

# *Federal* **WORK-STUDY** M a n u a l



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## **The Federal Work-Study Program**

The Federal Work-Study Program was established by the Higher Education Act of 1965 as amended to promote part-time employment of students attending institutions of higher education who are in need of the earnings of such employment in order to pursue their courses of study. The student must be enrolled at least half-time and establish financial need in order to qualify to participate in the program.

Students establish their eligibility annually by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov) on January 1st of each year for the coming fall term. The student must have documented financial need to qualify and preference is given to students whose files are complete prior to March 1st of each year (about six days must be allowed for processing). Students will be awarded Work-Study until the funding for the award year is exhausted. Federal Work-Study is funded by the Federal Government with matching funds from the University. As a result, there are requirements that must be met in order to comply with program regulations.

### **Student Regulations**

The following is a list of the regulations that apply to the students employed under the Federal Work-Study Program. These regulations must be followed for students to continue their work-study employment. Violation of these regulations may result in the termination of employment from the Federal Work-Study Program.

1. The student must establish a work schedule with their employer that is suitable for all concerned. They must work their scheduled hours. A work schedule cannot be changed once it has been submitted without the approval of their work-study supervisor.
2. The student's duties will be assigned by their work-study supervisor. However, students will not be paid through the Federal Work-Study Program for participating in or practicing for athletic events, band, choir, field trips, etc.
3. Students may begin work on the 1st day of registration and may work through the final day of exams each semester. Students are not awarded Work-Study for break periods between the semesters.
4. The student and their supervisor must verify the time worked every two weeks. Students are required to electronically submit the time worked. Instructions are provided later in this booklet. The work-study supervisor must approve the time worked and indicate that it was done in a satisfactory manner before submitting it electronically to the Payroll Department. **STUDENTS MAY BE PAID ONLY FOR THE TIME WORKED.** Intentional falsification of the hours worked could lead to expulsion from the University and prosecution under the U.S. Criminal Code.

5. Students are always expected to give regular, punctual, efficient, and cooperative performance on the job. It is the responsibility of the student to notify the supervisor if he/she is not able to report to work on time. If illness or some other unforeseen circumstance prevents attendance at work, the student must notify the supervisor in advance of the usual reporting time. NEVER . . . "JUST FAIL TO SHOW," even if ill. If the student cannot reach a telephone to report the reason for missing work, they must have a written note hand-delivered to their employer.
6. The student's personal business is to be conducted outside the office. This is a job. Friends and family should not visit the student employee at work.
7. The student should dress appropriately for the job and always be neat and clean. Jeans and shorts are acceptable but must be in good taste for an office. Shoes should be worn all times that students are on the job. Students are expected to be business-like and polite in dealing with students, faculty, staff and the public.
8. When not on duty, the student has no privileges beyond those extended to other students as in regards to the use of materials, equipment, or office space.
9. In accepting a job under the Federal Work-Study Program, the student agrees to remain with the job assigned for the time specified. Work-Study can only be terminated by the Director of Financial Aid. However, a student may be dismissed at any time by the work-study supervisor. PLEASE NOTE: An Employer's Evaluation and Reference of Student Employee will be completed once a year and become part of the student's permanent file. The results of these evaluations will be reported on any forms requesting references on the student.
10. Students are expected to work during their assigned hours. Students should not be socializing with friends during this time. They should always return from assigned errands as soon as the errand is completed.
11. Lost time may be made up, but only with the supervisor's approval. Student employees may not work more than 20 hours per week while classes are in session. Student employees must schedule all make-up time with their supervisor.
12. Time may be spent studying only after all work has been completed and the supervisor has no assignments.
13. Students are not allowed to use the University telephone for personal use.
14. Students must be in compliance with the minimum Standards of Satisfactory Academic Progress to participate in the Program.
15. Students must terminate employment immediately upon withdrawal from the University.
16. Students will be terminated if they earn more than their total work-study award.

17. Students should make every effort to perform assignments in a satisfactory manner. Failure to perform satisfactorily may result in termination. Under these circumstances, the Financial Aid Center is not obligated to find the student other employment.

18. Awards not earned on the Federal Work-Study Program will be lost.

19. Students must electronically submit their time worked bi-weekly on Fridays by 3:00 p.m. or they will no longer have access to the time entry. This is subject to change due to holidays. If the student misses submitting time for a payroll, they must complete a paper time card for the missed pay period and submit it to the Payroll Supervisor in the Business Office.

