

# Alderson Broaddus University

## Work-Study Program Handbook



### Foreword

Thank you for your participation in the Work-Study Program at Alderson Broaddus University. The purpose of this handbook is to prepare students, faculty, and staff for the Work-Study Program at Alderson Broaddus University. We greatly encourage everyone to take a few minutes to read this handbook. You will find the rights and responsibilities for both students and their supervisors enclosed as well as a clear outline of the policies and procedures governing this program. Use this handbook as questions arise concerning employment of Alderson Broaddus University students in your department or organization.

We hope this handbook will be of assistance to all concerned.

If you have any questions regarding the Work-Study Program, please direct them to:

Financial Aid Office  
P: 304-457-6354  
F: 304-457-6391  
fa@ab.edu

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# **WORK-STUDY OVERVIEW**

## WORK-STUDY OVERVIEW

### What is the Work-Study Program?

The purpose of the Work Program is to provide students with additional funds to apply toward the cost of their college education or spending money and to assist the college in completing tasks that do not require full-time employees. The Work Program also provides students with employment experience that may later assist with future employment opportunities.

Students are paid minimum wage for all Work Program positions except those working for Sodexo in the foodservice positions. These students are paid an additional \$1 per hour worked.

It is important that everyone read this handbook to ensure all federal and institution policies and procedures are followed and all student employees are treated fairly and equitably.

### Work Program Awarding Procedures

Work Program awards will be made based on the information the student and/or parent provided on the Free Application for Federal Student Aid (FAFSA) and the date the FAFSA was filed.

If a student is eligible for Work Program, it will be listed on the student's offer letter. If the student accepts their Work Program award, they will need to complete Federal and State Withholding Forms, and also provide forms of identification. The needed forms can be obtained through ab.edu-Financial Aid-Work Program.

There is a two week deadline. All paperwork (SEA, tax forms, ID requirements) must be completed and turned in before the deadline specified or Work-Study will be removed from the student's financial aid for both semesters of the award year.

The student has the option of working only fall or only spring or both semesters, but must still complete all needed paperwork/ID requirements by the specified deadline.

*Alderson Broaddus University does not discriminate based on race, sex, religion or disability (placements for those with disabilities are available upon request).*

## WORK-STUDY OVERVIEW

### Work Program Packet

Once the Financial Aid Office has established that the student is eligible for the Work Program, the student will receive a Work Program Packet. At this time, the packet (tax forms) are located on [ab.edu-Financial Aid-Work Program](http://ab.edu-Financial-Aid-Work-Program)

The packet will include:

- Step-by-Step instructions on how the Work Program works.
- Student Employment Authorization Form (SEA).
- Federal and state withholding forms and I9 Form
- Schedule of due dates for timecards/timesheets and date student will receive a paycheck.

### Student Employment Authorization Form (SEA)

The student will view the **Job Book** located on ABU's website. Students will set up an interview with the department they have chosen. Students must have their SEA form to interview for a job.

The SEA includes the student's name and Work Program award. **The student is responsible for reading and signing the SEA prior to beginning work. The SEA must be correctly completed or it will not be accepted!**

If the student is hired, the supervisor will complete the SEA and **either the supervisor or student may return one copy to the Financial Aid Office** immediately so that position will be removed from the **Job Book**.

If the student is not hired during their interview, they must retain the SEA, review the **Job Book**, select another job, and take the SEA to the next interview.

**Students may not begin working until a signed SEA has been returned to the Financial Aid Office and have been entered to the Time Clock. Students will not be paid for any hours worked before all steps are completed.**

## WORK-STUDY OVERVIEW

### Federal and State Withholding Forms and I9 Requirements

**Withholding forms must be obtained from AB.edu-Financial Aid Office page prior to starting work.** These forms will also be emailed to students. The Wage and Labor Law requires all employees to submit these documents to ensure the proper amount of taxes is being withheld from an employee's earnings.

In order to be in compliance with the Department of Homeland Security, we must now obtain, from every student employed under the Work Program, documentation that confirms the student's identity.

Students are NOT allowed to work until all required documentation is received and confirmed by the Financial Aid Office.

**WORK-STUDY OVERVIEW****Work-Study Positions by Department**

Admissions  
Advancement  
Business Office  
Marketing and Communications  
Campus Safety  
\*\*Heiner Hall\*\*  
\*Student Affairs  
\*Campus Services  
Computer Center  
\*Coliseum  
Education  
Financial Aid  
\*Humanities  
\*Library  
Learning Resource Center  
Music  
Natural Sciences  
\*Nursing  
\*Physical Plant  
Registrar  
\*Social Sciences

There are also several community service organizations both on campus and off campus. (see next page)

\*Within these departments are additional areas that require student workers.

