



Office of Financial Aid & Scholarships

2018-2019

STUDENT EMPLOYMENT HANDBOOK

Federal Work Study Program



****Introduction to Guide for Student Employment****

- I. Student Employment Positions
- II. Off Campus Employment
- III. Work Schedules
- IV. Rate of Pay/Pay Date
- V. Mandatory Direct Deposit
- VI. Job Descriptions
- VII. Hiring Process/Required Documents
- VIII. Authorization to Work
- IX. Safety
- X. Responsibilities of Student Workers
- XI. Responsibilities of Supervisors
- XII. Unsatisfactory Performance
- XIII. Termination of Student Workers
- XIV. Lose of Right to Obtain a Student Worker

3050 Martin Luther King Jr. Drive • Shreveport, Louisiana 71107
318-670-6313 (fax)
jgreen@susla.edu



Introduction to Guide for Student Employment

More than 100 students are awarded Federal Work Study (FWS) each academic school year here at Southern University at Shreveport. These job placements offer experience and promote the development of future careers. The Federal Work Study Program was created to stimulate and promote part-time employment for students who have financial need and who need earnings to pursue a college education. It allows students to meet their educational expenses without incurring a lot of debt and is intended to provide worthwhile job opportunities for qualified students.

***Disclaimer: The policies and procedures are subject to change in this manual.**

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Tuesday W. Mahoney, Johnny L. Vance, Jr. Student Activity Center, Room 208, (318) 670-9201. Section 504 Coordinator: Ms. Jerushka Ellis, Health & Physical Education Complex, Room 314, (318) 670-9367.

3050 Martin Luther King Jr. Drive • Shreveport, Louisiana 71107
318-670-6313 (fax)
jgreen@susla.edu



Office of Financial Aid & Scholarships

Federal Work Study (FWS) Program: The Federal Work Study Program (part-time employment) is a federal or state funded employment program designed for students who have demonstrated financial need and attend an institution of higher education. The program provides an opportunity for students to secure academics and develop work ethics while providing essential services to the University and community. Attending all classes should be the students' top priority along with earning part-time wages. To be eligible for FWS, students must meet the student employment eligibility requirements. Students must have a current Free Application for Student Aid (FAFSA) on file along with a complete financial aid file for consideration. Students must also show reasonable progress toward a degree or certificate program. Students with defaulted loans are not eligible for the program. FWS students are subject to earning limits that determines the total number of allowable work hours. FWS is offered on a first come, first serve basis.

I. STUDENT EMPLOYMENT POSITIONS

All Southern University at Shreveport student employee positions require the student to be enrolled at least half time. The student must demonstrate financial need as well as maintain an acceptable grade point average (GPA). Jobs are available on-campus in the following areas:

- Academic Departments
- Administrative Offices
- Library
- Maintenance/Facilities
- Computer/Tutorial Labs

II. OFF CAMPUS EMPLOYMENT

Employment is also available with off-campus non-profit organizations and community based organizations. There must be a contract between the institution and the organization. The institution is considered the employer for purposes of the agreement. It has the ultimate right to control and direct services of the students for the organization. It also has the responsibility to determine whether the students meet the eligibility requirements for employment under the Federal Work Study Program, to assign students to work for the organization, and to determine that the students do, in fact, perform their work.

3050 Martin Luther King Jr. Drive • Shreveport, Louisiana 71107
318-670-6313 (fax)
jgreen@susla.edu



Office of Financial Aid & Scholarships

Compensation of students for work performed on a project under the agreement will be disbursed and all payments due as an employer's contribution under State or local workers' compensation laws under Federal or State Social Security laws, or under other applicable laws, will be made by Southern University at Shreveport.

