



**Northwood**  
Technical College

# Federal Work-Study

## Policy and Procedure Handbook for Students and Supervisors

Updated December 25

Table of Contents

Overview ..... 2

What is College Work-Study? ..... 2

Wages and Hours ..... 2

Off-Campus Work-Study/Community Service ..... 2

Student Eligibility Requirements..... 2

Student Responsibilities..... 3

The Work-Study Process – Checklist for Students ..... 4

Applying for the job ..... 5

The Work-Study Hiring Process (student checklist items 10-19)..... 6

In the Workplace..... 6

Entering Work-Study Time..... 8

Supervisor Responsibilities ..... 11

Approving Work-Study Time..... 13

Work-Study Agreement ..... 15

Procedures and Policies ..... 17

FAQ..... 18

## Overview

This handbook is designed to provide student employees and supervisors with information that governs the Work-Study program at Northwood Technical College and to help answer commonly asked questions. Students and supervisors are strongly encouraged to review the handbook and become familiar with its policies and procedures.

## What is College Work-Study?

Authorized by the Higher Education Act of 1965, Federal Work-Study is a program that provides federal funding to institutions to support part-time student employment. Participating students earn wages for their work, helping to offset educational costs while gaining valuable skills and experience. Studies have shown that part-time work can positively impact both grade point average and student persistence. Additionally, students contribute to the institution's operations by providing essential support. To qualify for Work-Study, students must meet specific criteria, including financial need and enrollment status. Once approved, students can expect to be paid for each hour worked according to standard payroll procedures.

**Important Note:** Please be aware that changes to student financial aid packages and federal funding may affect the Work-Study program. We will communicate any updates as soon as possible.

## Wages and Hours

Students are paid \$16.00/hour. Students may work a maximum of 20 hours per week; overtime is not available. Work hours should be scheduled with the student's academic schedule in mind, and as mutually agreeable between the student and supervisor. Federal Regulations prohibit scheduling work hours or working during scheduled class periods. Students may not work during a regularly scheduled class period for any reason including class cancellation, student is let out early, test only lasted short time, etc. Students and supervisors violating this policy will lose funding. Under no circumstances can Work-Study wages be earned for hours worked while fulfilling course requirements. Work-Study wages may not be paid for receiving instruction in a classroom, lab, or other academic setting.

## Off-Campus Work-Study/Community Service

A minimum of 7% of the federal Work-Study allocation must be used for community service positions. Students are eligible to perform some of their required hours off-campus working with local non-profit and government agencies in the community. These positions may involve working with disadvantaged youth, elderly, tutoring, or other areas of community service. All agencies must be approved by the College to participate in this program. If there is an agency not on the listing provided, check with the Financial Aid office for eligibility. Students will be notified if the agency's eligibility has been established and an agreement between the college and the agency has been signed.

## Student Eligibility Requirements

- Complete the Free Application for Federal Student Aid (FAFSA) and submit all requested documentation each academic year
- Enroll in a financial aid eligible program
- Demonstrate financial need
- Be making satisfactory academic progress (SAP)
- Have a high school diploma or G.E.D.
- Be enrolled at least half time (6 or more credits)
- Be eligible to work in the United States
- Not be in default on any federal Title IV loan program nor owe a repayment of a federal grant of scholarship

Around the start of the fall semester, the Financial Aid Office will award Work-Study to eligible students. Awards are made based on earliest filing dates until funds are exhausted. Students who are awarded Work-Study will receive a revised financial aid offer email including instructions on how to accept their Work-Study award, where to find Work-Study positions, and how to apply for a Work-Study job.

## Student Responsibilities

Student employment is viewed as a valuable component in an educational program. Students may be working in jobs related to their educational goals or working in jobs that will have indirect benefits in any profession they pursue. There may be an opportunity to make employment viable for future employment. Students have the opportunity to develop and improve clerical, laboratory, mechanical, verbal, and other special skills involved in a Work-Study employment experience as well as develop such characteristics as dependability, cooperation, leadership, responsibility, social skills, and pride in their work.

### **Student employees are responsible for:**

- Completing all the necessary paperwork before beginning work.
- Arranging a work schedule with the supervisor.
- Notifying the supervisor if they need to miss work due to sickness, emergency, etc.
- Requesting supervisor's approval for schedule changes in advance.
- Maintaining enrollment in at least 6 credits for federal and state Work-Study.
- Making satisfactory academic progress.
- Monitoring their work hours and earnings, not to exceed 20 hours/week and allocated as needed for the duration of the position.
- Entering their Work-Study hours accurately and in a timely fashion (reference College Payroll Calendar).
- Adhering to the rules and regulations established by the department.
- Giving adequate notice to supervisor if they decide to discontinue their work with that department or agency.
- Dressing appropriately for work.
- Remember that they are essentially college employees and that they represent the college whether on or off the job.
- Requesting additional funding from the Financial Aid Office when the initial award has been earned.
- If time-off is needed during exam week, student employees are required to provide notice to supervisors.

### **Student employees must understand that:**

- Homework is not to be done during work time unless approved by the supervisor in advance.
- Any work of a personal nature cannot be done while working at a Work-Study job, including excessive use of a cell phone. Ask your supervisor their expectations on cell phone use.
- If you are unable to report for employment, under no circumstance may someone else work under your time sheet.
- If you work with confidential information, you will keep this information confidential.
- You may not work during your scheduled class times under any circumstance.

