

# FEDERAL WORK STUDY HANDBOOK

## Contact Information

Human Resources  
4th floor, Administration Building  
210-826-6019

Office of Financial Assistance  
1st floor, Chapel Building  
210-829-6008

Payroll  
2nd floor, Administration Building  
210-829-5860

Campus Police  
Clement Hall  
210-829-6030

## Equal Employment Opportunity

UIW is committed to a policy of equal employment opportunity, without regard to race, color, national origin, disability, or veteran status, gender, age, or religion (except in limited circumstances when religious preference is both permitted by law and deemed appropriate as a matter of University policy).

## Reasonable Accommodation

Reasonable accommodation is any change that is made to the work environment or the performance of the job, so someone with a temporary or permanent disability or impairment can perform the essential functions of the job. It is the student's responsibility to inform the supervisor of any needed accommodation. If reasonable accommodation is being requested, the employee must fill out a Reasonable Accommodation form in the HR Office.

## Student Eligibility

Students are eligible for a work study position when they are enrolled as a student at the University of the Incarnate Word at least half-time and have financial need determined by the Free Application for Federal Student Aid (FAFSA). Work study employees must be authorized to work in the United States. Proof of eligibility to work must be provided to the Office of Human Resources within 72 hours of hire.

## Part-time student enrollment is as follows:

**Undergraduate Student** – minimum 6 credit hours

**Graduate Student** – minimum 3 credit hours

To work during the summer, students must be enrolled in the summer or registered for the fall semester.

## Work Study Jobs on Campus

At UIW, all of the work study jobs are located within one of the university offices, departments or divisions. We do not have work study positions available in community or nonprofit organizations. All kinds of jobs are available—office jobs, service jobs, customer service jobs, phone work, grounds-keeping, food service, etc. Jobs are also available in all kinds of locations across campus—the wellness center, administrative departments, academic departments, the learning assistance center, the natatorium, the athletics department, the scene shop, science/nursing laboratories, advising, testing, etc.

## **Finding a Match**

The program is called work study, but that doesn't mean you study while you work. As a work study employee, you work to earn money to pay for your studies! Since you will be working, you need to find a job you can stick with for the academic year. How do you know which job to apply for? Think about: your interests, your skills and abilities, your major and the time you have available to work. Do you need flexible hours? Can you work evenings and weekends? Can you lift? Would you rather work indoors or outdoors? Do you have any prior work experience? Once you've found personal answers to these questions, try to find a job posting that matches or nearly matches your skills, abilities and work needs.

## **Applying for Work Study Positions**

Students who are awarded work study funds are not guaranteed a work study position. You must actively apply for one of the open positions. Work study job openings are available online at:

<https://jobs.uiw.edu/>.

How the interview process works:

1. You call and set up an appointment at a time that's agreeable to the work study supervisor.
2. Show up at the appointment (on time, dressed neatly, resume in hand).
3. The supervisor reviews the job description with you, discusses your skills and abilities with you, asks you questions regarding your prior work history.
4. If the supervisor wants to hire you (they are not required to hire you just because you interviewed), they'll contact the Office of Financial Assistance and request a work study contract on your behalf.

A few notes about "interviewing." Work study is a job; and like any job anywhere, you must go through an interview process. The supervisor can ask you questions about your prior work experience, your skills and abilities, why you want to work in their office/department/division, what sort of hours you're available, whether you can work specific days, if it's a physical job the supervisor can ask about lifting ability, he/she can ask what you would do in a specific work situation, the supervisor can ask you for references, and other job related questions. The supervisor cannot ask you: how old you are, if you are married, if you have children, if you have health issues, if you have a disability, what your religion is, what your sexual preference is, what race/color/ethnicity/nationality you are, or where you were born.

## **The Hiring Process**

There is a "process" you must go through to be able to do work as a work study. This process begins with the supervisor who interviewed you contacting the Office of Financial Assistance and requesting a work study assignment. The Office of Financial Assistance reviews your file and issues the agreement that you must sign. Then your agreement is sent to Human Resources (HR). If you are new to the work study program – meaning you've never worked as a work study at UIW – you will have to go to HR and do some paperwork (I-9 and W-4) and submit proof of your eligibility to work. Returning work studies can skip this process—assuming nothing has changed. Your agreement is then forwarded to the UIW Payroll Office where your information is verified, and a timesheet is generated on your behalf.

## **A. Form I-9:**

Federal law requires every employer in the United States check the legal status of all employees, including student employees. Students are required to complete the Form I-9 and provide the documentation that is described on the back of the Form I-9 within 3 days of being hired.

There are three categories of documents that are accepted for the Form I-9. From List A, the most common form of identification is a **valid** unexpired United States Passport. If you choose not to use a form of identification from List A, you must have two forms of identification, one from List B and one from List C. The most common form of identification from List B is a **valid** Driver's License or a Military ID card. The most common form of identification from List C is a Social Security card or an original or certified birth certificate. Copies of these forms of identification cannot be accepted. **ORIGINAL** documents must be presented to Human Resources.

