

WORKSTUDY SUPERVISOR'S HANDBOOK

The Morehead State University federal and institutional student employment program is designed to provide students with the opportunity to earn funds to help finance their education, while gaining valuable employment experience. The program is an ever growing and expanding one, and it is one that can be of great benefit to all areas of the university community.

You currently are (or will be) supervising the work of one or more students under the rules and regulations of the Workstudy Program. As the student's supervisor, you are responsible for completing the hiring packet, outlining and discussing with the students their work responsibilities, supervising their work, and verifying and approving their time cards.

The purpose of this handbook is to help facilitate communication with and supervision of the workstudy students by providing you with a few basic guidelines. We hope it will be a useful aid and help you in operating the workstudy program at MSU. Your comments are welcome.

NOTE: The Workstudy program is a part of the Title IV Department of Education Student Financial Aid Programs. These programs are regulated by guidelines from the Department of Education. These guidelines must be followed consistently. You will be subject to review by our internal auditor, Financial Aid staff, and external auditors.

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WORKSTUDY EMPLOYMENT PACKET PROCEDURES

Please submit the complete employment packet including all documentation and required information at least 10 days prior to the student's first day of work. Students cannot begin working until the packet is processed and approved. Please submit only complete packets to avoid delays in the student's employment. Complete packets consist of W4, K4, and I9 with required documentation, student application and background consent form. A request form is also required if you are hiring an institutional position. Incomplete packets will be returned to the supervisor.

Students who have been assigned to you on federal workstudy and those you hire on institutional workstudy must have the following documents on file before they can be hired or begin working.

Please be advised that these forms may change. You should only print forms as needed to ensure that you have the most current document.

Forms Link

1. W4 Form
 2. K4 Form
 3. I9 Form (Please include copies MSU ID and other required documentation).
 4. Application for Student Employment and Background Consent Form.
 5. Institutional Request Form (Original plus 3 copies).
 6. Revision Request Form (Use only for making changes to a previously submitted request form).
 7. Federal Workstudy Transfer Form (Complete this to release a student from your department).
 8. Work-study Evaluation Form
- ❖ W4, K4, and I9 with documentation, student application and background consent form are not required for returning students. They are only required for new employees or students who have not been employed in the past three years.

GETTING STARTED

Background Checks

All new student employees and those who have not been employed within the last 3 years must have a background check. The Background Consent form should be completed when the student comes to your office and be submitted with the complete packet.

Approval for Federal Workstudy

Once awarded a workstudy, the student will receive an assignment letter from the Office of Enrollment Services advising them of their workstudy assignment. When possible the student is assigned to work in an area of academic or personal interest. The student should report to the assigned department and complete all of the necessary documentation with the supervisor. A copy of the assignment letter will also be sent to the department. For federal positions please attach the department copy of the assignment letter to the necessary documentation to complete the federal employment packet.

Work Schedule

Make an effort to establish a work schedule mutually agreeable to you and the student. Impress upon the student the importance of working according to the work schedule. **NOTE:** Students may not work during the hours for which they are scheduled for classes. If a student reports for work during a class period, verify that class was canceled before allowing them to work and document such on their time card. Working during a scheduled class time without an appropriate explanation can result in the cancellation of the student's work-study and an audit liability for the department.

Holidays

Holidays are not considered regular work days; therefore, students should not be allowed to work any scheduled holiday. Prior approval from the Office of Enrollment Services is required should circumstances necessitate a student working during a holiday/vacation period. **Note:** Spring Break is considered a holiday and is not figured in as part of a student's workstudy award.

Job Performance

If a student is not performing on the job in accordance with your expectations, please speak with them about their performance. If a student continues to perform poorly, or in an unsatisfactory manner, give the student written notice, and as the final step, you as the supervisor have the right to terminate their employment in your department. Please complete the Workstudy Evaluation Form and inform the Office of Enrollment Services of your decision. A student will be reassigned once they are terminated by a department. Do not complete a Transfer form for this student.

Transferring Workstudies

If a student desires to transfer to another department, a Workstudy Department Transfer Request Form must be completed. The department transfer form must be signed first by the department releasing the student and then sent to the Office of Enrollment Services for reassignment. The student will then take the form to the new department for

acceptance by the department. The new department must then return the completed form to Office of Enrollment Services. Please advise students that they will be reassigned by the Office of Enrollment Services once the form is completed with all of the necessary signatures.

Dress Code

Departments are encouraged to establish an appropriate dress code for their student workers. Keep in mind this is a training period for the students and may be the only job experience they have prior to graduation. It is important that standards be set for the students so they will view their position in a professional manner.

PAYROLL PROCESS

Payroll Schedule

A payroll schedule is sent to each department before the start of each semester, listing pay dates and the dates to submit time. While we plan to adhere to the set schedule, there may be times when payroll dates may be changed. If this happens, we will notify you. The Payroll Office will provide a Student Pay Schedule to each department or you may access the schedule on MSU's web site and at the Department of Payroll. Please note that student checks will not be available any earlier than the pay day listed on the schedule.

