



COLLEGE *of*
CENTRAL
FLORIDA

FEDERAL WORK STUDY STUDENT ASSISTANT HANDBOOK

TABLE OF CONTENTS

	PAGE
INTRODUCTION	3
AUTHORIZATION TO BEGIN WORK	4
DETERMINING YOUR WORK SCHEDULE	4
TIMESHEETS	5
PAY SCHEDULE	5
JOB RESPONSIBILITIES	6
COMPLETING JOB ASSIGNMENTS	7
ERRANDS	7
CONFIDENTIALITY	7
APPEARANCE	8
ATTITUDE	8
PERSONAL PHONE CALLS AND VISITS BY FRIENDS	8
INJURIES ON THE JOB	8
EQUIPMENT	8
SUPPLIES	9
HOMEWORK	9
COPING WITH PROBLEMS	9
TERMINATION	9
INSTRUCTIONS FOR COMPLETION OF TIMESHEET AND CONDITIONS FOR PAYMENT	10
TIMESHEET SAMPLE	11

INTRODUCTION

WELCOME to College of Central Florida's Federal Work Study Student Assistant program. You have accepted the responsibility of being a part of the College's workforce.

The job you have accepted serves an important function in the smooth operation of the college. You should take pride in it and complete assigned work to the best of your ability.

This handbook has been designed to answer your questions and give guidance in the performance of your job assignment.

Please feel free to contact Student Services if there are any questions you have that are not covered in this handbook.

AUTHORIZATION TO BEGIN WORK

When you meet with a Student Services representative, you will be given an "Authorization to Begin Work". The dollar amount shown on the authorization is the total amount awarded to you for the academic year. It is recommended that earnings be spread throughout the expected attendance period. You and your supervisor create a schedule for the academic year that is beneficial to both parties.

Under no circumstances are you to work past the expiration date of your authorization. If you are graduating during the year or transferring to another institution, then the last day you may work is the last day of your enrollment at CF.

DETERMINING A WORK SCHEDULE

Federal law prohibits a student from working during times that he/she is scheduled to be in class. **Do not skip class to work!** Hours recorded on the timesheet that conflict with your class schedule will be deleted. Follow the example below to determine exactly how many hours per week you may work in order to spread hours evenly over the entire award period.

Example:

1) Award Amount Divided By Wage per Hour = Total Hours

2) Total Hours Divided By Total Number of Weeks in Semester = Hours per Week

Let your supervisor know how many hours per week you are available for work and agree on an acceptable schedule. Once a work schedule has been determined, adhere to it. If it is necessary to change this schedule, discuss it with your supervisor immediately.

TIMESHEETS

A timesheet must be completed on a daily basis. It is your responsibility to make sure that you sign in and out each work period. The timesheet is to be kept in the work area. It must be neat and legible with any corrections or changes initialed by both you and your supervisor. **Timesheets must be completed in ink (no pencil).**

Fill in your name, CF ID number, work location and extension number, if any, and the ending date of the pay period in which the work is performed. The hours recorded on the timesheet must be worked from the first day of the pay period through the last day of the pay period. Each day you are to enter the date in the appropriate column and sign in and out in that column. Record time worked in 15-minute increments. If a split shift is worked, be it morning, afternoon or evening, use only the column provided for that date. In this timesheet, you can use “a” for “a.m.” and “p” for p.m. In other words, if you work 9-10 a.m., 11 a.m.–noon, and 1-2 p.m. in one day:

1. enter “9:00 a” in the day’s first “In” row and “10:00 a” in the day’s first “Out” row;
2. enter “11:00 a” in the day’s second “In” row and “12:00 p” in the day’s second “Out” row;
3. enter “1:00 p” in the day’s third “In” row and “2:00 p” in the day’s third “Out” row.

The timesheet will automatically add up the total hours worked that day and enter the total figure at the end. Federal law requires that a student take at least a half-hour "lunch break" whenever he/she works more than five (5) consecutive hours. This "lunch break" must be reflected on your timesheet.