## The Work-Study Process – Checklist for Students

***Please keep in mind that until this checklist is fully completed you are not legally able to work.***

	Critical Timeframes
1. Complete and submit FAFSA form.	
2. If you are eligible for Work-Study, you will receive an email from Financial Aid with Work-Study award details and how to accept the award.	
3. Accept the Work-Study award on MyNorthwoodTech.	
4. Finding Work-Study Positions: <ul style="list-style-type: none"> <li>• <b>Open positions will be listed on our Federal Work-Study job posting site.</b> The link is available on the College's website under the Tuition &amp; Financial Aid tab/Federal Work-Study link/Federal Work-Study Job Postings link.</li> <li>• <b>Talk to your instructors:</b> They may have leads on available work-study positions related to your field of study.</li> <li>• <b>Check with other college staff:</b> This could include people like your Student Life Coordinator, Classroom Support Assistant, Facility Maintenance Supervisor, Campus Store staff, etc. They might be aware of work-study opportunities in their department.</li> <li>• <b>If you've exhausted these options, contact the Talent and Culture Specialist:</b> Email <a href="mailto:TalentandCultureSpecialist@northwoodtech.edu">TalentandCultureSpecialist@northwoodtech.edu</a>, specifying the campus where you're seeking a work-study position.</li> </ul>	
5. Interview with the job supervisor to discuss the job expectations and schedule.	Within 1 week of submitting application
6. Review the Handbook and Work-Study Agreement with the supervisor.	
7. Complete and submit the online job application via the link sent by the Talent and Culture Specialist (see page 5 for step-by-step directions)	
8. Electronically complete and submit all hiring forms.	Within 2 days from receiving the email/link
9. Contact the Talent & Culture Specialist to schedule a meeting to complete the I9 verification.	Within 24 hours of submitting hiring forms
10. Complete the I9 verification.	Within 2 days from submitting hiring forms
11. You are now able to begin working! <ul style="list-style-type: none"> <li>• Payroll: for directions on how to enter time worked see pages 8 – 10.</li> <li>• If you didn't receive a payroll calendar, please request one from the Talent &amp; Culture Specialist: Email <a href="mailto:TalentandCultureSpecialist@northwoodtech.edu">TalentandCultureSpecialist@northwoodtech.edu</a></li> </ul>	

## Applying for the job

After the supervisor approves your candidacy, you can proceed with the application. The Talent & Culture Specialist will send you a link to the job application. Once you click on the link, follow the directions below.

### ***Pick Campus where you will be working from***

**Job Listings**

Here are our current job openings for work study or tutor positions. Please click on the job title for more information and to start the hiring process.

Use this form to perform another job search

Start your job search here

Enter keywords here

☒ All Keywords ☐ Any Keywords

Group: (All) Position Type: (All) Location: (All)

Search Results Page 1 of 1 Sort By: Sort By...

US-WI-Superior <a href="#">Work Study/Tutor - Superior</a> Requisition ID 2023-1037	1 year ago
US-WI-New Richmond <a href="#">Work Study/Tutor New Richmond</a> Requisition ID 2023-1036	1 year ago
US-WI-Rice Lake <a href="#">Work Study/Tutor - Rice Lake</a> Requisition ID 2023-1035	1 year ago
US-WI-Ashland <a href="#">Work Study/Tutor - Ashland</a> Requisition ID 2023-1034	1 year ago

### ***Click – Apply for this job***

**Work Study/Tutor - Superior**

US-WI-Superior

Job ID 2023-1037 # of Openings 999 Group Work Study

**Key Responsibilities**

Northwood Tech seeks to employ individuals with talent, commitment, enthusiasm, strong interpersonal skills and the ability to:

- Assess own learning and progress toward established personal and professional goals.
- Demonstrate creativity, critical thinking, and problem-solving skills.
- Communicate effectively in personal and group settings.
- Contribute to a diverse, respectful, and inclusive working and learning environment.
- Effect change and demonstrate flexibility and positive leadership.
- Acquire and apply technology to working and learning.

**Position Overview**

Please complete the application to start the hiring process for your work study or tutor position with Northwood Technical College.

**Qualifications**

Active Northwood Tech Student.

1 year ago

***Once you enter your email you will create your candidate profile. Work through the entire sheet and enter all the information asked, to ensure a smooth hiring process.***

## The Work-Study Hiring Process

The Work-Study student contacts the supervisor of the position to which they applied to schedule an “interview” meeting. During this meeting, the supervisor and Work-Study student will review the job duties, essential and preferred times, number of work hours, expectations, and clarify any details.

To assist in creating a work schedule, the student should bring along a copy of their class schedule for the term.

**IMPORTANT: A Work-Study student is NOT allowed to work during class time for ANY reason, regardless of any extenuating circumstances.** The Work-Study student should also calculate, prior to the interview meeting, the number of hours they can potentially work based on their award amount. To do so, use this equation:

$$\text{Award amount} / \text{Work-Study hourly wage} = \text{number of work hours available}$$

$$\text{Example: } \$4000 \div \$16.00 = 125 \text{ hours}$$

If it is mutually agreed that the student is a good fit for the position, the meeting concludes with the completion of the Work-Study Agreement, which is then signed by both the supervisor and the student.

The supervisor (or student) then delivers the signed agreement to the campus Talent & Culture (T&C) Specialist. The T&C Specialist will ensure the student receives the application link (if not already completed). Once the link is sent, the T&C Specialist will notify the supervisor. It is then the supervisor’s responsibility to formally select the student for hire within the system (instructions for this step will be emailed to the supervisor), which will initiate the official hiring process.

**IMPORTANT: The student is not yet eligible to work and should NOT begin working at this time.**

An email is sent to the Work-Study student with a link to access the hiring paperwork. The paperwork should be completed and submitted electronically prior to their start days. The student should contact the campus Talent & Culture Specialist to schedule a short meeting to take place at least 2 days prior to their start date to complete the I9 verification.

