



COSUMNES
RIVER COLLEGE

Los Rios Community College District

Financial Aid Office
August 2020

Federal Work Study Supervisor's Handbook

2020 - 2021

Cosumnes River College Federal Work Study Handbook



Dear Federal Work Study Participant:

Thank you for participating in the Federal Work Study program. This program combines an invaluable work experience with an additional financial resource to assist you while attending Cosumnes River College. As a work study student, you represent Cosumnes River College as an important member of our staff. Many departments on campus rely on work study employees to help support the day-to-day operations of the college.

This manual is designed to provide both students and supervisors with the information needed to understand the program. It is intended to serve as a valuable resource that contains the answers to many of the frequently asked questions that arise in regard to Federal Work Study. Should you have any additional questions about the Federal Work Study program or the Financial Aid process, the Financial Aid staff is always available to assist you throughout the year.

Again, thank you for your support and your contributions to this program.

Sincerely,

Yolanda Garcia
Financial Aid Supervisor

Maria Perez
Financial Aid Officer

Federal Work Study Eligibility



Federal Work Study (FWS) positions are awarded to students who meet the eligibility criteria for federal financial aid. Financial need is determined from information submitted on the Free Application for Federal Student Aid (FAFSA). The amount of the FWS award and the number of hours a student may work, will be based on information from the student's need analysis after completion of the student's financial aid file.



In order to be eligible for Federal Work Study:

1. a student must have a completed financial aid file with additional financial need above and beyond grant eligibility, and
2. a student must be enrolled at least half time (in course applicable units) in an eligible program, and
3. a student must demonstrate and maintain Satisfactory Academic Progress.

Please note that if you apply for (and are awarded) student loans, scholarships, or other Financial Aid funding while your FWS application is being processed, it could affect whether or not you are eligible for FWS.

Students who meet the minimum requirements will receive a FWS eligibility message in eService's that will be proof of their FWS eligibility.

How to Apply for FWS at CRC



Open job positions will be posted on the Federal Work Study link on the CRC Financial Aid website. Positions are posted for a minimum of three days and will be removed when Financial Aid Office is notified that the position has been filled. New positions will be posted as they become available and as funding permits.

If you meet the FWS eligibility requirements on the previous page and would like to apply for an open position on the website, please submit the following documentation to the department you wish to work for:

- A completed Federal Work Study application
- A copy of the job posting for which you are interested in applying
- Your resume
- Print the FWS eligibility message from eService's
- Any other documents that the department requests on the FWS application

As a reminder, students who have insufficient unmet need, are not enrolled or maintaining at least 6 course applicable units, do not have a completed file, and/or are not meeting satisfactory academic progress are not eligible for Federal Work Study. You may reapply once you regain eligibility.

You will be contacted by that department for an interview. If you are hired, the department will forward your hiring paperwork along with the FWS application to the Financial Aid Office. Your eligibility for FWS will be reconfirmed and a FWS award will be added to your awards on eService's.

If you are awarded FWS, a schedule of hours and days of work should be established before you begin work. In order to determine the maximum number of hours you can work during the semester, divide your semester award by the current FWS pay rate. The resulting number of hours should then be divided by the number of weeks in the semester. *Work hours must not conflict with your class schedule under any circumstances.*

Example: Establishing a work schedule

If the semester award equals \$2,816 and the current pay rate is \$13.00 per hour, then:

$\$2,816 / \$13.00 \text{ per hour} = 216 \text{ hours (for the semester)}$

$216 \text{ hours} / 16 \text{ weeks in the semester} = 13.5 \text{ hours per week}$

Important information about the Federal Work Study Program



1 A FWS student must be officially registered and remain enrolled in at least 6 (degree applicable) units in order to participate in the FWS program. If you drop below 6 units, you must stop working under the FWS budget and notify the Financial Aid Office. Failure to do so will result in the cancellation of your remaining FWS and your award may not be renewed in subsequent years.

2 A student's FWS award is valid only for the semester in which it was awarded. Unused FWS funds will be removed at the end of the semester pay period and reallocated to other students.

FWS Semester Pay Periods:

Fall 2020 FWS award covers: 07/01/2020 to 12/31/2020

Spring 2021 FWS award covers: 01/01/2021 to 06/30/2021

3 Students may work a maximum of 26 hours a week while classes are in session, but no more than eight hours each day. If you exceed the allocated award, we may not be able to cover those hours. Area offices will be responsible for any hours worked beyond the awarded amount each semester.

