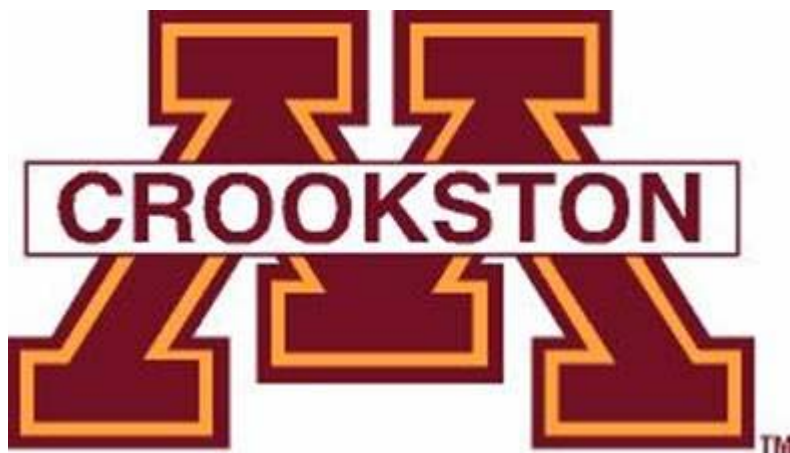


University of Minnesota Crookston



Student Work Study Handbook

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Introduction

The purpose of the University of Minnesota Crookston's Student Work-Study Program is to provide need-based financial assistance to students through employment opportunities.

The intentions of the UMC Work-Study Program are as follows:

- To provide job opportunities for students which promote leadership, essential life skills and personal growth.
- To enhance student career development now and in the future through a variety of employment experiences.
- To provide students with employment to assist in financing their education costs.

After reading this manual, please keep for future reference. If you have any questions or suggestions concerning work study, please direct them to:

Melissa Dingmann, Director of Financial Aid

Mary Feller, Financial Aid/Scholarships

Emily Knutson, Financial Aid

Financial Aid Office
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Work-Study Program

Work-study is a federal and state funded need based financial aid program designed to provide jobs to students to help meet their school related expenses. The financial need is determined by the difference between educational expenses and family resources. Work-study helps students to fill this gap. In order to be considered for a work-study award, the student must complete a Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov.

Types of Employment

We have four types of work-study employment at UMC:

- Federal
- State
- Community Service (ECDC)
- America Reads

Eligibility for a Work-Study Award

You may be eligible for work-study if you:

- Indicated interest in work-study employment on your FAFSA
- Are pursuing your first degree
- Qualify for need based aid as determined by the FAFSA
- Are enrolled at least half time

Benefits of Work-Study

A work-study award has several benefits that regular jobs do not. It is typically very flexible in scheduling hours around classes, some employers on campus only accept work-study applicants, looks good on resume, may have a good future reference from supervisor, and most importantly your income earned at a work-study job is not included when your financial aid is determined each year. Therefore you exclude your work-study income earned on your FAFSA worksheet C and it may increase your eligibility for aid when reapplying each year.

Work-Study Awards

A work-study award is the maximum amount that a student can earn working in their work-study position. The amount is listed on the student's FAAN and is

divided equally among the semesters. A student may earn more or less in each term as long as the total earned does not exceed the total amount awarded.

A work-study award is not awarded to you upfront, you need to work and earn these funds. If you receive a work-study award, you need to secure employment yourself. The financial aid office does not assign positions for you. The positions available are posted online on the financial aid website located at http://onestop.umcrookston.edu/financial_aid/workstudy/index.asp. Students must immediately stop working when you have reached your total amount awarded. This is yours and your supervisor's responsibility to monitor your hours and when you need to stop working. If you want to increase your amount of work-study awarded to you, please have your supervisor contact the Financial Aid Office.

Steps for Obtaining Work-Study Employment

Step 1: How do I apply for a job on-campus?

Please go to our website at:

http://onestop.umcrookston.edu/financial_aid/workstudy/index.asp and click on the "search for UMC work-study positions" link. You will be provided with a listing of the areas that typically hire work-study students and their contact person. Feel free to email, call, or stop by the contact person's office for more information. We suggest contacting more than one potential employer as some positions fill up quickly. Once they agree to hire you, please complete the following steps.

Step 2: Employee Contract

This is the agreement form that you and your supervisor will complete upon being hired. This must be turned in to the Financial Aid Office before you begin working.

