

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 the following 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, NJ
- Apply for financial aid by submitting the FAFSA
- Exhibit unmet financial need, based on the Federal Uniform Methodology

Application ---

FWS positions can be accessed through the UCNJ Financial Aid website through clicking "Federal Work Study Jobs Program," then "View Open Federal Work Study Positions Page." This will direct candidates to Handshake to view and apply for open FWS positions. From there, supervisors will contact eligible candidates for an interview.

If the supervisor agrees to hire the student, the student and the supervisor will complete their respective portions of the electronic FWS Request Form and Hiring Packet. When the Financial Aid Office receives the Form, a financial aid FWS award will be made to the student provided the student meets all requirements for the program.

Human Resources will provide Workbright access to the student to complete the I-9 and W-4. Human Resources will contact the student to provide I-9 documents in-person to complete their hiring process. Once the student is approved by Human Resources to begin working, the supervisor will be notified via email with the student's approved start date. **Students cannot begin working until their approved start date and will not be paid until all required documents are received and processed.**

Working Hours _____

A student worker may not work more than 20 hours per week or 8 hours per day while classes are in session. Approval for hours over College-sanctioned holidays and breaks will be determined based on availability of funds and supervisor approval. Students cannot work during scheduled class times. With supervisor approval, students may work if a class is cancelled after providing evidence of class cancellation to the supervisor.

Wages _____

As of January 1, 2026, the student worker pay rate starts at \$15.92 per hour as per the minimum wage set by the State of New Jersey.

The Federal Work Study award represents an amount the student may earn during the school year and will not be deducted from their term bill.

Position Change _____

If a student decides to change positions, the student should first secure the second position and notify the first supervisor. The student must submit a second Federal Work-Study Request Form and Hiring Packet. The student should not begin working the new position before the approved start date from Human Resources.

Multiple Jobs

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

Time Clock

A student worker will be paid for time worked only. Every student must “clock in” and “clock out” using the kiosk located on each campus. A student may not enter hours for another student. Student workers must “clock out” for breaks. A student will share responsibility with the supervisor for the accuracy of time reported. Hours worked must be approved by the supervisor in TimeClockPlus Manager.

Absences

If the student worker is planning 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.

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 and Resignation

Violations of confidentiality, dishonesty (including falsifying time sheets), poor work performance, habitual tardiness, absence, withdrawal from classes, academic or student conduct 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 worker, in writing or verbally, several times prior to actual dismissal. The supervisor will provide notice of the date of termination and reason(s) to the student in writing, with a copy to the Financial Aid Office and Human Resources. Should termination occur, Human Resources will determine if the student is able to be hired in another student worker position.

If a student worker resigns from their position, it is recommended that the student provide their notice of resignation as well as effective resignation date in writing. The supervisor must provide the effective resignation date to the Financial Aid Office and Human Resources.

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 performing their duties in a professional manner.