20. Federal Work-Study does not pay over-time. You cannot work more than your scheduled hours.

### **Supervisor's Regulations**

The following is a list of the regulations for the Work-Study Supervisor. Violation of the following regulations could result in the loss of your Federal Work-Study Employee(s).

1. After interviewing and accepting a work-study employee, supervisors should explain the job requirements so that there is no misunderstanding.

2. If training for the job is necessary, the supervisor's department is responsible for that training.

3. Students are awarded a maximum amount that can be earned. This maximum cannot be exceeded. Work-Study awards do not cover earnings during breaks. Any earnings during break periods will be subtracted the student's total award for the year. This will reduce the hours per week that the student is eligible to work.

4. Students must submit their time worked biweekly on Fridays by 3:00 p.m. After 3 p.m. the student no longer has access to the time entry. Supervisors have until 10:00 a.m. the following Monday to approve or reject the time reported by the student. This schedule is subject to change due to holidays.

5. If a student misses a payroll period, they must complete a paper timecard for the time they missed. This time will be included with the next scheduled payroll.

6. PAY THE STUDENT ONLY FOR THE HOURS WORKED. Intentional falsification of hours worked could lead the supervisor's and/or the student employee's termination and prosecution under the U.S. Criminal Code.

7. If there is a problem with a student employee, the supervisor or the department head must submit a letter of complaint to the Director of Financial Aid.

The student's case will be reviewed and if necessary, the student will be terminated from the Federal Work-Study Program.

8. Federal Work-Study can only be terminated by the Director of Financial Aid. However, the supervisor may dismiss a student employee at any time. The supervisor will be asked to complete an employee evaluation form for any student employee that is dismissed.

9. Students are required to dress appropriately. If there are special dress codes for a department, the supervisor must inform the student of such.

10. Students are required to report to work their designated hours as determined by the mutually agreeable schedule the supervisor and the student sets up. Violations should be reported to the Financial Aid Center.

11. Undergraduate students may not give or grade test papers.

12. Students are allowed to study with their supervisor's permission only after all job assignments have been completed.

13. Students must terminate their employment if they withdraw from the University.

14. Students must terminate their employment if they over-earn their total FWS award.

15. Supervisors must complete an Employer's Evaluation and Reference of Student Employee form each term on every student employed by that department.

16. Lost time may be made up, if scheduled with the supervisor, but student employees may not work more than 40 hours per week.

### **Required Forms**

The following forms are required before a work-study employee can begin employment:

1. Form I-9 Employment Eligibility Verification
2. Form W-4 Federal Income Tax Withholding
3. Form A-4 Alabama Employee's Withholding Exemption Certificate.
4. The student must submit a copy of their driver's license and Social Security Card to the Payroll Supervisor.

The above identification and forms will be completed by the student when employment begins. These forms are available from the Payroll Supervisor located in Webb Hall, Room 228-B.

## Attitudes

The Work-Study job assigned to students is a very important opportunity to lay a good foundation of attitudes about work. A student's attitude while employed at UWA is important to the student and to the University. Here are a few good points to remember about attitudes and doing a good job.

- **Cooperation** - Strive to work with your supervisor as well as any co-workers. Always express a willing attitude and enthusiasm in any task you do.
- **Courtesy** - Always be courteous and friendly in performing your job. Sincerely try to be friendly to everyone without being pushy or forward. If your job requires you to be in contact with a large majority of the students, always be helpful when these students need assistance.
- **Dependability** - Be a Work-Study assistant that your supervisor can count on to be at work and get the assigned job done.
- **Responsibility** - Perform your job to the best of your ability. Always promptly complete assignments given to you, and willingly accept any new assignments. Do your work accurately. Strive for recognition of your abilities, and you will receive pleasure from your sense of accomplishment. You will be evaluated each term by your supervisor. Strive to receive a superior rating in all areas of the evaluation form.

## Reporting Your Hours Worked

### Time Entry

1. Go online to [www.uwa.edu/datatel](http://www.uwa.edu/datatel)
2. Log into Webadvisor
3. Click on the "employees" tab
4. Click on "Time Entry"
5. On the Time Entry screen please pay attention to the complete by date box. This is the deadline that your time entry must be completed by.
6. Place a checkmark next to the box for the pay period that you are entering time for and click "submit"
7. Enter time in and out for each day. Time must be followed with "a.m." or with "p.m.", Examples: 8am, 8:30am, 12pm, 1:30pm
8. If an additional line is needed to enter more time then check the "insert line" box for that day and click the "submit" button at the bottom of the screen; the additional line should appear.