**No student will be allowed to start work, regardless of the department's need, until they have completed the Form I-9 and presented all of their documentation in person.**

## **B. W-4 Form:**

Each student is required by the Internal Revenue Service (IRS) to complete a W-4 form indicating the number of withholding allowances he or she wishes to claim. This form does not need to be updated each year. It should only be updated if the student wishes to change the amount of allowances they want withheld or if they have a change of address. The W-4 form will be kept in the Payroll Office.

### A Few Tips for Filling out the W-4:

- use your permanent address (not your campus address)
- make sure to write in your social security number in box number 2 - make sure to check off your marital status in box number 3
- make sure to write in the number of allowances in box number 5:

With "0" allowances claimed, your take-home pay may be slightly lower, but you will either owe less money at the end of the tax year, or you will receive more money back on your tax return, as more money was withheld through the year.

With "1" allowance, you can earn more on each paycheck, but you may owe more money or receive a smaller tax refund at the end of the tax year.

Any pay that you receive as a student employee is considered taxable income, so you will receive a W-2 Form around February each year. You will need this form to complete your taxes. Please note that your W-2 Form will be mailed to the address you have provided on the W-4.

### **C. Background Checks**

Depending on the type of employment, a background check may be required before starting to work. A successful background check will be needed if the duties and purpose of the position is to directly serve students or children. By way of example, typical positions that require a successful background check include RA's, tutors, mentors, and kids' camp counselors. The background check will be completed in the Human Resource Office and your supervisor will be notified when the background check is clear.

### **D. Direct Deposit**

Students are encouraged to enroll in Direct Deposit. A voided check or a Direct Deposit Authorization may be provided to Human Resources or directly to Payroll. A deposit slip is not sufficient. The Direct Deposit authorization forms are located in Human Resources.

### **Your Responsibilities on the Job**

As a work study, you have many responsibilities. You are responsible for: -showing up ready to work on time on the days scheduled -doing the work assigned to you -asking questions if there is something you do not understand -accurately tracking and reporting your hours worked -following workplace policies and procedures (reporting other university employment to your supervisor, dressing appropriately, arranging time off well ahead of time, calling in if you are sick or must be absent from work, respecting your coworkers, respecting your supervisor, respecting your workplace, and any other policies and procedures your supervisor has outlined for you) and -proofing your time sheet and signing it to certify that the hours you are reporting you have worked are correct.

### **Your Rights on the Job**

As a work study employee, you have the right to:

- Have your job defined and explained to you
- Have your questions answered
- Respect from your coworkers and supervisor
- Request a break (unpaid) or lunch period (unpaid) if working an extended day
- Fair treatment
- A safe workplace free from discrimination, harassment and violence and
- Terminate your employment (quit) at any point during the year.\*

\*Employment at UIW is at will employment. If you quit you may or may not be able to find another work study position on campus. If you don't work, you don't receive the funds that were awarded to you.

### **Your Supervisor's Responsibility**

The work study supervisor in each office/department/division is responsible for:

- Defining the job and job duties
- Interviewing/hiring work studies
- Requesting contracts
- Assigning hours/days to be worked
- Training/orienting work studies
- Tracking performance and providing job-related guidance/advice
- Tracking and certifying hours worked -Turning in signed time sheets on time the day they are due (only supervisors may do this)
- Following up on any work study related issues (progress of assignments, status of timesheets, pay rate increases/decreases, change in status of employee, etc.).

### **Your Supervisor's Rights**

The work study supervisor has the right to: -Offer or decline to offer you a position -Respect from work study employees -Fair treatment from work study employees -A safe workplace free from discrimination, harassment and violence and -Terminate your employment (fire you) at any point during the year.\*

\*Employment at UIW is at will employment. If you are fired, you may apply for another work study position on campus. However, you are not guaranteed another work study position. If you don't work, you won't receive the funds that were awarded to you.

### **Hours and Timesheets**

Here are some things you should know about hours worked and timesheets:

1. You may not work unless your supervisor has verified a timesheet exists for you in Web Time Entry.
2. You may not work more than 20 hours per week.
3. You cannot "bank" hours. This means you cannot work 40 hours in week 1, no hours in week 2, and split the difference (20/20) on your timesheet. You can only work up to 20 hours per week in any week.
4. You cannot report hours you haven't actually worked—even if you plan to work them.
5. You cannot have someone work your hours for you and get paid for those hours.
6. You don't get paid for your breaks, absences or leave days.
7. You are responsible for accurately reporting your hours worked.
8. You are responsible for turning your timesheet to your supervisor so deadlines are met for Payroll\*.
9. Your timesheet will not tell you how much money you have left to earn for the year. You and your supervisors together will need to keep a close eye on that amount. If you're getting low on funds, bring this to your supervisor's attention immediately!

\*If you are going to be out on the day a timesheet is due, make certain that you submit your timesheet on the last day you work. If your supervisor is out on the day a timesheet is due, make certain you touch base with his/her designated representative to make sure your timesheet is submitted on time. Timesheets turned in late can result in significant payment delays.