\*\*Students who work in Heiner Hall, the Cave or Jazzman's are paid minimum wage PLUS an additional \$1.00/hour.

**WORK-STUDY OVERVIEW****Community Service Positions**

**Barbour County Health Dept.  
109 Wabash Ave. Philippi, WV  
Contact: Annette Santilli  
304-457-1670**

**Hope's Mission  
Main Street, Philippi, WV  
Contact: Howard Swick  
304-457-6888**

**Kasson School  
19 Kasson Road, Moatsville, WV  
Contact: Teresa Marsh  
304-457-1485**

**KidREACH  
420 Chestnut Street, Philippi, WV  
Contact: Carol Malcolm-Parsons  
304-457-5270**

**New Vision Renewal Energy  
Philippi, WV  
Contact: Ruston Seaman  
304-669-2191**

**Philippi Public Library  
South Main St. Philippi, WV  
Contact: Judy Buckner Larry  
304-457-3495**

See the [Job Book](#) located on the college's website for a complete listing of community service positions.

# STUDENTS

## STUDENT INFORMATION

### When Can I Work?

**Students may begin working on Monday, August 10** for the semester if the student has a completed SEA on file with the Financial Aid Office and have been entered into the Time Clock Manager.

**A student is cleared to begin working when the supervisor can see the students name in Time Clock Manager. If a student's name does not show in Time Clock Manager, then the student has not been cleared. If this occurs, the supervisor should contact the Work-Study Coordinator to find out what the student is missing.**

Students are encouraged to work 5 hours a week to earn their \$750 per semester award. Students may not work more than 20 hours in any given week. Students are not permitted to work during University holidays or anytime the University is closed. Students must stop working on the last day of finals for the semester or once they have met their award.

There are exceptions to this policy for those departments who absolutely must have assistance from the Work Program students before the first day of classes or after the last day of finals. Students who are permitted to work outside of the regular semester **will be earning from their regular work award for the semester.**

**The supervisor must submit a request, in advance (at least a week), to the Work Program Coordinator if an exception needs made.**

**Example 1:** John has a \$750 work award for the upcoming semester starting on September 3rd. His department needs him to begin working on August 25. He earns \$50 between August 25 and September 4th. He will now have \$700 to earn for the rest of the semester.

**Students who work outside of the regular semester without prior approval from the Work Program Coordinator will NOT be paid for those hours.**

**STUDENT INFORMATION****Student Responsibilities**

- The responsibility lies with the student to initiate and follow through with the student employment process.
- Work-Study packets will be given out by the Financial Aid Office. If not picked up by the student then, it will be emailed to the student.
- Students will need to either attend the Job Fair or review the Job **Book** located on the university's website and contact supervisors to obtain a position.
- Set up an appointment with the prospective department to interview for a job.
- Do **NOT** begin working until your supervisor confirms you have been added to their Time Clock Manager. This will not occur until ALL steps are completed for you to be eligible to work. This includes returning the signed Student Employment Authorization (SEA) form, correctly completed to the Financial Aid Office along with all completed withholding and I-9 forms/identification are turned into the in the Financial Aid Office.
- Students are permitted to change jobs up two weeks into the semester. No Exceptions!
- **Do NOT clock in/out another student.** Both of you may be terminated and/or not paid for the hours.
- Maintain a record of hours worked so that you will not work over your Work Program award shown on your award letter. Hours worked over your award will not be paid.
- Dress appropriately for work. Check with your supervisor for dress code.
- Observe appropriate workplace behavior and protocol and follow instructions.
- Take your job seriously—your supervisor depends on you to do the job you were hired to do.
- Stop working when you have earned your work-study award for the semester.
- Check your Battler email account for information regarding your work-study from the Work-Study Coordinator or your supervisor. It is your responsibility to take the necessary action regarding any emails you receive.
- All students must clock in/out using the time clock system. NO EXCEPTIONS!
- A student may do a job share (2 positions) ONLY if they are needed to be a tutor or have a Community Service position.

## STUDENT INFORMATION

### Time Clock Manager

Students who work on campus will use the time clock to clock in/out for their job. Your supervisor will show you how to clock in/out and where you need to accomplish this at. You will use your student ID card to clock in/out. For example, if you work in the Coliseum you must clock in and out in the Coliseum. Students who work off campus will be clocked in/out by their off-campus supervisor.

