



**Northwood**  
Technical College

# Federal Work-Study

Policy and Procedure Handbook for  
Students and Supervisors

Updated August 2022



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## 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.

The Work-Study program is a form of financial aid that is made available to qualifying students. The program provides qualifying students with the opportunity to help defray the cost of attending college, while gaining valuable workplace experience to enhance their future endeavors. Also, studies show that part-time work while attending college has a positive effect on both grade point average and student persistence.

**IMPORTANT NOTE:** Please be aware that changes to student financial aid packages and in federal funding could affect the Work-Study program. These changes will be communicated as soon as they are known.

## What is College Work-Study?

Federal Work-Study is a federally regulated program authorized by the Higher Education Act of 1965 and subsequent amendments/reauthorization. The Federal Government provides a portion of the funding. The program offers students the opportunity to earn money by working a student job to assist with the cost of education. Additionally, students gain valuable work experience and marketable skills while providing Northwood Tech with vital student support. A qualifying student can expect to be paid for each hour worked within standard guidelines payroll procedures.

## Wages and Hours

Students are paid \$12.33/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 who answered "yes" or "I don't know" to the question "*Are you interested in Work-Study?*" on the FAFSA. 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 how to accept their Work-Study award, where to find Work-Study positions, and how to apply for a Work-Study job.

## The Work-Study Process – Step-by-Step Reference

Student	Supervisor	Administrative Specialist
Student completes and submits FAFSA form.		Administrative Specialist emails faculty/staff with job posting instructions and a link to the online submission form.
	College faculty/staff submit Work-Study job postings via online form.	
		Work-Study job postings are entered into Handshake (college and career job posting platform) by the Handshake administrator.
Student receives an email from Financial Aid with Work-Study award details, how to accept the award, and where to view available Work-Study jobs.		Work-Study job postings are marketed via social media, Info. monitors, flyers, and classroom announcements; full details are available for viewing in Handshake.
Student accepts the Work-Study award on MyNorthwoodTech.		
Student logs into Handshake with college email credentials.		
Student creates Handshake profile.		
Student searches for available Work-Study positions in Handshake.		
Student selects desired position and clicks “Apply Externally” to begin application process.		
Student uploads resume and course schedule.	Supervisor receives a notification from Handshake that an application has been submitted.	Administrative Specialist receives a notification from Handshake that an application has been submitted.
Student registers for an account in the college job application system using college email address.		
Student completes and submits the online job application.		
Student contacts the job supervisor to schedule an interview meeting.	After being contacted by the Work-Study student, supervisor will communicate in a timely fashion and schedule the interview meeting.	
In preparation for the interview meeting, the student prints out their class schedule and calculates the number of hours they have available to work based on their Work-Study award amount.	In preparation for the interview meeting, the supervisor determines the days/times the student employee will be needed and defines the duties and expectations of the position.	
Student interviews with the job supervisor.	Supervisor clearly communicates the duties and expectations of the job to the student. If the student is not qualified for the placement, the supervisor should advise the student to continue to look in Handshake for other opportunities.	

<p>Complete and sign the Work-Study Agreement with the supervisor.</p>	<p>If the student is qualified and agrees to the expectations and duties of the job, supervisor and student jointly complete the Work-Study Agreement documenting the agreed upon schedule, start date, expectations, and confidentiality requirements. <b>(start date should be no sooner than 1 week from the date of signing)</b></p>	
<p>Student submits the completed and signed Work-Study Agreement to the Administrative Specialist.</p>		<p>The Administrative Specialist receives the completed and signed Work-Study Agreement, reviews it for completeness, and provides the student employee with a payroll calendar and instructions how to enter work time into the payroll system.</p>
<p>Student receives an email with a link to the hiring forms.</p>		<p>Administrative Specialist changes the status of the student to “hired” in Taleo and enters the start date from the Work-Study Agreement.</p>
<p>Student electronically completes and submits all hiring forms.</p>		
<p>Student contacts the Administrative Specialist to schedule a meeting to complete the I9 verification.</p>		<p>After being contacted by the Work-Study student, Administrative Specialist will communicate in a timely fashion and schedule the I9 meeting for the soonest time possible.</p>
<p>Student meets with Administrative Specialist, presents the necessary identification documents, and completes the I9 verification process.</p>		<p>Administrative Specialist meets with student, completes the I9 verification, and provides a payroll calendar and instructions how to enter work time into the payroll system.</p>
<p>Student can begin working.</p>		<p>Administrative Specialist submits Work-Study Agreement to HR for personnel file.</p>
		<p>The job posting is closed in Handshake by the Handshake administrator.</p>
<p>Student completes survey from Human Resources.</p>		<p>At the end of each term Human Resources sends a brief survey to each student employee regarding their Work-Study plans for the upcoming term.</p>