## **Number of Hours Students Can Work**

Students employed as a work study may work up to 20 hours per week Sunday-Saturday. Employment is limited to one department at a time

## **Harassment**

For the complete policy applicable to student employment, please see Chapter IX of the Staff/Admin Guidelines located on Blackboard under Human Resources. Summarily, please be aware as follows:

- **Harassment-Free Work and Learning Environment**

The University promotes a harassment free work environment. Employment policies including, but not limited to the Harassment Free Work and Learning Policy contained in Chapter IX of the Administrator/Staff Guidelines protecting employees from unlawful harassment is applicable to all student employees.

- **Policy Against Sexual Harassment**

Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act and should not be tolerated by either students or staff. Sexual harassment in the workplace is defined in the following way:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions ... affecting such individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work ... or creating an intimidating, hostile, or offensive working environment. The supervisor should deal with observed or reported incidences of sexual harassment immediately. If you are unsure of what constitutes sexual harassment or if you cannot discuss the matter with your supervisor, call the Office of Human Resources at 829-6019.

Additional information can be found at <http://www.uiw.edu/campuslife/harassment.html> .

## **Getting Paid**

A Payroll Authorization form is submitted by the supervisor each semester. No student employee may begin working until he/she is set up in Banner Web-Time Entry. It is the student's responsibility to accurately clock in and out in the Web-Time Entry system. Instructions on the use of Web-Time Entry are found at <https://my.uiw.edu/payroll/web-time-entry-videos.html>

## **Sick Time, Vacations and Holidays**

Student employees are not eligible for any University benefits. They do not accrue sick or vacation time.

## **Conduct**

It is vital that student employees take their jobs seriously.

Student employees are expected to:

- Arrive on Time: It is vital that you arrive to work on time. Excessive tardiness and/or unexcused absences may result in disciplinary actions. Your supervisor is counting on you to show up for your scheduled shift on time. If you are going to be late for any reason, make sure to call your supervisor to let them know.
- Appropriate Dress: Although the University does not have a dress code, please keep in mind that while you are at work, you are representing the University. Please do not wear cut-offs, tank tops, clothing that has profanity on it, etc. Depending on where you work, you may need to wear safety conscious clothing (facilities, grounds).
- Plan on Working Your Entire Shift: Do not intend on doing any homework or studying during your shift. Your employer will have plenty of work for you to do. If for any reason you have some down time, it is up to your supervisor as to whether you may use that time to do some studying.
- Time Off: If for any reason you need a day off, make sure that you have the time off approved by your supervisor first. Supervisors are aware that you are a student first. If you need time off for something that is school related, be honest and let them know beforehand.
- Issues: If you are having any problems with your job, speak to your supervisor. If you are unable to speak to your supervisor, you may speak to someone in Human Resources.
- Phone and Email Etiquette: Please keep in mind the way in which you answer the phone while you are working.
  - o Answering the Telephone: Please be very courteous to anyone you speak to on the phone with. Remember that other people around you can hear you on the phone, so even if you know the person who is calling you, remember to remain professional.
  - o Email: If you compose emails for the department you work in, please remember to be professional in your writing. Check for spelling and proper grammar usage.
  - o Internet Usage: You are not being paid to surf the internet. You are not permitted to be on any *personal* social media sites while you are at work.

## **Terminations**

Termination of a student employee shall be approved by a supervisor or manager after consultation and approval of Human Resources. Below are some examples as to what constitutes grounds for termination. Please note that these are just some examples and are not exhaustive.

## **Grounds for termination**

1. Excessive tardiness
2. Excessive absences
3. Breach of confidentiality
4. Gross negligence
5. Physical violence or obscene language when dealing with the public or other staff members
6. Being under the influence of drugs or alcohol while on duty
7. Incidence of fraud
8. Violations of the Email/Internet Policy/Responsible Use of University Computing Resources
9. Violation of the Harassment Policy
10. Poor work performance

## **Injuries on the Job – Worker’s Compensation**

In the event of an occupational injury or occupational illness (as defined by Texas Workers’ Compensation Laws) all UIW/IWHS/SACHS employees, including student employees, are covered by Workers’ Compensation Insurance. If an employee is injured on the job or the employee feels that they have an illness caused by their work, STOP WORKING and report the condition to your direct supervisor immediately.

Failure to report such an injury or illness promptly may disqualify the employee from receiving benefits. Every injury regardless of its severity must be reported by the employee to his/her supervisor. Communicate to your supervisor that you have been injured and the supervisor must report the incident to the Human Resources Office as soon as possible.

If an employee receives medical treatment, the employee must provide a Work Status Report provided by the doctor to Human Resources before returning to work.

## **Confidentiality Agreement**

A confidentiality agreement must be signed prior to starting work. This is to ensure that anything seen or heard while working at the University will not be repeated to anyone who is not authorized access to that information. The confidentiality agreement located at the end of this handbook must be signed and returned to the hiring manager.

## **Computer Policy**

Student employees are subject to the policy on “Responsible Use of University Computing Resources” at <http://www.uiw.edu/technology/policies-procedures/responsible-use-of-computing-resources/>