

California State University
Northridge

*Federal Work-Study
Supervisor Handbook*

Financial Aid & Scholarship Department

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Forward

This manual has been prepared as a reference for departments and agencies participating in the Federal Work-Study Program at California State University, Northridge (CSUN). We hope that you will find it helpful in understanding the Federal Work-Study Program and answering most of your questions. When changes in Federal regulations, procedures, or forms occur updated items will be automatically sent to departments and agencies that are listed on the Federal Work-Study listserv and posted on the Work-Study web page at www.csun.edu/financialaid/basics/workstudy_employers.php Announcements will be made in the @ CSUN.Edu.

CSUN has long recognized the importance of part-time student employment as a supplement to financial resources, a focus for academic pursuit, and preparation for the working world. The Federal Work-Study Program is unique in being able to fulfill all of these functions. In the 1997 Reauthorization the federal government passed legislation to refocus the Federal Work-Study Program on community service and quality work experience. As a result the CSUN Work-Study Office has developed an increased number of opportunities for students to earn their Federal Work-Study awards in jobs such as counselors, mentors, tutors, teacher's assistants, and interns.

We appreciate your involvement in this program. You are providing an educational opportunity for students to apply what they learn in their work-study job to the world of work that they will one day enter on full time basis.

Josefina Carbajal, Federal Work-Study Manager,
Financial Aid & Scholarship Department

Background

According to the Higher Education Act of 1965 as amended under The Higher Education Amendments of 1992, the purpose of Federal Work-Study “is to stimulate and promote the part-time employment of students who are enrolled as undergraduate, graduate, or professional students and who are in need of earnings from employment to pursue courses of study at eligible institutions, and to encourage students receiving Federal student financial assistance to participate in community service activities that will benefit the Nation and engender in the students a sense of social responsibility and commitment to the community.”

In 1997, Congress required all institutions receiving Federal Work-Study (FWS) money to utilize 5% of those funds for community service. In Higher Education Act of 1998, that number was increased to 7% and requires at least one tutoring or family literacy project.

More important than the money, the FWS experience has helped thousands of CSUN students to focus on a specific career objective for the first time. For many, it leads directly to permanent employment upon graduation.

The FWS Program serves a variety of purposes for the students, the institution and the community. This manual has been designed to assist supervisors, department heads, directors and deans participating in the FWS Program. An attempt has been made to summarize and highlight some of the most important regulations and procedures governing this program.

GENERAL REGULATIONS

FEDERAL REGULATIONS OF PARTICULAR INTEREST TO SUPERVISORS INCLUDE THE FOLLOWING:

1. Federal funds are allocated for **75%** of the total compensation under the Work-Study Program. Employers (University Departments and non-profit agencies) must provide the remaining **25%**. Off-campus agencies and university auxiliaries are assessed an additional administrative surcharge (see instructions on pages 16 and 21).
2. Only students who have applied for financial aid, are eligible, and can secure a FWS job may participate.
3. Students may not earn more than the amount of their Work-Study award.
4. Students may not earn their spring semester award during the fall semester.
5. The award year is from July 1st to June 30th. The award can be earned through the end of the year's enrollment period (the month of May at CSUN). Any unearned portion of an award may not be carried over from one award year to the next.
6. All departments must have a signed Departmental Agreement generally due by the first week of June for the following academic year to the Work-Study Office (WSO). The due date is set by the FWSO yearly.
7. Work assignments must be in the public interest. They may not:
 - a. result in the displacement of employed workers or replacement of employees on strike;
 - b. impair existing contracts for services;
 - c. be related to sectarian instruction or religious worship;
 - d. involve any partisan or non-partisan political activity or lobbying;
 - e. be primarily for the benefit of a limited membership organization (e.g., Cooperatives, Unions, Faculty Association, fraternities/sororities, etc...); an elected official; or for which the political affiliation of the student is a prerequisite.
8. Work which is otherwise eligible employment is not made ineligible solely because it satisfies a requirement of a degree or a certificate pursued by the student. However, in no case may a student be paid for receiving instruction in a classroom, lab, or other academic setting.
9. Work-Study students must be enrolled at least half-time in the regular university.

INSTITUTIONAL POLICIES

1. The campus [Student Assistant/Work-Study Pay Schedule](#) consists of four ranges; one for each of the four classes into which the work performed by student is grouped. Departments are responsible for requesting the appropriate class and pay rate for each work-study student position in the department, with final approval by the FWSO.
2. There is to be no differential pay for students working on FWS in contrast to students working as regular student assistants where the experience, skills, and job requirements are comparable.
3. Federal Work-Study students are limited to working an average of 20 hours per week during any regular academic semester in which they are enrolled. Any deviation from this policy for emergency, short-term periods, **MUST** be approved in advance by the Work-Study Program Administrator. During non-enrollment periods such as semester breaks Work-Study students may work up to 40 hours per week. Students may not work during hours they should be in classes in which they are enrolled. **Under no circumstances can students be authorized to earn overtime pay.**
4. It is the combined responsibility of the supervisor and the student to submit time sheets and it is the responsibility of the payroll supervisor to enter the payroll on-line in the Human Resource Work-Study Payroll System for the processing of salary payments on the designated dates. The department submits Work-Study payroll adjustments by completing the [Prior Pay Period Adjustment Form ~ Federal Work-Study](#) and sending it to the WSO for approval.
5. It is the hiring department's responsibility to hire work-study student employees in PeopleSoft.
6. The employer pays the full salary of the student once the work-study award has been earned.
7. If a student becomes ineligible for the work-study program, the employer immediately pays the full earnings of the student. This applies to hours already worked and earnings already paid to the student.
8. Paychecks issued by the University are disbursed to students on the 15th of each month.

