

Jefferson College of Health Professions  
Jefferson Graduate College of Biomedical Sciences  
Jefferson College of Nursing  
Jefferson College of Pharmacy  
Jefferson College of Population Health  
Sidney Kimmel Medical College

**2017 -2018**

**FEDERAL WORK STUDY  
HANDBOOK**

Please note that throughout this handbook the following acronyms are used:

JHCP - Jefferson College of Health Professions  
JCN - Jefferson College of Nursing  
JCP - Jefferson College of Pharmacy  
JCBS - Jefferson College of Biomedical Sciences  
SKMC - Sidney Kimmel Medical College  
JCPH - Jefferson College of Population Health  
FWS - Federal Work Study Program  
OFA - Office of Financial Aid  
PAR - Personnel Action Request Form

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# INTRODUCTION

## What is the Federal Work Study (FWS) Program?

The Federal Work-Study Program refers specifically to a federally funded financial aid program designed to create campus jobs to assist students meet their educational and living expenses.

Many students are confused by the term “Work-Study” and believe they are eligible for benefits simply because they are “working” while studying at school, this is not true, student employees employed under the FWS program are not eligible for any benefits.

For the student, it is one of the few financial aid programs in which recipients receive money directly (as opposed to most grant and loan programs where the proceeds are automatically applied to tuition). Students use FWS paychecks for rent, groceries, and daily living expenses while attending school. Also, a FWS job is an excellent opportunity to develop a professional work history as well as gain experience and technical knowledge. Many FWS students also use their supervisors and employers for job references and recommendations.

FWS awards are dependent upon two factors:

- 1) The student’s financial need, *and*
- 2) The University’s annual FWS allocation, which is determined annually by the U.S. Department of Education.

Depending on work performed and the skills and experience necessary for the job, FWS students are paid at variable rates. Wages are paid on a bi-weekly basis. Most positions are with departments within the University and Hospital, and a percentage of positions are community-service related.

The most significant benefit for employing departments is that the Federal Government pays 75% of the student’s wages. The employing department pays only 25%.

### **FWS Community Service Jobs**

**Please Note:** Federal regulations require all colleges designate a certain percentage of their total Work Study funding to community service jobs. In order to meet this requirement, the OFA (Office of Financial Aid) may have to prioritize matching students to these positions.

### **Who To Contact**

The University Office of Financial Aid coordinates the FWS program for JCHP, JCN, JCP, JCPH, JCBS and SKMC therefore all questions regarding the FWS program may be directed to:

**University Office of Financial Aid**  
**1015 Walnut Street, Room 115, Curtis Building**  
**Philadelphia, PA 19107**  
**(215) 955-2867**  
[financial.aid@jefferson.edu](mailto:financial.aid@jefferson.edu)

# PREPARATION

## How Employers Request a FWS Student

1. Complete the *FWS Job Description* by visiting:  
[http://jeffline.jefferson.edu/Education/programs/work\\_study/](http://jeffline.jefferson.edu/Education/programs/work_study/)
2. Designate a supervisor and timekeeper for the FWS students hired by the department. The supervisor handles all on-the-job responsibilities including verification of hours worked. The timekeeper will need to be someone with MyTime approval access (only applicable to students utilizing MyTime Time Clocks).

## How JCHP, JCN, JCP, JCPH & JCBS Students Apply For FWS

The steps to apply for FWS are as follows:

1. Complete the FWS Job Application on Banner Web at <https://banner.jefferson.edu/>
2. The OFA determines financial need for the student, and if need is established, awards funds from the FWS program. This FWS award appears on the student's financial aid award notice, and represents potential earnings for the student.
3. The award notice is emailed to the student who must accept the award via Banner Web.
4. Open positions are advertised on the FWS job bank:  
[http://jeffline.jefferson.edu/education/programs/work\\_study/apply.cfm](http://jeffline.jefferson.edu/education/programs/work_study/apply.cfm). Students are encouraged to apply to the posted opportunities to secure employment. Please Note:
  - a. Students must be FWS eligible;
  - b. Students must have a FWS award on their account;
  - c. Students must not be employed on campus in any other capacity.
5. Students must complete the Human Resources Sign-in process before beginning to work.

## How SKMC Students Apply For FWS

Sidney Kimmel Medical College students must complete the FWS application, which is located on Banner Web at <https://banner.jefferson.edu>. When the student's financial aid application becomes complete, (i.e. FAFSA, IRS Data Retrieval, tax returns, institutional application, verification worksheet) then FWS eligibility can be determined. SKMC students can contact Brian Emery to discuss available opportunities or placements they wish to pursue, as well as the policies and procedures that govern FWS. Since these students are working towards an advanced degree they will not qualify for entry level positions such as Office Aid, Recreational Aid or Laboratory Aid.

# THE HIRING PROCESS

## First-Time Students

### ***Step One: Matching students to jobs***

SKMC students create jobs for themselves by approaching faculty members or departments and requesting a federal work-study position. The Financial Aid Office will assist in finding a placement if needed.

JCHP, JCN, JCP, JCPH & JCBS students who have never worked FWS jobs may seek/secure opportunities through the following process:

1. Visiting the FWS Job Bank: [http://jeffline.jefferson.edu/education/programs/work\\_study/apply.cfm](http://jeffline.jefferson.edu/education/programs/work_study/apply.cfm) and completing an applying to the open position they desire.
2. Once a student applies to a position on the job bank, the supervisor receives an email notification. The supervisor is able to review the application and decide whether the applicant is a good fit for the position.
3. If the applicant is considered a viable candidate, the supervisor will contact the applicant to schedule an official job interview. The job interview may take place via phone, in-person or Skype.
4. If the student and supervisor are mutually satisfied, the supervisor will send a confirmation email to [Brian.x.Emery@jefferson.edu](mailto:Brian.x.Emery@jefferson.edu) regarding their intent to hire the student. The hiring department will then be given a *Position Authorization Request* (PAR).
5. The student will receive an official placement email which will contain their pay rate, supervisor name, department, FWS award and total hours allotted. In addition the student will receive a copy of the FWS Handbook and information regarding timekeeping, direct deposit and the HR sign-in process.

