

**Student Handbook**

**Federal Work-Study**



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# Introduction to WVU Federal Work-Study

Title 133 Procedural Rule of the Higher Education Policy Commission Series 8, Personal Administration Section 2.1.5 defines a Student Employee as: an employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification of the program.

Many students use Federal Work-Study to off-set institutional costs associated to their financial need while in college. According to research compiled by the National Association of Student Financial Aid Administrators (NASFAA), the right amount of work while pursuing an education show a positive impact on student academic success and performance. Overall, it has been shown that working as a student has an overall positive impact on college experience and success for many students.[[1]](#footnote-1)

West Virginia University is an Equal Opportunity/Affirmative Action Institution. The University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Faculty, staff, students and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University’s Equal Opportunity Policy/Affirmative Action Plan. Inquiries regarding the University’s non-discrimination statement may be directed to the Division of Diversity, Equity, and Inclusion at West Virginia University.

## Welcome to Federal Work-Study

**Thank you for your participation in the Federal Work-Study Program (FWS). As a work-study employee, you’ll gain important professional experience, cultivate valuable skills, and prepare for future career opportunities. Students are an essential part of the West Virginia University community, and we’re excited to work with you as you embark on your work-study journey.**

**This guide will help you learn more about what it means to be an FWS employee, the policies and procedures that must be met and followed while in your position, and the federal regulations and University policies that govern the FWS Program. We encourage you to familiarize yourself with this guide prior to applying to, accepting, and/or starting your first day of work. If you have questions, let us know! Submit an online request for assistance at** <https://wvu.teamdynamix.com/TDClient/1976/Portal/Requests/ServiceCatalog?CategoryID=4627>.

## What is Federal Work-Study?

Federal **Work-Study, also referred to as FWS, is one of the major federal student financial aid programs authorized under Title IV of the Higher Education Act. It is designed to provide part-time employment to students who have established financial need according to federal guidelines. The federal government pays a percentage of the student’s salary; the University or off-campus employer pays the remainder. The primary goal of the Federal Work-Study program is to provide students like you the opportunity to gain work experience while offsetting a portion of educational costs.**

The job a work-study student such as yourself performs must be in the public interest either on-campus or off-campus. Your job responsibilities as an FWS employee will not promote religious doctrine or involve political lobbying of any sort at any time. Each FWS position available to you has already been screened by the FWS Program to ensure the position meets these criteria.

When searching for FWS positions, please keep in mind your educational and career goals as a student. Look for positions that are related to your field of study or offer skill development for your future. The FWS Program is intended to not only serve the needs of WVU and community workplaces, but also provide you with exciting opportunities that are relevant to your goals and interests.

## Who Is Eligible for Work-Study?

In order to be eligible for FWS funds, you must:

* Be officially awarded FWS allocation by submitting the Free Application for Federal Student Aid (FAFSA) by the March 1 priority deadline. Please note that you must resubmit a FAFSA by March 1 each year.
* Be a regularly admitted student.
* Be a U.S. citizen, U.S. National, or Permanent U.S. Resident.
* Be enrolled in classes during each semester you are employed; exceptions may be granted for work-study students working full-time during summer.
* Maintain Satisfactory Academic Progress (SAP) for financial aid eligibility; for more information, please visit our Satisfactory Academic Progress page at <https://financialaid.wvu.edu/home/maintain/academic-progress>
* Not owe a repayment to any Title IV grant program and not be in default on any Title IV loans received at any school.

## What is Handshake?

Handshake is an online job search database and hiring platform and is used by West Virginia University to manage hiring for Federal Work-Study jobs.

# Applying for Federal Work-Study Positions

## Step One: Accept Your Work-Study Offer

* See the our Accept or Decline Aid page at <https://financialaid.wvu.edu/home/aid-offer/accept-or-decline-aid> for instructions.

## Step Two: Log into Handshake and Update Your Information

* Visit the Handshake log-in page at <https://wvu.joinhandshake.com/login> and enter your WVU username and password.
* If this is your first time logging in or if your information has changed, click on your name in the top right corner of the screen to show a drop-down menu, and select “My Profile.” Here you can make sure your information is up to date.

## Step Three: Upload Your Resume

* Now that your account is current, upload your resume. If you need help creating a resume, see the Build a Resume website at <https://careerservices.wvu.edu/students/build-a-resume> for resume templates. You can even ask Career Services to review your resume via the same website.
* See the How to Upload a New Document website at <https://support.joinhandshake.com/hc/en-us/articles/218692648-How-to-Upload-a-New-Document> for step-by-step instructions on how to upload a resume.
* Use a distinctive Document Name (example: Resume – Updated May 30, 20xx).
* Choose “Resume” as the Document Type.