**IMPORTANT: The student is not yet eligible to work and should NOT begin working at this time.**

After the I9 verification is completed, the Talent & Culture Specialist provides the new student employee with a payroll calendar and instructions on how to submit work time into the payroll system.

**IMPORTANT: Now the student employee is eligible and may begin working.**

## In the Workplace

### Academic Breaks and Holidays

Provided their supervisor will be present during the work time, student employees are permitted to work during school holidays, fall/spring semester breaks, and if holding an off-campus position, days when the college is closed if the off-campus agency is open. In the case of a term-end break, the student must be enrolled in the upcoming term in order to work during the break.

### Attire

Appropriate attire is left to the discretion of the supervisor and must not be disruptive to the educational process. In the interest of health and safety, shoes must cover the length of the foot and shirts must cover the chest. All student employees are encouraged to dress in a manner that supports the College policy and campus environment. Some academic programs require specific dress of uniforms consistent with employment practices in the field of study. This information will be included in academic program guides or class syllabus.

### Complaints and Grievances

Student employees are encouraged to first communicate any dissatisfaction regarding their employment to their supervisor. For additional steps and information, please see Northwood Tech's policies and procedures or contact Talent & Culture.

## **Performance and Termination**

A student employee may be terminated after sufficient warning and due written notice. Sufficient warning means at least one meeting or written notice that termination of employment is probable if no improvement is shown. It is expected and desired that an earnest effort be made to provide opportunity for continuation.

Immediate dismissal may occur when, in the judgement of the supervisor or departmental administrator, continuation of employment would be damaging to the nature of operation for the individual department or the college at large. Such dismissal requires written notice to the student. All Work-Study employment termination requires notification to the Financial Aid Office.

Work behaviors that may require disciplinary action and/or dismissal may include, but are not limited to:

- Tardiness and unexcused absences
- Under the influence of alcohol or controlled substances while on duty
- Violation of Northwood Technical College and department or agency regulations, policies, and rules
- Violation of Northwood Technical College Conduct Standards
- Violation of local, state, or federal laws
- Unacceptable job performance
- Insubordination or lack of cooperation which results in disturbing other workers or work progress

## **Rest and Meal Breaks**

The College will provide a minimum of 30 minutes for an unpaid meal period if scheduled to work six or more consecutive hours. Meal periods cannot be combined with breaks or taken at the beginning or end of the day. Rest breaks are not required by law. However, student employees may take two 15-minute rest breaks as the work schedule allows. Breaks cannot be combined with meal periods and/or other breaks or taken at the beginning or end of the day. Rest breaks not taken cannot be carried over into another day.

An employee must receive prior approval from his/her supervisor to alter his/her work schedule, including times for breaks or meal periods to ensure adequate coverage is provided during the workday.

## **Resignation**

Students may voluntarily terminate their FWS award if they are no longer interested in the program; they may also resign from a Work-Study position for personal or academic reasons. Students are required to give their supervisor a two-week notice, at which time the supervisor will inform the Financial Aid Office.

## **Summer Employment**

As a rule, summer Work-Study is limited to save the bulk of the Work-Study funds for the school year. However, some Work-Study supervisors may need Work-Study personnel during the summer months.

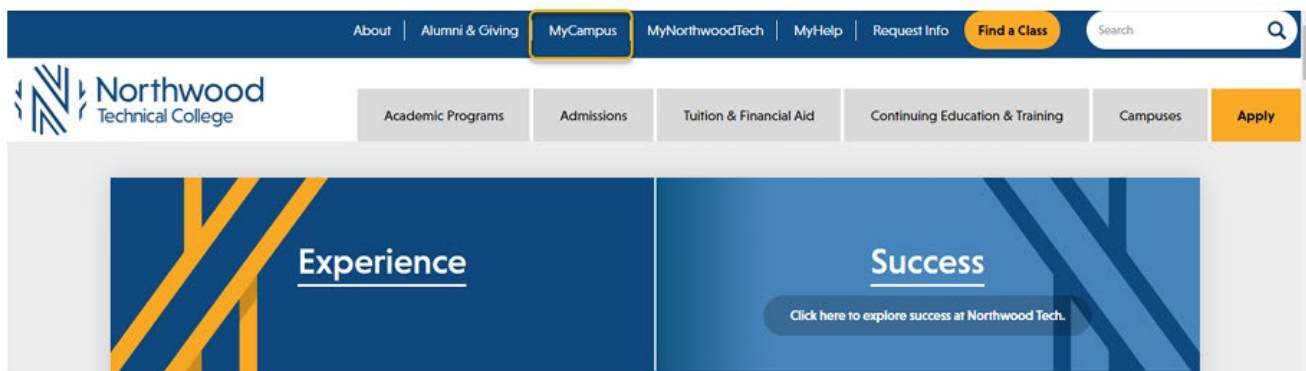
The final day of the spring semester marks the end of the award year. Student employees may work during the summer semester if the following qualifications are met:

- The student employee exhibits financial need
- There are Work-Study funds available
- The student employee is enrolled in at least six (6) credits in the current semester
- The student employee is meeting SAP requirements

