to their student account, the student can collect their paycheck from the mailroom supervisor on regular paydays.

Discrepancies
Discrepancies in a student’s paycheck must be reported. The supervisor or student should contact the FAO. Students who do not receive checks on time should also contact the FAO.
Wesley College is a United Methodist institution of higher education that seeks to be among the finest student-centered learning communities in the liberal arts tradition. Consistent with our Methodist heritage, the College affirms meaning & purpose in life through justice, compassion, inclusion & social responsibility that enhance community life & respect for the environment. Wesley College exists to liberate & empower its students with the knowledge, skills, ethical attitudes & capacity or critical thinking needed to achieve personal and professional goals & to contribute to the local & global society.

Equal Opportunity Statement

Wesley College does not discriminate on the basis of age, sex, race, color, religious belief, national origin or handicap in employment, admissions, student-related policies and procedures or educational programs including vocational educational programs.

This policy is required by Title IV and Title VII of the 1964 Civil Rights Act, as amended; Title IX of the 1972 Education Amendments; Section 504 of the 1973 Rehabilitation Act, as amended; Executive Order 11246, as amended, and other related Acts of Congress and Federal Regulations.

Using the Federal Workstudy Handbook

The Wesley College Federal Workstudy (FWS) Handbook is to be used by FWS students and supervisors. It has been developed to provide up-to-date information to understand the policies and procedures of student employment. Supervisors must be aware of their responsibilities to the students and the FWS program including the hiring, assignment and payroll procedures. Forms and procedures for evaluation and termination of FWS employees can be obtained from the Student Financial Aid Office (FAO). The Wesley Workship (WWS), while not subject to the FWS Rules, follows these rules with some exceptions as noted in this handbook.

Financial Aid

The Federal Workstudy Program (FWS) provides jobs for students with need, allowing them to earn money to help pay educational expenses. The program encourages community service work & work related to the student’s course of study.

Students interested in the FWS program must apply for financial aid using the appropriate years Free Application for Federal Student Aid (FAFSA) to determine eligibility, by Wesley College standards, for the FWS program.

Pay Periods/Disbursements

Wesley College students may have two pay periods. The first runs from the first day to the 15th of the month and the second from the 16th to the last day of the month. The Wesley College Payroll Department pays student employees for the first pay period on the first day of the following month and on the 15th day of the following month for the second, issuing valid Wesley College employee paychecks. The table below (copied from page 3 of this handbook) illustrates the pay periods and paydays clearly:

<table>
<thead>
<tr>
<th>Pay Periods</th>
<th>Pay Period Dates</th>
<th>Timesheet Due</th>
<th>Pay Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period #1</td>
<td>1st – 15th</td>
<td>16th</td>
<td>1st</td>
</tr>
<tr>
<td>Pay Period #2</td>
<td>16th – Last Day</td>
<td>1st</td>
<td>15th</td>
</tr>
</tbody>
</table>

However, depending on the department for which the student works, if the supervisor has numerous employees, such as the football team which may have as many as forty student employees each school year, the students may only be paid once a month. This pay period will run from the first through the last day of the month and pay day will be on the 15th of the following month.

As stated in the introduction of this handbook, the employee is responsible for completing the proper W4 & I9 IRS paperwork as well as providing 2 forms of identification (driver’s license/ Wesley College ID [preferred] & signed social security card). The Workstudy and Workship Programs are considered temporary employment; therefore all returning FWS/WWS Students will need to do the W-4 every year. If this is not done, a paycheck will not even be processed for the employee; **there is NO EXCEPTION to this policy**.

If their financial aid awards do not satisfy their student account in the Business/ Finance Office FWS students are obligated to have there workstudy earnings applied to their account to pay outstanding tuition balances.

If the workstudy employee does not need to apply his or her earnings
program who fails to maintain good academic standing and/or make satisfactory progress toward graduation. Students must maintain a minimum cumulative grade point average (GPA) of 2.00 to retain their position for the spring semester or to be eligible for consideration for any financial aid for an ensuing academic year.

When the FAO terminates a student, the FAO will send immediate notification to both the student and the supervisor indicating the reason for the action and the date it was taken.

**Payroll Information**

**Timesheets**

Students are responsible for recording work hours on their timesheets. Supervisors must verify the accuracy of the hours recorded by the employee.

To record your work times on your timesheet the FAO requests that the employee indicate time periods of less than an hour in \( \frac{1}{4} \) hour increments only (please do so in decimal form). If there is a question of how to break an hour into the decimal form the Work Program Coordinator will be happy to explain this one-on-one in the FAO. Please round all hours worked to the nearest \( \frac{1}{4} \) hour, as shown by the second example.