## 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 the 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.
- Remembering that they are essentially a college employee and that they represent the college whether on or off the job.
- Requesting additional funding from the Financial Aid Office when 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

	<b>1.</b> Complete and submit FAFSA form.	
	<b>2.</b> If you are eligible for Work-Study, you will receive an email from Financial Aid with Work-Study award details, how to accept the award, and where to view available Work-Study jobs.	
	<b>3.</b> Accept the Work-Study award on MyNorthwoodTech.	
	<b>4.</b> Log into Handshake with your college email credentials.	
	<b>5.</b> Create your Handshake profile.	
	<b>6.</b> Search for available Work-Study positions.	
	<b>7.</b> Select desired position and click “Apply Externally” to begin application process.	
	<b>8.</b> Upload your resume and course schedule.	
	<b>9.</b> Register for an account in the college job application system using your college email address.	
	<b>10.</b> Complete and submit the online job application.	
	<b>11.</b> Contact the job supervisor to schedule an interview meeting.	Within 24 hours of submitting application
	<b>12.</b> Interview with the job supervisor.	Within 1 week of submitting application
	<b>13.</b> Complete and sign the Work-Study Agreement with the supervisor.	
	<b>14.</b> Submit the completed and signed Work-Study Agreement to the Administrative Specialist.	Within 24 hours after the interview meeting
	<b>15.</b> You will receive an email with a link to the hiring forms.	
	<b>16.</b> Electronically complete and submit all hiring forms.	Within 2 days from receiving the email/link
	<b>17.</b> Contact the Administrative Specialist to schedule a meeting to complete the I9 verification.	Within 24 hours of submitting hiring forms
	<b>18.</b> Complete the I9 verification.	Within 2 days from submitting hiring forms
	<b>19.</b> You will receive a payroll calendar and instructions how to enter work time from the Administrative Specialist.	
	<b>20.</b> You are now able to begin working!	

## Looking for a Work-Study Job (checklist items 4-8)



Handshake

All Work-Study jobs are posted on the college job platform **Handshake** and will be available for viewing by Work-Study eligible students. Students can access Handshake through **MyCampus** using their network credentials.

Type “Northwood Tech” in the search bar and select the name from the list.

Click on the **Northwood Technical College Sign On** button.

**DO NOT SIGN IN WITH YOUR EMAIL ADDRESS.** All Northwood Tech students are regularly uploaded to Handshake and set up with single sign-in access through MyCampus. Logging in, or creating an account, with an email address could result in disconnects with Handshake functionality.

Enter your personal information and click Submit.

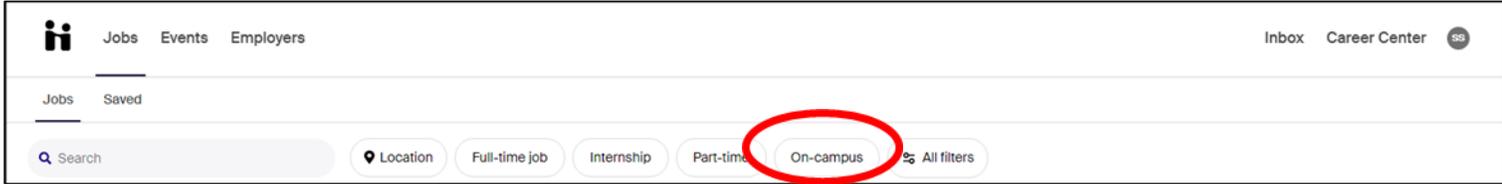
Check your Northwood Tech student email account for an “Email Confirmation” communication.

Click the **Confirm Email** in the email message.

A new page will open in your browser; click **Done** on that page.