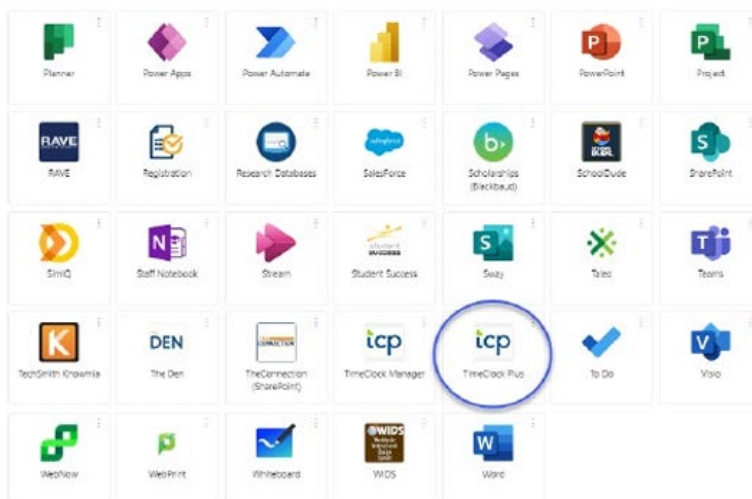


## Entering Work-Study Time

1. Go to the Northwood Technical College website and click **MyCampus** at the top of the page.

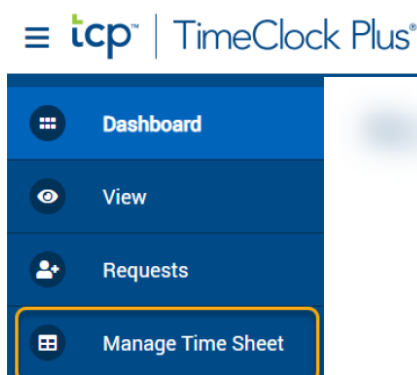


2. Sign in to **MyCampus** with the same credentials you use to log in to your computer.
3. Once you have signed in, click on the **TimeClock Plus** app.



You will be taken directly into the app.

4. To enter your hours, select **Manage Time Sheet** on the left side menu (you may need to click the three bars at the top next to tcp to view menu).



5. Locate the appropriate date. Use the navigation arrows or select the specific date using the calendar icon.

## Manage Time Sheet

06/03/2024 - 06/09/2024

Navigate Period

< >  
Prev Next

6/3/2024



☐ Display weekends

06/03 - 06/09

Mon 06/03

0.00

Tue 06/04

0.00

Add

Add

6. Click **Add** under the appropriate date.
7. Complete segment information.
- Enter **Time in** and **Time out**.
  - Select “break” as the **Break Type** when taking a lunch period.  
Note: you are required to time in and time out for your lunch break. You should have two entries for each day you take a lunch break, with “break” selected on each segment. If you do not take a lunch break, leave **Break type** as “none.”
  - Select appropriate **Job Code** using the list below.
  - The **Budget Code** will default. If correct, leave as is. To change the budget code, click the field and start typing the correct code. You may also click the **Select** button to scroll through the list or type in the search field. Click **OK**.
  - Click **Save**.

Add

?

Feedback

Segment Length: 8.00

Add

?

Feedback

Segment Length: 8.00

☐ Individual is clocked in  
☐ Time sheet entry  
☐ Missed in punch  
☐ Missed out punch

Time in 6/6/2024 09:00 AM

Time out 6/6/2024 05:00 PM

Break type << NONE >>

Job Code 1 - Regular

Budget Code 5013-1000-93300-1701 Select

Labor Codes 0 Manage

Rate

Note

Days 1

Custom Extra

Cancel Save

Job Codes:

- Work Study (20) – use if the below codes don’t apply and at least half-time student
- Work Study FICA (21) – use if the below codes don’t apply and less than half-time student
- Work Study Comm Serv (31) – if working for a community partner and at least half-time student
- Work Study Comm FICA (32) – if working for a community partner and less than half-time student
- Tutor Non-WS FICA (36) – if tutoring without work study funds available and less than half-time student
- Tutor Non Work Study (37) - if tutoring without work study funds available and at least half-time student
- Tutor Work Study (62) - if tutoring using work study funds and at least half-time student
- Tutor Work Study FICA (63) - if tutoring using work study funds and less than half-time student

8. Approve your time sheet entry.
  - a. To approve individual days, click the **Approve** box in the top right corner of each day.  
OR to approve the entire week, click the **Approve Week** button in the top left corner.

## Manage Time Sheet

06/03/2024 - 06/09/2024 **Navigate Period**

☐ Display weekends

---

06/03 - 06/09

Mon 06/03	Tue 06/04
<div>8.00</div> <div><input type="checkbox"/> Approve</div> <div> <a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a> <a href="#">Notes</a> <div>8.00</div> </div> <div> <div>09:00 AM</div> <div></div> <div>05:00 PM</div> <div></div> </div> <div> <a href="#">1 - Regular</a>  <a href="#">5001-1000-95200-1701</a> </div> <div><input type="button" value="Add"/></div>	<div>8.00</div> <div><input type="checkbox"/> Approve</div> <div> <a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a> <a href="#">Notes</a> <div>8.00</div> </div> <div> <div>09:00 AM</div> <div></div> <div>05:00 PM</div> <div></div> </div> <div> <a href="#">1 - Regular</a>  <a href="#">5001-1000-95200-1701</a> </div> <div><input type="button" value="Add"/></div>

9. Once you have completed a time sheet entry, you can do the following prior to supervisor approval:
  - a. **Edit** the entry.
  - b. **Clear** (delete) the entry.
  - c. **Copy** the entry and select the date you'd like to copy to.

Note: this feature can only copy within the same week.

Mon 06/03 8.00

☐ Approve

[Edit](#)
[Clear](#)
[Copy](#)
[Notes](#)

8.00

09:00 AM

05:00 PM

[1 - Regular](#)  
[5001-1000-95200-1701](#)

10. View and verify your entries.
  - a. Click the three bars at the top left next to top to open menu options.
  - b. Select **View** then **Hours**.
11. View supervisor approval.
  - a. If entry is approved, you will see a green circle with a check mark under column M.
  - b. If entry is not yet approved, you will see a red circle with an "x" under column M.