PROCEDURES:

A. STUDENT ELIGIBILITY DETERMINATION AND PLACEMENT

1. Criteria: Student must meet ALL the following criteria to be eligible for any financial aid program.
 - a. Be enrolled at least half-time (6 units as an undergraduate or credential student; 4 units as a graduate student enrolled in graduate level courses) at California State University, Northridge (CSUN).
 - b. Maintain satisfactory academic progress according to the CSUN Financial Aid and Scholarship Department (FASD) policies.
 - c. Be a citizen or permanent resident of the United States.
 - d. Have demonstrable financial need as determined through the Free Application for Federal Student Aid (FAFSA) process.
 - e. Not be in default on a student loan or owe a repayment on a Title IV grant.
2. Institutional Procedures: If a student is eligible to apply, the following steps must be taken to qualify for any financial aid program and to commence employment.
 - a. Student must complete the FAFSA by the March 2nd priority deadline.

- b. Student must submit additional documents requested by the CSUN Financial Aid and Scholarship Department (FASD).
- c. When the student's file is complete, a financial aid package is prepared and may consist of grant(s), loan(s), and/or Federal Work-Study (FWS) award.
- d. If the student is not packaged with a FWS award the student may contact the FWSO to check on his/her eligibility. If the student is eligible the FWSO will be asked to come in to the FWSO to get the Student FWS Award Request Form to take to his/her perspective employer. If the student is hired the supervisor completes the form, gives it back to the student for the student to turn the form in to the FWSO. When the award has been process the FWSO notifies the hiring department so that the department can request the students FWS authorization online.
- e. Student receives an Award Notification from the FASD.
- f. Student identifies a position(s) that she/he is interested in by searching for a job through the Career Center's web site: www.csun.edu/career/students/index.htm
- g. Student must contact the employer to arrange an interview. If the employer decides to hire the student and the student accepts the offer, the student has made a commitment to work at that job.
- h. A supervisor verifies the student's FWS award on the CSUN Portal account, Student Federal Work-Study Award Request Form or requests a copy from the student. Students can print a copy of their financial award at any time by logging on to the myNothridge Portal.
- i. All first-time FWS student employees (any student that has not worked and received any FWS funds at the CSUN campus which could include continuing students that previously worked and received student assistant funds) must: 1. Read the appropriate FWS Student Handbook, 2. Take the FWS Quiz, and 3. Give their supervisor a copy of their FWS Quiz Certificate.
- j. Portal Verification links: my Northridge Portal: ***SOLAR HR>SOLAR HR Application>CSUN SA>Financial Aid>USE>Work-Study Dept Authorization***. **Please note:** only *department Human Resources Hirers & Timekeepers* have access to the Work-Study Department Authorization page. Supervisors who do not have access need to ask potential or continuing work-study students to provide them with a copy of the student's financial aid award.

B. DEPARTMENT FEDERAL WORK-STUDY (FWS) BUDGET ALLOCATION

Once a year all departments, programs, research directors, and off-campus agencies MUST attend the Annual FWS Supervisor's Meeting. The annual meetings are usually held during the months of April & May for the next academic year. Additionally, the departments and agencies must have an approved FWS budget from the WSO before FWS students can be hired and paid under FWS funds.

Notice of the mandatory Annual FWS Supervisor's Meeting for the upcoming academic year is posted on the FWS website at www.csun.edu/financialaid/basics/workstudy_employers.php, sent to FWS listserv subscribers, and is advertised in the @CSUN Staff newspaper at least thirty days before the meetings are scheduled to begin.

Departments with FWS expenditures for the current academic year will be auto approved for a FWS budget allocation for the upcoming academic year. The department approved FWS budget allocation will be determined by the FWSO and it is dependent on the campus FWS budget allocation by the federal department of education;

however, keep in mind that all departments must comply with the FWSO pre-requisites for the upcoming academic year. It is the department's responsibility to check the FWS website for the next academic year's FWS department participation requirements.

New department FWS budget requests are obtained by completing the [Departmental Agreement](#) the form is available online on the FWS website at http://www.csun.edu/financialaid/forms/pdfs/fws_dept_agreement.pdf. Only sections C, D & E should be completed, and submitted to the FWSO. Approved budget notifications are sent to departments mid-July for the next academic year.

Interested FWS employers who missed any of the deadlines for submission of a budget request must contact the FSW Administrator.

C. JOB DESCRIPTIONS AND SALARY SCHEDULES

Job Descriptions

1. Job Descriptions are to be completed on-line on the Career Center's web site at: www.csun.edu/career/. Employer registration and job posting instructions are also available on the same web site. Completed Job descriptions for each position in the department/agency are to be on file with the Career Center by the end of June for the following academic year.
2. Each job will be assigned a "Job ID number" by the Career Center's on-line job recruitment system. All jobs must be approved by the WSO before the job can be advertised or before a student can be hired in that job. *Special note:* if a student FWS Authorization is requested before the job description is approved, the WSO will not be able to approve the student's FWS Authorization.
3. When the WSO approves a job description, the Career Center's job recruitment system sends the employer contact an email. *Special note:* there is a specific format all FWS job descriptions must follow. For a sample of the Work-Study Job Description "[Click Here](#)"
4. It is the responsibility of the person who submitted the job description to verify if the job was approved or if the WSO is requiring corrections. The WSO will make notes on the on-line job description as to what information/corrections are needed before the job description can be approved. Departments may submit additional job descriptions at any time throughout the year.