### ***Step Two: Signing-in at Human Resources***

Each student is required to be on-boarded by Human Resources before they can begin working.

1. The Human Resources Department will contact the student via email when their hiring paperwork has been processed. **Please be advised that paperwork must be approved by numerous University officials prior to being received by Human Resources. For this reason, it may take as long as 2 to 3 weeks before the Human Resources Department contacts the student.** Students must follow all of the Human Resources directions and must complete all of the steps on the Destination Jefferson portal.
2. All new hires are required to visit University Health Services to receive a medical clearance. Making your appointment ASAP is encouraged.

***PLEASE NOTE: Failure to complete the Human Resources requirements promptly will delay the payroll process.***

3. As part of the sign-in procedure, each student must fulfill the requirements of the Immigration Control and Reform Act of 1986 by providing verification of eligibility to work in the United States. Students must present to Human Resources original (not photocopied) documentation which is listed on the *FWS Sign-In Instructions Sheet* (see Appendix B).
4. Once Human Resources has supplied the student with an acknowledgement of clearance, the student may begin working.

### **Returning Students (see also “Rules of Employment-Rehiring”)**

Returning FWS students will be placed in the same position held the previous year upon mutual agreement between the student and department.

If a returning student desires a new job, he/she will need to follow Step One of the Hiring Process for First-Time Students.

### **Quick Summary of the Steps to Hiring a FWS Student**

1. Student is awarded FWS.
2. Student applies for a position on the job bank.
3. Student and supervisor discuss the position.
4. Supervisor receives and sends *Position Authorization Request* to OFA, which obtains appropriate University signatures and forwards it to Human Resources.
5. Human Resources contacts student to complete the sign-in process.
6. Student completes Human Resources online application and electronic Destination Jefferson requirements.
7. Student secures UHS clearance and supplies I-9 documentation to HR.
8. Student receives clearance to begin working from HR.

# RULES OF EMPLOYMENT

## Expectations

FWS students are considered employees of Thomas Jefferson University therefore they are to be treated the same way any other University Employee. As such, they are expected to perform their assignments in a professional manner. They must honor their work schedules, be punctual for work, and dress appropriately as per departmental standards. **They must notify their supervisor in advance when they will not be able to work on a scheduled day.**

## Eligibility

FWS students must be degree- or certificate-seeking students.

FWS students must be making satisfactory academic progress to remain in the work-study program.

## What FWS Students *Cannot Do*

- FWS students cannot be hired to displace regular employees.
- FWS students cannot be hired to perform duties normally performed by contract.
- FWS students cannot be hired for construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction.
- FWS students cannot be hired for any partisan or non-partisan political activity associated with a faction in an election for public or party office.
- FWS students cannot be hired to fill jobs that are vacant because the employer's regular employees are on strike.
- FWS students cannot be hired as assistants to a professor on a field trip abroad.

## Hours

Students must submit a timesheet every two weeks to their supervisor or swipe-in/out at a designated MyTime Time Clock using their FWS badge. Supervisors are responsible for verifying the hours reported.

Students, supervisors, OFA and MyTime Time Clocks will track the number of hours worked. This will help prevent the student from inadvertently working more hours than he/she is allotted. Ultimately, it is the student's responsibility to monitor their hours. A *FWS Cumulative Hours Record* is enclosed with this handbook to aid both students and supervisors in this matter (see Appendix B).

Students may only be paid for hours actually worked.

FWS students are **NOT** paid for lunch. Additionally, they cannot be paid for sick days, vacation days, holidays, or overtime. **Any shift over 5 hours requires a mandatory 1 hour lunch! This will be monitored by the Office of Financial Aid.**

There is no limit to the number of hours a student may work per week. However, during the academic year, it is recommended that a student work no more than **20** hours and **40** hours during vacation periods. **Students cannot be paid for more than 80 hours in a 2-week period.**

Jobs may not conflict with academic schedules. Students are advised to discuss schedule changes with their supervisors.

Students may not work beyond their official last day of academic enrollment. They may work during the summer between academic years as long as they intend to resume classes in the fall. A student's last day of enrollment is federally defined as his/her **last day of class**, not the date of a graduation ceremony.

Any FWS funds unearned by the employment end date or by 6/30/2016 (or 8/31/16 for certain JCBS and JCHP students) are no longer available to be earned by the student after these dates. (See "Termination - Employment End Date")

## **Taxes**

**FICA may only be withheld from a student's earnings during periods of enrollment.** Enrollment, as defined by the IRS, is any time the student is actually taking classes. For periods of non-enrollment (i.e. June, July, August), students will be responsible for paying FICA taxes.