## View Hours

Navigate Period

---

Showing 5 records out of 5

	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Budget Code
<div> </div>	5/27/2024 09:00 AM	5/27/2024 05:00 PM	8.00	8.00		1 - Regular	5355-1000-95400-1701
<div> </div>	5/28/2024 08:00 AM	Time sheet	7.50	7.50		90- Paid Time Off Hourly	5355-1000-95400-1701
<div> </div>	5/29/2024 09:00 AM	5/29/2024 05:00 PM	8.00	8.00		1 - Regular	5355-1000-95400-1701
<div> </div>	5/30/2024 09:00 AM	Time sheet	7.50	7.50		90- Paid Time Off Hourly	5355-1000-95400-1701
<div> </div>	5/31/2024 09:00 AM	Time sheet	7.50	7.50	38.50	90- Paid Time Off Hourly	5355-1000-95400-1701

## Supervisor Responsibilities

Supervisors play a key role in making Work-Study a valuable experience for a student employee's future employment. A supervisor must be firm, patient, and understanding, while also providing opportunities for student employees to develop and enhance leadership skills, good judgement, responsibility, initiative, and pride in their work.

### Supervisors are responsible for:

- Submitting Work-Study position information to the campus Talent and Culture Specialist.
- Recruiting students for Work-Study positions and direct them to contact the campus Talent & Culture Specialist to begin the hiring process.
- Meeting with student applicants before they apply to conduct an interview and to discuss the specifics of Work-Study position.
- Reviewing job expectations, schedule and handbook with the student.
- Completing the Work-study Agreement with the student and ensuring it is returned to the Talent and Culture Specialist.
- Sending the campus Talent and Culture Specialist an email asking them to send the application link to the student.
- Monitoring iCIMS for the students completed application.
- Selecting Student for hire within the iCIMS platform. Directions on this will be emailed by the Talent and Culture Specialist.
- Providing a respectful work environment that is free from harassment or discrimination.
- Developing a suitable, mutually agreeable work schedule not to exceed the allowable limits of 8 hours per day and/or 20 hours per week. The number of hours worked per week is determined based upon the total student Work-Study award, the current hourly wage, and expected employment length
  - a. See calculation under Work-Study Hiring Process (page 6).
- Ensuring that no work is performed by the student employee prior to the start date given to Talent & Culture or completion of the hiring process.
- Clearly defining job duties/expectations and training the student employee in the processes necessary to perform the required duties.
- Informing the student employee of the preferred/required attire in the work area. Appropriate attire is left to the discretion of the supervisor and must not be disruptive to the educational process. In the interest of health and safety, shoes must cover the length of the foot and shirts must cover the chest. All student employees are encouraged to dress in a manner that supports the College policy and campus environment. Some academic programs require specific dress or uniforms consistent with employment practices in the field of study. This information will be included in academic program guides or class syllabus.
- Directly supervising the student employee during work hours and appointing a supervisor designee to directly supervise the student employee in their absence.
- Introducing the student employee to other employees in the work area.
- Informing the student of the disciplinary action process.
- Properly documenting performance and/or behavior incidents in the workplace and addressing the concerns in a timely fashion.
- Submitting a request in writing to the campus Financial Aid Advisor if a student intends to work beyond semester-end dates.
- Reviewing time entries submitted by the student employee for accuracy and approving them in a timely fashion.

### Supervisors must understand that:

- Students' priority should be academic success and schedule flexibility may be necessary during key times. If time-off is needed during exam week, student employees are required to provide advance notice to their supervisor.

- Scheduling work during scheduled class time is strictly prohibited by federal law. This includes instances of canceled classes, early release from class, tests not lasting as long as originally scheduled, etc.
- Student employees may work through the final day of the semester provided the following criteria is met:
  - The student employee exhibits remaining unmet need
  - There are Work-Study funds available
  - The student employee is enrolled in at least six (6) credits
  - The student is meeting SAP requirements
- Under no circumstance is a student employee allowed to work past the final day of any semester without approval from the campus Financial Aid Advisor. The supervisor must submit a request in writing to the campus Financial Aid Advisor if a student intends to work beyond semester-end dates.
- The final day of the spring semester marks the end of the award year. Student employees may work during the summer semester if the following qualifications are met:
  - The student employee exhibits financial need
  - There are Work-Study funds available
  - The student employee is enrolled in at least six (6) credits
  - The student employee is meeting SAP requirements

### **Supervising remote student employees**

A remote Work-Study job can provide specific populations, such as online students and non-traditional students with family obligations which limit their time on campus, the opportunity to fully utilize their financial aid award and gain work experience. With appropriate guidance, regular communication, and the technology which burgeoned over recent years for the virtual work environment, a remote Work-Study job can provide all the experience of a traditional job placement plus additional development in self-discipline.

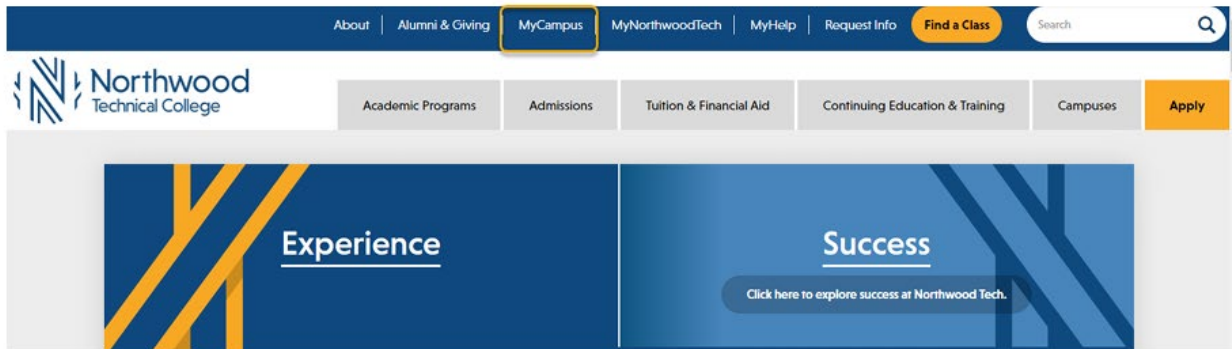
It is important to keep in mind that a remote student employee will likely work during non-traditional hours, so the supervisor and the student employee will need to determine a structure that provides clear supervision without ambiguity and ensures that all work is accounted for. To position a remote student employee for success, the supervisor should document the following during the Work Agreement meeting:

- Define the expectations for the frequency, means, and ideal timing for communication. For example...
  - Weekly check-in via Teams meeting
  - Urgent questions via Teams chat as needed
  - Supervisor will be available for immediate response on Teams Monday-Thursday 8a-9a, 3p-9p
- Determine (if applicable) the backup plan for when the student employee has an urgent question, and the supervisor is not available.
- Determine the schedule when the student employee is expected to perform their work (as is required for on-campus employees) and document the days/times in the Work-Study Agreement.
- REMINDER: work cannot be performed during scheduled class time.
- Determine a check-in/check-out process for the student employee that will be used by the supervisor to verify the hours entered into TCP. For example...
  - Student employee sends an IM via Teams when they begin work, and another when they quit.
  - Create a simple form that the student employee will fill out and submit when they begin work, and again when they quit.
  - Track changes in a shared spreadsheet that the student employee will use to “clock in” and “clock out”.

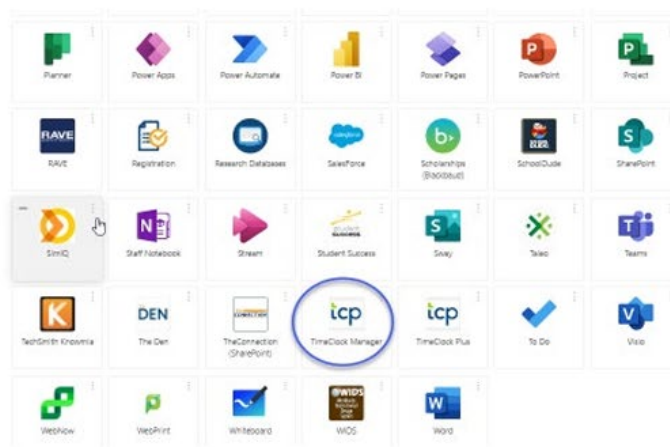
The supervisor must be mindful of the type of work they assign their remote student employee. First and foremost, since the student employee will be working off-campus and off-network, there should be absolutely no confidential documents/files or security processes included in their workload. Best suited for a remote Work-Study job are “casual” tasks such as word processing, research, and graphic design; other assignments should be thoughtfully reviewed for appropriateness.

## Approving Work-Study Time

1. Go to the Northwood Technical College website and click **MyCampus** at the top of the page.



2. Sign in to **MyCampus** with the same credentials you use to log in to your computer.
3. Once you have signed in, click on the **TimeClock Manager** app.



You will be taken directly into the app.

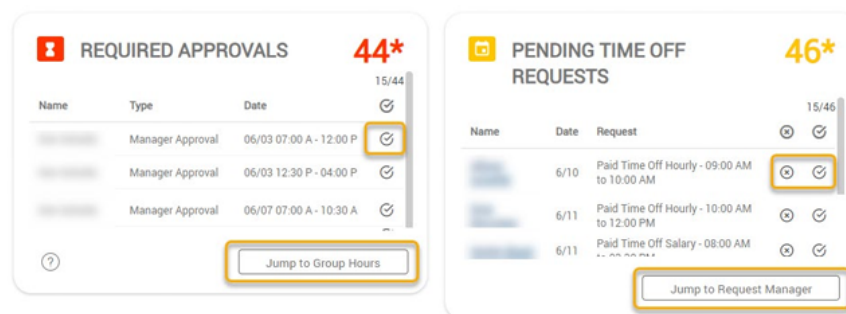
4. To approve time worked directly from My Dashboard, click the  next to the entry.

Note: while approving from My Dashboard is an option, it is highly recommended that you review time worked thoroughly by clicking the **Jump to Group Hours** button. See Step 5.

To approve or deny leave requests directly from My Dashboard, click the  or  next to the request.




To approve or deny leave requests in Request Manager, right click on the pending entry and select either **Approve Request Level 1** or **Deny**.

My Dashboard ☆










5. After clicking **Jump to Group Hours**, select “This Period” in the **Period** dropdown and click **Update**.

 to    

Start date                      Stop date                      Period

6. Review all details of time entries for accuracy.
- a. Notes – for instructional time entries, confirm 5-digit class number is indicated by clicking 
  - b. Time in and Time out
    - i. Ensure break is accounted for if applicable
  - c. Hours
  - d. Job Code
  - e. Budget Code
  - f. Rate – rate will default by position; override if necessary
7. If employee has not approved their time (see Employee 1 as example), ask them to approve, or approve on their behalf. You can approve individual entries by clicking the checkbox(es) under column . Or, you can approve all entries for that employee by clicking .

Once employee approval is complete (see Employee 2 as example), you can complete manager approval. You can approve individual entries by clicking the checkbox(es) under column . Or, you can approve all entries for that employee by clicking .