Salary Schedules

1. Supervisors must follow the HR "[Student Assistant/Work-Study Salary Schedule](#)" available on-line on the FWS website at: www.csun.edu/financialaid/basics/workstudy_employers.php under the "Forms and Links" tab. **New employees should be placed between the minimum and midpoint of the range.**
2. To determine the appropriate initial salary placement, the department should consider such things as:
 - a. Wages paid to other students for similar work
 - b. The student's unique skills
 - c. Student's prior work-related experience
 - d. Student's possession of highly specialized skills or other special circumstances may qualify a student for initial placement above the midpoint.

D. FEDERAL WORK-STUDY AUTHORIZATION

When a FWS applicant is hired, the Human Resources (HR) hirer requests the student's Work-Study Authorization on-line via myNorthridge Portal by following this path: **SOLAR HR> SOLAR HR Application> CSUN SA> Financial Aid> USE> Work-Study Department Authorizations**. At this point, enter the following information:

1. Enter the year (the year of that academic's spring semester)
2. Enter department ID
3. Click "Add new value"
4. Enter student's ID number
5. Press "enter/return" button
6. Enter the required fields. Make sure that you have the position's job ID number (assigned by the Career Center's on-line job recruitment system) handy. Keep in mind that the start date must always be in the future.

Work Study Dept Authorizations

Aid Year:	2008	Financial Aid Year 2007-2008	Institution:	NRCMP			
ID:	<input type="text"/>	Jane Doe	Contact:	<input type="text"/>			
Department:	<input type="text"/>	Financial Aid Off/Admin-8307					
Offered:	2500.00	Accepted:	2500.00	Disbursed:	0.00	Award Balance:	2500.00

Effective Date:	03/24/2008	Effective Sequence:	1	Job Data
*Job Category:	Office Work			
*Job Recruitment #:	00013025			
*Start Date:	03/24/2008	Termination Date:	05/17/2010	
*Hourly Rate:	8.300000			
Reports to:	<input type="text"/>	Jayne Calucag		
Org ID:	<input type="text"/>			
Contact:	<input type="text"/>			
Check here if there are additional job openings.		<input type="checkbox"/>	Comments:	<input type="text"/>
Check here if the student has complied with the IRCA reqmnt.		<input checked="" type="checkbox"/>		
*Approval Status:	Approved	Status Date:	03/24/2008	
Approval Comments:	Please note students FWS award balance as of Feb 2008 is \$2,203.00 due to previous FICA Work-Study employment that does not reflect his accurate bal. on the Portal.			

When the student is offered the job, the hiring supervisor must complete the "[New Employee Sign-In Form](#)" and refer the student to the Human Resources Office (University Hall, Room 165) to complete the sign-in process. The New Employee Sign-In Form is available on the HR web site at www-admn.csun.edu/hrs/forms/newempl.htm. The student must sign-in with HR before beginning to work. Since HR no longer issues IRCA stickers, supervisors must ask to see the student's copy of the HR sign-in paperwork before allowing the student to start working. Students previously employed at CSUN (within the last 18 months) do not need to complete the sign-in process again. No FWS earnings are authorized until the on-line "Work-Study Authorization Form" has been approved by the Work-Study Office (WSO).

The department's HR hirer is responsible for checking on-line for the status of the student's authorization, and as soon as the student's on-line authorization is in the "Approved" status, hire the student in SOLAR with the appropriate FWS Job ID 1871 (on-campus), 1151 (CSUN tutor of CSUN student) or 1872 (off-campus & auxiliaries). When the correct Position Number is selected, the appropriate Job Code and Work-Study Item Type (508070000000) are populated on the *CSU Workforce Admin*>*CSU HR Student Process* page. If the Item Type does not populate please send an email to solarhr@csun.edu to let them know.

Before saving the information you entered, make sure that the Job Code is correct. If the applicant is not offered the job, or declines the job, applicant may continue to research available job opportunities. The department **MUST** send the WSO an email to let us know that the student turned down the job, or never showed. If the student was hired in SOLAR the student should be terminated. If the applicant is hired and there are no more

positions available, the supervisor is responsible for closing the position on the Career Center's on-line job recruitment system.

E. MERIT INCREASES

Students may be eligible for an average 2.5% salary increase after six consecutive months of working their normal schedule, if the student's work is satisfactory. **Merit increases no longer need to be approved by the WSO. Keep in mind that you may have to follow whatever pay increase procedures your department's director or financial manager require.** Once approved by your department, the department (HR) hirer updates the student pay rate in SOLAR.

F. RECLASSIFICATION

FWS employees who are reclassified to a higher classification in the same position, or who are promoted to another position, are considered to be working in a new position. The supervisor or HR hirer **must** complete a "[Student Employee Job Data Change Form](#)," and send it to the WSO for approval, and wait for the approval from the WSO *before* updating the pay rate on SOLAR. The department/agency should have separate Job Descriptions on file for the various classifications that each position may require at the beginning of the year. This will allow for flexibility in the initial hiring process, as well as assure a speedy process in the promotion/reclassification of FWS students. Once the reclassification has been approved by the WSO, the department HR hirer must update the student's record in SOLAR to reflect the proper pay rate for the student. The WSO will process a new authorization for the new job and send the department a copy of the approved Employee Job Data Change Form.

G. RECORD KEEPING

1. Payroll Documents

The CSUN HR Payroll Office must have the signatures of two departmental staff employees authorized to sign time sheets on record. (Memorandum from Chancellor's Office, dated June 19, 1980).

The Student Payroll Action Request (SPAR) Form is the State's version of the W-4 form. It is used to report withholding allowances, provide an address where the student's W-2 can be mailed, designate a beneficiary, etc. This form will be completed by the student in the Human Resource Office at the time they sign-in. If any of the information originally provided on the SPAR should change, the student must complete another SPAR. The SPAR is an important document which must be filled out properly by the student prior to starting work.