### Auditing of Timecards

The Financial Aid Office will randomly select student timecards/timesheets for auditing. Also, if the student's supervisor, the Payroll Office, or the Work Program coordinator have reason to believe the student's timecard/timesheet has been falsified, the Financial Aid Office has the authority to audit that timecard/sheet.

The Financial Aid Office, as well as the student's supervisor, may terminate a student from the Work Program. The Financial Aid Office will notify the student and the supervisor, in-writing, of the termination if that office terminates the student.

### Missed Punches

If a student forgets to clock in or clock out the time clock will generate a missed punch. It is the student's responsibility to notify the supervisor immediately of the missed punch and the time worked so that it can be corrected in the pay system.

Once notified by the student, the supervisor should make corrections within 24 hours of the missed punch as this will allow the student and supervisor to know how much time has been worked to date.

Should the supervisor not correct a missed punch within 24 hours, the Work-Study Coordinator will correct the missed punch by allotting one hour for the student. It is possible that repeated missed punches can result in the loss of the work-study job. It is the student's responsibility to check with their supervisor to find out what that supervisor's specific policy is regarding missed punches as to if they can result in verbal warnings, written warnings and/or termination.

**REPEATED MISSED PUNCHES MAY RESULT IN LOSS OF WORK-STUDY AWARD FOR THE ENTIRE ACADEMIC YEAR BY THE FINANCIAL AID OFFICE**

**STUDENT INFORMATION****Unpaid Work Hours**

**You will not be paid for hours worked via Work-Study funds:**

- if you do not have a signed SEA on file in Financial Aid **before** beginning to work.
- if you do not complete the required withholding and I-9 forms/ID requirements.
- if hours worked exceed your work-study award (\$750 per semester)
- if you work more than 20 hours in one week. (Saturday-Friday)
- if you work 6 consecutive hours without a 1/2-hour break (1/2 hour will be deducted).
- if you fail to clock in or out – this is a missed punch – and if not corrected by your supervisor within 24 hours, you will be given 1 hour for that time segment
- if the University determines you falsified hours. (This includes clocking-in/out another student.)
- if you work during regularly scheduled class times without instructor confirmation that class was canceled. Or if you work during scheduled breaks.
- if those hours are before the first day permitted to begin working or after the last day permitted to work.

**STUDENT INFORMATION****Students Don't...**

- begin working until your supervisor confirms you have been added to their Time Clock Manager. This will not occur until ALL steps are completed for you to be eligible to work. This includes returning the signed Student Employment Authorization (SEA) form and all completed withholding and I-9 forms/identification to the Financial Aid Office.
- start working before the first day permitted to begin work
- continue working after the last day permitted to work
- forget to clock-in/out
- work during regular class time or over breaks.
- work more than 20 hours in any week OR work more than 6 consecutive hours without a 30 minute break. NO EXCEPTIONS!
- expect a pay check if you do not work.
- work over your work award maximum of \$750 per semester.
- clock-in and leave your work position.
- falsify your timecard in any way, including clocking-in/out another student.

## STUDENT INFORMATION

### Termination

A student will be terminated from the Work Program position if any of the following apply:

- you do not have a signed SEA on file in the Financial Aid Office, but are working.
- your supervisor finds your work unsatisfactory.
- you have more than 1 unexcused absence (supervisor's discretion).
- you have worked all of your allotted work award.
- you are clocked-in and/or worked during regularly scheduled class time.

### Permanent Dismissal

- you are clocked in and left your work position without supervisor approval.
- your timecards/sheets have forged signatures or initials of supervisors.
- you procure *any* type of monetary gains illegally while performing duties under the Work Program.
- you have falsified your timecard (ie. Clocked- in/out hours that you did not work or clocked-in/out for another student).

### Supervisor Decision

- your supervisor may dismiss you at his or her discretion. It is recommended; but not required, that the supervisor follow the following warning system for occurrences:
- 1. Verbal Warning      1<sup>st</sup> Occurrence
  2. Written Warning    2<sup>nd</sup> Occurrence
  3. Termination        3<sup>rd</sup> Occurrence

*\*\*\*The length of the termination depends on the severity of the violation. However, the forging of signatures/initials, leaving a work position while clocked in without permission, procurement of any monetary gains or you have falsified your timecard/timesheet (ie. Clocked in/out or written-in/out hours that you did not work or clocked-in/out, wrote-in/out hours for another student is grounds for permanent dismissal from the Work Program at Alderson Broaddus University. \*\*\**

## **Disputes**

Should issues arise in the student's work placement, the student should first consult with their supervisor. If the issue is between the supervisor and the student and cannot be resolved amicably between them, those involved should make an appointment to speak with the Work Program Coordinator. Every effort will be made to resolve issues in a fair and equitable manner for all parties involved.