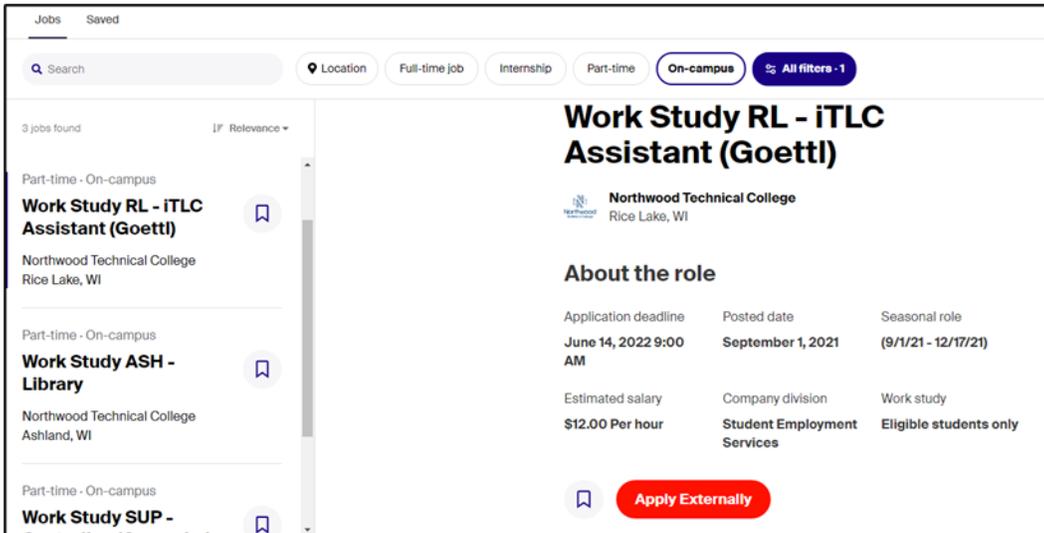


Click on **Jobs**.

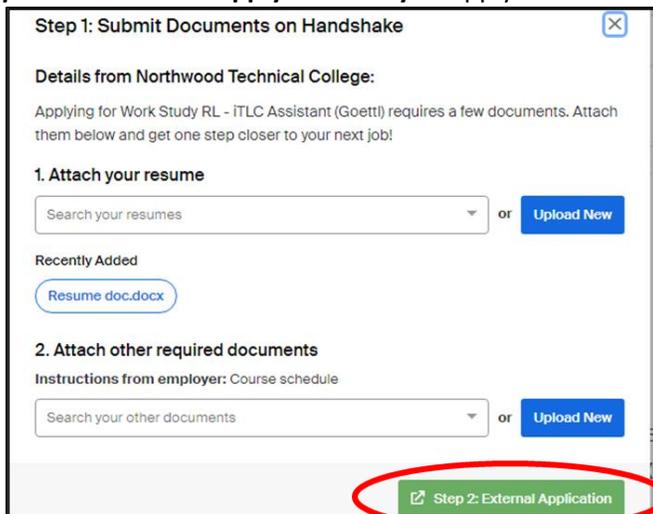


To view available Work-Study positions, select **On-Campus Job**.

**NOTE:** Work-study jobs are only visible to eligible students. If a list of jobs does not appear and you know you are eligible for work-study, please ask your Financial Aid Advisor to contact the college Handshake administrator on your behalf to resolve the issue.



The Work-Study postings will include job information such as duties, expectations, preferred days/times, number of hours available, and supervisor name. **Make note of the supervisor's name – it will be needed during the application process.** Click on **Apply Externally** to apply for the desired Work-Study placement.



Two documents are required to proceed to the application – Resume and Course Schedule; upload the required documents.

Click on **Step 2: External Application**; you will be taken to the General Work-Study/Tutor application.

## Applying for a Work-Study Job (checklist items 9-10)

Position Description

**Work Study/Tutor - Rice Lake**

Group  
**Work Study**

Salary  
**Varies**

Posting Close Date

**Apply Now**

**General Information:**  
Please complete the form to start the hiring process for your work study or tutor position with Northwood Technical College.

**Required Core Abilities**  
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.

Click on **Apply Now**.

**Work Study/Tutor - Rice Lake**

Location  
**Rice Lake Campus**

**1. Register**

To submit your application, please complete these steps. Fields marked with a red asterisk (\*) are required.

**Email Registration**  
Your email address will be used as your login name allowing you to return to our website to update your profile.  
If you are a returning applicant, please sign in or reset your password using the Login button.

Email \*

Password \*

Re-type new password: \*

Create your applicant account by providing the requested information.

**Work Study/Tutor - Rice Lake**

Location  
**Rice Lake Campus**

**2. Your Information**

**Save Time**  
Use your resume or profile to fill in many of the fields on this application form.

**Upload resume**

**Personal Information**

First name\*

Last name\*

Preferred Name\*

Primary Phone #\*

Student ID\*

Supervisor Name\*

Student ID is 8 digits and begins with a 0 or 1.  
Contact a Northwood Tech staff member if you don't know your Student ID.

Northwood Tech Email Address\*

Work Location \*

Availability Start Date\*

Skip **Upload resume**.

Provide the requested information including the name of the supervisor listed in the job posting on Handshake. For "Source" be sure to select "Work Study" from the dropdown list.

