## Work-Study Program

### Reference Guide

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Federal and Institutional Work-Study Program

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- **Contact Information**

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### Time Sheet Schedule

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<tr>
<th>Week Start Date</th>
<th>Week End Date</th>
<th>Time Sheet Due by 9:00 am</th>
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### Student Responsibilities

- Assure all paperwork is complete & submitted to the Financial Aid Office.
- Do not start work until approval has been granted by the Financial Aid Office.
- Maintain full-time enrollment status.
- Maintain Satisfactory Academic Progress as defined by the Financial Aid SAP Policy.
- You may not work during any class scheduled time, even if the class is canceled.
- Dress appropriately for the job.
- Respect confidentiality expectations.
- Remain professional and courteous to students, staff, faculty and the public.
- Understand your daily assignments.
- Have regular/punctual attendance. Notify your supervisor in advance of possible time off.
- Complete your timesheet daily to ensure hours worked are accurately reported.
- Sign your timesheet and submit to supervisor for approval according to the payroll schedule.
- Personal calls and visitors are discouraged during work hours.

**Termination of Employment:** A breach of confidentiality, misrepresentation on the student’s time sheet/card, the College, change in enrollment status, failure to meet the satisfactory academic progress requirements, or when the student is not adequately performing in the work-study position.

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### Departments who offer work-study jobs:

- **Admissions Office**: Lori Harrett
- **Athletics**: Athletic Center, Phil Bartlett
- **Arts & Science**: St. Joseph Hall, Deborah Dewey
- **Bookstore**: St. Joseph Hall, Karen Reynolds
- **Business Division**: St. Joseph Hall, Greg Fallon
- **Business Office**: St. Joseph Hall, Kristie Johnson
- **Career Development**: Tuttle Hall, Russell Lennon
- **Communications**: Clementwood, James Lambert
- **Computer Lab**: St. Joseph Hall, Ray Gibbs
- **Counseling Services**: Tuttle Hall, Mark Gagnon
- **Development Office**: Clementwood, Bates Childress
- **Education Division**: St. Joseph Hall, Donna Lewis
- **Financial Aid**: St. Joseph Hall, Nikiah Viger
- **Library**: St. Joseph Hall, Doreen McCullough
- **Maintenance**: Maintenance Bldg, Tom Beland
- **Learning Center**: Tuttle Hall, Linda Johnson
- **President’s Office**: Clementwood, Judy Morgan
- **Psychology Division**: St. Joseph Hall, Michele Harris
- **Registrar’s Office**: St. Joseph Hall, Greg Chamberland
Introduction to the Work-Study Program

Work-study is financial aid in the form of a part-time job on campus. Students may work on-campus in a department of choice, subject to job availability. Employment is not guaranteed.

The current work-study wage is $8.60 per hour. Some positions may pay more. Generally, students work 4-8 hours per week and are paid every two weeks for hours worked.

The scheduled work-study hours are built around the student’s academic schedule.

Eligibility is granted to students who have a complete financial aid file, show need and indicated an interest in a work-study position.

Students with need are eligible for federal work-study, subject to availability of funds.

For students who do not have need or when federal funding is limited, the student may be eligible for institutional work-study.

Student must be enrolled full-time in an undergraduate program of study (excludes accelerated degree program) making satisfactory academic progress toward a degree following the financial aid guidelines-CSJ Satisfactory Academic Progress Policy.

Due to limited funding and department allocations, students are allowed to work in one department at a time only.

Work-study funds are limited and are granted on a first-come, first-serve basis.

Federal and Institutional Work-Study Program

There are two funding sources that make student employment possible: Federal and Institutional. Both programs are similar in eligibility requirements. The Financial Aid Office will determine which program best fulfills the needs of the student.

The Federal Work-Study Program is funded by the U.S. Department of Education. The intent of the programs is to provide a part-time job opportunity to students with financial need, allowing them to earn money to help pay for education related expenses.

Institutional Work-Study is funded by College of St. Joseph. The intent is to provide a part-time job opportunity to students with or without need, allowing the student to earn money to help pay for education related expenses.

Due to limited funding in each program, the student is encouraged to apply for student employment as soon as possible. Employment is not guaranteed.

Employment Procedure

To be considered, the student must apply for financial aid, be enrolled full-time in an undergraduate program of study (excludes accelerated program of study) and meet the financial aid requirements for satisfactory academic progress.

Step 1—The student would seek out employment by contacting the supervisor in the area of interest.

Step 2—An interview will take place to determine if the student is a good fit for the department of interest. If so, the supervisor and the student will complete The Intent to Hire form.

Step 3—The student will bring the signed form to the Financial Aid Office.

Step 4—The student will then complete the Declaration of Health Care Coverage, I-9 Form (must show government issued ID such as driver’s license and Social Security card), W-4 Form, and sign the Terms and Conditions Form for Student Employment.

Step 5—Final review and approval will be by the Director of Financial Aid. The supervisor and student will be informed via CSJ Email when all is in place to start work. Time sheets will be produced and sent to the supervisor.

The student can start working once final approval is complete and the supervisor has received time sheets for the student.

Timesheets

Timesheets for the semester will be generated by the Financial Aid Office and sent to the supervisor at the time the student is authorized to start work.

Timesheets must be signed by the student and the supervisor before turning it into the Business Office. The Financial Aid Office will replace any loss or misplaced timesheet upon the request of the supervisor.

It is the responsibility of the supervisor and student to accurately report hours worked on the timesheet. Misrepresentation of hours worked on timesheet will result in immediate termination of participation in the work-study program.

It is important to submit time sheets according to the payroll schedule so that hours earned can be reported in a timely manner.

Earnings Notification

Student will be notified via their CSJ Email of how much they have earned and the remaining hours they have to work periodically during the semester by the Financial Aid Office. It is important not to exceed the approved award and that time worked is reported on a consistent and accurate basis.

Paychecks

Payment for hours worked is done every two weeks according to the timesheet schedule. Paychecks are available for pick up in the Business Office.

Sign your timesheet and submit to supervisor for approval according to the payroll schedule.

Work-Study Contact Information

Questions regarding how to apply, specific jobs, approval, paperwork needed contact CSJ Financial Aid Office-802-776-5262.

Questions regarding your paycheck for payment due for hours worked contact CSJ Business Office-802-776-5220.