a job, the student's Employee Record must follow the student. When relocating to Pitt-Greensburg, please provide the Office of Financial Aid with the name, address, and telephone number of your past Pitt employer so that a request can be made for your Employee Record.

### **Address or Name Change**

The student's home address must be correct in the payroll system in order for the student to receive paychecks or a W-2 form that must be mailed to the home address. Submitting a name and address change on the Student Services Center at [www.my.pitt.edu](http://www.my.pitt.edu) will only update the PeopleSoft system. These changes will not flow through to the payroll system. *Submit a change of home address to the Office of Financial Aid and specify that it is for work-study.*

### **University of Pittsburgh Nondiscrimination Policy**

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further more, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and local laws and regulations.

For information on University equal opportunity and affirmative action programs and complaint/ grievance procedures, please contact the University of Pittsburgh, Office of Affirmative Action, 412 Bellefield Hall, Pittsburgh, PA 15260; 412-648-7861.

## Instructions for Completing a Work-Study Time Record

- 1) A personalized Work-Study Time Record will be mailed to the campus email address of each work-study student by the 15<sup>th</sup> of each month. Students will receive a ***new*** Time Record for ***each*** pay period.
- 2) Open the Time Record attachment for the current pay period in Excel.
- 3) Check to be sure that your personal information (name, ID number, work-study department, supervisor, work phone extension, etc.) on the time record is correct. If something is incorrect, call the Office of Financial Aid at extension 9884.
- 4) Go to the right-hand side of the page to the chart of the calendar days in the current pay period. Type in the hours you worked each day in the block next to the appropriate month and day on the chart. Be sure to hit the "Enter" key after typing the hours for each day you worked so that the hours will total automatically.
- 5) After you have finished entering your hours, check the box marked "TOTAL" and the box marked "Total Hours Worked." Make sure they match. If they do not match what you believe your hours should be, check the hours you entered to make sure that there are no discrepancies between them and the actual hours you worked.
- 6) Once this is completed, print your time record. Then, sign and date your Time Record to certify that you are the student who worked the hours reported on the Time Record.
- 7) Finally, turn your Time Record in to your supervisor. He/she must verify the hours, sign it, and submit it to the Office of Financial Aid.

# Supervisory Responsibilities

## **Job Descriptions**

Supervisors are responsible to provide accurate job descriptions and the number of openings for each available position to the Office of Financial Aid. The Office of Financial Aid will post the job descriptions in a work-study job bank on the Pitt-Greensburg website. Any student who wants a work-study job will be able to choose from the available positions and complete an online job application. Students will be able to apply for specific jobs that are best suited to their skills and needs. The Office of Financial Aid will verify each applicant's eligibility for work-study and electronically pass on application information of eligible students directly to the requested department. Supervisors will be able to review applications in a more expedient manner and enjoy greater autonomy in the hiring process.

Job descriptions should be brief but specific for each type of work-study job the department offers. Any special qualifications that the job entails should be included in the job description. Some examples might include:

- Must be able to lift 30 pounds
- Must be available nights and weekends
- Must be proficient with Microsoft Excel

## **Supervisor Hiring Responsibilities**

The supervisor will choose his/her work-study employees from the applications of eligible students that have been forwarded to him/her by the Office of Financial Aid. If the supervisor chooses to interview applicants, it is his/her responsibility to contact the students to set up an interview. If a student does not respond to a supervisor's request for an interview, the supervisor must notify the Office of Financial Aid that the student declined an interview and will not be hired.

***It is the Supervisor's responsibility to provide a written notice of the hiring decision to the student and the Office of Financial Aid.***

The supervisor must not permit newly hired work-study students to begin work until the Office of Financial Aid certifies that the student employee has completed all federal and institutional employment eligibility documents, and has fulfilled all financial aid obligations. Students should complete the eligibility documents in the Work-Study Packet in the Office of Financial Aid on the first day they are scheduled to work, prior to beginning their work. The Office of Financial Aid will update the work-study payroll database to note that the student has completed all requirements on the effective date. An email letter from the Office of Financial Aid will verify that the student has completed all requirements and is ready to work.

The campus work-study database will be updated when returning work-study students (who have completed employment eligibility documents in a prior year) have fulfilled all of their financial aid obligations. Supervisors will be emailed a roster of all returning students who are permitted to begin their work-study jobs for the new academic year. (See the Work-Study checklist for students.)

***Supervisors must not permit any student to begin work until the Office of Financial Aid notifies the supervisor that the student has fulfilled all financial aid and employment eligibility paperwork.***

### **Supervisor Scheduling Responsibilities**

Supervisors are responsible to schedule and monitor the students weekly hours and cumulative hours worked during the term to insure that the student is:

- abiding by the weekly hourly regulations described previously (see **Hours**, page 6)
- does not work excessive hours that will result in wages earned that are greater than the students federal work-study award

Supervisors are also responsible to monitor wages earned by all work-study students to be sure that wage expenditures stay within the confines of the department's work-study budget. This budget is made available in July to all departments with work-study employees.

