



# FEDERALWORK-STUDY

Student HANDBOOK

## February 2024

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# FEDERAL WORK-STUDY OVERVIEW

## INTRODUCTION

Welcome to the Parker University (Parker) Federal Work-Study (FWS) program. This handbook provides an overview of the general expectations about the program and explains the policies and procedures that students and your supervisor must follow while participating in the program.

## ABOUT THE FWS PROGRAM

The FWS program is a federally funded, need based program that provides students with employment opportunities and earnings. Student employment is intended to offer valuable work experience and the flexibility of working around your class schedule. You have the opportunity to develop new skills and work with supervisors who can provide valuable job references in the future. FWS employment offers a variety of benefits:

- Help pay for education and other related expenses.
- Encourage the engagement of work related to a student's field of study.
- Provide a work environment that will teach students about the many responsibilities and opportunities of employment.
- Build relationships in on-campus and off-campus communities.
- Improve time management, communication, and organization skills.

Because FWS is a financial aid need-based program, Work-Study income (although taxable) does not affect your future financial aid eligibility. FWS earnings should be reported on your next year's FAFSA as income and as need-based employment (you can visit the Office of Financial Aid should you have questions).

The Federal Work-Study award is part of a student's financial aid package; it is administered by the office of Financial Aid and therefore can be reduced or canceled as required by Title IV federal regulations. For example, if you receive a scholarship that meets your need or student budget, FWS would be reduced. If you are placed on satisfactory progress suspension, your FWS would be canceled.

The Office of Financial Aid is committed to providing the student and supervisor with quality FWS support. The Office also ensures program compliance with State, Federal and/or University guidelines.

Questions regarding Federal Work-Study (FWS) should be directed to:

Office of Financial Aid  
South Building, Suite 121  
Parker University  
2540 Walnut Hill Lane  
Dallas, TX 75229  
972-438-6932 Ext.2424  
[AskFinancialAid@parker.edu](mailto:AskFinancialAid@parker.edu)

# FEDERAL WORK-STUDY EMPLOYMENT

## ELIGIBILITY

Students must demonstrate financial need to participate in the FWS program. Need is determined by an evaluation of the student's Expected Family Contribution (EFC) via completion of the Free Application for Federal Student Aid (FAFSA) that can be completed online at [www.fafsa.gov](http://www.fafsa.gov)

- Must meet eligibility requirements for employment in the United States.
- Demonstrate financial need.
- Be enrolled at least half time each term (6 credits for undergraduate students, 3 credits for graduate students, and 8 credits for DC students).
- Maintain Satisfactory Academic Progress (SAP) as required by Parker University and the U.S. Department of Education.
- Cannot be employed in more than one Federal Work-Study position at the same time.

- Students must completely read and acknowledge all student employment documents prior to starting employment. This includes:
  - I-9 and W4 Forms.
  - FERPA/Confidentiality Agreement Form.
  - FWS Student Handbook.
  - Direct Deposit Form.
  - FWS Job Description.

## JOB SEARCH AND EMPLOYMENT AUTHORIZATION

Students will submit their request to participate in Parker's Federal Work Study Program via a Federal Work Study Application Form link located on the Office of Financial Aid's MyParker page. Students who are approved and eligible to participate in the FWS program will apply for current FWS openings via the Federal Work Study Careers Center page.

### **Step 1: Confirm your eligibility to participate.**

Students will submit their request to participate in Parker's Federal Work Study Program via a Federal Work Study Application Form link located on the Office of Financial Aid MyParker page.

### **Step 2: The Financial Aid Office will confirm eligibility and award.**

Students will receive an email from the Office of Financial Aid confirming eligibility and award.

- If you are eligible to participate in the work-study program, you will receive an email with a link to the Federal Work Study Careers Page.
- If you are NOT eligible to participate, and you have specific questions regarding the reasons, please reach out to [AskFinancialAid@Parker.Edu](mailto:AskFinancialAid@Parker.Edu).