**For example:** a work shift starting at 1:00pm & ending at 2:15pm should be indicated as shown:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/8</td>
<td>1:00pm</td>
<td>2:15pm</td>
<td>1.25</td>
</tr>
<tr>
<td>4/10</td>
<td>8:20am</td>
<td>12:00pm</td>
<td>2.75</td>
</tr>
<tr>
<td>4/10</td>
<td>12:30pm</td>
<td>5:30pm</td>
<td>2.5</td>
</tr>
<tr>
<td>4/11</td>
<td>9:00am</td>
<td>11:00am</td>
<td>2</td>
</tr>
</tbody>
</table>

The State of Delaware requires any employee working a shift of 7.5 hours or more take a half-hour meal break, this break is unpaid. The meal break should be given and taken anytime after the first two hours and before the last 2 hours of work. If this meal break is NOT indicated on the completed timesheet handed in to the FAO (as shown in the two 4/10 examples above), the time deduction will be taken by WPC before the timesheet is submitted to payroll.

Since Work Program Timesheets are academic year specific, supervisors should not retain a blank master copy of either a FWS or WWS timesheet. Current academic year specific timesheets are posted on the Wesley College website at:

http://wesley.edu/campus-services/financial-aid/document-center

When the employee submits their completed timesheet for the pay

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**Introduction to the Federal Workstudy (FWS) and Wesley Workshop (WWS) Programs**

The Federal Workstudy program is a federally funded program that provides part-time jobs to students who have a financial need as determined by the US Department of Education (DOE) and the Student Financial Aid Office (FAO) using a completed, valid Free Application for Federal Student Aid (FAFSA). Eligible students are awarded FWS, subject to funding availability. Participants must be enrolled full-time and living on campus.

The Wesley Workshop program, privately funded by Wesley College, also requires participants to complete a FAFSA. The program provides part-time jobs for students who have been requested as a student worker by a Wesley Supervisor (Faculty, Staff or Coach) and are not eligible for FWS. Eligible students are assigned to WWS, subject to funding availability.

FWS and WWS allow students to work on and off campus earning a specific award amount over a semester or academic school year (2 semesters). Students who have been awarded FWS or requested as a WWS employee must attend an orientation meeting on campus & complete all required paperwork.

At Wesley College, a student awarded FWS is required to apply their earnings to any outstanding balance owed the college for tuition, room & board, etc. If a student does not have a balance (not including FWS funds), as determined by the Finance/Business Office, he/she is eligible to keep their FWS earnings. The Wesley Workshop does not have this requirement.

Although Wesley College does pay students every two weeks, FWS/WWS Student Employees are required to submit a timesheet at the least once a month containing the hours they worked the previous month. The FAO has the right to cancel a student’s eligibility to participate in the FWS program, if, after two consecutive months no student timesheet has been received.

Any work program employee who worked during a two week pay period or month is required to submit their completed timesheet, signed by both the student and their supervisor, to the FAO. Pay periods are as such:

<table>
<thead>
<tr>
<th>Pay Periods</th>
<th>Pay Period Dates</th>
<th>Timesheet Due</th>
<th>Pay Day</th>
</tr>
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<td>Pay Period #2</td>
<td>16th – Last Day</td>
<td>1st</td>
<td>15th</td>
</tr>
</tbody>
</table>

Without exception, paychecks will be available on the fifteenth of the month for the pay period from the 16th through the last day of the month and pay-
periods from the first through the fifteenth will be paid on the first day of the following month. If a payday should fall on a weekend, payday will be on the Friday before.

The amount of the student’s program determines the number of hours per week he or she may work. In any event, student will be informed of the maximum hours that they may work both for the semester and for the year, as well as the hourly rate of pay. **Both the student and supervisor are responsible for assuring the student does not work more than the total number of authorized hours.**

Money earned through the WWS Program is paid directly to the student or if from the FWS Program directly to the student’s Finance Office account on a bi-weekly basis. The student will receive either a paper check or a pay stub detailing how much was earned and placed on their account, based on the number of hours worked. The earnings should be reported on the student’s federal tax return and for FWS earnings, on the FAFSA under the “Income Exclusions” list.