3. Review and Submit

I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answer given by me is incomplete, misleading, or incorrect, I may be terminated. I agree that Northwood Technical College shall not be held liable in any respect if my employment is terminated because of false, incomplete, or misleading statements, answers, or omissions made by me in this application. I also authorize pertinent companies, schools, agencies, municipalities, or persons to give Northwood Technical College any information requested regarding my education, employment, character, experience, qualifications, and/or suitability for employment with Northwood Technical College including a check of my criminal record for the purpose of considering my suitability for hire. I hereby forever release, discharge, and covenant not to sue any person or organization for any result of providing, obtaining, or acting upon such information. I understand that such information is sought with confidentiality and will not be released in any form whatsoever. In addition, a signed copy of this authorization is as valid as the original and should be recognized as such. I further understand that I may be asked to undergo a physical examination prior to an appointment to a position with Northwood Technical College. Refusal to participate will result in the rejection of my application.

Candidate Sign Off

I certify that all of the information in this application is true and correct as of this date.

Candidate eSignature

Candidate eSignature Date

   
MM/YY

eSign and date and click **Submit**.

## The Work-Study Hiring Process (checklist items 11-20)

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:

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

$$\text{Example: } \$3000 \div \$12.33 = 243 \text{ hours}$$

If it is mutually agreed that the student is a good fit for the position, the meeting concludes with a review of the **Work-Study Agreement**, which is then signed by both supervisor and student. The student then delivers the signed agreement to the campus Administrative Specialist, who will initiate the hiring process upon receiving the agreement.

**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 by the student within 2 days. Within 24 hours after submitting the hiring paperwork, the student should contact the campus Administrative Specialist to schedule a short meeting to take place within the next 2 days 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 Administrative Specialist provides the new student employee with a payroll calendar and instructions how to submit work time into the payroll system. The Administrative Specialist then submits the I9 as the final piece of the hiring paperwork to Human Resources.

**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 Human Resources.

### **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**

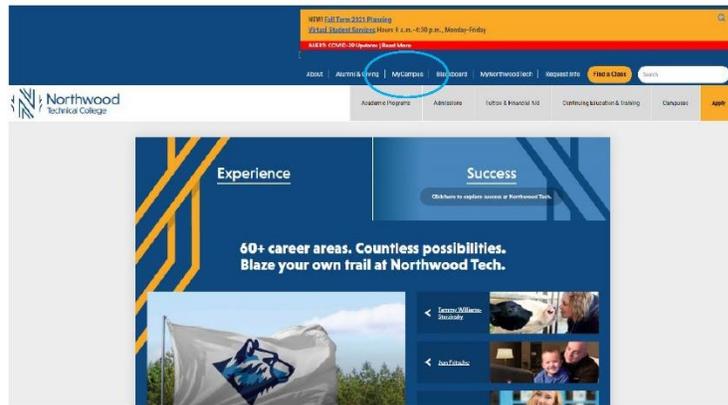
As a rule, summer Work-Study is limited to save the bulk of the Work-Study funds for the school year. However, some Work-Study supervisors may need Work-Study personnel during the summer months.

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:

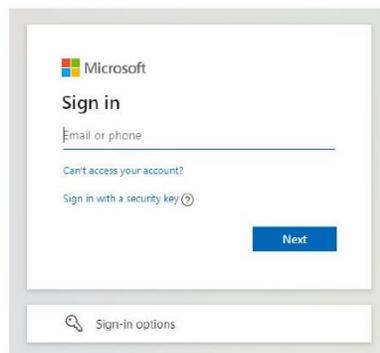
- The student employee exhibits financial need
- There are Work-Study funds available
- The student employee is enrolled in at least six (6) credits in the current semester
- The student employee is meeting SAP requirements

## Entering Work-Study Time

1. Go to the Northwood Technical College website (northwoodtech.edu) and click on **My Campus** tab at the top of the page.



2. Sign in to **My Campus** with your log in credentials you use to sign in to the campus computers, which is your Student/Employee ID and password.