On the last workday of the pay period, total up the hours, sign the timesheet, and give it to your supervisor. Blank timesheets can be obtained by accessing your MyCF web portal, clicking on the financial aid tab and then clicking on the financial aid forms link.

Make sure to keep a record of hours worked in order to ensure that the total award amount is not exceeded. Any hours worked over the total award amount may be considered an over-award and this may affect your other financial aid awards.

If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.

PAY SCHEDULE

You are paid on an hourly, part-time basis only, and are not compensated for such items as fringe benefits, sick leave, vacation pay, holiday pay, travel for athletic purposes, etc. The current rate of pay is listed on the “Authorization to Begin Work”. You are being paid according to Federal regulations. You will be paid twice monthly, around the 15th and end of the month.

If you think there is an error in your paycheck, you must see your supervisor first—not the payroll office or Student Services. Your supervisor will contact the appropriate department for you, if necessary.

JOB RESPONSIBILITIES

As a student assistant, you will be expected to fulfill certain job responsibilities. Campus offices depend on student employees. Your position as a student assistant is important to the successful operation of the department for which you are working.

Your major job responsibilities are outlined below. Student assistants must:

- Remain enrolled and maintain satisfactory progress towards graduation as defined in the “Standards of Satisfactory Progress for Financial Aid Recipients.” A copy of the standards is available in the college catalog.
- Work willingly and perform assigned work in a satisfactory manner. During work hours, you perform the work delegated to you according to the supervisor’s instruction. Do not complete homework assignments during this time.
- Abide by the rules and regulations of the college and of the office in which you are assigned. You are expected to conduct yourself in an acceptable manner and follow any rules set up by the college and the assigned department.
- Adhere to the work schedule agreed upon by you and your supervisor. The daily schedule is set up to satisfy both the student and the employing department.
- Make sure that all time worked is recorded accurately on the timesheet. Each day, sign in when your work period begins and sign out when your work period ends.
- Notify your supervisor if you will be absent from work. If you must take time off due to illness, family emergency, test, etc., you must notify the supervisor before the scheduled work hours.
- Remain in a job situation for at least one semester. Students are not usually permitted to change jobs during the semester; however, exceptions may be made on a case-by-case basis due to extenuating circumstances. Please discuss this with your supervisor.
- Notify the supervisor if you must quit working. If for any reason you must quit your job, you must notify the supervisor in writing stating the reason. You are urged to do this as far in advance as possible. The supervisor is then responsible for notifying Student Services.

COMPLETING JOB ASSIGNMENTS

When given a job to do make sure to:

- Follow directions explicitly.
- Ask questions if unsure of an assignment.
- Complete assignments promptly and accurately.
- Return any unfinished assignment to the person who made the assignment.
- Never take work out of the office unless authorized to do so.
- Don't delegate your assignment to someone else.
- Don't leave material or area unattended.
- Advise the supervisor when leaving the area.

ERRANDS

- Respond willingly when asked to run an errand.
- A student assistant is not required to do personal errands for the supervisor.

CONFIDENTIALITY

As a student assistant, you often have access to information that is not open for public review or knowledge. Therefore, always follow these rules:

- Keep what is seen and heard to yourself.
- Never talk about job assignments outside the office.
- Never remove material from work area.

APPEARANCE

Maintaining a clean, well-groomed appearance is necessary in all jobs. Discuss with the supervisor the specific appearance requirements and expectations for the job situation.

ATTITUDE

Your attitude plays a major part in any successful job performance. Be alert and enthusiastic about the job assignment. Remember, this job is an important part of the total college operation. Be courteous and pleasant at all times and follow any rules or guidelines set by the supervisor. Be alert, ready and willing to work. Avoid loud and excessive talking. Be helpful wherever needed.

PERSONAL PHONE CALLS AND VISITS BY FRIENDS

Because you are in a work situation, your time and attention should not be diverted by outside interruptions. Only brief, infrequent phone calls or visitors at the job area are acceptable while you are on duty. Learn to graciously advise friends of the above policies, and strictly abide by them. Notify family members of your work area assignment and a phone number where you can be reached in case of an emergency.

INJURIES ON THE JOB

Report all injuries to your supervisor immediately. He/She will arrange for any necessary medical attention.