The FWS payroll period generally begins on the 1st of each month and ends on the last working day of the month. Please see the campus payroll schedule available on the Human Resource website at www-admn.csun.edu/ohrs/payroll/index.htm. Click on "**Payroll Calendar**" for appropriate monthly payroll dates. Any problem with paychecks should be resolved with the Payroll Office by contacting your department payroll representative.

The hours worked by Federal Work-Study students are entered by the department's "Timekeeper" in SOLAR "Time and Labor" by using the "Weekly Elapsed Time" page. The department must retain copies of SOLAR payroll reports along with the original signed student timesheets, for 3 ½ years after the academic year that the student worked.

If the department missed the Timekeeper deadline, is reporting payroll for a prior pay period, or making other adjustments/corrections to a payroll of an FSW employee, the department must complete a [Prior Pay Period Adjustment Form ~ Federal Work-Study](#), and submit it to the WSO for approval. Under no circumstances

should departments submit the form directly to the HR Payroll Office. The HR Payroll Office staff does not have access to FWS student employee award balances, therefore all FWS payroll adjustments must be approved by the WSO. The WSO will approve or deny the “Work-Study Payroll Adjustment Form,” then submit it to the HR Payroll Office, and finally send the department a copy. The department must retain a record of the student’s earnings with the original timesheets, for 3 ½ years after the academic year that the student worked.

2. Pay Increases

Except as indicated in the discussions on classification and promotions, all student workers are eligible for merit increases after the completion of six qualifying months work in the Student Assistant/Federal Work-Study position and every six qualifying months of time worked thereafter, until the employee reaches the maximum rate within the salary range for the level. In rare instances, exceptional performance may be awarded merit salary increases before six qualifying months of service. Follow the instructions in the [Student Employee Job Data Change Form](#) and attach a written justification for the accelerated increase.

To receive credit for one month's work, the student must work all of the hours of the regular weekly schedule established by the supervisor for at least two weeks out of that month. Time off during the summer or months off as a result of intermittent assignments do not count towards the six qualifying months of experience. For example, if a student is hired on October 1 and works continuously for six months, he/she would become eligible for a merit increase on April 1 of the following year and for another increase the following October if work was continuous from April through September. However, if a student received a merit increase on March 1, worked through the end of May, did not work for the months of June, July, and August but returned to work in September, he/she would not be eligible for another merit increase until December 1 of that year. **Merit increases are typically 2.5%.** To qualify for the increase, student workers must meet the six months qualifying experience requirements as described above, **and** their work performance must be evaluated as satisfactory or above by their supervisor. Completion of six qualifying months experience without satisfactory evaluation should not result in merit increases.

Merit increases become effective at the beginning of the next pay period after the completion of the required six months qualifying experience and approval by the department.

Merit increases no longer need to be preapproved by the WSO but must be submitted to the Department Head for approval.

3. Budgeting Award

Part of the hiring process should include:

- a) A review of the student’s allocation
- b) A review of the department’s need for either regular hours throughout the entire semester/year or time periods of heavy workload, and
- c) The student’s need to have a steady income throughout the semester/year or intent to earn the total amount of the award in a short period of time.

A discussion of these issues between the supervisor and the applicant may prevent later problems with either/or the award amount and the rate of earnings. The average number of hours per week may be obtained by dividing the award by the hourly pay rate to arrive at the total number of hours to be worked; then dividing the total number of hours to be worked by the number of weeks covered by the award. Remember to anticipate possible merit increases in your calculations.

The Supervisor should maintain a cumulative record of student's earnings and remaining award (see the "Federal Work-Study Budget Tracking Sheet" available on the FWS website at: www.csun.edu/financialaid/forms/pdfs/ws_budget_tracking_sheet.xlsx)

Following is an example based on a \$3,500.00 award and an hourly rate of \$8.00 to be budgeted over 32 weeks:

$$\$3500.00 / \$8.00 = 437.5 \text{ hours}$$

$$437.5(\text{hours}) / 32 (\text{weeks}) = 13.67 \text{ hours per week average}$$

Note that any pay increase would reduce the total number of hours the student may work.

Students may not earn the spring semester's award during the fall Semester. However, it is possible for the student to earn any unearned portion of the fall semester's award during the spring semester.

Supervisors should be sensitive to the student's responsibility to maintain Satisfactory Academic Progress (SAP) in order to retain financial aid eligibility. For example some students might be capable of working 20 hours per week, depending on their unit capacity and study time required; other students might need to keep their average hours at 10 to 15 per week and earn the remainder of the award by working 40 hours per week during periods of non-enrollment. **Students at CSUN are limited to a 20-hour maximum workweek during any regular academic semester in which they are enrolled.** Any deviation from this policy must be approved in advance by the FSW Administrator.

There is no provision for overtime pay under the FWS Program. Therefore, *students cannot be permitted to work in excess of 40 hours per week at any time.*

H. AWARD MODIFICATIONS AND FINANCIAL AID HOLDS

For a variety of reasons, FWS student employees may have their awards decreased, or have a financial aid hold placed on their file. When this occurs, the WSO:

1. Notifies the student's supervisor promptly communicates via telephone in addition to an email notification.
2. The supervisor must adjust the student's work schedule as necessary, or in the case of a financial aid hold the supervisor must refer the student to a Financial Aid Counselor immediately. At times there may be limited additional funding available for student award increases. Supervisors interested in having their student's award increased must submit a written request addressed to the FWS Administrator.
3. Departments who would like to retain a student for employment for the following academic year must put a request in writing addressed to the FSW Administrator.
4. The written memo must be given directly to the student. The student must take the written memo to the WSO during the counseling hours (Monday, Wednesday & Friday 1:30 pm to 4:00 pm and Tuesday – Thursday 10:00 am to 12:00 pm). Departments will be notified if the award is increased.