## Work-Study Agreement

Student \_\_\_\_\_  
*First name* *Last name* *Student ID*

Supervisor \_\_\_\_\_  
*First name* *Last name* *Campus*

Job Title \_\_\_\_\_

Job location, duties, and expectations:

Schedule (days, start time, end time – please be as specific as possible):

Student – I will:

- Review the Work-Study Policy and Procedure Handbook
- Complete all the necessary paperwork before beginning work.
- Perform the duties and meet the expectations of this position as documented above.
- Report for work and perform my job duties per the schedule agreed upon and documented above.
- Not perform work duties during my scheduled class time.
- Will not do classwork during my scheduled work time unless approved in advance by my supervisor.
- Notify my supervisor if I must miss work due to sickness, emergency, etc.
- Request my supervisor's approval for schedule changes in advance.
- Enter my Work-Study hours accurately and in a timely fashion.
- Adhere to the rules and regulations established by the department.
- Respect the confidentiality of ANY information that I may work with and protect it appropriately.
- Dress appropriately for work.
- Give adequate notice to my supervisor if I should decide to discontinue working for that department or agency.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor – I attest:

- I have reviewed the Work-Study Policy and Procedure Handbook
- I have reviewed the job duties and expectations with the Work-Study candidate and documented them above.
- The schedule documented above is mutually agreed upon and does not conflict with or overlap the Work-Study candidate's current course schedule.
- I have reviewed the College's FERPA definitions, guidelines, and ramifications with the Work-Study candidate and provided clarification if requested.
- I (or an appropriate designee) will be present to supervise the Work-Study candidate during work hours.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_



### **WHAT IS AN EDUCATIONAL RECORD?**

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by a party or organization acting on behalf of Northwood Tech. Such records may include:

\*Written Documents      \*Computer Media      \*Microfilm and Microfiche      \*Video, Audio Tapes, or CDs

### **WHAT DOES FERPA MEAN FOR COLLEGE EMPLOYEES?**

- Student rights under FERPA begin when the student is “in attendance.” Northwood Tech defines this to mean when the student has registered for at least one class.
- Only access educational records needed as part of your job. Ask yourself, “Is this a legitimate educational need?”
- Don’t email grade information. There is no guarantee of confidentiality over the Internet.
- Never release non-directory information without written authorization. Examples of non-directory information include:
  - \*Social Security Number      \*Student ID      \*Total Number of Credits Enrolled in a Term
  - \*Grade Point Average      \*Emergency Contact Information      \*Grades
- Do not release non-directory or personally identifiable information about a student to a third party (parents included) without the student’s written authorization. Students must complete an Authorization to Release Student Record Information form identifying information to be released.
- There are exceptions to the rule of non-disclosure which involve health and safety. This means that to prevent sickness, injury, or death the college may disclose information usually held to be protected. Also, an agent of the court with a properly issued court order or subpoena may receive student data. FERPA rights cease upon the death of the student and become a matter of institutional policy and/or state law. Northwood Tech will release deceased student records only upon court order, state statute, or receipt of a legally binding document.
- Personal notes, if not shared with anyone or accessible by others, are not considered educational records and are not subject to release under FERPA. Personal notes you make about a student should be stored in a separate file.
- If the student has not restricted access to directory (or public) information you may release the following:
  - \*Name      \*Local/Permanent Addresses      \*Phone Number(s)      \*Email Address
  - \*Birthdate      \* Enrollment Status      \*Enrollment Dates      \*Matriculation Date
  - \*Academic Credits Earned      \*Major      \*Field of Study      \*Classification and Year
  - \*Academic Honors Received      \*Withdrawal Date(s) (inc. date of death)
  - \*Follow-up/Placement Summary Reports (no identifiable information)
  - \*Client Reporting Aggregated Data (no identifiable Information)
- If a student has blocked the release of directory information, you may not release any information about that student.
- As a college employee, you are required to comply with FERPA.
- Maintaining the confidentiality of educational records is the responsibility of all faculty, staff, and student employees with access to student-related records.
- Knowledge of FERPA is important to ensure student educational information is released in compliance with FERPA guidelines.
- FERPA violations could result in the withholding of federal funds to the college including financial aid to students.

### **PURSUANT TO 24 CFR §99.31 AND §99.33, THE STUDENT CERTIFIES THAT:**

- The Student understands that these educational records are to be kept confidential and will not disclose these educational records to any other person except as permitted by 24 CFR §99.33 without the prior written consent of the pupil or the pupil’s parent/guardian.
- The Student understands that non-permitted disclosure of education records would be grounds for termination of the Work-Study assignment and could also result in civil or criminal liability for the Student.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Procedures and Policies

### Accident/Injury

All accidents or injuries occurring while on the job must be reported to the supervisor immediately. A report must also be submitted electronically to Talent & Culture via the College online form:

[https://cm.maxient.com/reportingform.php?NorthwoodTC&layout\\_id=1](https://cm.maxient.com/reportingform.php?NorthwoodTC&layout_id=1)

### Confidentiality of Information

It is the policy of the College to ensure that the confidential information, operations, and affairs of the College, our students, and customers are kept confidential to the greatest possible extent and in compliance with Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). If, during employment, a student employee acquires confidential or proprietary information about the College and its employees, students, or customers, such information is to be handled in strict confidence and not to be discussed with College or non-College members who have no business reason for obtaining the information. Employees are also responsible for the internal security of such information. Requests for public records are to be referred to College Leadership Team. Employees found to be in violation of this policy are subject to disciplinary action and may also be subject to civil and/or criminal penalties for violations of applicable laws.