## **FEDERAL WORK-STUDY POSITION DESCRIPTION FORM INSTRUCTIONS**

- A. DEPARTMENT - Indicate employing department;
- B. SUPERVISOR & TIMEKEEPER'S NAME - Please complete this item with the name of the person(s) who will be in direct supervision of the student(s) and their hours worked.
- C. SUPERVISOR CAMPUS KEY & EMPLOYEE ID # - Please provide the Campus Key and Employee ID for the direct supervisor. Due to changes in Human Resources coding, employment requests will not be processed without this information.
- D. LOCATION, TELEPHONE, FAX - Please provide supervisor's location, telephone and FAX number
- E. CHARGE CODE - Charge code is needed for payroll purposes for departmental 25% match. Please keep in mind, Payroll cannot process cross company hours. You will need to provide a university-affiliated account.
- F. DEPARTMENTAL AFFILIATION – For payroll purposes, it is important to know whether a work-study student is employed within Thomas Jefferson University Hospital, Thomas Jefferson University or Jefferson University Physicians.
- G. POSITION TITLE – Please indicate the position title of the open position so that the Financial Aid Office can match the position to the student. Please refer to the enclosed "Salary/Position Scale" sheet.
- H. ENROLLMENT PERIOD– Please provide the period for which you are making your request.
- I. DESCRIPTION OF POSITION - Please indicate in the space provided as much information about the position, required duties, responsibilities, and, if applicable, information regarding the project that the student may be assisting. It is recommended that you provide as much information about the position as possible to ensure accurate job placement.



- J. EMPLOYMENT UNDER THIS DESCRIPTION - Please indicate whether you are currently employing anyone under this identical job description and whether they are being paid a wage different to the Federal Work-Study program. If so, salaries must be adjusted to be consistent. Also, if you are currently employing a FWS student and would like them to return to this position, please indicate the student(s) name(s).
- K. NUMBER OF STUDENTS NEEDED - This job description will be kept on file until July 1, 2015. Please indicate how many students you will need to fill this position for summer and the academic year (if applicable).
- L. TIME REQUIREMENT - Please indicate how many hours you require to fill this position. It is suggested that students do not work more than 40 hours a week during the summer and no more than 20 hours a week during the class year. On average, students realistically work no more than 5-15 hours a week during the class year.
- M. PREFERRED WORK TIMES – Please indicate when you would prefer a student to work in your department. This is used to assist in the placing of a student.
- N. OFF-CAMPUS JOB DUTIES – Please specify if students will be performing job duties off-site.
- O. POSITION SPECIFIC DUTIES – Please indicate whether the position requires any of the duties listed on the request to hire and the request to rehire. Please note: duties involving patient care require students to undergo drug-testing.
- P. DRUG TESTING - Please indicate whether your department desires drug testing of the student for this position.
- Q. CRIMINAL BACKGROUND CHECK – Please indicate whether your department desires criminal background checks for this position. This is optional in all cases except for those engaging in patient care.
- R. COMMUNITY SERVICE - Please indicate whether this position is a community service position. Please note: The Financial Aid Office is required to track the FWS funding used for community service.

## FEDERAL WORK-STUDY SALARY/POSITION SCALE

THOMAS JEFFERSON UNIVERSITY  
SIDNEY KIMMEL MEDICAL COLLEGE  
JEFFERSON SCHOOL OF HEALTH PROFESSIONS  
JEFFERSON GRADUATE SCHOOL OF BIOMEDICAL SCIENCES  
JEFFERSON SCHOOL OF NURSING  
JEFFERSON SCHOOL OF PHARMACY  
JEFFERSON SCHOOL OF POPULATION HEALTH

The following job categories are available for FWS employees. Salaries reflected are the gross amount, of which employers would only pay 25%. Some positions employ students from certain Colleges in the University as noted under each job title (SKMC = Sidney Kimmel Medical College, JSHP = Jefferson School of Health Professions, JGSBS = Jefferson Graduate School of Biomedical Sciences, JSN = Jefferson School of Nursing, JSP = Jefferson School of Pharmacy, JSPH = Jefferson School of Population Health). Employers may use this guide when completing the job description form, and are reminded they can recruit students from more than one college.

Community Service Intern \$13.00/hr.  
(SKMC, JSHP, JGSBS, JSN, JSP, JSPH)

May be on or off-campus. Provides services to local nonprofit, governmental, and community-based organizations. Designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include such fields as health care, child care, literacy training, education, welfare, social service, transportation, housing and neighborhood improvement, public safety, crime prevention, recreation, rural development, and community improvement.

Student Researcher \$12.00/hr.  
(SKMC, JSHP, JGSBS, JSP, JSPH)

Must possess a bachelor's degree. Perform duties related to research requested by supervisor. Individual must be self-directed and highly motivated. Must have the ability and knowledge to research and document pertinent material. This position may also require utilization of advanced computer skills.

Technical Aide \$11.00/hr.  
(SKMC, JSHP, JGSBS, JSPH)

Must possess a bachelor's degree. Involves direct patient contact. Students must be trained in the utilization of equipment and/or the performance of required procedures to test TJUH patients.

Laboratory Aide \$9.50/hr.  
(JSHP, JGSBS, JSN, JSP)

Perform routine procedures to assist in smooth operation of laboratory. Duties may include: washing of laboratory ware, research work, assisting in conducting experiments and other duties as assigned.

Office Aide \$9.50/hr.  
(JSHP, JGSBS, JSN, JSP)

Provide clerical support through the performance of general office skills. Individuals assist with any of the following: filing, photocopying, preparing mailings, answering phones, light typing, audio-visual, word processing, billing, and other duties as assigned.

Recreational Aide \$9.50/hr.  
(JSHP, JGSBS, JSN, JSP)

Perform tasks that provide recreational services Employed and supervised by the Jefferson-Independence Blue Cross Wellness Center Manager as a lifeguard, issue counter aide, recreational facilitator, and other duties as assigned.

Tutor \$12.00/hr.  
(SKMC, JSHP, JGSBS, JSP, JSPH)

The duties of this position involve assisting fellow students in the learning process.

# **FEDERAL WORK-STUDY STUDENT EMPLOYMENT FACT SHEET**

## Student Wage Range

- \$9.50 for students without a previous bachelor's degree.
- \$9.50 to \$14.00 for students who already possess a bachelor's degree.
- \$13.00 for students employed in community service.