- ❖ We strongly discourage any student from being employed in more than one area on campus. Since the combined total of hours worked cannot exceed 26 hours a week, or eight hours per day, both areas would have to coordinate the student's work schedule so the hourly limits and FWS funding are not exceeded. It is the student's responsibility to notify both supervisors that he/she is employed in another department.



4 When the college is not in academic session (during semester breaks) students may work up to 40 hours per week, subject to the availability of work, supervisor's approval, and within the limits of the FWS award for the semester.

5 The student and the supervisor must keep an accurate, up-to-date accounting of all FWS earnings. Reduction and increase in FWS awards are subject to the availability of funds, and to the student's continuing eligibility.

6 Either a student or supervisor may terminate a work study agreement. The Financial Aid Office must be notified immediately of any changes. If applicable, CalWORKs advisors must also be notified.

FWS/CalWORKs students:

When a student is eligible for FWS and CalWORKs as a matching fund, FWS funds (25%) and CalWORKs funds (75%) will be listed separately on the student's award notification. Add the awarded amounts in order to determine the number of hours the student can work for the semester.

Example: Determining the number of hours when CalWORKs is a matching fund to FWS

If the semester award equals CalWORKs \$2,112 + FWS \$704 = \$2,816
 $\$2,816 / \$11.00 \text{ per hour} = 256 \text{ hours (for the semester)}$

To the Student:



Welcome to Federal Work Study!

Every work study position includes specific job responsibilities and expectations. Your employer, Cosumnes River College, understands that you are here primarily as a student, but your responsibility as an employee must be taken seriously.

A student accepting a work study position has the following responsibilities:

- ☑ To maintain at least halftime enrollment status in approved courses
- ☑ To maintain Satisfactory Academic Progress
- ☑ To report to work on time
- ☑ To notify the supervisor in advance of absences
- ☑ To be dependable, honest, and to maintain confidentiality
- ☑ To do the best possible work
- ☑ To complete time sheets correctly and on time
- ☑ To dress in appropriate attire
- ☑ To be professional and respectful
- ☑ To keep track of hours worked so as not to prematurely exceed the FWS award



Failure to meet the above responsibilities will result in termination of your FWS employment and cancellation of your FWS award.

The following are important guidelines/regulations you must observe:

- ◆ You may not begin work until an employment packet has been completed, submitted, and *approved*. All forms must be signed by the area dean and the supervisor, and processed through the Financial Aid Office and Business Services Office.
- ◆ You and your supervisor must agree on a schedule of work hours. You will be expected to follow that schedule. If you are not able to work, you must notify your supervisor in advance. Continued tardiness and absences may result in termination of your job by your supervisor.
- ◆ Your maximum eligibility for each semester is shown on your financial aid award summary page. You may not exceed the dollar amount (eligible hours) shown for each semester. Excess hours worked will not be paid with FWS funds.
- ◆ Your timesheets must be complete and accurate. Incomplete timesheets will result in a delay in processing and in receiving your paycheck. False information will result in dismissal and loss of further financial aid.

To the Student: Continuation



- ◆ Supervisors will distribute, collect, verify, sign, and submit timesheets to Business Services each month according to the established payroll schedule. You will be paid on the 10th day of the following month. If the 10th falls on a holiday or a weekend, you will be paid on the last working day prior to the 10th.
- ◆ Discuss with your supervisor the appropriate attire and any requirements specific to your position.
- ◆ Every attempt is made to place students in desirable positions, if possible, within the area of your program of study. CalWORKs students must meet with their advisors for assistance with job placement.

FWS Pay Rates and Pay Days

Pay rate As of January 2021 the pay rate for FWS students is \$14.00 per hour and will increase with the minimum wage.

Pay day Students are paid on the 10th of each month for the hours worked during the previous pay period. If an “Intent to Employ” form, available from Business Services, is not submitted and approved by the payroll deadline, the student will have to wait until the next pay cycle for payment.



FWS paychecks will be issued to the student in person at the Cashier window, located in the Student Center. Checks are available from 8:00 am- 6:00 pm, Monday through Thursday, and 8:00 am to 4:30 pm on Friday.

Students must have a photo ID to pick up a check.