The Office of Financial Aid will provide monthly reports that will help supervisors to comply with these requirements.

### **Supervisor Time Record Responsibilities**

The Time Record due dates are published by the Office of Financial Aid at the beginning of every academic year and forwarded to each supervisor. The Supervisor is required to inform the students when time records are due. Supervisors should post the schedule of due dates in their departments for quick reference.

Students are responsible to print out time records that they will receive by email each month from the Office of Financial Aid. Supervisors should be sure that the time records are completed accurately as described in the instructions on page 6. Supervisors are responsible for examining, signing, and submitting time records to the coordinator of the work-study program in the Office of Financial Aid. A signature verifies that the hours being submitted are correct for the pay period that is printed on the time record. A time record will not be accepted by the Office of Financial Aid without the supervisor's signature. In extreme circumstances, the supervisor may sign a time record without a student signature. Call the Office of Financial Aid at ext. 9884 for instructions on this matter, should the situation arise.

## **Training**

Before training begins, a supervisor is required to have the student read and sign the Pitt-Greensburg Student Employment Guidelines and Responsibilities. This document is published on the Pitt-Greensburg website. Each department maintains its own file with the completed agreements. Supervisors should instruct their work-study students as to their specific job responsibilities and what is expected of them.

## **Distribute Paychecks**

Each department is assigned to a designated mail stop. The Pitt-Greensburg Cabinet must approve mail stops so changing or adding a mail stop can be a cumbersome process. It is the mail stop person's responsibility to ensure that all students receive their paycheck. It is the student's responsibility to give the supervisor a correct home address in order to forward end-of-semester checks.

## **Switching between Jobs**

It is the supervisor's responsibility to adhere to the University of Pittsburgh guideline that mandates that students may only be employed in one position at a time. Supervisors must see to it that changes between work-study and hard money jobs (those jobs where student wages are paid from department funds instead of federal work-study funds) take place on the 15<sup>th</sup> and 16<sup>th</sup> of the month. (Work-study employment will end on the 15<sup>th</sup> and hard money employment will begin on the 16<sup>th</sup>.) If this type of job change is made, it is important to alert both the Office of Financial Aid and Office of Human Resources, so that the student's Employee Record can be transferred. If the student is changing positions within the work-study program, only the Office of Financial Aid needs to be notified, and the change can take place at anytime of the month.

## **Performance Appraisals**

The Office of Financial Aid will provide performance evaluation forms to the supervisors toward the end of the spring semester each year. It is the supervisor's responsibility to conduct the evaluation and complete the appraisal form if he/she so desires. The supervisor retains the appraisal form in his/her files.

## **Terminations and Non- Returning Students**

Supervisors who find it necessary to terminate a student's work-study employment have an obligation to explain the reason for the dismissal to the student. Supervisors must also provide written notice to the Office of Financial Aid with the reason for dismissal. Supervisors must also notify the Office of Financial Aid in writing if a student leaves his/her job voluntarily. This notification may be accomplished by email.

## **End of Year Termination Report for Work-Study Students**

At the end of each semester, students may not return to their jobs due to relocation, a transfer, or graduation. In order to maintain accurate student employee records, the Office of Financial Aid requests that supervisors complete the Termination Report for Work-Study Students. This form, distributed by the Office of Financial Aid during the second week of March, enables supervisors to advise the Office of Financial Aid of the number of work-study students who will leave their jobs at the end of the academic year. It is requested that this report be submitted to the Office of Financial Aid by the end of the third week of March.

## **Work-Study Assessment of Needs Report**

The Work-Study Assessment of Needs forms are also sent to supervisors in the second week of March. This form provides supervisors with the opportunity to state their projected work-study needs for the summer and the upcoming academic year.

Supervisors should review remaining work-study budget balances for the current fiscal year, which ends each June 30th as well as any available budget information for the new fiscal year that begins each July 1st. They should then determine, and report to the Office of Financial Aid, the number of openings that will be available for each work-study position in their department for the summer term. The Office of Financial Aid can then update the job bank on the work-study web page so that students can begin online applications for summer jobs.

In order to completely assess needs for the upcoming academic year, supervisors will need to have some idea of the budgeted amount of work-study funding for the new fiscal year that begins each July 1st. After reviewing budget projections and the number of work-study students reported on the Work-Study Termination Report, the supervisor should advise the Office of Financial Aid of the number of new work-study students needed for the next academic year. This report should be submitted to the Office of Financial Aid by the end of the third week of March. This will enable the Office of Financial Aid to update the work-study job bank so that newly admitted freshmen and transfer students may begin to apply for work-study jobs online.

## **Budget Compliance**

Supervisors are responsible to adhere to budget restrictions when hiring student employees and scheduling their hours. Any questions about department budgets or requests for additional funding should be made with the supervisor's Division Chair or the Vice President for Academic Affairs. The Office of Financial Aid will provide monthly reports of work-study wage expenditures to each department and the Vice President of Administrative Affairs in order to assist each department in the prudent use of federal work-study funds.