## Payment of Salary

Your department pays only 25% of the student's salary. The Federal Government pays the remaining 75%. (The 25% share may not come from certain types of Federal Funding.)

- Examples: Student earns \$9.50 per hour. You pay only \$2.85.
- Student earns \$12.00 per hour. You pay only \$3.60.

## Timekeeping Responsibilities

Timekeeping is performed by the University Office of Financial Aid.

## Employment Possibilities

Student can be hired in any not-for-profit department or agency. However at this time, only on-campus positions can be considered. If the department is for-profit, then the department pays 50% of the student salary.

## Employee Placement

The University Office of Financial Aid handles placement of all students.

JSHP, JSN, JSP, JSPH AND JGSBS students are automatically matched to the same job each year unless otherwise specified by the employer.

Sidney Kimmel Medical College students choose a FWS position from job descriptions on file in the Sidney Kimmel Medical College FWS Job Bank or create a job for themselves by approaching a faculty member or department and requesting a Work-Study position.

## Restrictions on Student Earnings

The total amount a student may earn is determined by the University Office of Financial Aid as set in the student's FWS award.

Students are urged not to work more than 20 hours per week during the academic year; and no more than 40 hours per week during vacation and summer periods.

## Alternate Jobs

Federal Work-Study students are not permitted to be employed in more than one job within Jefferson.

## **FEDERAL WORK-STUDY FREQUENTLY ASKED QUESTIONS**

### 1. WHAT IS THE COST TO MY DEPARTMENT?

The employing department pays only 25% of the student's salary. The Federal government pays the remaining 75%. For example, an Office Aid earns \$9.50 per hour. Federal Work-Study pays \$7.125 and you pay only \$2.375 per hour.

### 2. CAN I REQUEST A WORK-STUDY STUDENT TO ACCOMMODATE A PRE-ESTABLISHED SCHEDULE?

No. The student's first priority is their schoolwork, which obviously includes class attendance. Consequently, it is not possible to hire a work-study student whose academic responsibilities will readily conform to the department's pre-established schedule.

### 3. CAN I REQUIRE MY WORK-STUDY STUDENTS TO WORK A MINIMUM NUMBER OF HOURS EACH WEEK?

In completing the enclosed job description form, we ask the department to indicate the number of hours the student will be required to work each week. In matching students with departments, every attempt is made to locate student personnel whose academic schedule is conducive to the departmental hourly needs.

In cases where the perfect match does not occur, an alternative that is used by some departments is to hire more than one work-study student, and set up a job sharing plan that will allow the departmental hourly requirement to be met. For example, if you want to hire a work-study student for 20 hours, the position could be filled by two work-study students each working 10 hours a week.

### 4. ONCE I KNOW HOW MANY HOURS A WEEK A STUDENT IS ABLE TO WORK, CAN I ASK THEM TO SET UP A SCHEDULE AND REQUIRE THAT THEY MAINTAIN THE SAME SCHEDULE?

Yes, we encourage departments to have their work-study student set up a schedule at the beginning of their employment. However, recognizing that academic responsibilities change, we also encourage flexibility especially during exam periods.

### 5. CAN WORK-STUDY STUDENTS WORK NIGHTS AND WEEKENDS?

Yes. As long as the hours are conducive to the student's schedule. Nights and weekends are actually preferred by some students, as class schedules do not always allow for free time between 9 a.m. and 5 p.m.

### 6. CAN A WORK-STUDY STUDENT WORK FULL TIME DURING VACATION PERIODS?

Yes.

### 7. CAN A WORK-STUDY STUDENT HAVE AN ALTERNATIVE JOB?

No. Students may only work one job at TJU, TJUH and Jefferson University Physicians.

### 8. ARE STUDENTS FROM ALL SCHOOLS PLACED IN ALL POSITIONS?

The Community Service Intern position is the only position that may be filled by students from all three colleges. Student Research and Technical Aide positions require students to have a prior Bachelor's Degree. Laboratory Aide, Office Aide and Recreational Aide positions are typically filled by students from the Jefferson School of Health Professions and the Jefferson Graduate School of Biomedical Sciences.

## Timesheet Submission

FWS timesheets will only be accepted on a very limited basis and upon prior approval by the Office of Financial Aid. If a department is approved to use paper timesheets they are due in the Office of Financial Aid every other Friday (unless otherwise designated) prior to payday. Please refer to the pay schedule on Page 12. **Students may not turn in a timesheet with approved hours that have not been work, if the student is expecting to work beyond 5pm then those timesheets must be turned in to the Financial Aid office by 9:00 am on Monday.**

## MyTime Time Clock Swiping

All FWS students will receive an FWS Badge for swiping in and out. FWS Badge Authorization forms will be emailed to each student with instructions on how to secure their work study badge. Students are expected to swipe in and out during every shift. All missed/erroneous swipes must be brought to a supervisor's and the Office of Financial Aid's attention. Failure to do so will cause your pay for the days in question to be delayed until the next pay period.

## Receiving a Paycheck

Paychecks are available for students in the Office of Financial Aid, Room 115 Curtis Building, **every other Thursday after 12pm.** Students are required to sign and show photo identification for their check. **Paychecks will be held at the OFA for one week; after this timeframe expires, they will be mailed to the address printed on the check.** The Office of Financial Aid encourages all students to complete a Direct Deposit Authorization with the Tuition Office, in order to support Jefferson's green initiatives.