Because a student’s pay is determined by the exact number of hours worked, *(the award amount indicated from the student’s financial aid package [award letter] or amount eligible to earn through the workshop program is only an estimate).* Students may not exceed their FWS or WWS amount indicated by the Work Programs Coordinator for either the semester or the academic school year. This means that a student cannot work more hours in one semester to make up for lost hours in another semester. The actual amount paid each pay period depends on the actual number of hours worked for any given pay period. **Therefore,** before a student employee can receive their first paycheck, the student is required to complete the following:

1. An Employee Information/ Emergency Contact Form
2. A Student Employee Direct Payment Authorization Form*
3. A Student Employee Confidentiality Form
4. The Current Year’s IRS W-4 Form
5. A Homeland Security I-9 Form

*While WWS employees are not obligated to turn their income over to the school, it is standard policy for all Work Program employees to complete this form.

If you have not done so already, you must, in accordance with the Employment Eligibility Verification (I-9) form, be prepared to present document(s) that satisfy(ies) this form. Included in your packet is an I-9 form. Page 9 provides a list of the acceptable documents that may be used to area by the time the evaluations are sent out, the supervisor **must still** return a completed evaluation form to the FAO. In this situation, if the supervisor cannot adequately evaluate an employee or obtain a signature, this must be noted on the evaluation. All student employee evaluations are put in the student’s FAO file.

The evaluation form is an integral part of the student employee’s file and is used for referrals for other job openings on campus, counseling the student, and for references requested by prospective employers provided the student has authorized, in writing, the release of the information for such a purpose.

**Supervisor Termination of Student Employees**

As stated previously, students must perform their duties in a professional manner. Students who fail to meet the requirements and responsibilities of a position after sufficient notification by their supervisor (this notification does not have to be in written form—verbal notice is sufficient) may be terminated from a FWS or WWS position. A student who is terminated from their position by their supervisor forfeits further reassignment for the balance of academic school year. Some major reasons for termination from a position include but are not limited to:

1. Failure to report at scheduled times w/o notifying your supervisor
2. Failure or inability to perform tasks
3. Poor attitude or an excessive use of profanity
4. Falsification of timesheets (whether your own or a co-workers)
5. Repeated tardiness &/or insubordination
6. Illegal activities on college property (on or off the job)
7. Violation of the confidentiality of student records

When a student is terminated, the supervisor must submit a **Termination Form** to the FAO indicating the date & reason for the termination. The supervisor is also responsible for notifying the student of their termination. Termination forms may be requested at any time from the FAO.

**Financial Aid Office Termination of Student Employees**

If funds in the student employment program are depleted or if the amount designated on a student’s financial aid package (award letter) have been met, the student **MUST** stop working immediately because they cannot and will not be paid for excess hours worked. It is therefore vital for both the student and the supervisor to monitor the number of hours that each student actually works during a semester in order to avoid such situations.

In addition, the FAO may terminate any student employee from either
each semester a student works in the area.

2. Job training
3. Monitoring the student hours worked
4. Evaluating job performance
5. Verifying and Signing completed timesheets
6. Ensure completed timesheets arrive in the FAO **within 5 Business Days** of the end of the pay period
7. Addressing all department/student employee issues
8. Complete evaluations, termination, notifications etc.
9. Communicate with the FAO regarding all Work Program employee issues
10. Act as a role model for your student employees

Each year department supervisors must submit a Federal Workstudy/Wesley Workshop Job Description/Request Form to the FAO prior to the end of the previous academic year. On a separate sheet attached to the form, the supervisor may include the names of any students the department would like to return for the next academic year. The request forms will provide the FAO with the information needed to post the positions in a timely manner, allowing prospective employees an informed choice of employment possibilities. Once a department’s roster is completed, the supervisor should notify the Work Programs Coordinator with the names of their student workforce.

**Evaluations of FWS Students**

The FAO distributes Student Employee Evaluation forms to supervisors once a year. The evaluation forms will be sent out by the FAO to each department no later than **November 15th**. Completed evaluations should be returned to the FAO no later than **January 30th**. The evaluations are a mandatory aspect of the Work Program. The FAO uses the student evaluations to assess and improve the student’s work performance and experience.

Since the evaluation process is a participative effort between supervisor & employee, the supervisor should discuss the evaluation form with each student employee. Supervisors must make all written comments concerning the employee’s performance before the interview. The comments can then be discussed at the time of the interview. **Written comments cannot be added after the student’s signature has been obtained.** After the discussion, the student must sign the form & indicate his/her agreement or disagreement with the evaluation. The supervisor must also sign the evaluation form & return it to the FAO in a sealed envelope marked “Confidential”. Returning completed evaluation forms to the FAO should not be given to a Work Program employee to complete!!