## Step Four: Upload Your Work Availability

* Create a document that lists your availability (the days and hours you will be available to work)
	+ Reminder: Consider your class schedule and make sure to build in enough time between classes when determining your availability.
* See the How to Upload a New Document website at <https://support.joinhandshake.com/hc/en-us/articles/218692648-How-to-Upload-a-New-Document> for step-by-step instructions.
* Use a distinctive Document Name (example: Fall 20xx Work Availability).
* Choose “Other document” as the Document Type.

## Step Five: Search and Apply for Jobs

*You will be notified when to apply for jobs for the next academic year by the WVU Hub. This typically occurs around May.*

* In Handshake, click on “Jobs” in the menu across the top of the page.
* In the search bar, type “Federal Work-Study”
* In the location bar, type your campus: “Morgantown, WV” or “Beckley, WV” or “Keyser, WV”
* Hit the “Enter” key on your keyboard to initiate the search.
* Research and apply for three to five jobs. *Note: You will be assigned to the first supervisor who hires you, so only apply for jobs you truly want.*
* Monitor your MIX email via your WVU Portal at <https://portal.wvu.edu>. If a hiring supervisor has follow-up questions on wants to schedule an interview, they may email you.
* Additional resources
	+ Video on how to search and apply for jobs in Handshake at <https://support.joinhandshake.com/hc/en-us/articles/219426877>
	+ Instructions on how to search for jobs in Handshake at <https://support.joinhandshake.com/hc/en-us/articles/218693408>
	+ Instructions on how to apply for jobs in Handshake at <https://support.joinhandshake.com/hc/en-us/articles/218693418-How-to-Apply-for-a-Job>

## Step Six: What Happens After You Apply?

* After applying for an FWS position through Handshake, a supervisor will review prospective applicants. The supervisor may reach out to you directly to set up an in-person or phone interview. If you are selected for the position, WVU Shared Services will notify you if additional action is required. If you have already processed for payroll through WVU, you will receive an email with your official start date. If you are not processed for payroll, please move on to Step Seven.

## Step Seven: After You Are Hired, Process for Payroll

* Students must process for payroll and receive an official hire date before they can begin working. See the WVU Shared Services Employee Processing website at <https://sharedservices.wvu.edu/employee-processing>. The information available is applicable for all WVU campuses.

## **Step Eight: After You Process for Payroll**

* After you process for payroll, you and your supervisor will receive an onboarding email from Shared Services that includes the earliest potential date you can start working.
	+ You **MUST** receive the onboarding email before you can begin working. **At no time** should you begin working in a Federal Work-Study job assignment unless the onboarding email from Shared Services containing the earliest potential start date and employee information has been received.
* Once you have received the official onboarding email, work with your supervisor to determine your first day of work and your schedule for the semester. Remember, their first day of work must be on or after the official “Start Date” from the onboarding email.

# Payment and Recording Time

Students employees are paid every other Friday. Payment is deposited directly into your bank account. You will be paid 2 weeks in arrears, meaning you generally will not receive your first paycheck until after working at least one month The University is required by law to make deductions from paychecks for federal and state income taxes, and Social Security.

To track time worked, you will use a time clock near your workplace and either swipe using your WVU ID badge or log into Applaud. Your department supervisor will instruct you as to what method is preferred. If you are working off-site with a Community Partner and neither a time clock nor the internet is available, you must complete an official time sheet. Notify your supervisor if you believe there is a problem with your paycheck.

For more information on Applaud, visit [Article - Applaud (teamdynamix.com)](https://wvu.teamdynamix.com/TDClient/1976/Portal/KB/ArticleDet?ID=73097).

Failure to log in appropriately or the falsification of time records can result in disciplinary action up to and including termination and repayment of funds for time not worked.

## Clocking In and Out Via Applaud

You will clock in and out of any on-campus job via computer or assigned time clock. To clock in or out from a computer, go to the WVU Portal at <https://portal.wvu.edu> and enter your WVU login credentials (WVU username and password), then click the “Web Clock.” When you start a shift, click the clock “in” button, and when clocking out use the clock “out” button. You must be connected to the VPN to access Applaud off-campus.

## Viewing WVU Payroll Dates

To view payroll dates, go to the Pay Schedules website at <https://payroll.wvu.edu/pay-periods>. You will need to click on the “Pay Period” link for the appropriate year. This will load an Excel sheet that includes pay periods for the selected year.