# **WORK-STUDY COORDINATOR**

## WORK-STUDY COORDINATOR INFORMATION

### Financial Aid Office and Work-Study Coordinator Responsibilities

**The Financial Aid Office is responsible for:**

- Awarding Work Program awards.
- Preparing Work Program packets.
- Making sure that federal regulations are being followed.
- Receiving and processing all SEAs, tax forms and ID requirements.

**The Coordinator is responsible for:**

- Daily time maintenance and reporting, emails, etc.
- Maintaining the **Job Book** with information provided by each department.
- Auditing timecards/timesheets.
- Conducting on site audits to ensure students who are clocked-in are working.
- Serving as a mediator between the supervisor and the student, if needed.
- Inform students and supervisors regarding important information regarding the work-study program via email including, but not limited to: warning that time has not been approved, reminders of due date for time due date and warnings that the student is nearing his or her limit of number of hours available to work.

***\*\*The Financial Aid Office will periodically check student earnings, warning or terminating those who are close or have reached their work award. However, students and supervisors should not rely on the Financial Aid Office to monitor student earnings on a regular basis.\*\****

# **PAYROLL OFFICE**

## BUSINESS OFFICE INFORMATION

### Student Accounts

Work Program funds **DO NOT** become a credit on a student's account in the Business Office, until the funds are earned and applied.

Students will be paid once a month, generally around the 8<sup>th</sup>. The Business Office will prepare a check which is then placed in the student's campus mailbox after 9:00 AM on payday. If the student elects to have their check go directly against their student account, they must fill out a form in the Business Office to have this accomplished.

**The Business Office does not cash Work Program checks.**

Once the student account is paid, the student may receive any additional monies by submitting a request to the student accounts manager in the Business Office.

### INTEREST ON STUDENT ACCOUNTS

Interest will accrue monthly on student account balances that are being paid with the student's Work Program earnings.

**\*\*IMPORTANT\*\***

*The Business Office may, at its discretion, garnish a student's Work Program wages to pay any **Costs of Attendance**<sup>1</sup> that the student owes the school or that will become due and payable during the period of the award. A written notice will be sent to the student informing them of this action.*

<sup>1</sup>*Cost of Attendance includes: tuition, fees, room, board, books, transportation, and personal.*

# **SUPERVISORS**

## **SUPERVISOR INFORMATION**

### **Supervisor Responsibilities**

Supervisors are responsible for:

- Interviewing prospective students for job placement within their department.
- Setting up work schedules that are convenient for both the student and the supervisor.
- Tracking how many students have been hired to keep from going over the department's allocation.
- Be accountable for your student employees. Failure to do this may result in loss of your department's positions.
- Assisting students in maintaining a record of hours worked so the student does not work over their award.
- Monitoring students who are clocked in to ensure that they are completing assigned tasks.
- Terminating students who do not comply with the Work Program policies and procedures.
- Provide adequate training to allow the student to perform their job duties in a satisfactory matter.
- Maintaining, Correcting, and Approving student's time. All time must be correct and approved by the supervisor no later than 9AM on the date time is due.
- Be available on regular basis for ongoing support and supervision of student employees.
- Attending orientation for all supervisors at the beginning of the year and ongoing training as it is made available.

**Supervisors must notify the Work-Study Coordinator of any and all changes in student employment, including termination, immediately.**

## SUPERVISOR INFORMATION

### Time Clock Plus

The link to access TIME CLOCK PLUS is [timeclock.ab.edu/app/manager](http://timeclock.ab.edu/app/manager). Once logged in you will be able to see the students who are cleared to begin working.

**A student is cleared to begin working when the supervisor can see the student's name in Time Clock. If a student's name does not show in Time Clock, then the student has not been cleared in the Payroll and Financial Aid Offices. If this occurs, the supervisor should contact the Work-Study Coordinator to find out what the student is missing.**

At the beginning of each new academic year, supervisors will attend training in operating Time Clock Manager and how to Check STUDENT CUMULATIVE TIME, correct MISSED PUNCHES, and HOW TO APPROVE STUDENT TIME.

### Missed Punches

If a student forgets to clock in or clock out the time clock will generate a missed punch. It is the student's responsibility to notify the supervisor immediately of the missed punch and the time that he or she actually worked so that it can be corrected.