### Disability Accommodation

The College is committed to complying fully with the Americans with Disabilities Act (ADA) and all other applicable federal, state, and local laws by ensuring equal opportunity in employment and education for qualified persons with disabilities. The College is also committed to not discriminating against any qualified employee, student, or applicant because of the individual's disability or perceived disability, with the understanding that the employee can perform the essential functions and work-related responsibilities of the job. The College also provides reasonable accommodation for qualified individuals with disabilities in accordance with these laws. Qualified employees with disabilities may make a request for reasonable accommodation to Talent & Culture. Cooperation is expected in the event any employee is asked to assist in the accommodation afforded by another employee under this policy. The requesting employee and Talent & Culture, and in some instances the supervisor, will participate in an interactive process to determine viable accommodations, qualifications, and implementation, if appropriate. The College encourages individuals with disabilities to come forward and request reasonable accommodation. Supervisors are to refer all such requests to Talent & Culture who will respond to the request on behalf of the College and make the final determination in response to the request. To request an accommodation evaluation, please complete the Ergonomics/Accommodations Request Form.

### Equal Opportunity

Northwood Technical College does not discriminate on the basis of race, color, ancestry, religion, sex, service in the uniformed services, veteran status, national origin, age, disability, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions or status in any group protected by state or local law in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Amanda Gohde, AA/EEO Officer/Title IX Coordinator/ Vice President, Talent and Culture; 1900 College Drive, Rice Lake, WI 54868; 715.645.7042; Wisconsin Relay System TTY:711;

[Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu).

### FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, is a federal law (20 U.S.C. 1232g) that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education. The U.S. Department of Education summarizes the rights afforded to students by FERPA as follows:

- The right to review their educational records
  - The right to request amendment to records they believe to be inaccurate,
  - The right to limit disclosure of some personally identifiable information known as directory information
  - The right to file a complaint with the Family Policy Compliance Office in Washington, D.C. if they feel their FERPA rights have been violated.

A student employee is required to comply with all FERPA regulations and will receive instruction in the processes relevant to their job duties.

## **Unlawful Discrimination/Harassment/Sexual Misconduct/Sexual Violence Complaints**

Any employee who experiences any College-related harassment based on race, color, ancestry, religion, sex, service in the uniformed services, veteran status, national origin, age, disability, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, or status in any group protected by federal, state, or local law, or believes that he or she has been treated in an unlawful, discriminatory manner should immediately report any such incident via the College online form:

[https://cm.maxient.com/reportingform.php?NorthwoodTC&layout\\_id=6](https://cm.maxient.com/reportingform.php?NorthwoodTC&layout_id=6)

To ensure compliance with the intent of state laws and regulations and the guidance supplied by the Office of Civil Rights, procedures for resolving complaints/grievances have been adopted by the College. All complaints or reports of alleged acts or charges will be handled under developed procedures that will include, but not be limited to, taking immediate action to eliminate the acts or actions in violation of the Policy, preventing its recurrence, addressing its effects, publishing a notice of non-discrimination, adopting, and publishing complaint procedures and ensuring College employees are trained to respond to issues/complaints promptly and equitably. FAQs

## **FAQ**

### **What is Work-Study?**

The Federal Work-Study Program provides jobs both on and off campus for students who meet the following requirements:

- Financial need through the Free Application for Federal Student Aid (FAFSA).
- Minimum enrollment of six credit hours.
- Minimum Satisfactory Academic Progress.

### **Does it matter what my grades are?**

Yes, students must be making Satisfactory Academic Progress, the standards are:

- Students are required to maintain a cumulative GPA of 2.0.
- Students are required to maintain a 67% cumulative completion rate.
- Students are required to complete their degree/diploma/certificate within 150% of the published length of their program of study. Example: a student enrolled in a 60 credit hours program is eligible until 90 credit hours are attempted ( $60 \times 1.5 = 90$ ).

### **How do I find a job?**

1. Primary Resources (Online)
  - College Job Board: Check the official College job listing board online first. The link is available on the College's Federal Work-Study Home Page. [Federal Work-Study](#)
  - Talent and Culture Specialists: These specialists maintain the most current list of all open positions.
2. Networking and Direct Outreach
  - Instructors: Connect directly with your instructors to ask if they are seeking a work-study student for their department.
  - Campus Staff: Reach out to various campus departments to inquire about unadvertised openings.

### **I am eligible for the Federal Work-Study Program. Am I guaranteed a Work-Study position?**

No, hiring is up to the discretion of the supervisor. Students are required to participate in an interview process before a hiring decision is made by the supervisor.

### **How many hours can I work?**

Hours vary based on individual awards and the number of hours requested for each position.

### **Can I hold two Work-Study positions at the same time?**

Yes, but it will be your responsibility to allocate your available hours appropriately. You may not exceed your Work-Study allocation, under any circumstances, without prior approval by the Financial Aid Office. It is your responsibility to keep an accurate, up-to-date accounting of all Work-Study earnings to prevent exceeding your allocation.

### **What if I run out of hours before the end of the school year?**

When your timesheet reflects that you will soon earn all your Work-Study allocation before the end of the school year, ask your supervisor if they need you to continue to work. If they do, contact the Financial Aid office to see if you have any additional eligibility. If you have eligibility remaining and Work-Study funds are still available, your Work-Study award may be increased to allow you to work additional hours.

**How much can I earn?**

If possible, each student will initially be awarded \$4000 per academic year (July 1 – June 30). Some students could earn less based on their eligibility amount or unmet need. These funds are awarded on a “first come, first served” basis.

**Can I work if my class is canceled?**

No.

**When can I begin working?**

Student employees may begin working only when the following is complete and submitted to the appropriate department:

- Student has been verified eligible for federal Work-Study.
- Student has applied to the position.
- Student has interviewed with the position supervisor
- Student has been marked as ‘hired’ in the recruitment system by the Talent & Culture Specialist.
- All new-hire paperwork is completed and submitted in the online recruitment system.
- Student has met with the campus Talent & Culture Specialist (or designee) to complete the I9 verification.

If a student employee begins working mid-semester, all the above must still be completed.