If the student works only a short time and is no longer working in an

satisfy the identification requirements. Please note that if you are unable to satisfy the I-9 requirements, you will be unable to work until such time you are able to satisfy the requirements. Below you can find the list of acceptable documents:

### Lists of Acceptable Documents

<table>
<thead>
<tr>
<th>List A</th>
<th>List B</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization</td>
<td>OR</td>
<td>Documents that Establish Identity AND Employment Authorization</td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td></td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4. Voter’s registration card</td>
<td></td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td>5. U.S. Military draft or draft record</td>
<td></td>
</tr>
<tr>
<td>a. Foreign passport; and</td>
<td>6. Military dependent’s I.D. card</td>
<td></td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following:</td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
</tr>
<tr>
<td>(1) The same name as the passport and</td>
<td>8. Native American tribal document</td>
<td></td>
</tr>
<tr>
<td>(2) An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td>9. Driver’s license issued by a Canadian government authority</td>
<td></td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-775)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8. Employment authorization document issued by the Department of Homeland Security</td>
<td></td>
</tr>
</tbody>
</table>

### Student Work Program Specifics

All Wesley College Work Program job descriptions are listed on the college website. The description includes the job title; the supervisor’s name and department; campus location; contact info; a list of duties and work schedule. To find the job descriptions go to:

http://wesley.edu/campus-services/financial-aid/work-programs
Students, both new and returning, may look at the descriptions at any time to prepare for the orientation meeting.

At the mandatory Student orientation meeting, held at the start of the fall semester, students will receive information on how to find job openings. Once all paperwork has been completed, it is the student’s responsibility to contact participating supervisors of their job choice to secure employment. This position is for both the fall and spring semester. To continue working upon returning for the spring semester, the student simply reports to his or her supervisor to coordinate the employee’s work schedule for the semester.

The student may seek to move to a job in another department at any time during the school year. To do so the student must notify their current supervisor and FAO Work Programs Coordinator in writing.

Since the FWS program is federally funded it is the mandate of the DOE that a minimum of 7% of the students in the FWS program be assigned to community service jobs. These positions are currently in the Wesley College Robert Parker Library on campus and the Schwartz Center off campus as well as some tutors from the Academic Resource Center provided to the local middle school.

**Employee Resignation**

If a student chooses to resign from his or her employment during the academic school year, he or she must provide two copies of a letter of resignation, one for their supervisor and one for the FAO. By resigning their position the student forfeits their employment for the remainder of the award year.

**Professionalism**

Students working at Wesley College must realize they are representatives of the college. Therefore, they are expected to act in a courteous, professional manner at all times.

Student employees should be punctual and must inform their supervisors when they will be absent or late to work for any reason, including, but not limited to, illness or class/work conflicts. Students should tell their supervisors if they are leaving their assigned position for an extended period of time for any reason.

Errands should be completed quickly and efficiently. If a student completes their assignments and are without work to do, they should ask their supervisor for additional tasks. Students may not study during working hours unless there is no work to do and their supervisor gives them permission.

**Telephone Use**

College telephones are for business and are not to be used for personal calls.

In some departments, one of the major responsibilities for student employees may be coverage of telephones. Students should ensure that they respond to a telephone call in a professional and courteous manner. Telephones should be answered as quickly as possible, giving the name of the office as well as the employee’s name.

Student employees should speak clearly and politely and should always have pen and paper at hand to record messages. The caller’s name should be written before any call is transferred and the student should tell the caller the extension to which the call is being forwarded in case the caller is accidentally disconnected. Written phone messages should include the caller’s name and phone number, the date and time of the call and any message received. The employee should double check all the information with the caller for accuracy.

**Grievance Procedures**

As with all employment, disagreements between supervisors and hires can arise. The following procedures should be taken if FWS/WWS students believe they have been treated unfairly or unjustly terminated:

- Compose a letter outlining the nature of the grievance and the reasons why you believe the action was unfair.
- Address the letter to the Student Financial Aid Office, c/o Work Programs Coordinator.

The Financial Aid Office makes the decision to uphold or overturn all cases of grievance based on the letter in question and discussing the matter with all interested parties. This decision is final.

**Supervisor Responsibilities**

Each department requesting FWS/WWS employees must designate a student supervisor. He/she must monitor the work of each FWS/WWS student employee assigned to the department. The supervisors are responsible for:

1. Determine & create the employees’ work schedule, with the student’s help.
   a. A student cannot be made to work if the job interferes with their classes.
   b. A student, of their own accord, is NOT PERMITTED to skip class for any reason in order to work (If they do work, these hours will NOT be paid)
   c. At the initial meeting between supervisor & student occurs, the student MUST provide a copy of their course schedule to the supervisor. The two can use this to aid in the creation of the employee’s work schedule. The supervisor should keep a copy of each schedule for their records. This procedure should be repeated for