Supervisors are requested to discuss any unusual arrangements or prolonged absence of a student with the FSW Administrator. A very important aspect of our office is to keep open communication between all parties involved in the FWS Program. Whenever there are questions, comments, or concerns, the FSW Administrator will be available to listen and discuss them. Input is vital to making our services more effective and efficient.

I. SUPERVISION

All FWS student employees are to be directly supervised. It is important that the employer carefully explain the job requirements in their entirety to the students before they begin working. Students should be encouraged to ask questions about instructions or procedures that are unclear. Working hours should be arranged between the employer and the student. Students are expected to adhere to the arranged schedules as would be expected from a regular employee. It should be understood, however, that the student employee is primarily a student and must

occasionally take tests or register for classes during scheduled working hours. If such is the case, the student should inform the employer of such times in advance.

Supervisors must maintain a cumulative record of the wages earned for each student assigned to their area; both students and supervisors are informed regarding the students' progress toward their FSW awards (See "Budgeting Award," section 2 above).

Every FWS student employee should be evaluated periodically and at the time of termination.

J. SUMMARY OF RESPONSIBILITIES

1. The Student

As a FWS awardee, the student assumes the following responsibilities:

- a. Must reapply for financial aid annually using the Free Application for Federal Student Aid (FAFSA) within the time period prescribed for priority consideration if the student wishes to continue in the same FWS position. The student must notify the supervisor of the next year's FWS award amount.
- b. Must read and complete all paperwork required from the Work-Study Office (WSO), Human Resource Office, and the supervisor in the department where employed.
- c. Must maintain and keep records of regular work schedule and earnings.
- d. Must notify the supervisor as soon as possible of any change necessary in work schedule.
- e. Must refrain from conducting personal affairs on the job (telephone calls, visitors, school work, internet searches, etc).
- f. Must complete a monthly time sheet and submit it to her/his supervisor by the due date.
- g. Must notify the WSO if changes occur in name or enrollment status.
- h. Must keep track of earnings and **NOT** exceed FWS semester award. When getting close to award maximum, the student should discuss with supervisor.
- i. Must read FWS Student Handbook, take the FWS Quiz and give Quiz Certificate to supervisor.

2. Federal Work-Study Program (FWS) Administrator

The FWS Administrator has the following responsibilities in administering the FWS Program:

- a. Must conduct the FWS Annual Supervisor's Meeting.
- b. Develop FWS job positions both on and off-campus so that students will have a wide variety of jobs to choose from.
- c. Review and approve all job descriptions for FWS positions.
- d. Conduct on-site visits to see how departments/off campus agencies are employing FWS students.
- e. Develop the necessary forms and procedures to administer the program.

- f. Maintain current records of job openings, student referrals, placements, and earnings.
- g. Notify supervisor promptly when student's award is modified, terminated, or near expiration.
- h. Plan and conduct orientation meetings with groups of supervisors.
- i. Consult with supervisors, students, financial aid counselors, and others, as needed.

3. Department Chairs, Agency Directors, and Federal Work-Study (FWS) Supervisors

The Department Chairs, Agency Directors, and FWS Supervisors have the following responsibilities:

- a. Attend the mandatory Annual FWS Supervisor's Meeting.
- b. Complete the "[Departmental Agreement](#)" (Sections C, D and E only) form and submit to the WSO by the designated deadline and respond to all WSO requests for information in a timely manner.
- a. Be innovative in developing job opportunities for students.
- b. Submit job descriptions to the WSO through the CSUN Career Center's Job Recruitment on-line system for each position in department.
- c. Interview, schedule, train, and supervise FWS students employed by department.
- d. Complete the "Federal Work-Study Authorization" form on-line in SOLAR for each student hired and permit students to begin working ONLY after receipt of the approved Federal Work-Study Authorization.
- e. Maintain a cumulative record of each student's earnings and remaining award.
- f. Review, sign, and submit monthly student hours on-line through "Time Reporting" on SOLAR's Time Reporting.
- g. Monitor earnings and terminate student promptly, or convert payroll to Student Assistant funds, when total FWS award has been earned.
- h. Should any student/supervisor/staff job-related problem arise, discuss promptly, and if problem cannot be resolved, bring it to the attention of the FSW Administrator.
- i. Recommend merit increases, class changes, or promotions when earned.
- j. Select students for employment without consideration of age, sex, race, religion, marital status, or group affiliation.
- k. Conduct periodic evaluations of FWS students.
- l. Assume full fiscal responsibility for earnings of students during any period of time when the student is or was ineligible to receive FWS funds.
- m. Keep on file the student's FWS Quiz Certificate

K. BUDGET OFFICE PROCEDURES FOR ON-CAMPUS CSUN FEDERAL WORK-STUDY EMPLOYERS

All FWS expenses will be in the general fund account, and all expenditures must be assigned to SOLAR account chart field 601810 (on-campus FWS) or 601820 (off-campus FWS).

The necessary FWS budgets for on-campus FWS (601810) and off-campus FWS (601820) are developed automatically, using the SOLAR allocation process. The Budget Journal IDs are identified by "AL0XXXX". Budget is automatically transferred monthly from the Federal Financial Aid FWS pool to the Departments that are approved to use FWS for the amount expended that month. A budget transfer charging the Department the 25% match is made in account B62090.

Any questions regarding the establishment of FWS budgets should be directed to Budget Information and Operating office at extension 4233 or 3173.