The supervisor will need to make corrections within 24 hours of the missed punch. The correction needs to be made for the time the student worked. It is pertinent that corrections are made in a timely manner so that the student, supervisor and work-study coordinator can have an accurate tally of time worked. Also, if missed punches are not corrected in a timely manner, the supervisor most likely will have trouble meeting the deadline for time to be turned in.

If time is not corrected, the Work-Study Coordinator will edit missed punch to reflect 1 hour worked. If the supervisor wishes to change the 1 hour correction (which was previously a missed punch that wasn't corrected by the supervisor within 24 hours), the supervisor MUST contact the Work-Study Coordinator before doing so.

It is at the supervisor's discretion as to how they choose to handle missed punches as far as warnings and, if the student continues to have missed punches, perhaps termination. The supervisor needs to communicate to work-study students how missed punches will be handled in your area with regard to discipline.

**SUPERVISOR INFORMATION****Time – Supervisor Responsibilities****\*\*\* IMPORTANT \*\*\***

As a supervisor, you are responsible for maintaining, correcting and approving all of your work-study student's time by the deadlines.

- Within 24 hours of any missed punch – supervisor should correct time to reflect time worked
- Bi-Weekly – supervisor should review, correct and approve time
- Monthly – supervisor should complete final approval of time

**Time approval is due bi-weekly. Emails will be sent accordingly.**

Twice before the time due date – the Work-Study Coordinator will send reminder emails to supervisors of when time is due. It is also recommended that supervisors place a reminder on their calendar or phone.

**TIME MUST BE REVIEWED, CORRECTED AND APPROVED by 9AM on the 1<sup>st</sup> day of the month (or the day indicated on the current year time card schedule if the 1<sup>st</sup> falls on a weekend.) This is the DUE DATE for supervisors to have their students time turned in.**

Supervisor CANNOT add or revise time once **PAY DEADLINE** has passed.

Should a supervisor continue to miss the weekly deadline, the Work-Study Coordinator has the right to remove the supervisor from the Work-Study Program and he or she may lose their work-study students.

Any students whose time is not approved by the supervisor by the deadline cannot be paid on the scheduled payroll date. The student's paycheck will be printed with the normal payroll cycle and will be based upon the present, unapproved time, in the Time Clock. However, the student's check cannot be given to the student until the supervisor approves the student's time.

Should there be any additional hours to be paid to the student after the supervisor edits/approves time after the deadline, those extra funds must be paid to the student as part of the next payroll as checks cannot be processed mid-cycle.

Once the student completes their time for the semester, the Work-Study Coordinator will remove the student and supervisor access from time clock. The Payroll Clerk will then email the final time detail to the supervisor to be approved and signed off on manually.

## SUPERVISOR INFORMATION

### Termination

A student will be terminated from the Work Program position if any of the following apply:

- you do not have a signed SEA on file in the Financial Aid Office, but are working.
- your supervisor finds your work unsatisfactory.
- you have more than 1 unexcused absence (supervisor's discretion).
- you have worked all of your allotted work award.
- you are clocked-in/wrote-in and/or worked during regularly scheduled class time.

### Permanent Dismissal

- you are clocked in/wrote in and left your work position without supervisor approval.
- your timecards/sheets have forged signatures or initials of supervisors.
- you procure *any* type of monetary gains illegally while performing duties under the Work Program.
- you have falsified your timecard or timesheet (ie. Clocked- in/out hours that you did not work or clocked-in/out, hours for another student).

### Supervisor Decision

- your supervisor may dismiss you at his or her discretion. It is recommended; but not required, that the supervisor follow the following warning system for occurrences:

Verbal Warning	1 <sup>st</sup> Occurrence
Written Warning	2 <sup>nd</sup> Occurrence
Termination	3 <sup>rd</sup> Occurrence

*\*\*\*The length of the termination depends on the severity of the violation. However, the forging of signatures/initials, leaving a work position while clocked in without permission, procurement of any monetary gains or you have falsified your timecard/timesheet (ie. Clocked in/out hours that you did not work or clocked-in/out, wrote-in/out hours for another student is grounds for permanent dismissal from the Work Program at Alderson Broaddus University. \*\*\**

**SUPERVISOR INFORMATION****Disputes**

Should issues arise in the student's work placement, the student should first consult with their supervisor. If the issue is between the supervisor and the student and cannot be resolved amicably between them, those involved should make an appointment to speak with the Work Program Coordinator. Every effort will be made to resolve issues in a fair and equitable manner for all parties involved.