## Hiring Students Under the Age of 18

If you are under the age of 18, you may work on campus, but you are required to complete additional documents at the Division of Human Resources - Talent Strategy. The hiring supervisor will initiate these forms.

# Employment Policies

## Permissible Work Hours

As a work-study student, your total hours worked cannot exceed 28 hours per week when classes are in session, whether courses are being delivered in an in-person or online format.

There are permissible work periods where you can work up to 40 hours per week. Supervisors and students will be informed by the Student Financial Services when these permissible periods occur. These periods may include:

* Breaks such as Thanksgiving or Spring breaks where the University is not officially closed but classes are not in session
* Winter break (after the fall semester ends) if the student will be returning for spring and is not attending Winter Intersession classes
* Summer semesters in certain cases (see the [Summer Session](#_Summer_Session) section for more information)

It is up to you to determine how many hours per week you feel comfortable working, and report that to your supervisor. It is important to consider how much time you will need to dedicate to your studies, and not to allow your work schedule to negatively impact your academic success.

## Winter Intersession

If you are enrolled in Winter Intersession classes, you must adhere to the 28 hours a week policy. If you are not enrolled in Winter Intersession classes, you may work up to 40 hours a week as long as you will be returning for the spring semester.

## Summer Session

If you wish to work full-time (up to 40 hours per week) as a work-study employee during the summer, you must be enrolled half-time or less (3 credits or less for graduate students, 6 credits or less for undergraduate students in the summer semester only). Federal work-study employees who are not enrolled in summer classes may also work full-time during the summer semester. If you are enrolled half-time or less this may impact tax withholdings. For more information on IRS student worker tax withholding guidelines, see the IRS Student FICA website at <https://www.irs.gov/government-entities/federal-state-local-governments/student-fica-exception>. Please note that work-study funding is limited, so there may not be FWS funding available for the summer semester.

## Holidays and University Closures

You are not permitted to work during University holidays (which can be found on the Holiday Schedule website at <https://talentandculture.wvu.edu/benefits-and-compensation/holiday-schedule>) or when University is closed. University closures include emergency closures such as snow days when both classes are canceled and University employees (except for emergency/essential personnel) are told not to report to work.

## Last Day of Employment

The last day of employment during a semester is the last day of finals. Please visitthe Academic Calendar website at <https://provost.wvu.edu/academic-calendar> for the University’s current academic calendar. There are some exceptions for winter break and winter intersession. See the [Permissible Work Hours](#_Permissible_Work_Hours) and [Winter Intersession](#_Winter_Intersession) sections above for more information.

## One Federal Work-Study Assignment Rule

Students may only be employed in one FWS position at any given time.

## Breaks

When working a consecutive four-hour period, you should receive a 15-minute break with pay. If you are working a six to eight-hour period, you are entitled to two 15-minute breaks with pay and no less than a 30-minute lunch break without pay. Paid breaks may not be taken at the beginning or end of the work period and are not cumulative. Your breaks should also be taken at times when your absence will not place an undue burden on the department/agency.

## Employee Benefits

A student employee, you are not eligible to receive other employment benefits such as paid holidays, vacation, sick leave, unemployment insurance, or permanent status.

## Retirement Savings Plan

A 403(b) Tax Deferred Retirement Savings Plan is available to employees, including those employees not otherwise entitled to benefits. Should a student employee wish to enroll, an “Enrollment Form” for a selected vendor, either TIAA-CREF or Great West, is required. In addition, a “Non-Benefit Eligible Salary Reduction Agreement,” where the student employee will indicate the amount to be contributed each pay, is required. Both forms are available on the Human Resources website at [www.hr.wvu.edu.](http://www.hr.wvu.edu/) If a student does not have access to a computer, they are responsible for informing the department or the Division of Human Resources so that a solution may be determined.

# Workplace Standards

Attendance and Timelines

Your role as a student worker is important to the successful operation of the University. Therefore, you are expected to arrive and be ready to start work at the time you are assigned by your supervisor. Attendance is very important. If you must leave work earlier than the assigned time, it must be cleared with your supervisor in advance.

## Procedures for Reporting Absences

If for any reason, you are absent for a scheduled shift and there was not proper notice given to your supervisor or place of employment, disciplinary action may be taken. As a student worker, it is your responsibility to inform your supervisor of your delay or absence prior to any scheduled start time. Supervisors have the right to enact and enforce any punishment for not meeting their written guidelines in terms of lateness and/or absence from work that is not approved prior to the scheduled shift.