State Labor Laws and CRC Policies Concerning Work Study Students



Students may work a maximum of 26 hours per week while school is in session. A maximum of 40 hours, but not more than eight hours a day, may be worked during weeks when school is not in session (i.e. winter and spring recess). A student who does work the maximum of 26 hours a week may not have sufficient funding for the entire semester (based on school's funding level and financial need).



Maximum hours for student workers

26 per week maximum (while school is in session)

8 per day maximum

Breaks and lunch hours are to be taken in accordance with State Labor Relations Board requirements as follows:

Lunch Breaks:
5 hours = 30 minute
unpaid lunch

No employer shall employ any person for a work period of more than five hours per day without providing a meal period of not less than 30 minutes, except that if the total work period per day of the employee is no more than six hours, the meal period may be waived by mutual consent of both the employer and employee. Please note: **this thirty minute break is an unpaid break.**

Rest periods:
4 hours = 10
minute break

Every employer shall authorize and permit all employees to take rest periods, which insofar as practicable, shall be in the middle of each work period. The authorized rest period time shall be based on the total hours worked daily at the rate of **ten minutes net rest time per four hours** or major fraction thereof. However, a rest period need not be authorized for employees whose total daily work time is less than three and one-half hours. Authorized rest period time shall be counted as hours worked for which there shall be no deduction from wages. *Rest periods may not be used to extend an employee's lunch period nor may they be used to adjust the starting or ending time of an employee's workday*

**Employment
Documentation:**

The immigration law requires that all employees hired after November 6, 1986, must provide proof of work eligibility. Applicants will be required to submit original copies of a photo ID, Social Security card, and DHS documentation (if applicable). Business Services will collect this documentation at the time the student is processed for employment.

Summer Federal Work Study



As a general rule, Federal Work Study during the summer is limited; however, some work study supervisors do need help during the summer and the financial aid staff will attempt to meet those needs with any remaining work study funds. Supervisors must request these additional funds prior to May 1st of each year so we can plan our budget accordingly. Students cannot work past the last day of the spring semester unless they have been cleared by the Financial Aid Office.

- ❖ Students who are **enrolled for summer** must notify the Financial Aid Office of their enrolled units. After verifying enrollment status, students will be allowed to continue working, using any remaining funds until June 30th. Students who have unmet need for the summer term may also qualify for additional FWS funds to be used during the summer semester. Students cannot work any “summer” hours until notification of additional FWS eligibility has been received in the form of an amended award notification. Hours worked without prior approval will be charged to the area’s budget.
- ❖ In very limited circumstances will a student who is enrolled in at least **6 units for the upcoming fall semester, but not enrolled for the summer**, be able to work during the summer semester using FWS funds beginning July 1st:
 - 1.) The student must have an award letter for the new academic year showing that they have been awarded FWS funds.
 - 2.) As of July 1st, any time worked during the summer semester will come from their fall FWS award allocation. The student must have sufficient unmet need.

All students working after July 1st must complete an “Intent to Employ” for the new fiscal year prior to working.

Please direct any questions to the Financial Aid Office at (916) 691-7201. Office hours are 8:00 am to 6:00 pm, Monday through Thursday, 8:00 am to 4:30 pm on Friday.

To the Supervisor: Hiring a Student



Step 1: Fill out a FWS Job Opening Request form and email it to Maria Perez in the Financial Aid Office.

Please contact Maria if you need a blank request form. The Financial Aid Office will not approve any hiring packets for positions that have not been advertised.

1. As FWS funds become available, FWS Job Openings will be **posted online** to the Financial Aid website for a minimum of three days. Job postings will be prioritized based on date received, although the needs of the department and of the FWS program requirements will also be taken into consideration. Jobs that are not filled after 60 days will be removed from the website, however, may be re-advertised based on the availability of funding and department request.
2. Students who are interested and are eligible for a FWS award will receive a message in eService's that will indicate that they are eligible for FWS along with program requirements and instructions on how to apply for positions. They will apply to your department directly by submitting the FWS application packet that will consist of:
 - FWS application
 - A copy of the job posting
 - Student's resume
 - FWS eligibility message from eService's
 - Any other documents that your department requested on the FWS application
3. Once your department reviews the FWS application packets please notify the students if you are going to interview them or not. Please send the employment and FWS application packets for the students you are interested in hiring to the Financial Aid Office. Your department is responsible for the notification of students who apply to your area even if you are not planning on interviewing or hiring them.
5. The Financial Aid Office will conduct a final eligibility check, and if the student remains eligible, the FWS award will be posted to the selected student's file and the employment packet will be forwarded to the Business Office. In the case that a student has lost their FWS eligibility, the employment packet will be sent back to the department.
6. Once the department receives a signed copy of the intent back from Business Office the student can start working.