9. It is best to enter your time daily. Each day log on and enter time in and out and click submit. Every time that you click submit you will get a confirmation showing the total number of hours that have been entered. Your time will be stored so that every time you log on the time already entered will be there.

- At the end of the pay period, after you have entered your entire time, place a check mark in the “electronic signature” box and click “submit”. You will get a confirmation page showing that you have completed your time entry.
- After you click “submit” you will no longer be able to access your time entry for that pay period.
- Your time entry will then be sent electronically to your supervisor for approval. Your supervisor will have the option to approve or reject your time entry. If he/she approves your time entry you will receive an e-mail stating that your time entry was approved. If he/she rejects your time entry you will get an e-mail telling you why your time entry was rejected. If that happens your time entry will open back up and you must fix your time, check the “electronic signature” box and resubmit it to your supervisor.
- If you have any questions or problems please e-mail the Payroll Supervisor, [bkillough@uwa.edu](mailto:bkillough@uwa.edu), or telephone 652-3748.

## Time Card

Time cards are used ONLY if the time worked was not submitted electronically.

		Name																		
Soc. Sec. #	Cls.	Pay Period End				R. Hr.	O. Hr.	Dep.	Department											
Hours Worked																				
In																				
Out																				
In																				
Out																				
Day																				

The above is an example of how to complete your work-study time card if you miss the electronic bi-weekly submission of your time. Your time card must be submitted to the Financial Aid Office, 309 Webb Hall.

*NOTE:* If you miss the electronic deadline and have to do a paper time card you will get paid the following pay period these hours worked.

1. Indicate the month and day that you worked, i.e., 6/15.
2. Indicate the exact time that you arrive for work, i.e., 8:05.
3. Indicate the exact time that you leave work, i.e., 8:54.
4. If you return for additional hours the same day, you may use these columns as indicated in the above or additional lines if necessary.
5. Report the total hours worked each day.

Please convert minutes to tenths of an hour using the chart below and total each week separately.

Intentional falsification of your time card could lead to termination and prosecution under the U.S. Criminal Code.

Minutes to Tenths Equivalents	
01 - 05 min. = .0 tenths	30 - 35 = .5 tenths
06 - 11 min. = .1 tenths	36 - 41 = .6 tenths
12 - 17 min. = .2 tenths	42 - 47 = .7 tenths
18 - 23 min. = .3 tenths	48 - 53 = .8 tenths
24 - 29 min. = .4 tenth	54 - 59 = .9 tenths

## Interview Form

Every student on College Work-Study is required to have an interview form completed by their employer. You must come by Room 309, Webb Hall to pick up the interview form each semester before you report to work.

### THE UNIVERSITY OF WEST ALABAMA FEDERAL WORK-STUDY INTERVIEW FORM

STUDENT'S NAME \_\_\_\_\_

STUDENT NUMBER \_\_\_\_\_

This student is eligible for the following Work-Study award for the \_\_\_\_\_ school year.

Fall Semester	\$ _____
Spring Semester	\$ _____
Summer Semester	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

This is the equivalent to \_\_\_\_\_ hours per week each semester. We have sent this student to interview with you for the opening in your department.

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#### TO BE COMPLETED BY THE INTERVIEWER

This student is \_\_\_\_\_ is not \_\_\_\_\_ satisfactory for the opening in our department.

He/she will begin work on \_\_\_\_\_

His/her supervisor will be \_\_\_\_\_

His/her job title will be \_\_\_\_\_

Comments: (Reason(s) for not accepting student of general information that we should know.)

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Date

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Signature of Interviewer

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Telephone Extension

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Mail Station Number

SUPERVISOR: Return original to the office of Financial Aid, Station #3, TO CONFIRM ASSIGNMENT TO YOUR DEPARTMENT.