The organization agrees that work being performed by the student under this agreement will:

- A. reflect the job description
- B. be in the public interest
- C. will not replace a permanent full time employee
- D. not involve construction, operation or maintenance of heavy equipment

III. WORK SCHEDULES

- Students are allowed to work up to 20 hours per week during Fall/Spring semesters.
- Between terms and during academic breaks, students are allowed to work up to 35 hours per week (depending on budget/fund availability).
- Students ***ARE NOT*** permitted to work during a scheduled time of class in which they are enrolled.
- Students are not allowed to work over their authorized award per semester. Once a student has reached their authorized award, the student must stop working immediately. The supervisor may contact the FWS Coordinator to see if additional funds are available for students who have earned their maximum award.

IV. RATE OF PAY/PAY DAY

Effective Fall 2011, students are paid an hourly rate of \$8.00 per hour. All timesheets are due the first working day of each month. Incorrect timesheets must be corrected in a timely manner to ensure students are compensated on time. Students are paid the 15th of each month.

V. DIRECT DEPOSIT

It is **mandatory** that all student workers have direct deposit set up in order to be compensated. Direct deposit information will be submitted to the Human Resource Department along with all tax deduction required documents here at Southern University at Shreveport.

3050 Martin Luther King Jr. Drive • Shreveport, Louisiana 71107
318-670-6313 (fax)
jgreen@susla.edu



VI. JOB DESCRIPTIONS

All FWS Supervisors at Southern University at Shreveport must have a job description on file prior to a student being placed in your department. Job descriptions should be electronically sent to the FWS Coordinator. Any necessary updates should be submitted to the office immediately.

It is important that job details accurately reflect the work being performed by the student. Student employees should not be used to replace other university personnel. Share your expectations with students upon placement. Due to the limited number of students that can be awarded, student workers should be shared within departments. There should be a primary supervisor in the department responsible for keeping up with hours worked and totals earned per student as well as signing of timesheets. There should also be a secondary supervisor responsible in the absence of the primary supervisor.

The student's primary purpose here at Southern University at Shreveport is to achieve academic excellence. Ideally, a student's time spent working in your department should be a career-oriented experience including a variety of tasks to learn and develop skills.

VII. HIRING PROCESS/REQUIRED DOCUMENTS

The FWS Coordinator will send out emails, post signs, post information on university website, etc. the dates that applications will be available and the deadline to submit for each semester. All **required** forms/documents must be submitted to the Financial Aid Office for consideration. Submitting an application does not guarantee employment. If awarded, the FWS Coordinator will contact the student at the number(s) provided on the application.

Each application should include:

- Application for Student Employment
- Resume
- Confidential Agreement
- W-4 (Employee's Withholdings Allowance Certificate)
- I-9 (Employment Eligibility Verification)
- L-4 (Employee Withholding Exemption Certificate)
- Direct Deposit Authorization Form
- Current State Identification Card **OR** Driver's License **AND** Social Security Card **OR** Current SUSLA ID **AND** Birth Certificate

3050 Martin Luther King Jr. Drive • Shreveport, Louisiana 71107
318-670-6313 (fax)
jgreen@susla.edu



VIII. AUTHORIZATION TO WORK

Students who have been assigned to work will receive an authorization form from the FWS Coordinator that must be signed by the FWS Coordinator, the student, and the supervisor. No student is to begin working prior to this information being returned to the financial aid office.

IX. SAFETY

The supervisor is responsible for providing student employees a safe working environment. As mandated by the Louisiana Office of Loss Prevention, it is the responsibility of each state agency to submit to their employees, on an annual basis, a copy of safety rules. These rules were created specifically for Southern University at Shreveport to enhance safety on our campus to ensure a safe working environment. All students must sign for a copy of General Safety Rules each academic year.

X. RESPONSIBILITIES OF STUDENT WORKER

1. Report to work promptly. Notify your supervisor as soon as possible if you will be late or unable to work.
2. Do not conduct personal business on the job.
3. Dress appropriately for your work location.
4. Report accurate hours to your supervisor and sign timesheets on time (the last working day of each month).
5. Responsible for reading, understanding, and keeping a copy of all forms that are signed.
6. Responsible for notifying the financial aid of (a) any change in the number of credit hours for which you are enrolled; (b) any name, address, or telephone change; (c) withdrawal from the University.