To the Supervisor: Hiring a Student

Step 2: Have the student complete an employment packet.



Business Services has an “Employment Packet” which must be completed by every student. *A copy of the student’s financial aid award must be submitted with the packet.* An “Intent to Employ”, which is part of the Employment Packet, must be filled out for each work study student using the following account number and fund code:

<u>Position #</u>	<u>ACCT</u>	<u>FD</u>	<u>ORG</u>	<u>PROG</u>	<u>PROJ/GRANT</u>
78214	2304	12	CR.VS.FAOF	64900	350A
79468	2304	12	CR.VS.FAOF	64900	350B (Community Service)
79473	2304	12	CR.VS.FAOF	64900	350C (Eligible math and reading tutors)
79534	2304	12	CR.VS.FAOF	64900	350D (Bookstore only)
79535	2304	12	CR.VS.FAOF	64900	350E (Cafeteria only)

FWS/CalWORKS Students

Students who are eligible for FWS and CalWORKS as a matching fund:

Intents and timesheets must be submitted with the following FWS and CalWORKS budget codes:

Position # 80601

2304 12 CR.VS.FAOF 64900 350F

2314 12 CR.VS.WORK 64900 592E

Step 3: Establish a work schedule for the student.

A schedule of hours and days of work should be established before the student begins work. Divide the student’s semester award by the current FWS pay rate in order to determine the number of hours the student can work during the semester. The resulting number of hours should then be divided by the number of weeks in the semester to determine the number of hours a student can work per week. This will prevent the possibility of having ineligible hours charged back to your area. *Work hours must not conflict with a student’s class schedule under any circumstances.*

- ◇ **Please notify the Financial Aid Office if, based on a student’s available schedule, he/she will not be able to earn the full FWS award.**

Step 4: Forward the completed employment packet to the Financial Aid Office.

Students cannot work until all forms in the Employment Packet have been completed and returned to the Financial Aid Office and the Business Services Office for final approval. A Financial Aid staff member will initial the budget code on the “Intent to Employ” if the student is eligible for FWS. Initialed packets will be forwarded to the Business Services Office. If the student has not yet been awarded FWS funds the packet will be returned to the area. Students shall not work until the Business Services Office has cleared the packet.

To the Supervisor: Hiring a Student



Filling out FWS Timesheets

- A monthly pay period is defined as: the hours earned from the 25th day of each month through the 24th day of the following month.
- Timesheets must be completed to reflect the total hours worked per day and be submitted with the appropriate account and fund code numbers. Timesheets are to be delivered to Business Services in the College Center according to the established payroll schedule each month.
- The timesheets must be accurate and must be signed by the student and the supervisor or manager of the department. When the lead person (the person who tracks the student's hours), is someone other than the supervisor or manager, this person is required to initial the timesheet next to the student signature. Timesheets that are incomplete, inaccurate or submitted late will cause a delay in payment. Timesheets with hours in excess of a student's eligibility will be charged back to your area's budget.
- The Financial Aid Office must be contacted to determine a student's eligibility for additional funds. **All unauthorized hours will be charged back to the area's budget.**
- Federal Work Study students are not eligible for holiday or overtime pay. FWS funds cannot be used to pay fringe benefits. For FWS students who earn sick leave, the following budget must be used for any sick time reported:

GENFD 2304 11 CR.VA.OFFC 64600 00000 041A

To the Supervisor: General Guidelines



- ◇ FWS students may not earn more than the amount of FWS awarded. The supervisor must limit students to the total award allocated. Exceptions must be referred to the Financial Aid Office **before the student exceeds** the maximum amount awarded each semester. Individual circumstances may allow the Financial Aid Officer to award additional funds.
- ◇ Students, continuing for the next enrollment period, who do not earn all their work study funds by the end of the semester, may **not** carry the balance forward. Graduating students may work only until the last day of the semester.
- ◇ If a student stops working, the supervisor must notify the Financial Aid Office immediately, so the funds can be reallocated. [FYI: Funds that cannot be carried into a new fiscal year (beyond June 30th) must be returned to the Department of Education and will be lost as a resource for our school.]
- ◇ Student performance evaluation forms are highly recommended, but not mandatory. If a student is not a good fit for your area, or if any other problems arise, please notify the Financial Aid Office (and CalWORKS if applicable).
- ◇ FWS students must be supervised by a staff member during their scheduled work hours.
- ◇ Once a FWS student runs out of FWS funding, they must be paid for any additional time worked out of department funding. **Voluntary hours are not allowed.**
- ◇ If a department would like to rehire a FWS student for the next academic year, a request must be submitted to the Financial Aid Office prior to the end of the spring semester. In order for a FWS award to be renewed, the student must meet all FWS program requirements for the coming school year and submit all outstanding financial aid documents by June 30th.