## Excess Hours

Work-study amounts are Financial Aid awards. A student cannot, by federal definition, earn more than he/she is awarded. Should this happen, **the excess hours will be paid by the employing department at 100% of the student's salary.** Careful monitoring, with use of the *FWS Cumulative Hours Record* in Appendix B of this booklet, will easily prevent this from happening

## Requests For More Hours

Fulfilling requests for additional hours is extremely difficult and will only be awarded in very limited circumstance and on very rare occasions. When a student has less than 50 hours remaining to work, she/he may contact the Office of Financial Aid to see if an additional award can be made. Only after an increase has been approved by the Office of Financial Aid and an updated financial aid award has been accepted by the student, may the student continue working. If current FWS hours are exhausted before these steps occur, the student must cease working until all steps are taken.

## Rehiring

FWS awards are determined annually by the Office of Financial Aid, and FWS students must be **re-awarded** FWS funds each academic year in order to continue working. A student hired one year is not automatically eligible the next.

Students wishing to be rehired for the next academic year are advised to reapply for financial aid in a timely fashion. Department supervisors may want to remind students in October to complete a FAFSA for next year. Supervisors will also need to complete the request to rehire at

[http://jeffline.jefferson.edu/Education/programs/work\\_study/index.cfm](http://jeffline.jefferson.edu/Education/programs/work_study/index.cfm).

Students are automatically placed in the same position held the previous year. If a student objects to this, they must contact the Office of Financial Aid. Job changes are usually only granted under limited circumstances and under rare conditions (i.e. the job is no longer available).

Financial aid award years are typically from July 1 to June 30. Students enrolled beyond June 30 may only work after this date if they have received a current FWS award that includes the period of July 1 and beyond.

### **Summer Work-Study**

Students may work during the summer if they meet the following criteria:

- ✓ They must be enrolled for summer or fall terms.
- ✓ They must not have yet earned their degree.
- ✓ They must have every intention of returning to the University the following fall.
- ✓ They must be eligible for FWS via a current financial aid award.

Students who meet the above criteria, but are not actually enrolled in classes from July 1 to September 1 will have their earnings during that time period counted as a resource toward their 2017-2018 financial aid eligibility. This is in accordance with federal regulations governing the FWS program.

### **Unsatisfactory Employment**

Supervisors may dismiss a student who does not perform job responsibilities in a satisfactory manner. Students may discontinue their FWS job if they are unhappy with particular aspects of their work environment. However, such decisions should not be made without careful thought. For more details, see “Student Resignation” and “Employer Termination of a FWS student” on page 14.

## **Recording hours worked**

All students will be expected to use the MyTime time tracking system to clock in and out for every shift no matter if they are working on or off campus (web punch will only be available upon prior approval). On your first day your supervisor will let you know the appropriate procedure for recording your time in MyTime. Your hours will be reviewed by your supervisor on a regular basis and approved at the time of University Payroll submission. To ensure that hours worked are recorded properly, it is important that you remember to swipe in and out per your supervisor's instructions. Please review the FAQ below to familiar yourself with the MyTime swiping process.

### **Where do I get my Federal Work-Study ID badge?**

Students must take their authorized Federal Work-Study Program ID Badge Agreement to the Photo I.D. Center in order to obtain a Federal Work-Study badge. Your photo will be taken by an I.D. Center representative and Work-Study badge will be issued. A copy of the Federal Work-Study Program ID Badge Agreement can be retrieved from the Office of Student Financial Aid. The form must be signed by the Financial Aid Office before you present it to the I.D. Center.

### **How do I swipe?**

1. Hold the ID badge with the magnetic strip facing away from you.
2. Place your badge into the slot on the right side of the MyTime Clock.
3. Slide your badge down the slot in a steady motion.

### **How do I know my swipe worked?**

1. After swiping, you will hear a single BEEP.
2. The top light on the terminal will turn green.
3. An on screen message will appear that says "Accepted", along with the date, time and Last Name.

### **What if my swipe is not accepted?**

You must notify your supervisor so your hours can be recorded manually and call 3-4772 to have them assist in troubleshooting the issue.

### **What if I forget to swipe in/out?**

If you forget your ID badge or forget to swipe in/out, you will need to inform your supervisor immediately. Your supervisor may require you to complete a paper timesheet. Please keep in mind, missed swipes may result in the delay of your payment.

### **Can someone else swipe-in/out for me?**

No. Allowing someone else to swipe for you may result in the termination of your employment.

### **Do I have to take a lunch every day?**

All Federal Work-Study students are required to take a one-hour lunch for any shift over 5 hours. If you are working over 5 hours, you will need to swipe-out at the beginning and swipe-in at the end of your lunch period.

### **What if I am working multiple shifts?**

If you are planning to work multiple shifts in one day, simply swipe-in and out for each shift any shift over 5 hours will require a break.

### **What if I am working on a weekend or hours outside normal business hours?**

The MyTime Time Clock is available 24-7 so you will be able to log your hours during any shift that is not under normal business hours.

### **What if I swipe-in but didn't work?**

Notify your supervisor immediately so the error can be adjusted before payment has been issued.

## TIMESHEETS

Paper timesheets will not be accepted under any circumstances unless the student/department has prior approval from the Financial Aid Office. Any unauthorized timesheets will be returned to the student and may cause the student's pay check to be delayed. Requests for off-cycle checks will not be accepted if unauthorized paper timesheets are submitted.

### The Timesheet Form

- Instructions for completing the timesheet are printed on the form itself.
- Federal regulations require that a separate timesheet be filed for each student.
- Students and supervisors must sign and date the timesheets. Timesheets must be submitted to the Office of Financial Aid on or before the established deadline and only after all hours have been worked.
- Students cannot combine more than one pay period on a single timesheet.