EQUIPMENT

The cost and upkeep of machines and other equipment available at CF are major expenses for the college. Therefore you will be trained to use machines or equipment before you are allowed to actually use them. Machines or equipment are not for personal use.

SUPPLIES

Supplies are another major expense at CF and include more than office needs. The audio-visual, physical education, library, music and drama departments are a few of the areas requiring many various types of supplies. You can help to reduce this expense by observing techniques used to eliminate waste.

You will be properly trained to use and care for supplies. Supplies are not for personal use at any time.

HOMEWORK

You are not to study or do homework while on the job. Federal guidelines state "an hour's work for an hour's pay." The job situation is considered a learning experience and you are "studying" how to handle a work situation while completing your job assignment. **Doing homework while on the job is cause for immediate termination from the program.**

COPING WITH PROBLEMS

If problems arise pertinent to the job position, discuss them with your supervisor. In most instances, problems and misunderstandings can be resolved if dealt with early. If, after talking with the supervisor, you honestly feel the problems cannot be remedied, please contact Student Services to discuss the situation.

TERMINATION

Failure to comply with any of the job responsibilities may be justification for termination. Student Services will try to place you in another position; however, if you are unable to work satisfactorily in the second job, you may not be given another job assignment for the remainder of the academic year and may forfeit your Federal Work Study award.

INSTRUCTIONS FOR COMPLETION OF TIMESHEET AND CONDITIONS FOR PAYMENT

1. The timesheet is to be filled in on a daily basis in *ink* and kept in the work area. **DO NOT USE PENCIL!**
2. The timesheet must be kept neat and legible with any changes or corrections initialed by both the student and the supervisor.
3. The timesheet requires two signatures –Student and Supervisor.
4. The supervisor **MUST** indicate whether the student’s work was performed satisfactorily or unsatisfactorily. Failure to do so will delay payment
5. Students are paid twice monthly (around the 15th and end of the month). Students have the option of direct deposit or mail. No paychecks will be picked up.
6. Timesheets are turned in to your supervisor by due date established by him/her.
7. **TIMESHEETS TURNED IN LATE WILL CAUSE DELAYS IN THE STUDENT BEING PAID.**

NOTE: Students may not work more than 5.0 continuous hours without a 30-minute break. Students may not work more than 7½* hours in a single day. Students are not allowed to work during scheduled class hours! Any hours listed on a timesheet that have more than 5.0 hours without a break, have more than 7½* hours in a single day, or have a conflict with a student’s scheduled class hours **are not eligible for payment.**

*7½ hours per day can be increased, depending on established hours of operation determined by the college.

FEDERAL WORK STUDY TIME SHEET - SAMPLE

For Display Only



FEDERAL WORK STUDY TIMESHEET

Department: _____ Report Period Ending: _____
 Extension No.: _____
 Employee Name: _____ CF ID No.: _____

DATE mm/dd 2014-15	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
In																							
Out																							
In																							
Out																							
In																							
Out																							
Hrs Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Weekly Totals	0.00																						

Any person who knowingly and willfully makes false statements, furnishes false information, or conceals material information in connection with federal student aid, or attempts to do so, is subject to fine, imprisonment, or both.

I certify that I worked every day during the times and period indicated and performed the duties assigned. This timesheet will be turned in to my supervisor by the end of the day following the report period ending date.

Employee Signature _____ Date _____

I certify that the information shown on this sheet is accurate and authorized in accordance with established college policy. This timesheet will be turned in to the Financial Aid Office by the designated due date.

Immediate Supervisor _____ Date _____

Students ARE NOT PERMITTED to work during scheduled class time. IF class is cancelled or ends early and the student works during that time, the instructor of that class MUST send an email to the Financial Aid Work Study specialist.

Daily work times should be input on the timesheet electronically as Hour:Minutes AM/PM. (Example: 11:00 A) For every "In" time there needs to be an "Out".

Reminder: Employees are not permitted to work 5 hours consecutively without a lunch.

TOTAL HOURS WORKED: 0.00

Supervisor Initials: _____