### **Step 3: Applying for a FWS job if you are eligible to participate.**

Students who are eligible to participate in the FWS program will receive an email with a link to the FWS Careers Center page that lists all job opportunities available and resources to help you apply.

- Please visit the [Parker University Career Services page](#) for resources on how to build a resume, templates, and much more.
- Upload a copy of your Federal Work Study Application form found in the Workflow Section below showing your award amount, beginning date, and end date (located in the Workflow Files/Comments Section) when you upload your resume during the application process. Click [here](#) if you need a copy (must be logged into MyParker.)

If you are having trouble navigating FWS Careers Center or need some help getting started, visit [Talent@Parker.edu](mailto:Talent@Parker.edu).

### **Step 4: Interview.**

The hiring manager will reach out and schedule an interview. After the interview process, you will receive an email notifying you if you are to move forward in the hiring process.

## Step 5: Accepting a job.

The Human Resources Department will send you an offer letter.

- Once you accept the offer, you must complete your onboarding tasks required for all new and returning student workers (I9 Work Authorization, W4 Tax Form, Direct Deposit, and all required student forms that need to be acknowledged.)
- Your supervisor will help you set up your schedule based on the shifts available and your class schedule.
- All FWS students are paid semi-monthly. Questions regarding direct deposit or W4's please contact [Payroll@parker.edu](mailto:Payroll@parker.edu).
- Questions regarding Paycom, please contact the [OfficeOfHR@parker.edu](mailto:OfficeOfHR@parker.edu)
- Questions regarding your financial package, please contact [AskFinancialAid@Parker.Edu](mailto:AskFinancialAid@Parker.Edu).

## Step 6: Go to Work!

- Remember, a work study job is just that, it is a job! It is your responsibility to learn the position, to show up on time, and to communicate with your supervisor when you have questions or need time off to study or go out of town.
- FWS student jobs are a great opportunity for you to learn time management, communication and customer service skills, teamwork, and more. If you have a question about your responsibilities, make sure to ask!
- FWS Student Workers should *never* be clocked in at work during registered class time, and all student positions are *part-time* positions. Please schedule your work hours and class hours carefully to make sure you are balancing all aspects of your University life!

## ORIENTATION

All new FWS students must complete the Parker University Work-Study Orientation before their employment can begin. It is recommended that returning FWS students also complete the orientation to re-familiarize themselves with the program and become aware of any changes made for the new academic year.

## WAGES AND PAYROLL

Please refer to the individual job posting for the pay rate. Rate of pay is dependent on position and experience. Note that:

- Students may not work over 20 hours per week while classes are in session.
- Federal Work Study is governed by the Office of Financial Aid. Please contact Financial Aid with additional questions.
- **Reapplication is required based on the Financial Aid guidelines.**
- You are also responsible for ensuring you do not exceed your maximum award amount. **If you transfer from one FWS position to the next, FWS funds must be reviewed to determine the amount of funding remaining.**

- You may contact the Office of Financial Aid to request an increase in your award. Your request for additional funds is not guaranteed as the office will determine if funds are still available and if you still have a financial need.
- You will be paid via direct deposit and paid semi-monthly according to Parker's payroll schedule.
- **You cannot work during your scheduled class periods (even if asynchronous) or clinics.**
- You must ONLY work up to the approved weekly hours.
- You must submit your timesheet, when due, for Supervisor review and approval.
- **You understand that falsifying your timesheet or listing time worked when you should be in class or in clinic is cause for termination.**

## DIRECT DEPOSIT

Federal Work-Study recipients are required to enroll in direct deposit. Direct deposit allows FWS students to have their pay deposited directly into their bank account. Paper paychecks are only available on an exception basis. You are responsible for the accuracy of your bank account and routing numbers. If there is a problem with your account or routing numbers, you need to contact Payroll at [Payroll@Parker.edu](mailto:Payroll@Parker.edu).

