

# STUDENT WORK-STUDY POLICIES AND PROCEDURES

## **Acquisition of Work-Study**

In order to obtain a work-study award, students must file a FAFSA by March 1 of each year that they are enrolling. If we receive the FAFSA results after March 1, the student may be placed on the work-study wait-list. There is no guarantee that there will be enough funds to award the student work-study funds once on the wait-list.

## **Hiring Process**

New, incoming students will receive a work-study contract in their campus mailboxes or they may pick one up in the Student Financial Planning Office. Continuing students that have been awarded work-study should receive a blank work-study contract in their campus mailbox when they arrive for the Fall Semester. Work-study contracts for the Summer Term may be obtained from the Financial Aid Office. A list of campus jobs is available online under the my.norwich.edu page under the NU Resources tab. Students should contact the listed supervisor to set up a time to discuss a position.

Pay rates and salaries are determined by the Financial Planning Office.

The work-study contract must be completed and returned to the Financial Planning Office. Student workers must also have their I-9 and W-4 forms on file with the Payroll Office. Completion of the I-9 form requires the presence of only a US Passport or (either a valid driver's license or ID card) AND (either a Social Security Card or Certified Birth Certificate). Unless required by the Payroll Office, continuing students do not need to complete another I-9 or W-4 form.

***No student is allowed to work until the work-study contract is on file with the Financial Aid Office, and the I-9 and W-4 forms are on file with the Payroll Office.***

Once the proper forms are on file, the student may begin work.

## **Miscellaneous**

These policies may be subject to change without notice.

***Failure to abide by any of these policies may result in the revocation of work-study funds for the student involved.***

Any questions regarding work-study policies and procedures may be directed to the Financial Planning Office.

## **Payment**

Students will have their paychecks placed in their mailboxes on the dates listed on the payroll schedule or if no mailbox then they can pick them up in Payroll Office.

## **Scheduling**

Work schedules are decided upon by the supervisor and student, working around class schedules, department schedules, and any other commitments the student may have.

*While classes are in session (with the exception of Summer Term), under no circumstances may a student work more than 20 hours within a calendar week. When classes are not in session, and during Summer Term, the limit is 40 hours within a calendar week.*

If students are unable to work their scheduled time for any reason (i.e., sickness, field trips, etc.), they must notify their supervisor before that scheduled time.

Students that start getting low on hours available to work will receive correspondence from the Financial Planning Office that includes the number of available hours remaining. The supervisor will receive a copy of this as well.

No student employed under work-study during the school year may work past the day of Commencement. No student employed under work-study during Summer Term may work past the last day of summer classes. Students that are enrolled for only the Fall Semester may not work past the last day of the semester.

## **Termination of Employment**

Supervisors have the right to terminate the employment of a student employee for improper conduct or unsatisfactory work performance. Supervisors should notify students of termination of employment in writing or in a personal meeting, and subsequently inform the Financial Planning Office. Depending on the circumstances involved, students whose employment has been terminated may forfeit the remainder of their work-study award.

## **Time Sheets**

Time sheets should only include times worked within the appropriate pay period and a new time sheet should be turned in for each separate pay period. Any work times listed outside of that period may result in the time sheet being returned to the supervisor. The time sheet must also be signed by both the student and the supervisor. Only the supervisor may turn in a time sheet. If the time sheet does not include both signatures, it will be returned to the supervisor.

*Any misrepresentation of hours worked is a serious offense and will result in termination of employment and may result in criminal charges.*

*In order for prompt payment to occur, time sheets must be submitted to the Financial Planning Office by the dates specified on the Payroll Schedule. Students are paid for time submitted about half a month following the timely submission of the time sheet.*

### **Transfers**

Students may change positions during the year, but they must notify their current supervisor two weeks prior to leaving. The student must obtain a blank work-study contract for the new position from the Financial Planning Office.