Step 3: Payroll Documents

The forms required to be on file with the Financial Aid Office before beginning a work-study position are:

- Student Employment Agreement
- Federal I-9 Form for Employment Eligibility Verification
- Federal W4 Form
- University of Minnesota Human Resource Information Form
- Direct Deposit Authorization Form (optional)

These forms can be found online at:

http://onestop.umcrookston.edu/financial_aid/forms.htm

Note: The I-9 form requires you to turn in copies of 2 forms of documents (e.g. Social Security card and Drivers license).

Step 4: Timecard Training

You will be emailed this electronic timecard along with directions once all above mentioned documents are completed and turned in. If you need additional help with the timecard or training, please stop by the Financial Aid Office for assistance.

Step 5: Turn in timecard's on a regular basis.

All work-study timecards are due in the wooden box at the front desk of the One Stop Admissions/Financial Aid Office. Please turn in your timecards on a regular basis and do not hoard them. Paychecks are to be picked up at the Business Office in Selvig Hall.

Student Responsibilities

- Complete a work schedule with the supervisor at the beginning of each semester. Once a schedule is established the student is responsible for working those hours.
- Students are expected to give regular, punctual, efficient, and cooperative performance on the job.
- Act in a professional manner concerning confidentiality of student and college records that the student may have access to as a part of your job assignment.
- Follow procedures and meet expectations set by the supervisor.
- Discuss any work-related problems the student experiences with the supervisor (schedules, job expectation, not enough hours, etc.).
- Keep record of the total earnings to ensure that you do not exceed total awarded amount. Your electronic timecard will keep track for you so please make sure you are saving your hours properly. If you are having trouble or need help with this, please contact the financial aid office.
- The student and supervisor must verify the time worked. Both are required to sign the timecard in ink and return it on time to the Financial Aid Office. Time cards are due on Monday following a pay period. Late timecards could delay paychecks until the following pay period.
- Record time worked accurately and consistently at the end of each pay period. You should be emailed your electronic timecard within two weeks of being hired.
- Report to work on time and inform the supervisor whenever it is not possible to do so. Notification should be given as soon as possible so the employer can make arrangements to cover for the absence. The

same procedure should be taken when the student is unable to work a scheduled shift.

- Establish good working relationships with your supervisor and other department members.
- Know student employee rights. Students have basic non-discrimination and employment rights. If a problem with a supervisor cannot be resolved by discussion within the employing department, the student may address the issue with financial aid office personnel.
- Inform the supervisor of any plans to end employment. The customary notification time period is two weeks.
- Work-study employees are required to notify the employer of any changes in their work-study awards.
- Work-study is a regular job and will establish work behaviors that will carry over into future jobs.

Time Card Procedures

Timecards are legal documents recording the hours worked by a student. Time cards must be signed in ink by both the student and the supervisor. A chart of pay periods, when time cards are due, and pay days can be found at http://onestop.umcrookston.edu/tuition_billing/payroll.htm. Timecards are due on the first Monday following a pay period. If the timecard is turned in after Monday, we cannot guarantee payment for those hours on the next payday and could be delayed until the following payday. Any person who knowingly makes a false statement or a misrepresentation on the time card shall be subject to appropriate action including termination of employment and all further employment at UMC.

Payroll Procedures

Students will be paid on a biweekly basis. This is either by paper check or direct deposit. The paper checks can be picked up at the Business Office in Selvig Hall on paydays. We would like to encourage all students to set up their paychecks to go direct deposit. This makes it much simpler for you and us if your check is automatically deposited right into your account. Your check will always be in your account on payday and never misplaced. You can access this form online at http://onestop.umcrookston.edu/financial_aid/Student_employment.htm.

Rehires

Students can return to their work-study position each school year if it is agreed upon with the supervisor. They need to have a contract signed by their supervisor prior and returned to the financial aid office prior to leaving for

summer break.

Grievance Procedures

Misunderstandings and disagreements between an employer and a work-study employee may arise regarding terms and conditions of employment. These disagreements should be resolved promptly through a discussion between the student employee and the immediate supervisor. If not resolved, please contact the Financial Aid Office.

Voluntary termination is when the student's employment may be terminated at the student's request. Such a request is usually presented to the employing department in written or verbal form. Involuntary termination is when the student's employment may be involuntarily terminated for justifiable reasons. However, it is the University's policy to provide the employee with an opportunity to correct job-related deficiencies which have been noted by the supervisor. The employee must be given a reasonable opportunity to make progress toward corrections. Failure to make satisfactory progress may result in disciplinary action and/or involuntary termination. Immediate termination is for certain instances when the employing department may dismiss or remove any student employee immediately with just cause.

NOTE: In cases of discrimination the employee should notify the Financial Aid Office immediately and if unresolved the Vice Chancellor of Student Affairs.