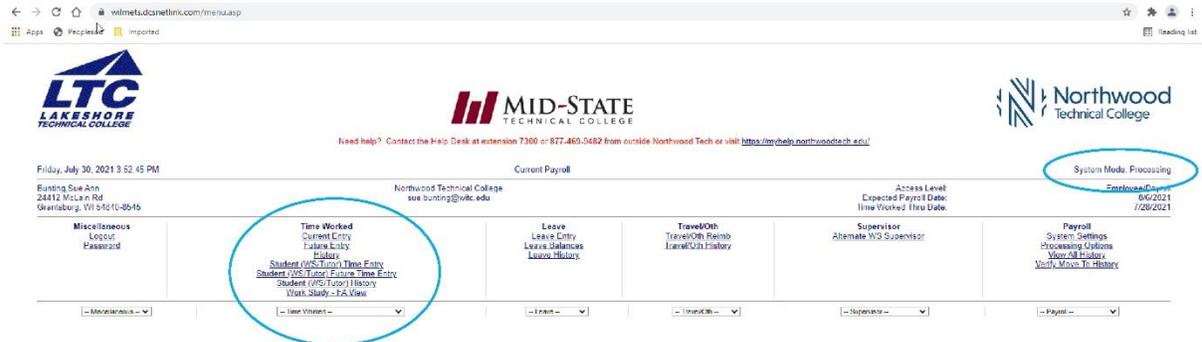
3. Once you have signed in, click on the icon for **E-Time**.



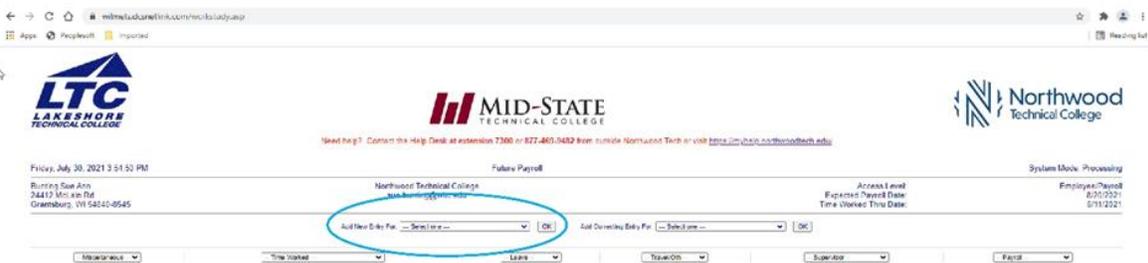
4. Enter your log in information and click **Login** to get started.
  - a. If this is your first-time logging in, you will need to use your Student ID and your generic password, which will be your first two letters of your first name, first two letters of your last name and the last four digits of your social security number.  
Example: Joe Jones xxx-xx-1234 = jojo1234
  - b. Once you have logged in for the first-time, you will be prompted to create a new password. This will be your e-time password moving forward.
    - i. If you forget your password, enter your information (Employee/Student ID and College) on the right side of the screen and click on **Email Password**. Your password will be sent to your College email. For additional assistance, submit a [Help Desk](#) ticket.
    - ii. Please note, you may need to accept pop-ups.



5. Under Time Worked, select **Student (WS/Tutor) Time Entry**.
  - a. Note: If the **System Mode** is in **Time Entry**, click on the **Student (WS/Tutor) Time Entry** link. If the **System Mode** is in **Approval** or **Processing**, click on the **Student (WS/Tutor) Future Time Entry** link.



6. Select your name from the **Add New Entry For** drop-down and click **OK**.



7. Enter your time worked information in the pop-up.
  - a. Select the **Date**.
  - b. Enter the **Start Time** and designate **AM** or **PM** radio button as appropriate.
  - c. Enter the **End Time** and designate **AM** or **PM** radio button as appropriate.
  - d. Select the appropriate **Earnings Code** from the drop-down.
    - i. Work Study (I02) – use if the below codes don't apply
    - ii. Work Study – Community Service (I31) – if working for a community partner
    - iii. Tutor – Work Study (I62) – if tutoring using work study funds
    - iv. Tutor – Non-Work Study (I37) – if tutoring without work study funds available
  - e. The **Account Number** will default. Only change if your supervisor has instructed you to do so.
  - f. The **Rate** will default. If a different rate is needed, select other rate from the drop-down.
  - g. Select your immediate **Supervisor** from the drop-down.
  - h. Enter **Comments** as requested by your supervisor.
  - i. Review completed information for accuracy. Click on **Save and Close**.
  - j. Repeat Step 7 for each time entry.

Create Student (WS/Tutor) Time Entry - Google Chrome

wilmets.dcsnetlink.com/editworkstudy.asp?EMPLID=16343690&eHDR\_SEQNO=&ePAYCHEC

Employee: [REDACTED]

Date: FRI July 30 2021

Start Time: [ ] AM  PM

End Time: [ ] AM  PM

Earnings Code: -- Select an Earnings Code --

Account Number: Account Fund DeptID Class(Loc) ProjectID

Rate: 0-0-0 (\$12.33)

Supervisor: -- Select a Supervisor --

Comments: [ ]

By clicking on save, I certify that the above information is a true representation of the work that has been performed

Save and Close

- If you save your time entry and there are errors, click on the **Seq#** (Sequence Number) and correct the data as needed and click on **Save and Close**.