### Mistakes On The Timesheet

**The timesheet is a critical document.** It is the heart of all FWS accounting and record-keeping in the Office of Financial Aid, and is subject to scrutiny by federal auditors. If the timesheet is completed incorrectly or missing the appropriate signatures, the Office of Financial Aid will have no choice but to hold payment until the student corrects the error. Paycheck problems are minimized, however, when students understand the department's payroll procedures and turn in timesheets on a bi-weekly basis.

### Timekeeping Schedules

The chart on the next page is based on procedures originated by the Payroll Office of the University, whose records are maintained according to the **calendar year**, January 1 to December 31. FWS is tracked according to the **academic year**, from July 1 to June 30. Therefore this chart starts with Pay Period 14, not Pay Period 1.

The chart reflects payroll changes due to holidays. **Students must follow the chart carefully.** The Office of Financial Aid will inform supervisors and students if there is an unexpected deviation from this chart, but will not be held responsible for a timesheet submitted late due to a change in payroll schedule.



## 2017-2018 PAY SCHEDULE

**Column 1** indicates the number of the pay period.

**Columns 2 & 3** indicates the dates in which the Pay Period begins and ends.

**Column 4** indicates the Friday [unless noted with an asterisk (\*)] that MyTime approvals are due. If your work shift ends after the end of the business day then the approver will have until 10:00 am the following Monday.

**Column 5** indicates the Thursdays [unless noted with an asterisk (\*)] when paychecks are available in the Office of Academic Services, 1015 Walnut Street, Room 115 Curtis Building, after 2:00 pm

PAY PERIOD	PAY FROM	PAY TO	TIMESHEET DUE	PAY DATE
14/2017	6/24/2017	7/7/2017	7/7/2017	7/13/2017
15/2017	7/8/2017	7/21/2017	7/21/2017	7/27/2017
16/2017	7/22/2017	8/4/2017	8/4/2017	8/10/2017
17/2017	8/5/2017	8/18/2017	8/18/2017	8/24/2017
18/2017	8/19/2017	9/1/2017	9/1/2017	9/7/2017
19/2017	9/2/2017	9/15/2017	9/15/2017	9/21/2017
20/2017	9/16/2017	9/29/2017	9/29/2017	10/5/2017
21/2017	9/30/2017	10/13/2017	10/13/2017	10/19/2017
22/2017	10/14/2017	10/27/2017	10/27/2017	11/2/2017
23/2017	10/28/2017	11/10/2017	11/10/2017	11/16/2017
24/2017	11/11/2017	11/24/2017	11/27/2017*	11/30/2017
25/2017	11/25/2017	12/8/2017	12/8/2017	12/14/2017
26/2017	12/9/2017	12/22/2017	12/22/2017	12/28/2017
1/2018	12/23/2017	1/5/2018	1/5/2018	1/11/2018
2/2018	1/6/2018	1/19/2018	1/19/2018	1/25/2018
3/2018	1/20/2018	2/2/2018	2/2/2018	2/8/2018
4/2018	2/3/2018	2/16/2018	2/16/2018	2/22/2018
5/2018	2/17/2018	3/2/2018	3/2/2018	3/8/2018
6/2018	3/3/2018	3/16/2018	3/16/2018	3/22/2018
7/2018	3/16/2018	3/30/2018	3/30/2018	4/5/2018
8/2018	3/30/2018	4/13/2018	4/13/2018	4/19/2018
9/2018	4/14/2018	4/27/2018	4/27/2018	5/3/2018
10/2018	4/28/2018	5/11/2018	5/11/2018	5/17/2018
11/2018	5/12/2018	5/25/2018	5/25/2018	5/31/2018
12/2018	5/26/2018	6/8/2018	6/8/2018	6/14/2018
13/2018	6/9/2018	6/22/2018	6/22/2018	6/28/2018
14/2018	6/23/2018	7/6/2018	7/6/2018	7/12/2018

## TERMINATION

### When The Total FWS Award Has Been Earned

When students have earned their entire FWS allocation they must cease working. Students and supervisors are responsible for making sure the allotted hours are not exceeded, however the OFA may notify students when they have few hours remaining.

After the FWS allocation has been exhausted, students may ask a supervisor to retain their services by utilizing the employing department's own budget to pay 100% of the student's salary. If any department wishes to assume 100% a student's salary, the supervisor must contact the Office of Financial Aid to initiate the paperwork to make this change.

### Employment End Date

FWS funds may only be earned while the student is enrolled in school or until June 30, whichever comes first. **If a student is graduating, their last date of employment is their last day of classes, not the graduation date.** Students who have special circumstances must contact the OFA to officially determine their employment end date. Students enrolled during the summer months must contact the OFA before they work beyond June 30<sup>th</sup>.

### Student Resignation

A student may resign from his/her FWS position **with two weeks notice**. Such a decision must be expressed in writing to both the supervisor and the OFA. Students who resign from their FWS position may lose all unearned FWS funds, and will not necessarily regain those funds, should they seek reinstatement at a later date.

### Employer Termination of a FWS Student

Employers have the right to terminate a FWS student who has performed unsatisfactorily, but **such action should not take place without attempts made by the supervisor to address the unsatisfactory performance.**

If the difficulties cannot be resolved, the student may be terminated. In such cases, the supervisor must complete the Termination Notice online form at [http://jeffline.jefferson.edu/Education/programs/work\\_study/index.cfm](http://jeffline.jefferson.edu/Education/programs/work_study/index.cfm).

A student who deviates from standards of acceptable conduct as stated in the College's Code of Conduct printed in the *Student Handbook and Academic Planner*, may be terminated from his/her FWS position, and may also face disciplinary action as determined by the Judicial Board.

A student found guilty under such circumstances, and who is subsequently terminated from his/her work study job, may not be rehired for another work study position regardless of if they earned their full award or not.