L. FRINGE BENEFITS

1. Breaks

FWS Students are entitled to a 15-minute break during each four consecutive hours of work. Breaks may not be accumulated for lunch period, late arrival or early departure. Students who work an 8-hour day must take a minimum of a 30-minute lunch period without pay. The 15-minute break cannot be accumulated for lunch and cannot alter the scheduled work period.

2. Hours of Work

When school is in session, FWS employees may work up to, but not in excess of **20 hours per week total** in all positions. The Internal Revenue Service guidelines for student employees to remain exempt from social security and Medicare deductions limits their normal working hours to 20 during the academic year. An exception is allowed during winter inter-session, spring break, and summer session, or if the hours exceed 20 for a short period of time (up to 5 weeks) and infrequently. The [California State University, Northridge](#) policy states that "only under emergency or other unusual situations it is permissible for student employees to work up to 30 hours per week while school is in session." Exceptions to this policy require approval of the FSW Administrator in advance.

3. Worker's Compensation

On-campus FWS students are automatically covered by Worker's Compensation if they are injured while working. Any such injury must be reported immediately to the CSUN Personnel Office on State Form "Employees Claim for Workers Compensation Benefits" SCIF 3301 (NEW 01/91). The words "Federal Work-Study Student" should be written on the form in the space provided. If the student experiences pain or any other reaction either at the time of injury or subsequently, the supervisor should enter "industrial injury" on a "Referral Card" and send the student to the CSUN Student Health Center. Off-Campus agencies must provide Workers Compensation for FWS student employees.

4. Work-Study Students are NOT eligible for any of the following benefits:

- a. Unemployment insurance
- b. Life insurance
- c. Health plan or medical expenses for non-job related illness or accident
- d. Social Security
- e. Paid holidays, vacation or sick leave
- f. Any other prerequisites granted to non FWS full-time or part-time CSUN employees
- g. Pay for Jury Duty days.

M. SUMMER FEDERAL WORK-STUDY

FWS is not available for the months of June and July under any circumstances.

Students may begin to earn their FWS awards on August 1st when the academic year begins in the Fall or on January 2nd when the Spring semester begins. A word of caution - the earlier students begin earning their awards, the earlier in the academic year they will potentially earn the limit of their FWS funding.

N. TERMINATION

A student may be involuntarily terminated from his or her position when performance is continually unsatisfactory. Depending on the individual case, separation from employment may occur for reasons such as but not limited to:

1. Continued poor work performance or attitude
2. Continued excessive tardiness or absence
3. Falsification of employment or University records (such as time cards)
4. Disobedience
5. Insubordination
6. Refusal to carry out the instructions of the supervisor

When a FWS student worker's performance does not meet performance standards the following procedure should be followed:

1. In private, the student worker must be told in explicit terms how the job requirements are not being met and be given specific suggestions for improved performance. Evaluation of performance should be based on job-related criteria only.
2. If the FWS student worker's performance continues to fall below required standards the student should be informed in writing of these deficiencies. The supervisor should send a copy to the WSO to be placed in the student's employment record.
3. If after at least one written warning the student's work performance continues to be unsatisfactory; the student may be terminated from the position. At such time, the WSO must be notified in writing of the student's termination. All notices of termination will be placed in the student's employment file.

Any student who has been terminated from two on-campus FWS assignments must wait one full academic year before they are eligible to work on campus again. Should any student be terminated from three positions, they will no longer be permitted to work in the FWS Program.

INSTRUCTIONS FOR FEDERAL WORK-STUDY OFF-CAMPUS EMPLOYERS

For the purpose of these instructions the following definitions will apply:

1. **A Federal Insurance Contributions Act (FICA) Agency** - an agency that pays a FWS student from their payroll thus withholding the appropriate FICA tax. The FICA agency invoices CSUN for the 75% matching funds and is then invoiced by CSUN for the 25% matching funds and a 20% administrative fee.
2. **A Non-FICA Agency** - an agency that does *not* pay FICA tax and thus the student is paid by the University which in turn invoices the agency for the 25% matching funds plus a 20% administrative fee.

NEW AGENCY CONTRACT REQUIREMENTS:

A. Memo Requesting Agency Participation in the Federal Work-Study Program

CSUN offers FWS contracts to non-profit agencies/organizations only. Non-profit agencies/organizations interested in hiring FWS students must send a memo to the attention of Josefina Carbajal - Federal Work-Study Manager requesting a contract. This memo should include:

1. A brief description of the agency/organization and the types of jobs available for FWS students
2. A copy of the agency/organization profit/loss business statement
3. An agency brochure, and
4. A copy of the agency/organization IRS Non-Profit status letter.

B. Attendance at the mandatory Annual Federal Work-Study Supervisor's Meeting

The agency/organization must attend the Annual FWS Supervisor's Meeting (usually conducted during the months of April and May). Times and locations will be posted on the FWS web site www.csun.edu/financialaid/basics/workstudy_employers.php beginning the month of March. A notice will be sent to all agencies/organizations that have submitted a contract request. **The WSO only offers FWS contracts during the month of June for the following academic year.**

For continuing participation FWS off-campus employers who attend the annual meeting for the upcoming academic year will be sent an Off-Campus Federal Contract Agreement (two original copies). The agency must complete all appropriate sections, sign both original copies, and return them to the WSO as soon as possible. Keep in mind that FWS students are not to be hired until the FWS Off-Campus Agreement is fully executed unless the agency is willing to pay the student with their own funds.