## Drug Free Workplace

All employees of West Virginia University, including faculty classified and non-classified staff, administrators, and student employees, must comply with the Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V, Subtitle D, 41 U.S.C. 701 et. Seq.)

## Tobacco Policy

Tobacco or other similar products such as vaping devices, are prohibited on all campuses and/or West Virginia University grounds. Smoking is also prohibited in any motor vehicle owned, leased, or otherwise operated by West Virginia University. Tobacco use is prohibited on all WVU campuses; therefore, it is prohibited for use at Federal Work-Study sites.

## Prohibitions

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Reporting to work under the influence of a controlled substance is also prohibited.

## Notice to Employees

In the event of an employee’s conviction on drug or alcohol-related charges, the employee must notify their supervisor and the Division of Human resources no later than five days after the conviction. This is the policy regardless of whether the charge is the result of an incident that took place inside or outside the workplace.

## Disciplinary Sanctions

Any employee found in violation of this provision shall be subject to disciplinary action, including dismissal.

## For More Information

For more information, go to the WVU Drug-Free Schools and Communities Act Booklet available on the WELLWVU website at <https://well.wvu.edu>.

## Background Checks

Background checks may be required by various on-campus departments prior to final offer of employment.

## Other Certifications

Other job certifications and trainings may be required specifically for your job. They may include (but are not limited to): Food Handling, Cash Handling, Lifeguard, First Aid, CPR/AED, HIPPA, and FERPA.

## Employee Rights and Responsibilities

Student employees are required to behave in a civil, professional manner, to treat others with respect, to comply with state and federal laws and regulations related to individual rights, business operations and procedures, health and safety, conflict of interest, and to comply with University regulations, rules, and policies and procedures. All employees are entitled to be treated with respect and dignity by supervisors and other employees.

## Injuries

As a student employee, you are covered during working hours by Worker's Compensation for work-related injury/illness. If you do not seek medical treatment, you cannot complete a Worker’s Compensation claim. All workplace injuries or illnesses, no matter how small, must be reported immediately. All work-related injuries or illnesses, or questions regarding Worker’s Compensation must be sent to WVU Human Resources at 304-293-5700.

## Misuse of Computing and Telecommunications Resources

Computing and telecommunication resources include but are not limited to:

* WVU Campus Network
* WVU telecommunications and telephone systems
* University owned microcomputers and printers
* University owned software
* E-mail
* Computer or communications equipment, data, or programs owned, leased, or otherwise provided by WVU are for authorized administrative and academic purposes

The following are specifically prohibited:

* Disruption or interference with the normal use of computers or communications-related equipment, data, or programs of individuals, or the University
* Unethical, unauthorized, illegal, or other improper use of this equipment, data, or programs
* Attempts to breach security of any matter
* Use of a computer account or network access for purposes other than those assigned
* Unauthorized copying or unauthorized use of computer software

The WVU campus email system and services provided to faculty, staff, and students are intended for official University business only. They are not to be used for personal gain, political, religious, or special interest purposes.

## Schedule and Duties

No matter where you work in your FWS position, it is important for you to learn the general workplace procedures and to become an expert in your specific assignment.

Once you are hired, it is your responsibility to perform well on assignments and tasks that you are assigned according to the schedule given to you by your supervisor. Do not expect to study while you are scheduled to work.

## Visitors and Phone Use

You should inform friends and relatives that you cannot have social visitors during the hours you are scheduled to work. Unofficial phone use should be strictly limited to emergency use only. Personal calls should be limited to breaktime and conducted in appropriate areas where they will not disrupt coworkers or customers.

## Personal Appearance

It is at the discretion of your supervisor to set personal appearance standards and regulations regarding dress, beards, hair, and personal hygiene. Regardless of specific instructions from your supervisor, you are always expected to present a neat and clean appearance while working on behalf of the University.

## Personal Conduct

As a student worker of WVU, you represent the institution. You are always expected to treat fellow students, faculty, staff and visitors in a respectful and professional manner.

## Use of University Vehicles

Student employees that are required to operate a University vehicle must possess a valid driver’s license, have a good driving record, and must be authorized by their immediate supervisor. They must also take the state driver’s training before being permitted to operate any University vehicle.

## University Property and Access

University programs, personnel, time, titles, and property, including equipment, systems, vehicles, information, supplies, and office space are to be used in conducting authorized business of the University. Use of such for personal benefit is grounds for disciplinary action.