Please feel free to contact our office with specific questions or to notify us of your area's needs.

Example of a Financial Aid Award page with a FWS award:

Award Summary

Financial Aid Year 2016 - 2017

Select the term hyperlinks below to see more detailed information.

Aid Year			
Award Description	Category	Offered	Accepted
CRC Federal Pell Grant	Grant	5,088.00	5,088.00
CRC Federal SEOG	Grant	600.00	600.00
CRC Board of Gov Fee Waiver	Waiver	1,104.00	1,104.00
CRC Federal Work Study	Work/Study	4,400.00	4,400.00
Aid Year Totals		11,192.00	11,192.00

Currency used is US Dollar.

Shopping Sheet

Financial Aid Summary

Terms

Spring 2017

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
CRC Federal Pell Grant	Grant	2,907.00	2,907.00
CRC Federal SEOG	Grant	300.00	300.00
CRC Board of Gov Fee Waiver	Waiver	552.00	552.00
CRC Federal Work Study	Work/Study	2,200.00	2,200.00
Term Totals		5,959.00	5,959.00

Fall 2016

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
CRC Federal Pell Grant	Grant	2,181.00	2,181.00
CRC Federal SEOG	Grant	300.00	300.00
CRC Board of Gov Fee Waiver	Waiver	552.00	552.00
CRC Federal Work Study	Work/Study	2,200.00	2,200.00
Term Totals		5,233.00	5,233.00

Currency used is US Dollar.

Example of Unmet Need:



Unmet need can be found on the student's Financial Aid Award page under "Financial Aid Summary". Need is determined by taking the student's Financial Aid budget, minus the expected family contribution, minus the total aid.

Using the example below:

$$\begin{array}{r} \$7394.50 \text{ (Estimated financial aid budget)} \\ - \quad 0 \quad \text{(EFC)} \\ \hline \$7394.50 \\ -\$4983 \text{ (total aid)} \\ \hline \$2411.50 \text{ unmet need} \end{array}$$

However, keep in mind that the budget and total aid can fluctuate depending upon the student's enrollment in financial aid eligible classes, and whether a student is awarded additional resources.

Financial Aid

Financial Aid Summary

Financial Aid Year 2016 - 2017

The information below is a calculation of your estimated need.

Estimated Financial Aid Budget	<u>7,394.50</u>
Expected Family Contribution	0.00 -
Estimated Need	7,394.50
Total Aid	4,983.00

Currency used is US Dollar.

This is your financial aid eligibility based on your estimated financial aid (budget) costs, family contribution, and estimated need for this aid year.

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Cosumnes River College
FEDERAL WORK STUDY STUDENT EVALUATION
 TO BE COMPELETED BY FEDERAL WORK-STUDY SUPERVISOR

Student: _____ Supervisor: _____
 Area: _____

Semester of employment: Fall ___ Spring ___ Summer ___

PLEASE CHECK APPROPRIATE RESPONSE	Above Stan-	Standard	Needs improv.	Un- Satisf.
Attendance				
Personal Appearance				
Conscientiousness				
Response to Supervision				
Ability to work with others				
Willingness to assume additional responsibility				
Punctuality				
Knowledge of methods, materials, tools, etc.				
Adoptability to unforeseen change/new situation				

Additional Comments: _____

Would you re-employ this student? ___ YES ___ NO

I will discuss this evaluation with the student. ___ YES ___ NO

 Supervisor's signature

 Date

STUDENT RESPONSE:	
<input type="checkbox"/>	I have seen this report and agree with the conclusions of my supervisor.
<input type="checkbox"/>	I would like to discuss this report with my supervisor.
<input type="checkbox"/>	In signing this report, I do not necessarily agree with the conclusions of the rater
 _____ Student's Signature	 _____ Date

All information provided will be kept confidential