Add New Entry For:   Add Correcting Entry For:

Employee	Seq#	Day	Date	Start Time	End Time	Earnings Code	Account Number	Rate	Hours	Super Name	Super App	Mngr Name	Mngr App	Paycheck Date	Comments
+	101.0	FRI	7/30/2021	10:00AM	11:00AM	I38	5044-2001-93800-1701-722141	12.33	1.00					8/20/2021	

- An email notification will be sent to your supervisor to approve your time entry. Time entries are approved by your supervisor and applicable manager, which may be the same person in some cases. A checkbox will appear under **Super App** (Supervisor Approval) and **Manager App** (Manager Approval) once approved.

Add New Entry For:   Add Correcting Entry For:

Employee	Seq#	Day	Date	Start Time	End Time	Earnings Code	Account Number	Rate	Hours	Super Name	Super App	Mngr Name	Mngr App	Paycheck Date	Comments
+	101.0	FRI	7/30/2021	10:00AM	11:00AM	I38	5044-2001-93800-1701-722141	12.33	1.00					8/20/2021	

- After both Supervisor and Manager have approved the time entry, it will be processed on the **Paycheck Date** as indicated.

Add New Entry For:   Add Correcting Entry For:

Employee	Seq#	Day	Date	Start Time	End Time	Earnings Code	Account Number	Rate	Hours	Super Name	Super App	Mngr Name	Mngr App	Paycheck Date	Comments
+	101.0	FRI	7/30/2021	10:00AM	11:00AM	I38	5044-2001-93800-1701-722141	12.33	1.00					8/20/2021	

- To log out, click on the drop-down under **Miscellaneous** and select **Logout**.

Browser: [wilmeladonetlink.com/workstudy.asp](http://wilmeladonetlink.com/workstudy.asp)

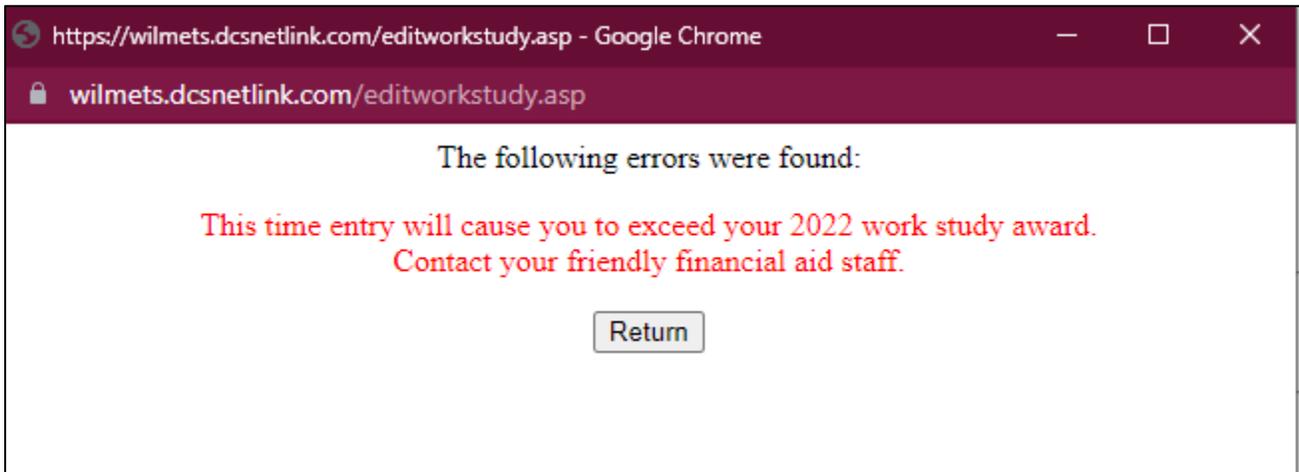




Friday, July 30, 2021 3:54:50 PM System Mode: Processing

Dunning, Eve Ann Northwood Technical College Access Level:  
 24512, Nelson, Nd www.dunning@ntc.edu Expected Payroll Date:  
 Grantsburg, WI 53101-8845  Time Worked Thru Date:

Add New Entry For:   Add Correcting Entry For:



NOTE: If you have reached the end of your Work-Study award allotment, or are close to running out of funds, you will see an alert like this.