Employees responsible for securing a University building, office, room, equipment, computer access and other keys assigned are for work related reasons. When employment ends, access provided to systems or facilities must be terminated.

## Work Ethics and Confidentiality Information

While at work, you may learn or be exposed to confidential information about University business, other students, parents of students, or University personnel. This information is strictly confidential and should not be discussed with others. Your supervisor may ask you to sign a confidentiality agreement

## Sexual Harassment Policy on Commitment

West Virginia University is committed to providing faculty, staff, and students with a work and educational environment free from all forms of sexual harassment. Sexual harassment, in any manner or form, is a violation of University policy, and is expressly prohibited. All faculty, students, and staff of the University are expected to acquaint themselves with this policy. Please review the University policy on sexual harassment available at <https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule> prior to starting work.

## Complain Procedures

Any applicant for employment, current, or former employee or student (herein referred to as complainant) at WVU may file a discrimination complaint with the Division of Diversity, Equity, and Inclusion at West Virginia University at (304)-293-5600. For more information, visit the University’s website on complaint procedures at <https://diversity.wvu.edu/equity-assurance/policies-and-procedures/complaint-and-investigation-process>.

## Workplace Violence

West Virginia University is committed to preventing workplace violence and providing a safe work environment. In order to provide a safe and healthful work environment for its employees, customers, students, and visitors, the University expects employees to follow the rules of conduct that will protect the interest and safety of all employees and the University.

## Solicitation

Solicitation and the selling or products or articles on University property, owned or leased, are prohibited. There may be exceptions for organizations and groups directly affiliated with and recognized by West Virginia University. These must be authorized by written approval of the institution’s president/designee.

## Reporting Child Abuse or Neglect

The purpose West Virginia Board of Governance Rule 1.7- Rule on Child Protection, West Virginia University is committed to providing protection for children on University premises or involved in University sponsored programs at all geographic locations. The University works to provide guidance on reporting requirements for Child Abuse or Neglect; providing guidelines for appropriate supervision of children, and ensuring the University complies with all federal and state laws and regulations regarding the employment of children.

If any Member of the University Community observes or has a reasonable cause to suspect that any type of Child Abuse or Neglect, including but not limited to physical or sexual abuse, he or she must immediately report the circumstances to the Title IX Coordinator at:

Title IX Coordinator
Division of Diversity, Equity and Inclusion
Equity Assurance Office
1085 Van Voorhis Road Suite 250 | P.O. Box 6202
Morgantown, WV 26506-6202
Phone: 304-293-5600 | Fax: 304-293-8279
Email: titleIX@mail.wvu.edu

For more information, visit the University’s website for policies regarding children on campus at <https://diversity.wvu.edu/equity-assurance/children-on-campus>.

## Progressive Discipline

When a student employee is not meeting expected and previously communicated performance standards, supervisors are encouraged to implement a process called progressive discipline. Progressive discipline is meant to let a student worker know that there is a performance problem or that an opportunity for improvement exists. The process features increasingly formal efforts to provide feedback to the employee to correct the problem. These efforts can range from verbal conversations and written warnings to termination.

The goal of progressive discipline is not to punish an employee, but rather to improve employee performance and assist employees in overcoming workplace difficulties. Progressive discipline is most successful when it assists an individual to become an effectively performing member of the organization.

## Terminations, Resignations, and End of FWS Allocation

If at any time, you decide to resign from your position, you are expected to notify your supervisor in writing at least two weeks in advance. An employee is expected to work throughout their two-week notice, unless waived by immediate supervisor.

Supervisors also reserve the right to terminate work-study employees. Grounds for termination include excessive tardiness, inappropriate behavior, sleeping, absenteeism, or failure to properly perform assigned duties and tasks. If a student is recording time fraudulently, the student will be immediately terminated and referred to the Office of Student Conduct for further disciplinary action.

If a student is terminated or resigns, a release form must be completed by the current supervisor.

Following termination/resignation there could still be potential to become eligible for an FWS position in the future. Providing that FWS is awarded and new job applications are submitted via Handshake, you may be selected by a different supervisor for a new FWS position, if eligible.

Assuming no termination or resignation is tendered, an FWS employee’s assignment will end when they have utilized their full FWS allocation. Remember, if the student continues to work after the full FWS allocation has been reached, the department or agency for whom they work with be charged the overage.

1. <https://www.nasfaa.org/uploads/documents/NASFAA_2016_Advocacy_Literature_Review_and_Policy_Scan.pdf> [↑](#footnote-ref-1)