Student Evaluation Form

UNIVERSITY OF WEST ALABAMA  
STUDENT EVALUATION FORM  
FEDERAL WORK-STUDY

STUDENT'S NAME: \_\_\_\_\_ TERM: \_\_\_\_\_

STUDENT'S JOB TITLE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ STATION NO: \_\_\_\_\_

PLEASE EVALUATE YOUR WORK-STUDY STUDENT USING THE SCALE LISTED BELOW

5: EXCELLENT 4: ABOVE AVERAGE 3: AVERAGE 2: BELOW AVERAGE  
1: POOR

RELATIONS WITH OTHERS \_\_\_\_\_ ABILITY TO LEARN \_\_\_\_\_

ATTITUDE \_\_\_\_\_ QUALITY OF WORK \_\_\_\_\_

JUDGEMENT \_\_\_\_\_ PUNCTUALITY \_\_\_\_\_

DEPENDABILITY \_\_\_\_\_ ATTENDANCE \_\_\_\_\_

OVERALL PERFORMANCE \_\_\_\_\_

WOULD YOU LIKE THIS STUDENT FOR FUTURE EMPLOYMENT AT THE UNIVERSITY OF  
WEST ALABAMA? YES: \_\_\_\_\_ NO: \_\_\_\_\_

WHY? \_\_\_\_\_

COMMENTS:

SIGNED \_\_\_\_\_  
(SUPERVISOR)

DATE: \_\_\_\_\_

PLEASE RETURN WITHIN TEN (10) DAYS TO: FINANCIAL AID CENTER, STATION 3

\_\_\_\_\_

WORK SCHEDULE

STUDENT NAME: \_\_\_\_\_

	8	9	10	11	12	1	2	3	4	5	OTHER	TO TA L
MONDAY												
TUESDAY												
WEDNESDAY												
THURSDAY												
FRIDAY												
SATURDAY												
SUNDAY												
												TOTAL

**EARNINGS RECORD**

PAYROLL DATE AMOUNT EARNED BALANCE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BEGINNING BALANCE FOR THIS TERM:**

\$ \_\_\_\_\_ = \_\_\_\_\_ hours per week

## Telephone Techniques

Proper telephone techniques are very important. You should master the art of telephone use, because the impression that you give is a reflection upon the University. Clear speech and a pleasing telephone personality are essential to all who wish to use the instrument effectively. The person on the other end of the telephone cannot see you or your facial expression, but can draw an impression from what is heard. For best results in using the telephone, start by observing these rules:

1. Answer cheerfully; speak clearly and directly into the mouth piece in your normal voice. Do not shout or murmur.
2. Be helpful and courteous. Say "please" and "thank-you" often.
3. Do not answer the phone while chewing gum or if you are eating.

**INCOMING CALLS** - People are always sensitive to the way their calls are received. They appreciate courtesy and seldom conceal their irritation when it is lacking.

1. Answer the telephone promptly – at the first ring, if possible.
2. Identify yourself. "Mr. Howard's Office, Jane speaking, May I help you?" is one example of correct procedure.
3. Take calls for others courteously. If the person leaves a message, be sure to take the information down carefully and note the date and time as well as name and number of the caller. Initial all messages in case there are any questions that may need to be answered. In the interest of accuracy, repeat the information over the telephone and ask the caller to repeat it.
4. Answer questions pleasantly and cautiously. "I'll look it up" is better than "I don't know." If the caller asks for some information that you are not sure may be given out, say "Let me find out and call you back," or "I'll have to speak to Mrs. Jones."
5. In some cases, calls may need to be transferred. The procedure for transferring a call is as follows:
  - Explain to the caller that you will need to transfer the call.
  - Press the transfer button. This puts the caller on hold.
  - Dial the extension of the person to whom you are transfer ring the call to.
  - Identify yourself and give the callers name and reason for the call to other party.
  - Hit the transfer button again
  - Call is connected and you may then hang up the phone.

OUTGOING CALLS - Interoffice calls are placed by dialing the extension number of that office. (see your supervisor's list of extension numbers for University personnel.) Dial "9" to call a local number.

## MAIL PROCEDURES

The University operates an "on" and "off" campus mail system. Each department is assigned a station number and mail is picked up and delivered to this station. The U.S. Postal Service in Livingston is presently handling all separation for The University of West Alabama with the campus postman making deliveries only.