C. JOB DESCRIPTIONS

1. Job Descriptions are to be completed on-line on the Career Center's web site at: www.csun.edu/career/. Employer registration and job posting instructions are also available on the same web site. Completed Job descriptions for each position in the department/agency are to be on file with the Career Center by the end of June for the following academic year.
2. Each job will be assigned a "Job ID number" by the Career Center's on-line job recruitment system. All jobs must be approved by the WSO before the job can be advertised or before a student can be hired in that job. *Special note:* if a student FWS Authorization is requested before the job description is approved, the WSO will not be able to approve the student's authorization.
3. When the WSO approves a job description, the Career Center's job recruitment system sends the employer contact an email. *Special note:* there is a specific format all FWS job descriptions must follow. For a sample of the Work-Study Job Description ["Click Here"](#).

4. It is the responsibility of the person who submitted the job description to verify if the job was approved or if the WSO is requiring corrections. The WSO will make notes on the on-line job description as to what information/corrections are needed before the job description can be approved. Departments may submit additional job descriptions at any time throughout the year.

D. HIRING PROCEDURES

1. Fully Executed FWS Contract Agreement - An Off-Campus Agency must have a signed contract and current approved job description(s) on file with the WSO through the CSUN Career Center's on-line job recruitment system (www.csun.edu/career/employers/) before the agency can begin recruiting FWS students, and before students can begin working.
2. Federal Work-Study Authorization Request - When an employer decides to hire a Federal Work-Study (FWS) student, the agency must request the student's "Federal Work-Study Authorization" form from the WSO by completing the [Agency Work-Study Authorization Request Form](#) available on the FWS web site at www.csun.edu/financialaid/basics/workstudy_employers.php. The form can either be sent via email to work.study@csun.edu or faxed to (818) 677-7887. To successfully send the form via email, you must complete the form, save it to your desktop then attach it to your email. Keep in mind that **the student's start date must always be in the future.**
3. The WSO will approve the authorization and email a copy to the employer.
4. The WSO will hire the student in the CSUN Student Hire Workforce Administration page in SOLAR
5. The NON-FICA agency will:
 - a. Complete the "[New Employee Hire Form](#)" available on the Human Resources website. Students previously employed at CSUN (within the last 18 months) do not need to complete the sign-in process.
 - b. Refer student employees to the HR Office to complete the payroll sign-in process, and ask the student to bring a copy of the student's HR Sign-In Form either to the WSO or to the agency. **If the agency receives the copy from the student make sure that the student blocks out their social security number and replaces it with their CSUN student ID number before the agency sends the copy to the WSO.**

The WSO *must* receive a copy of the student's HR Sign-In Form before:

1. The student's authorization can be approved
2. The student is hired in CSUN's data-base system
3. Any hours can be entered

Thus it is best not to allow students to begin working unless they supply the supervisor with proof of their sign-in document. If the student's HR Sign-In Form is not received by the WSO at least five business days prior to the timesheet deadline, the agency may be responsible for paying the student with their own funds.

E. PAYMENT PROCEDURES

The student shall keep a daily record of the hours worked on the Campus Time Sheet and sign the certification at the end of the pay period.

The supervisor shall keep a daily record of the hours worked by the student and certify that the information on the Campus Time Sheet is correct and accurately calculated by signing the Campus Time Sheet in the designated place.

NON-FICA AGENCY:

- The agency payroll person shall submit copies of the signed student Time Sheets to the WSO by the deadline designated each month for disbursement on the 15th of each month. The WSO will enter the student payroll and send the agency a copy of the payroll report.
- The CSUN Budget Management Office will invoice the agency for the 25% Federal Share and 20% administrative fee.
- All invoices must be paid within thirty days of the invoice date.

FICA AGENCY:

The agency shall submit the following forms to the WSO:

- The original Time Sheet signed by the student & supervisor
- Proof of payment to the student (either a photocopy of the student's paycheck or a signed statement by the student certifying receipt of the check)
- The "Off-Campus [FICA Federal Work-Study Payroll Invoice Request Form](http://www.csun.edu/financialaid/basics/workstudy_employers.php)" (invoice) is available on the FWS web site at: www.csun.edu/financialaid/basics/workstudy_employers.php under the "Forms and Links" tab.

The WSO will review the Time Sheet for accuracy and approve the invoice for the amount of reimbursement.

"Federal Work-Study Student Campus Time Sheet" is available on the Human Resources website at www-admin.csun.edu/ohrs/payroll/forms/campus_timesheet.htm.

The invoice will be sent to Budget Management Office for payment. The Budget Management Office will reimburse 100% of the FWS student payroll to the agency and send an invoice for the 25% agency Federal Share and the 20% administrative cost. **If the invoice is not paid immediately, no further reimbursements will be paid to the agency.**

Copies of the invoice, proof of payment, and the original Time Sheets are kept in the WSO.

INSTRUCTIONS FOR UNIVERSITY AUXILIARY EMPLOYERS

For the purpose of these instructions, a "University Auxiliary" is an organization that operates on the California State University, Northridge (CSUN) campus and whose Federal Work-Study (FWS) payroll is not funded by the State of California (such as the CSUN Foundation/Corporation, the Associated Students, and the University Student Union).

University Auxiliaries must attend the Annual FWS Supervisor's Meeting (usually conducted during the months of April and May). Times and locations will be posted on the FWS website beginning the month of March. Notification is also sent to the FWS email listserv and posted on the @CSUN staff newspaper.

University Auxiliaries must also complete Sections C, D & E of the FWS Department Agreement and submit it to the WSO by the due date. The WSO will complete and return Section E with an approved budget and a Memorandum of Understanding (MOU) which must be completed and returned to the WSO before any student employees are hired and paid under FWS funds.

