

Federal Work Study Student Handbook

Purpose

To disseminate the policies and procedures of the Federal Work Study program to the UCNJ Union College of Union County, NJ community.

Program Description

The Federal Work Study Program (FWS) is part of the government's commitment to aid students with demonstrated financial need in their search for education through a part-time work experience that is flexible and educational while providing essential services to the College and the community.

Eligibility

Students may be eligible for FWS if they follow and meet these requirements:

- Be a citizen or eligible non-citizen of the United States
- Be accepted and enrolled in at least 6 credits in a degree seeking program
- Be making Satisfactory Academic Progress (SAP) as defined by UCNJ Union College of Union County
- Apply for financial aid by submitting the FAFSA
- Exhibit unmet financial need, based on the Federal Uniform Methodology

Job Listing

A listing of FWS positions on and off campus is available on the UCNJ Financial Aid website through clicking "Federal Work Study Jobs Program," then "View Open Federal Work Study Positions Page" and then "View Work Study Open Jobs PDF".

Application

To apply for a FWS position, an eligible student must first submit the FAFSA. When the Financial Aid file is complete, and a Financial Aid award posted, an interested student should check the UCNJ Federal Work Study Job Opportunity listings on the UCNJ Financial Aid website. If the student is interested in a position, the student should contact that supervisor directly.

Job Assignment

If the supervisor agrees to hire the student, the supervisor will complete the supervisor portion of the FWS request form. The student or the supervisor will return all completed FWS paperwork to the Financial Aid Office. Student should not begin working and will not be paid until all documents are received and processed by the Financial Aid Office. When the Financial Aid Office receives the necessary paperwork, a financial aid FWS award will be made to the student provided the student meets all requirements for the program. The supervisor will be notified via email by the Financial Aid Office giving the OK for the student to begin working upon clearance from Human Resources. The student will then also complete the Hiring Packet including the I-9 with copies of appropriate documents and W4.

Working Hours

A FWS student may not work more than 20 hours per week or 8 hours per day while classes are in session. Approval for hours over UCNJ Union College of Union County vacations and breaks will be determined based on availability of funds.

Wages

As of January 1, 2025, the FWS pay rate starts at \$15.49 per hour as per the minimum wage set by the State of New Jersey.

Notification

An eligible student will receive an updated Financial Aid Award Letter indicating the amount of the FWS award. Your Federal Work Study award represents an amount you MAY EARN as wages during the school year and will not be deducted from your term bill. If you choose not to

earn this award, please contact the Financial Aid Office to have the award removed from your award letter.

Job Change _____

If a student decides to change jobs, the student should first secure the second job, notify the first employer and submit a second Request for Federal Work Study form to the Financial Aid Office. The student should not begin working the new job without approval from the Financial Aid Office.

Multiple Jobs _____

It is not recommended for a student to work more than one FWS job, however students may work a community service position in addition to a position on campus.

Time Sheets _____

A student will be paid for time worked only. Time for breaks, vacations, holidays, sick days, and meals must be included on time sheets. A student may not “punch in” or “clock in” for another student. A student will share responsibility with the supervisor for the accuracy of time reported. Every student must clock in and out using the kiosk located on each campus. Time worked must be approved by the supervisor on the date indicated on the payment schedule.

Payment _____

Students may enroll in Direct Deposit to receive their paychecks electronically. If the student does not enroll in Direct Deposit, paychecks will be sent to the student’s address that is on file with the College. Students are paid on the 15th and last day of each month. Please note that

paychecks are issued two weeks in arrears. For example, a paycheck issued on the 15th of the month would be for wages earned from the 16th through the last day of the previous month.

Termination

Violations of confidentiality, dishonesty (including falsifying time sheets), poor work performance, habitual tardiness, absence, withdrawal from classes, academic or social dismissal and other justifiable causes are all acceptable reasons for terminating employment.

In most cases, it is expected that the supervisor will warn the student employee, in writing or verbally, several times prior to actual dismissal. The supervisor should provide advance notice of the date of termination and reason(s) to the student in writing, with a copy to the Financial Aid Office. Should early termination occur, it is unlikely that the student will be referred to and placed in another job on campus for the remainder of the academic year.

Absences

If it is necessary to be absent from work, the student should obtain permission from the supervisor as far in advance as possible. Illness and emergency absences should also be reported to the supervisor as soon as possible. Habitual absence is sufficient reason for termination of employment.

Responsibilities of a FWS student

- Students are responsible for the FWS application process.
- Students are responsible for accurate and timely clocking in and out of shifts.
- Students are responsible for keeping track of their cumulative earnings so as to not exceed their FWS award maximum.
- Students are responsible for performing their duties in a professional manner.