### Transfers

Students who wish to transfer from their current FWS job to a new FWS job must make an appointment with the Office of Financial Aid. Job transfers are only granted under very limited circumstances and on a case-by-case basis, and may not be made after **October 18th**. Transfers after **October 18th** will only occur in extenuating circumstances and only on a case-by-case basis. Students who wish to terminate their FWS job for a non-FWS job in the University must request this desire in writing to the FWS supervisor and the OFA **with a two-week notice**. The OFA will confirm this action with the current employing department and the new employing department, and if approved, will forward the current *Personnel Action Form* (PAF) maintained in the student's FWS file to the new employing department.

## **APPENDIX A - Glossary**

**Academic Year** – also called an Award Year. An Academic Year for JCHP and SKMC is July 1 to June 30. For JCBS, the academic year is September 1 to August 31. FWS funds are federally allocated for specific academic years and can only be earned by a FWS student during the year designated.

**Community Service FWS Jobs** – FWS jobs that specifically serve the community as opposed to those departments within the University and Hospital. The services offered by these jobs may vary. As per federal regulations, all colleges must commit a percentage of their annual FWS allocation toward community service jobs.

**Department of Human Resources (HR)** – this is the department that handles personnel paperwork for all employees of Thomas Jefferson University. Students must sign-in at this office before they may legally work.

**Employer/Employing Department** – the department head of the employing department is the employer. The employer approves all department requests for FWS students and may also serve as their supervisor. The employing department is for whom the students will work.

**Employment End Date** – the last day a student may earn hours from a specific FWS award. For seniors this is usually the last day of academic enrollment (last day of final examinations) or June 30, 2015, whichever comes first. All new students may work until June 30, 2015. Certain JCBS & JCHP students may work until August 31.

**Federal Work Study Program (FWS)** – this is a federally funded need-based financial aid program in which a portion of a student's financial aid can be earned through campus employment. Employing departments who use FWS students will pay only 30% of the student's salary; the remaining 70% is subsidized by the Federal Government.

**Financial Aid Award** – the total of all financial aid allocated to a student for the academic year, of which FWS funds will, in most cases, be just one component. Financial aid awards include all loans, grants, and work-study funds.

**Financial Aid Award Letter** – refers to the actual award document given to the student indicating all funds awarded in Financial Aid. It is the document a student must sign and return to the Office of Financial Aid before any funds, including FWS, may be earned or applied to a student's account.

**MyTime Time Clock** – this is an automated timekeeping device that allows work-study students to electronically record their shifts by swiping a special badge.

**Office of Financial Aid (OFA)** – as referenced in this handbook, this is the University Office of Financial Aid, located in Room 115 Curtis Building, 1015 Walnut Street. The University Office of Financial Aid coordinates the FWS program for all students.

**Financial Need** – determined by a federal formula that calculates family resources from the financial information the family provides on the *Free Application for Federal Student Aid*. For example, a student cannot receive \$5,000 in financial aid unless he/she can prove at least \$5,000 of financial need.

**FWS Cumulative Hours Record** – this form is found in Appendix B of this booklet. It is recommended that supervisors and students use it to track the number of FWS hours earned. This prevents students from inadvertently working more hours than they are entitled to under FWS regulations.

**FWS Job Application** – the form that every student must complete in order to be awarded FWS and to be matched to a job. The Job Application describes the student's qualifications, and is used by prospective employing departments.

**FWS Job Description** – the form employers and supervisors use to create a job position for a FWS student.

**FWS Timekeeper** – this is the individual within the employing department who coordinates the payroll.

**Pay Period** – a 14-day period designated by the Payroll Department during which hours worked will be compensated for by a single paycheck. There are usually 26 pay periods in a calendar year.

**Position Authorization Request (PAR)** – the PAR is the Human Resources form that the Dept. Head, supervisor, and Office of Academic Finance must sign before a new job position can be approved and created.

**Returning Students** – student who have worked a FWS job at Thomas Jefferson University for one academic year and are now returning to the same position for their next academic year.

**Sign-In/Clearance Process** – the process by which a newly hired employee completes all necessary Human Resources requirements. Any student participating in the FWS program is treated the same as all university employees.

**Supervisor** – the individual designated to monitor the work and reported hours of all FWS students within the employing department. This person is the direct liaison between the student and the Office of Financial Aid. The supervisor also interviews prospective student workers and certifies their time in MyTime.

**Timesheet** – the form used to record the daily hours worked by the student. It must be signed by both supervisor and student before being submitted to the OFA for payment. (these will only be accepted upon prior approval from OFA)

**Web Punch (formally known as time stamp)** – way to sign in and out via a web application, only usable upon prior approval from OFA

## **APPENDIX B - Useful Forms**

Enclosed are forms to be used by the student and supervisor during the course of the student's employment.

Federal Work Study Statement of Confidentiality  
FWS Cumulative Hours Record  
Human Resources Sign-In Information Form  
FWS Timesheet

## Federal Work Study Statement of Confidentiality

I understand that as a Federal Work Study student employed under the Federal Work Study program at Thomas Jefferson University, I may come in contact with confidential student, patient, and/or employee records. I take responsibility for maintaining the confidentiality of all information. I further understand that information I hear, see, or otherwise have access to can't be discussed outside of the University or Hospital Offices. Release of any confidential information, pertaining to a student, patient or otherwise, is grounds for termination and I may also face disciplinary action as determined by the Judicial Board.

\_\_\_\_\_ (Print name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)                      \_\_\_\_\_ (Campus Key)

# FWS Cumulative Hours Record

Student's Name: \_\_\_\_\_

Employing Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Instructions: Put the total allocated to the student on the "Total Hours Allocated" line. Then, after each pay period, put the number of hours worked in the "Hours Worked" column, subtract and put the difference to the right in the "Hours Remaining" column.