Pay Rate

The pay rate for all students on Federal Workstudy is the current minimum rate.

Time Cards

Each student in your department must keep track of the hours they work and list the actual hours on their time card. It is important that each student complete their time card on a daily basis. (Ex: Monday-10:00a.m.-11:00a.m. NOT Monday-1hour). Both the student and supervisor must sign the time card. A supervisor may not sign a student's name to a time card. You must keep records of the signed time card to provide to auditors upon their request.

Online Payroll Verification

Each department supervisor is responsible for the submission of the workstudies time to the Payroll Office through the online payroll verification system. All backpay timesheets must be submitted to the Payroll Office.

Reporting Hours

Students should not be allowed to work more than the hours they have been assigned. If you feel a student deserves to make up time missed due to illness or other justifiable reasons, you may allow the student to work provided you indicate such on his/her time card. When reporting hours worked, record hours rounded to the nearest quarter, half or whole hour. For example, 19 hours 10 minutes will be reported as 19 $\frac{1}{4}$ hours; 19 hours 35 minutes will be reported as 19 $\frac{1}{2}$ hours; 19 hours 45 minutes will be reported as 19 $\frac{3}{4}$ hours; and 19 hours 55 minutes will be reported as 20 hours. You must ensure that students do not work more than 20 hours in any one week.

Back-pay Sheets

All pay due to a student for hours worked during a previous pay period, must be submitted on a manual time sheet. Back-pay cannot be added to hours submitted on-line. The comment section of the Backpay Sheet must be completed or it will be returned to the supervisor. Backpay Sheets must be submitted to the Payroll Office.

Payroll Distribution

Checks will be available in the Office of Accounting and Budgetary Control for distribution to departments usually by 10 a.m. on payday. (Times may vary between paydays.) A representative from your department will need to come to the Office of Accounting and Budgetary Control and pick up (and sign for) the checks for your department. Checks are then taken back to the department and distributed to students from that point.

Students should sign for their checks when paid. If you do not know a student, it is important to ask them to present proper identification prior to releasing a check. Checks should not be released to anyone other than the student without written authorization by the student. Students may elect to have their checks direct deposited into their bank accounts, however per federal regulations; direct deposit can not be required or mandated.

PROBLEMS AND SOLUTIONS

On occasion problems may occur which interfere with the smooth operation of the workstudy program. Below are listed a few of the more frequent problems that seem to arise. For answers to other questions, contact the Office of Enrollment Services.

Lost Time Card

Should a time card be lost or misplaced, have the student complete another time card. In the comment section on the time card, indicate that the original time card has been lost.

Student Not in Your Department

Sometimes a student declines a workstudy or does not show up for work. If this happens, simply put a "0" (zero) in hours worked when submitting time. You will be asked to notify Enrollment Services of students who failed to appear after the semester has begun.

Student Does Not Sign Time Card

Do not sign a time card for a student, and do not turn in any hours for that student until their card is signed.

Hours Missed

Sometimes a student will not work all of their approved hours during a week. If you feel the student deserves to make up time lost due to illness or other justifiable reasons, you

may allow the student to work. You must indicate that the student is making up hours missed and write an explanation in the comments section on the system.

Time Turned In Incorrectly

If the student's time was incorrectly turned in for a previous pay period and the student is due to be paid for hours actually worked during a previous pay period, this is considered backpay. All backpay must be listed on a white sheet with the pay period listed from which the time is due. Backpay hours cannot be added to on-line payroll. Backpay timesheets must be submitted to the Payroll Office.

Worked Too Many Hours

Students should not be allowed to exceed their approved hours. Students cannot work more than 20 hours in any one week (except full-time summer employees during a period of non-enrollment).

No Check for Student

Contact the Payroll Office immediately. Occasionally a check will be sent to the wrong department, or may be held by the Office of Accounting and Budgetary Control.

Check for Student Not In Your Department

Occasionally a check may be sent to your department in error. Contact the Payroll Office immediately and return the check to the Office of Accounting and Budgetary Control promptly.

Student Accidentally Omitted From Payroll

Contact the Payroll Office immediately.

End of the Semester Checks

At the end of the semester, the last one or two workstudy checks may be disbursed after a student has left campus. Students should be advised to provide a self-addressed stamped envelope to their department prior to payday. Each department is responsible for mailing the checks as requested by students.

Student Transfers during Payroll Period

If a student transfers during a payroll period, the original department should keep the time card, make a note in the comment section that the student transferred, and report any hours worked by that student. The student will complete a new time card to report any hours worked for their new department.

Workstudy Checks Not Picked Up

If a student does not pick up their check, please try to contact the student by telephone and/or by mail. If no response, please forward the check to the Office of Accounting and Budgetary Control.