XI. RESPONSIBILITIES OF SUPERVISOR

1. Responsible for carefully monitoring and keeping track of their student worker's allocation for each semester. If for some reason the department allows a student to work more hours than awarded, it may be necessary for the department's own budget to fund the amount in excess.
2. Responsible for signing and obtaining student's signature for monthly timesheets. All timesheets must be signed prior to submitting to the financial aid office. Time will not be processed without both signatures.
3. Responsible for reading, understanding, and keeping a copy of all forms that are signed.

3050 Martin Luther King Jr. Drive • Shreveport, Louisiana 71107
318-670-6313 (fax)
jgreen@susla.edu



Office of Financial Aid & Scholarships

4. Responsible for completing all necessary documents accurately and submitting them on time to the financial aid office.
5. Responsible for notifying the financial aid of (a) any change in the number of credit hours for which you are enrolled; (b) any name, address, or telephone change; (c) withdrawal from the University.
6. Correct timesheets in a timely manner (within 24 hours of notice). Students **should not** have access to Federal Work Study timesheets. Timesheets are to be submitted to the financial aid office by the supervisor, not a student.

XII. UNSATISFACTORY PERFORMANCE

FWS students who demonstrate either unsatisfactory work performance or unsatisfactory work attendance may be warned, placed on probation, or dismissed. **These actions must be in writing and submitted to the financial aid office to be placed in the student's file.**

Warning: Upon demonstration of unsatisfactory performance or attendance, the supervisor should immediately warn the student and allow a reasonable period for the student to improve performance.

Probation: Continued unsatisfactory performance or attendance may result in probation. The supervisor may place the student on probation for the balance of the academic term with the understanding that unless the student's work performance or attendance improves, employment may terminate at the end of the probationary period.

Termination: Student has loss the privilege of participating in the federal work study program.

XIII. TERMINATION OF STUDENT WORKERS

Listed below are examples of behaviors which may result in disciplinary action, including the possibility of immediate dismissal:

- Excessive tardiness or absences without a legitimate excuse
- Lack of attention that result in injury to property, person, or public
- Failure to follow safety procedures, rules or use proper safety equipment
- Unsatisfactory work ethics/ Insubordination
- Inappropriate conduct including profanity, sexual misconduct, harassment

3050 Martin Luther King Jr. Drive • Shreveport, Louisiana 71107
318-670-6313 (fax)
jgreen@susla.edu



Office of Financial Aid & Scholarships

- Inappropriate dress code
- Breach of confidentiality
- Theft
- Under the influence of drugs or alcohol while at work
- Other: Students must follow all guidelines set forth by the university (see student handbook).

Other Reasons for Termination

- The student is dismissed from the university.
- The student has fallen below half-time status.
- The student has earned entire award.
- The student is no longer enrolled at SUSLA.
- The student's budget has decreased, resulting in decreased financial need which is met or exceeded by other awards and FWS earnings to date.
- The student's Expected Family Contribution (EFC) has increased, resulting in decreased financial need which is met or exceeded by other awards and FWS earnings to date.
- The department does not have sufficient work for the student.

XIV. Lose of Right to Obtain a Student Worker

Violation of the Federal Work Study guidelines is a serious matter. Repeated violations will cause an individual to lose the privilege of obtain workers. Reminders will be sent to supervisors regarding violations. Failure to comply with guidelines will cease your ability to obtain a worker for an academic school year.

Examples of Violations:

- The supervisor is submitting late timesheets.
- The supervisor is allowing students to work during scheduled class times.
- The supervisor is allowing students to work over the appropriate number of hours per week.
- The supervisor is allowing students to work over their allocated award.
- The supervisor is allowing students to begin working without authorization.

3050 Martin Luther King Jr. Drive • Shreveport, Louisiana 71107
318-670-6313 (fax)
jgreen@susla.edu