## HOURS OF EMPLOYMENT

FWS students are only allowed to work up to 20 hours per week while classes are in session; and up to 30 hours during break time provided the student does not exceed the amount awarded. It is the responsibility of the student to keep track of their hours and earnings.

Please work with your FWS Supervisor on scheduling your work hours to ensure that you do not conflict with your class, clinic, or study time schedule.

## SUPERVISOR RESPONSIBILITIES

Your FWS supervisor will:

- Develop a desired work schedule around your class and clinic schedule.
- Define your duties and explain the job as thoroughly as possible.
- Introduce you to other employees.
- Train you on your tasks or delegate staff to train you.
- Explain rules and regulations relevant to the work site.
- Give day-to-day supervision. Follow-up on work assignments.
- Inform you of the dress code expected for the work site.
- Approve your time sheet certifying actual hours the student worked.
- Monitor the total hours worked so that you do not exceed their FWS award.
- Provide coaching and performance feedback.
- Supervisors must report any injuries reported by students.
- Submit written justification for termination to the Office of Human Resources and Financial Aid.

## STUDENT RESPONSIBILITIES

As with any job, a FWS position is an employment opportunity that must be managed in a responsible and professional manner. As a Parker FWS student, it is expected you will:

- Secure an FWS job in a timely manner. Your FWS may be canceled if you do not procure employment after three weeks of notification you are eligible to participate in the program. If you are unable to secure a FWS position, please contact the Office of Financial Aid at [AskFinancialAid@Parker.Edu](mailto:AskFinancialAid@Parker.Edu).
- Complete all required onboarding tasks before you begin working as a FWS student.
- Arrange a flexible work schedule that does not interfere with your class schedule, clinics, and other University commitments.
- Report to your FWS job as scheduled.
- Notify your supervisor of anticipated absences or tardiness as early as possible.
- Strictly abide by all University and federal privacy regulations and policies.
- Monitor hours worked and total earnings.
- Observe the dress code expected for your work site.
- Perform all tasks to the best of your ability. If you have any questions consult your supervisor.
- Always demonstrate professional and courteous behavior.
- Refrain from conducting personal/academic matters during work.
- Do not use your smart phone or access social media when you are being paid to work.
- Provide your supervisor with sufficient advance notice (2 weeks is requested) if you wish to terminate your employment.
- Stop working once you have depleted your FWS award.
- Ensure your timesheet is submitted by the payroll deadline.
- Ensure your supervisor has approved your time worked.
- Do NOT falsify your timesheet and list hours you never worked.
- Students must notify their supervisor if they are injured while actively working in their federal work employment position.

Parker University encourages you to participate in the FWS program and wishes you a wonderful experience. As a student employee your actions and behavior reflect the University, and we trust you will represent the University in an exemplary manner.

## ACKNOWLEDGEMENT

You agree and abide to the following:

*I have thoroughly read the FWS Student Handbook and understand and agree to my responsibilities as a participant in the program. Further, I understand violation of the University FERPA/Confidentiality Agreement, falsifying my timesheet, or listing work hours when I am scheduled to be in class or in clinics is cause for immediate dismissal.*

**REMINDER: YOU MAY BEGIN WORKING ONLY AFTER THIS AND ALL OTHER EMPLOYMENT DOCUMENTS ARE ON FILE WITH THE OFFICE OF HUMAN RESOURCES**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# RESOURCES

## RESOURCES

- Email questions regarding student's financial aid offer or eligibility to [AskFinancialAid@parker.edu](mailto:AskFinancialAid@parker.edu)
- Email questions regarding FWS job applications, hiring or Paycom to [Talent@Parker.edu](mailto:Talent@Parker.edu).
- Email questions regarding timecards or payroll to [Payroll@Parker.edu](mailto:Payroll@Parker.edu).
- Student application process: [MyParker>StudentServices>FinancialAid>FederalWorkStudyProgram](#) (must be logged into MyParker to access)

## FEDERAL WORK STUDY PROCESS