INSTITUTIONAL WORKSTUDY PROGRAM (IWSP) GUIDELINES

Departments that wish to employ students with institutional funds must submit a Request Form at least ten working days prior to the beginning date of employment. The Request Form must be approved by the Office of Enrollment Services and either the Office of Budgets or the Office of Accounting and Budgetary Control, depending on the funding source. For new student employees, a request form and all necessary documentation must be approved. The hiring department must advise the student that his/her continued employment is contingent upon the receipt of a background check satisfactory to the University. The hiring supervisor is responsible for submitting a complete Employment Packet. Upon final approval of the Request Form, the hiring department may allow the student to begin working.

Students employed under the IWSP fall under the same rules and guidelines as the federal workstudy students in regard to the submittal of reporting of hours, payroll schedule, etc. Please refer to the proper sections throughout this manual for guidelines in supervising institutional workstudy students.

Requesting Institutional Workstudy

A Workstudy request form should be completed and returned to the Office of Enrollment Services ten working days prior to the desired beginning date of employment of the student. The hiring supervisor is responsible for submitting a complete employment packet to the Office of Enrollment Services.

Final Approval

Upon receipt of the Request form, the Student Employment Support Specialist will determine if the student is eligible for a workstudy. If so, the form is forwarded to the Office of Accounting and Budgetary Control and Budget Office or the Budgets & Management Information Office for the transferal of funds and final approval. Upon final approval, one copy of the request will be forwarded to the workstudy supervisor. Please note that a student cannot begin working until approval is finalized and a transfer of funds has taken place. Once funds are transferred into the reimbursable workstudy account, they will not be transferred out; even if the student does not earn all that they were awarded. If the student is not eligible for a workstudy, one copy of the Reimbursable Request form will be returned to the originating department. No funds will be transferred.

FULL-TIME SUMMER WORKSTUDY PROGRAM

During the summer, the Office of Enrollment Services awards a limited number of full-time federal workstudy positions to eligible students. The program is designed to provide students with an opportunity to work and earn funds to help them in meeting their educational expenses for the next year. A percentage of the students summer earnings are expected to be used for the next period of enrollment and are considered a financial aid resource. This will reduce the student's financial need for the fall term.

Application Procedure

To apply for a full-time workstudy, a student must submit a Full-Time Workstudy Application that is available in the Office of Enrollment Services. The student must also have applied for financial aid for the upcoming year to determine eligibility.

Reporting Hours

Students employed under the full-time workstudy program may not work over 37 1/2 hours in any one week. However, most federal full-time awards are only 35 hours per week. Please do not permit a student to work more than their specified hours as approved by the Office of Enrollment Services.

Pay Procedure

Pay rate for all full-time workstudies is the current minimum wage. Time is reported in the same manner as for regular workstudy students.

Restrictions

Full-time workstudy program participants must plan to be returning to MSU as full-time students for the next academic year. These students may not enroll in any classes at any time during the period in which they are employed under the full-time program.

Breaks

Students must be allowed to take breaks and are required to take lunch as are all regular full-time employees.

IMPORTANT THINGS TO KNOW

Time Cards

A time card is the actual record of the hours worked by each student. If a student works on campus under a workstudy program, they must complete a time card. This pertains to students who work one time only (e.g. registration or a concert), as well as those employed on a semester or yearly basis.

Earnings Limits

Students are awarded workstudy positions based on their eligibility and the availability of funds. It is important not to allow the student to work over their authorized limit. Federal regulations require us to terminate the student's employment at the time they reach their earnings limit. Supervisors must monitor earnings regularly to ensure students do not exceed their limit.

Summer Financial Aid

To apply for summer financial aid, students who plan to enroll in summer class must complete a Summer Personal Data Sheet. These forms are available when summer course guides are published and may be obtained from the Office of Enrollment Services.

Applying for Financial Aid and Workstudy

Students should apply for federal financial aid (which includes workstudy) as soon after January 1st as possible. Our priority filing deadline is March 15th, which means all students who apply prior to that date will receive first consideration for financial assistance. Application is made through the submission of a Free Application for Federal Student Aid and a MSU Student Financial Aid Personal Data Sheet (both are required). Students must reapply each year.

Income Taxes and Withholding Forms

All work-study funds (federal and institutional) are considered taxable incomes. Therefore, before any student can be paid they must complete an Employees Withholding Allowance Certificate (W-4/K-4) and an I-9 Employment Eligibility Verification Form. Departments may obtain these on line. Section 1 of the I-9 form must be completed by the student and signed. Also, appropriate documentation must be attached (see back of I-9 form) and Section 2 completed and signed by the department supervisor. The W-4 and K-4 must be completed by the student and signed. All forms are to be sent to the Office of Enrollment Services with the Employment Packet. Any packets with discrepancies will be returned to the hiring supervisor. Students cannot work until all forms are processed and the student is hired.

Students will receive a W2 each year they have earnings and must report this income if they are required to file federal or state taxes. Students should be advised to contact their tax preparer if they have questions. The W2 is provided by the Payroll Office. If a student does not receive a W2 they should request a duplicate from the Payroll Office.

