

## **Employer: Work Study Guide**

Navarro College  
Financial Aid Office

Federal Work Study (FWS) is a federal, financial aid work program that provides students the opportunity to work part-time jobs on and off campus. It is a federally subsidized, hourly-wage job program.

Work Study positions have many benefits:

- Provides job opportunities for students in need of financial assistance to meet college costs
- Provides opportunities to gain skills that will enhance future educational and career goals
- Provides beneficial resume building experience and training and can lead to career opportunities while still in school
- Earnings are not considered when calculating financial need for future financial aid
- Work schedule can be arranged around student class schedule
- Improved grades and time management: Studies have consistently shown that students who work no more than 20 hours per week have better grades than students who do not work. Additional time demands appear to force students to manage their time more efficiently, thus creating a higher commitment to study time by the student.

### **Who is eligible for a Work Study job?**

Students who are eligible for Work Study will have a financial need of about \$3,500 or greater. The Financial Aid Office can help the student know if he/she is eligible. There are several requirements a student must meet in order to qualify for a Work Study award. All awarding is dependent on funding availability from the Navarro College Financial Aid Office.

- Must submit a FAFSA.
- Have unmet financial need
- Must be enrolled at least half time (6 hours)
- Maintain financial aid Satisfactory Academic Progress Standards

### **How do I hire a Work Study employee?**

The process of hiring a student through the Work Study program begins with you, the potential employer, assessing your needs. Once you have determined the number of students that you will require, complete the **Work Study Requisition** form. A deadline for the submission of this form will be set and published each year.

The Financial Aid Office will review all of the requests for student workers on a first-come-first-served basis. Criteria used in assignment of positions to a requesting department include the overall needs of the College and available funding. Each supervisor will be notified by email of the number of students they are authorized to hire. Students will only be allowed to accept positions which have been authorized in advance by the Financial Aid Office.

Due to the fluctuation in the number of Work Study participants, it is a common occurrence for the Financial Aid Office to reduce requests for workers. Departments which have been reduced, will be considered for additional employees as funds become available.

Each student who is eligible for a Work Study position at Navarro College will be provided a list of all available positions upon request. It will then be the responsibility of the student to apply for a position, while the supervisor has the responsibility of hiring his/her student worker. Students who qualify for Work Study, and who are eligible to interview, will have a **Student Employment Authorization** form in their possession. This form is the official notice of eligibility to participate in the program. No student can begin employment until after this authorization has been properly completed and all other paperwork is returned to the Financial Aid Office.

### **Where can open Work Study jobs be found?**

The Financial Aid Office has an online listing of open positions at all times. Most positions are filled within the first few weeks of each semester. Students can go directly to on-campus departments and ask if there are any available Work Study jobs or check for available positions through the Financial Aid Office.

### **How does a student become officially employed by the Work Study program?**

1. Please complete the Work Study Requisition Form, available at [www.navarrocollege.edu/financialaid/forms/](http://www.navarrocollege.edu/financialaid/forms/) . This form should be submitted to the Financial Aid Office annually or as positions are needed for your department.
2. Once the request is received by the Financial Aid Office, a budget will be established for your department and communicated to you by email.
3. The Financial Aid Office will document the Financial Need on the Student Employment Authorization. This form will be given to the student for completion. They will need to deliver it to you for your signature and return to the Financial Aid Office. After the student has completed all of the required documentation, he will be given a copy of this form to share with you. The student will be ready to begin working.

Once a student has accepted a position, they are responsible for making sure their contract and other forms are submitted to the Financial Aid Office before they begin working.

The contract process is required before the student may begin to work **each semester**.

The following documents should be submitted by the student:

- Copy of class schedule
- Copy of Social Security Card
- Picture ID, Driver's License, etc.
- Contract signed by the student and the supervisor

## **How many hours can be worked/how much money can be earned?**

The total salary for the semester will be the product of an individual's compensation rate, weekly hours, and the number of weeks remaining in the semester.

Ex: \$7.25 compensation rate \* 18 hours per week \* 16 weeks = \$2,088.00 maximum award amount for semester

Regardless of the hourly wage, a student cannot earn more than their semester's Work Study award. Please note that Work Study students are not eligible for paid vacation, sick leave, holidays, or insurance through their Work Study job.

## **How are students paid?**

All students are paid monthly based on the dates specified for each pay period. Time records must be submitted on time to the Financial Aid Office in Corsicana. Due dates will be provided to the student when they sign the contract. All students are ineligible to receive their pay via Direct Deposit. Paychecks are disbursed on the last working day of each month at the Switchboard located in the Albritton Administration Building on the Corsicana campus. Checks for Ellis County students can be picked up at the Business Office of the appropriate campus.

## **Rights and Responsibilities**

When a student accepts a Work Study position, they become a member of your department or agency that depends on them. It is important for them to report to work on time, notify you when they will be late or absent, and dress appropriately for the work location (dress code should be discussed during the interview). When asking for time off, they should consider your office needs. In addition, some Work Study positions may require access to confidential information - abuse or misuse of such authorization is grounds for dismissal!

Work Study timesheets must be submitted once a month to the financial aid office. A student **cannot earn more** than the Work Study award reflected on the Work Study contract. It is the responsibility of the supervisor and student to monitor the earnings and make sure they do not exceed the Work Study award.

If a problem develops on the job, you should first discuss the issue with the Work Study student. If the problem cannot be resolved, you should contact the Financial Aid Office. Awarding a Work Study position implies a commitment by the student to the employer for at least one semester.

## **Requirements to Participate in the Work Study Program**

- Can work a maximum of 18 hours per week or hours published on the contract
- Students can only be in one work study job at a time
- Supervisor should retain a copy of the student's schedule
- Work study students must be paid at least minimum wage. Wages must be within reason to the position and other employees in a similar position
- Time records must be submitted on their due date
- Students can work no more than 8 hours per day

- Students may **not** work when the college is closed (i.e., holidays) or when the student is scheduled to be in class (even if the student is released from class early).
- Students must be enrolled in at least 6 credit hours.

### **Questions**

If you have questions, please contact the Financial Aid Office at 903.875.7363 or [financial.aid@navarrocollege.edu](mailto:financial.aid@navarrocollege.edu).