## 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 via the on-campus job posting form. The link to this form will be emailed to all faculty and staff at the beginning of each term.
- Supervisors should also recruit students for Work-Study positions and direct them to contact the campus Administrative Specialist to begin the hiring process.
- Meeting with student applicants within 1 week after they apply to conduct an interview and to discuss the specifics of Work-Study position.
- If hired, the supervisor and student employee will jointly complete and sign the Work-Study Agreement and the student employee will submit the completed document to the Administrative Specialist within 24 hours of completion.
- 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.

*To determine the maximum number of hours the student will be able to work during the term, use this equation:*

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

Example:  $\$3000 \div \$12.33 = \text{approx. } 243 \text{ hours per term (approx. } 7.5 \text{ hours per week)}$

- Ensuring that no work is performed by the student employee prior to the start date given to Human Resources 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 of 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 (reference College Payroll Calendar).

### 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, test lasted a shorter time than 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.

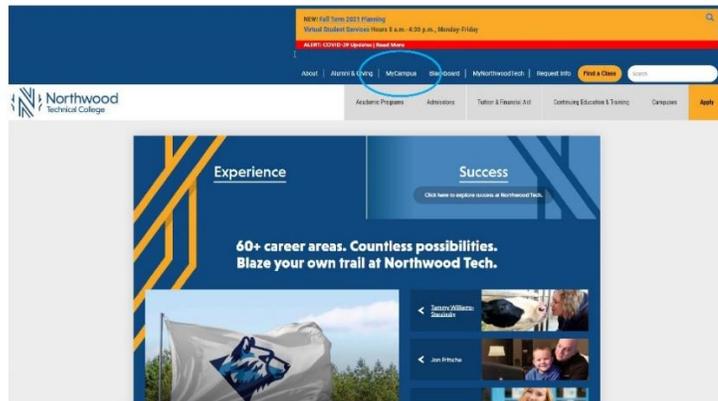
It is important to keep in mind that a remote student employee will likely work during non-traditional hours, so the supervisor and the student employee will need to determine a structure that provides clear supervision without ambiguity and ensures that all work is accounted for. To position a remote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

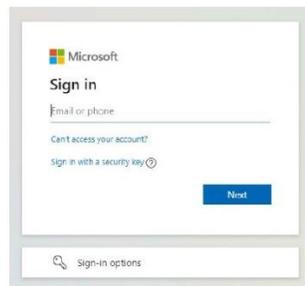
The supervisor must be mindful of the type of work they assign their remote student employee. First and foremost, since the student employee will be working off-campus and off-network, there should be absolutely no confidential documents/files or security processes included in their workload. Best suited 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 (northwoodtech.edu) and click on **My Campus** tab at the top of the page.



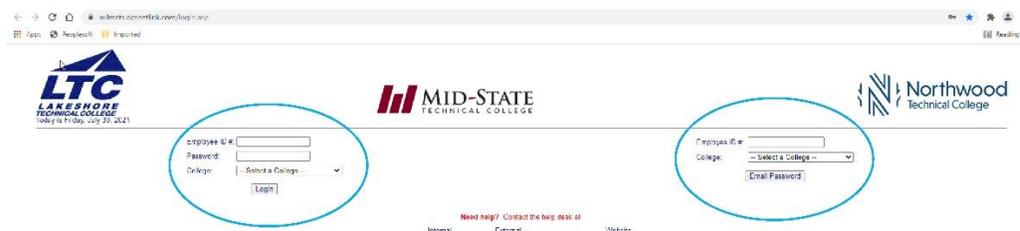
2. Sign in to **My Campus** with your log in credentials you use to sign into the campus computers, which is your Employee ID and password.



3. Once you have signed in, click on the icon for **E-Time**.



4. Enter your log in information and click **Login** to get started.
  - a. If this is your first-time logging in, you will need to use your Employee ID and your generic password, which will be your first two letters of your first name, first two letters of your last name and the last four digits of your social security number.  
Example: Joe Jones xxx-xx-1234 = jojo1234
  - b. Once you have logged in for the first-time, you will be prompted to create a new password. This will be your e-time password moving forward.
    - i. If you forget your password, enter your information (Employee/Student ID and College) on the right side of the screen and click on **Email Password**. Your password will be sent to your College email. For additional assistance, submit a [Help Desk](#) ticket.
    - ii. Please note, you may need to accept pop-ups.



5. Under Time Worked, select **Student (WS/Tutor) Time Entry**.
  - a. Note: The **System Mode** must be **Time Entry** or **Approval** to approve time; otherwise, you will need to wait until payroll processing has been completed.