When the amount in the "Hours Remaining" column is zero, the student may longer work.

TOTAL HOURS ALLOCATED: \_\_\_\_\_

<u>Pay Period</u>	<u>Hours Work</u> (subtract from hours remaining)	<u>Hours Remaining</u>
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

## FWS SIGN-IN/CLEARANCE INSTRUCTIONS

**(Please keep this sheet handy!)**

All FWS students must sign-in at the department of Human Resources to become legally employed. Please follow the steps below to ensure this is done. *You cannot work any hours, or get paid, without doing this.*

**Step 1:** After contacting your supervisor to discuss the job, you should wait for the Department of Human Resources to contact you via email.

When a Human Resources representative contacts you, they will provide you with instructions for the online sign-in/clearance process.

**Step 2:** Schedule your medical clearance appointment with University Health services.

**Step 3:** Visit the Department of Human Resources to submit your I-9 documents.

**Department of Human Resources**  
**9th Floor**  
**833 Chestnut Street**  
**Philadelphia, PA 19107**

As a result of the Immigration and Reform Act of 1986, you will be required to bring documentation that establishes your identity and employment eligibility. When you go to Human Resources, you will need to present either: Below is a partial list of acceptable documents, for the full list please see <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>. You will need to have one Item from List A-**OR**- One Item from List B **and** One Item from List C.

<b>List A</b>	<b>List B</b>	<b>List C</b>
U.S. Passport	A State or Canadian government authority issued driver's license or State-issued ID Card with Photograph or information included name, sex, date of birth, height, weight, and eye color	Original Social security card (other than a card stating it is not valid for employment)
Certificate of United States Citizenship	U.S. Military Card or Military Dependent ID card	Birth certificate issued by state, county, municipal authority or Birth Abroad bearing a seal or other certification
Certificate of Naturalization (INS form N-550 or N-570)	Identification cards used by federal state or local government agencies	Unexpired INS Employment Authorization with photo
Unexpired foreign passport with attached employment authorization	Voter's Registration Card	U.S. Citizen ID Card (Form I-197)
Alien registration receipt card (INS form I-551)		



**FEDERAL WORK STUDY TIMESHEET**

This timesheet is to be used by Federal Work Study Students only. This timesheet is the official document of a student's hours worked for a bi-weekly pay period at Thomas Jefferson University. Only to be used on an approved case-by-case basis.

STUDENT'S NAME \_\_\_\_\_ CAMPUS KEY \_\_\_\_\_ PAY PERIOD \_\_\_\_\_

JCBS    SKMC    JCHP

PAY PERIOD BEGIN DATE \_\_\_\_\_

JCN    JCP    JCPH

PAY PERIOD END DATE \_\_\_\_\_

Week One	Week Two
----------	----------

DAY HOURS	DATE	TIME IN	LUNCH	TIME OUT	TOTAL	DAY	DATE	TIME IN	LUNCH	TIME OUT	TOTAL
SAT						SAT					
SUN						SUN					
MON						MON					
TUE						TUE					
WED						WED					
THU						THU					
FRI						FRI					

In order to avoid exceeding your Federal Work-Study award, please keep track of the hours you work each pay period.

TOTAL HOURS WEEK ONE \_\_\_\_\_  
 TOTAL HOURS WEEK TWO \_\_\_\_\_  
 TOTAL HOURS THIS PAY PERIOD \_\_\_\_\_

**NOTE:**

- Return this completed and approved timesheet to: University Office of Financial Aid, Room 115 Curtis Building
- The Office of Financial Aid MUST receive the timesheet by 12:00 pm of the Thursday prior to payday or the student will not be paid for hours worked in that pay period. This is in accordance with the University's established pay schedule; see Federal Work Study Handbook page 13.
- Be sure to complete **ALL** items before submitting this timesheet to the University Office of Financial Aid. The timesheet **CANNOT** be given to the student after being signed by the supervisor unless the supervisor seals the timesheet in an envelope.
- **All Federal Work-Study students MUST take a 1-hour lunch for any shift over 5 hours.**
- Timesheets for students must show the hours the student worked in the correct time sequence as well as the total hours worked for each day.

*I hereby certify that the student listed above has performed satisfactorily for the pay period indicated. The hours are correct as listed and do not exceed limits on the Student Authorization Form.*

Supervisor's/Department Head's Signature	Date
Supervisor Printed Name	Campus Key
Student's Signature	Date
Financial Aid Office Coordinator Signature	Date

# Help TJU Go Green-er!

Direct Deposit your paycheck! In an effort to reduce our consumption of precious natural resources and streamline the Payroll process, TJU is encouraging all employees to take advantage of direct deposit. Signing-up for direct deposit means never having to pick-up a paper check! In addition, your payment information and paystubs will be at your fingertips. By logging-in to the Employee Self-Service portal, you can view your paycheck the Tuesday prior to pay day. Also, paper checks will no longer be held for more than one week. If your check remains in the Office of Student Financial Aid for more than one week, it will be mailed to the address on the check. Participating in direct deposit is a great way to enjoy a hassle-free pay day and save some trees!

## To Enroll:

- Go to [myhr.jefferson.edu](http://myhr.jefferson.edu)
- Enter your Campus Key and password
- Click on [Direct Deposit](#) located under [Payroll and Compensation](#)
- Click the [Add Account](#) button and begin entering your bank account information.
- If you should have difficulty with this process, contact the Human Resources Service Center at (215) 503-4772.

**We hope you will help us make a big impact by taking this small step.**