A. FEDERAL WORK-STUDY AUTHORIZATION

When a FWS applicant is hired, the Department Human Resources (HR) "hirer" requests the student's Federal Work-Study Authorization on-line via the Portal by following this path: **SOLAR HR > SOLAR HR Application > CSUN SA > Financial Aid > USE > Work-Study Department Authorizations**. At this point, enter the following information:

1. Enter the year (the year of that academic spring semester)
2. Click on “Add New Value”
3. Enter the department ID number
4. Enter the student’s ID number
5. Press “enter/return” button
6. Enter the required fields. Make sure that you have the position’s job ID number (assigned by the Career Center’s on-line job recruitment system) handy. Keep in mind that the start date must always be in the future.

Work Study Dept Authorizations

Aid Year:	2008	Financial Aid Year 2007-2008	Institution:	NRCMP
ID:	<input type="text"/>	<input type="text"/>	Contact:	<input type="text"/>
Department:	<input type="text"/>	Financial Aid Off/Admin-8307		
Offered:	2500.00	Accepted:	2500.00	Disbursed: 0.00 Award Balance: 2500.00

Effective Date:	03/24/2008	Effective Sequence:	1	Job Data
*Job Category:	Office Work			
*Job Recruitment #:	00013025			
*Start Date:	03/24/2008	Termination Date:	05/17/2010	
*Hourly Rate:	8.300000			
Reports to:	<input type="text"/>	Jayne Calucag		
Org ID:	<input type="text"/>			
Contact:	<input type="text"/>			
Check here if there are additional job openings.		<input type="checkbox"/>	Comments:	<input type="text"/>
Check here if the student has complied with the IRCA reqmnt.		<input checked="" type="checkbox"/>		
*Approval Status:	Approved	Status Date:	03/24/2008	
Approval Comments:	Please note students FWS award balance as of Feb 2008 is \$2,203.00 due to previous FICA Work-Study employment that does not reflect his accurate bal on the Portal			

B. HIRING PROCESS

When the student has been offered the job, the hiring supervisor must complete the “New Employee Hire Form” and refer the student to the Human Resources Office (University Hall, Room 165) to complete the sign-in process. The New Employee Sign-In Form is available on the HR website at: www.admn.csun.edu/ohrs/compemp/forms/newempl.htm

The student must sign-in with the Human Resources Office before beginning to work. Since HR no longer issues IRCA stickers, supervisors must ask to see the student’s copy of the HR sign-in paperwork before allowing the student to start working. Students previously employed at CSUN’s (within the last 18 months) do not need to complete the sign-in process again. No FWS earnings are authorized until the on-line “Federal Work-Study Authorization Form” has been approved by the Work-Study Office (WSO). The department’s HR hirer is responsible for checking on-line for the approval of the student’s authorization, and as soon as the student’s on-line authorization is in the “Approved” status, hires the student in PeopleSoft in 1872 Job Code. When the correct Position Number is selected, the appropriate Job Code and Work-Study Item Type are populated on the *CSU Workforce Admin>CSU HR Student Process* page. Before saving the information you entered, make sure that the Job Code is correct.

If the student turned down the job or never showed up for the job it is the department’s responsibility to send an email to the WSO and let us know. If the student was hired in SOLAR the student should be terminated. If the applicant is not offered the job, or declines the job, applicant may continue to research available job

opportunities. If the applicant is hired and there are no more positions available, the supervisor is responsible for closing the position on the Career Center's on-line job recruitment system.

The employer must hire the FWS student through PeopleSoft with the appropriate Job Code (1872) and terminate the student from PeopleSoft at the end of the student's work appointment if it occurs prior to May 15th. Human Resources automatically terminate all FWS employees on May 16th.

C. PAYMENT PROCEDURES

1. The student shall keep a daily record of the hours worked and submit a signed "Campus Time Sheet" to the supervisor with the Job Code (1872) by the supervisor's designated date.

The supervisor shall certify that the information on the Time Sheet is correct and calculated accurately by signing the Time Sheet in the designated place.

2. The University Auxiliary payroll staff shall submit the student hours through the HR Application on SOLAR by the last day of each month and disbursement will take place on the 15th of the following month. A copy of the monthly payroll with the student's original time sheets must be retained for 3 ½ years following the academic year that the student was employed. The CSUN Office of Budget Management will invoice the University Auxiliary for the 15% administrative cost and 25% matching funds.

COMMUNITY SERVICE COMPONENT OF FEDERAL WORK-STUDY

The Higher Education Act Reauthorization of 1992 broadened the purpose of the Federal Work-Study (FWS) Program to encourage participation in community service activities by students receiving federal student assistance and to develop their sense of social responsibility and commitment to the community.

Therefore, California State University, Northridge (CSUN) must commit at least 7% of its annual FWS funds to pay students employed in community service jobs. Although these job opportunities will primarily be developed off-campus, some on campus jobs will satisfy this requirement.

Community Service is defined in the National Association of Student Financial Aid Administrators (NASFAA) Newsletter (1992) as "services identified by the institution, through formal or informal consultation with local nonprofit, governmental, and community based organizations, designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs, including:

- Such fields as health care, child care, literacy training, education (including tutorial services), Welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement.
- Work in service opportunities or youth corps as defined in the National and Community Service Act of 1990, and service in the agencies, institutions, and activities designated in the National and Community Service Act of 1990
- Support services to students with disabilities
- Activities in which a student serves as a mentor, such as: tutoring, supporting educational and recreational activities; and counseling (including career counseling

Although we exceed the required 7% of community service jobs, we will continue to seek out and develop job opportunities that will meet the full intention of these goals for our students and our community. Future supplemental allocations from the Federal Government are frequently tied to a higher percentage of student earnings in community service and CSUN has been able to increase annual monies available in FWS for the past several years. The goal is to have student earnings of at least 25% in community service.