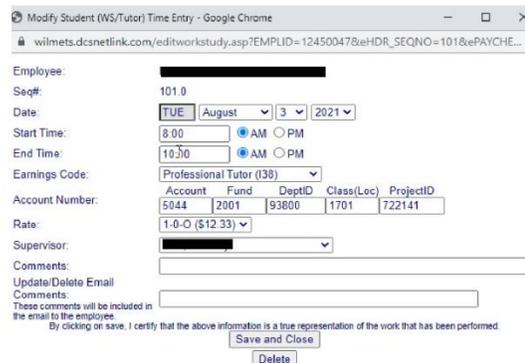


6. Your employees that require time approval will be displayed.



7. Review entries without the **Super App** (Supervisor Approval) checkbox checked. If you wish to see and/or modify the details (Start/End Time, Earnings Code, Account Number, etc.), click on the **Seq#** (Sequence Number) link next to the desired entry.

- a. Earnings Codes are as follows:
  - i. Work Study (I02) – use if the below codes don't apply
  - ii. Work Study – Community Service (I31) – if working for a community partner
  - iii. Tutor – Work Study (I62) – if tutoring using work study funds
  - iv. Tutor – Non-Work Study (I37) – if tutoring without work study funds available



8. If you modify or delete the entry, enter a comment in the **Update/Delete Email Comments** field. This comment will be included in an automatic email to the student.

9. Click on **Save and Close** when done reviewing.

10. To approve a time entry, click on the checkbox under **Super App** (Supervisor Approval) or click on the **Supervisor Approve All** checkbox.

Employee	Sect#	Day	Date	Start Time	End Time	Earnings Code	Account Number	Rate	Hours	Super Name	Super App	Mngr Name	Mngr App	Mngr Paycheck Date	Comments
138	103.0	MON	8/2/2021	9:00AM	10:00AM	I38	5044-2001-93800-1701-722141	12.33	1.00		<input type="checkbox"/>		<input type="checkbox"/>	8/20/2021	
138	101.0	TUE	8/3/2021	8:00AM	10:00AM	I38	5044-2001-93800-1701-722141	12.33	2.00		<input type="checkbox"/>		<input type="checkbox"/>	8/20/2021	

11. You will be prompted to select a Manager to complete the second approval, which may be you as well. Select the appropriate Manager from the drop-down and click **Approve**.

Manager: Select a Manager [v] Approve

12. The entry is now ready for Manager approval. An email notification will be sent to the Manager to complete final approval. Proceed to next step if you are not also the approving Manager. If you are both the approving Supervisor and Manager, click the **Mngr App** (Manger Approval) checkbox for each time entry to approve.

Employee	Sect#	Day	Date	Start Time	End Time	Earnings Code	Account Number	Rate	Hours	Super Name	Super App	Mngr Name	Mngr App	Mngr Paycheck Date	Comments
138	103.0	MON	8/2/2021	9:00AM	10:00AM	I38	5044-2001-93800-1701-722141	12.33	1.00		<input type="checkbox"/>		<input type="checkbox"/>	8/20/2021	
138	101.0	TUE	8/3/2021	8:00AM	10:00AM	I38	5044-2001-93800-1701-722141	12.33	2.00		<input type="checkbox"/>		<input type="checkbox"/>	8/20/2021	

13. To log out, click on the drop-down under **Miscellaneous** and select **Logout**.

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:**

- 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 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 Human Resources via the College online form:

<https://www.northwoodtech.edu/about/safety-and-security/file-a-report/file-an-accident-injury-report>

### 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 Human Resources. Cooperation is expected in the event any employee is asked to assist in the accommodation afforded another employee under this policy. The requesting employee and Human Resources, 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 accommodations. Supervisors are to refer all such requests to Human Resources 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

The College will maintain a distinct equal opportunity program. All personnel actions, school-sponsored training, education, and social and recreation programs will be administered without regard to race, color, religion, sex, national origin, age, disability, or status in any group protected by federal, state, or local law in employment, admissions or its programs, services, or activities. This policy is adopted in compliance with mandated federal and state legislation. Alleged acts of discrimination which violate federal and/or state laws or regulations and established College policies shall be reported directly to the College's Affirmative Action Officer/Director, Human Resources. All complaints will be investigated in a prompt and equitable manner through developed procedures. Individuals who engage in discriminatory practices are subject to disciplinary action, including expulsion and/or termination.

### 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://www.northwoodtech.edu/about/safety-and-security/file-a-report/file-an-incident-misconduct-report>

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

## FAQs

### 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?

The positions are listed online in Handshake, which can be accessed through MyCampus.

### 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 \$3000 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 cancelled?

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 Taleo by the Administrative Specialist.
- All new-hire paperwork is completed and submitted in Taleo.
- Student has met with the campus Administrative Specialist (or designee) to complete the I9 verification.

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