- "Off-Campus" mail is delivered to these stations each morning and is carried to the post office in the afternoon.
- "On-Campus" mail is picked up and delivered twice daily, once each morning and each afternoon. Your employer should have a listing of the station numbers on campus.
- All campus mail should be contained in a properly marked envelope and separated from "Off-Campus" mail. The envelope should be marked "CAMPUS MAIL" on the outside in red. CAMPUS MAIL envelopes can be secured from the University Bookstore.
- All mail must have the department's return address (Station #) on the outside.
- All off-campus mail should be separated into bundles (by departments to which it is to be charged.) Failure to do so will cause mail to be refused by the postman. If the postage is to be charged to different divisions within the department, the mail must be bundled and marked accordingly. All mail that is picked up at a mail station will be charged to that station unless it is bundled separately and has a note attached.
- Each station can handle any outgoing personal mail for faculty, staff, and students provided it has the correct postage affixed. NOTE: It is against Alabama Law to use state-owned envelopes, letterhead, postage, etc. for personal use.
- Each department is charged for the amount of postage used daily. This amount is calculated on the postage meter machine and at the end of the month, each department will be charged for the amount of postage used.
- Postage due notices should be turned over to the postman, and he will pay the postage due and charge the correct department for the amount.

# Payroll Schedule

<b>Payroll Begin Date MONDAY</b>	<b>Payroll End Date SUNDAY</b>	<b>Time Card Due in FA by 3:00 p.m. FRIDAY</b>	<b>Checks Ready at Students Accounts WEDNESDAY</b>
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## Fall Semester 2010

08/09/10	08/22/10	08/20/10	08/25/10
08/23/10	09/05/10	09/03/10	09/08/10
09/06/10	09/19/10	09/17/10	09/22/10
09/20/10	10/03/10	10/01/10	10/06/10
10/04/10	10/17/10	10/15/10	10/20/10
10/18/10	10/31/10	10/29/10	11/03/10
11/01/10	11/14/10	11/12/10	11/17/10
11/15/10	11/28/10	11/26/10	12/01/10
11/29/10	12/12/10	12/10/10	12/15/10
12/13/10	12/26/10	12/24/10	12/29/10

## Spring Semester 2011

12/27/10	01/09/11	01/07/11	01/12/11
01/10/11	01/23/11	01/21/11	01/26/11
01/24/11	02/06/11	02/04/11	02/09/11
02/07/11	02/20/11	02/18/11	02/23/11
02/21/11	03/06/11	03/04/11	03/09/11
03/07/11	03/20/11	03/18/11	03/23/11
03/21/11	04/03/11	04/01/11	04/06/11
04/04/11	04/17/11	04/15/11	04/20/11
04/18/11	05/01/11	04/29/11	05/04/11
05/02/11	05/15/11	05/13/11	05/18/11

## Summer Semester 2011

05/16/11	05/29/11	05/27/11	06/01/11
05/30/11	06/12/11	06/10/11	06/15/11
06/13/11	06/26/11	06/24/11	06/29/11
06/27/11	07/10/11	07/08/11	07/13/11
07/11/11	07/24/11	07/22/11	07/27/11
07/25/11	08/07/11	08/05/11	08/10/11
08/08/11	08/21/11	08/19/11	08/24/11

Dates may be altered to accommodate holiday schedules

# How To Set Up A Memorandum

## MEMORANDUM

(3 sp)

(SAMPLE)

**To:** (tab twice) All Work-Study Employees  
(2 sp)

**From:** Don Rainer  
Director of Financial Aid  
(2 sp)

**Date:** January 15, 2010  
(2 sp)

**RE:** FWS Payroll Dates  
(3 sp)

I would like to remind all Federal Work-Study (FWS) employees that the Work-Study Payroll Schedules are available online at [www.uwa.edu/financialaid](http://www.uwa.edu/financialaid); click "when to expect payment". There are some holidays that will alter these dates. You and your work-study supervisor will receive an e-mail to notify you of any date changes. We change these dates to allow you to receive your FWS checks prior to holidays.

If you have questions concerning the payroll schedule, please contact the Financial Aid Center by e-mail at [financialaid@uwa.edu](mailto:financialaid@uwa.edu) or by telephone at 205-652-3576.

DR (initials of the person typing the memo)

# How To Set Up A Business Letter

November 3, 2010

**(SAMPLE)**

(3 sp)

South-Western Publishing Company  
5101 Madison Road  
Cincinnati, OH 45227-1227

(2 sp)

Dear Sir or Madam:

(2 sp)

Please send me an examination copy of Business and Professional Ethics for Directors, Executives and Accountants by Leonard J. Brooks. I will be using this book in the course that I will be teaching next semester. I would also like to receive a copy of the solutions manual that accompanies this textbook.

Thank you for your assistance.

(2 sp)

Sincerely,

(4 sp)

Homer Wesley, PhD.  
Professor and Department Head  
Department of Business

(2 sp)

HW: sq

(Initials of person signing and the person typing)