

# Federal Work-Study Program Handbook

2020-2021



***Your Success Matters***

**Office of Financial Aid and Veteran Services**

RAPPAHANNOCK COMMUNITY COLLEGE  
12475 COLLEGE DRIVE, GLENNS, VA 22149  
52 CAMPUS DRIVE, WARSAW, VA 22572

## **INTRODUCTION**

The Federal Work-Study Program (FWSP) is a financial aid program. Its purpose is to meet the financial needs of students who, without such aid, would be unable to pursue a post-secondary educational program. The objective of the program is to place students, who qualify on the basis of need, in jobs that will allow them to earn money to attend college and to receive valuable on-the-job training.

## **AUTHORIZATION**

The FWSP was authorized by the Higher Education Act of 1965, as amended Title IV, Part C. The federal manual governing the FWSP is on file in the Financial Aid Office.

## **COMPLIANCE STATEMENT**

Rappahannock Community College does not discriminate on the basis of race, color, sex, national origin, or handicap and is in compliance with the Civil Rights Act of 1964 and the Rehabilitation Act of 1973.

## **APPLYING FOR FWSP**

To apply for the FWSP, interested students must complete the Free Application for Federal Student Aid (FAFSA) and indicate on the application they are interested in work-study opportunities. Students may complete the FAFSA on-line at [www.studentaid.gov](http://www.studentaid.gov). To view available job opportunities visit the employment section on Rappahannock Community College's website and/or <http://jobs.virginia.gov>.

## **FWSP AWARDS**

Federal Work-Study awards are based upon financial need as determined from the processed FAFSA and other pertinent data. The FWSP is awarded on the basis of availability of funds.

The Financial Aid Office is responsible for the placement of students for employment in the FWSP. Eligible students must first complete the Virginia state application, then the Financial Aid Office will contact the student to discuss various divisions where job openings exist and schedule interviews with prospective supervisors. If the supervisor and student wish to move forward in the hiring process the student must complete the Acknowledgment and Authorization for Consumer Reports Form HUMR-22 so a background check can be conducted. Once Human Resources confirms the student is approved for hire, the student and the supervisor will receive the FWSP contract from the Financial Aid Office. The contract along with this booklet must be read, and the contract signed by both the student and the supervisor. The contract must be returned to the Financial Aid Office before the student can begin work.

**Note:** The Financial Aid Office has the authority to transfer a student to another office temporarily or permanently as deemed necessary.

## **RATE OF PAY**

The current pay rate for the FWSP is \$7.25 per hour.

## **MAXIMUM HOURS OF EMPLOYMENT**

The amount of Federal Work-Study hours awarded to a student is determined by their financial need (expenses minus resources). FWSP employees cannot work in excess of this maximum award unless authorized by the Financial Aid Office. It is recommended that the number of hours awarded be evenly distributed over the award period. However, students may:

1. Work an average of 20 hours per week in any week during which classes are in session. Should the Financial Aid Office determine that this maximum award is interfering with a student's academic accomplishment, a reduction in such hours will be necessary.

2. Under certain circumstances students may periodically be allowed to work over 20 hours per week at the discretion of the Financial Aid Office. Under no circumstances will a student be allowed to work more than 29 hours a week or 8 hours in a day. Work-study supervisor must request and have approved by the Financial Aid Office, additional hours before hours are worked.

**Note:** At any time the Financial Aid Office has the authority to establish a work end date prior to the date on the work-study contract or to stop employment when federal funds are expended, student no longer meets Department of Education (DOE) and/or RCC's academic standards and/or student does not maintain proper and acceptable conduct/performance.

## **WORK SCHEDULE**

A work schedule will be developed cooperatively by the work-study student and supervisor. Students may work hours designated and approved by their supervisor and/or the RCC Financial Aid Office. No student can work in the evenings or on weekends without being accompanied by his or her supervisor. Students who work six hours on any given day must take a 30-minute lunch break. This break must be noted on student's electronic timesheet.

## **TIME SHEETS**

Before beginning work on the work-study program, the student must complete a training session with their supervisor on filing and submitting their electronic timesheet. If student has any difficulties with their electronic timesheet – completing or submitting, they must make an appointment with the Sherry George, Human Resource Office, for a training session on filing in and submitting their electronic timesheet. She can be reached at [sgeorge@rappahannock.edu](mailto:sgeorge@rappahannock.edu). They must also meet with the Financial Aid Office before beginning their employment.

Electronic timesheets for work-study students are to be maintained accurately on a daily basis and submitted online every two weeks according to the payroll calendar through HRMS. At the beginning and ending of each worked day, the student should enter beginning and ending times on electronic timesheet. All times must be completely filled out using the correct dates for the specific work period.

The student must submit their electronic timesheet to their supervisor and their supervisor must review the online timesheet for accuracy.

\* Supervisors must submit electronic time sheets to Human Resources by the end of the student's last workday (Thursday in most cases) of the pay period. Failure to submit work-study hours punctually and accurately will result in the employee's hours not being processed with scheduled payroll. This means the student's paycheck will be delayed for one month.

**\*This is required by State Law to guard against changes being made to submitted time sheets.**

## **PAY DAY**

The College Business Office issues all FWSP paychecks through either direct deposit to the student's financial institution or through the Virginia Debit MasterCard. Students who opt to receive a paycheck are able to pick up checks on the dates specified on the payroll calendar.

## **FWSP CONTRACT**

All supervisors and employees are responsible for reading the contents of this booklet and the FWSP contract. Student employees and supervisors must submit this signed contract to the Financial Aid Office.

## **DIRECT SUPERVISION OF STUDENT EMPLOYEES**

It is the desire of the Financial Aid Office that the FWSP be a valuable training experience for each student. A large number of work-study students are lacking prior work experience and many have limited skills. Each supervisor should give direct supervision and training to new student employees. This will require your time, patience, understanding and skillful supervision. Such supervision should be to the advantage of both student and supervisor.

## **EXPECTATIONS**

Employers and employees have certain expectations of what a good employer/employee should be. Although these expectations vary from individual to individual, there are expectations that both employers and employees look for in general. Included in these are the following expectations:

### **YOUR SUPERVISOR EXPECTS:**

Good attendance	Open communication
Punctuality	Honesty
Cooperation	Willingness to learn
Acceptance of constructive criticism	Enthusiasm
Neat personal appearance	Willingness to follow instructions
Initiative	
Confidentiality	

### **YOUR FWSP STUDENT EXPECTS:**

- Payment
- Introduction to and explanation of job responsibilities
- Introduction to job setting and staff
- Open communication
- Clear instructions
- Training
- Honesty, understanding, and evaluations

## **EVALUATION**

The Financial Aid Office believes that in order to maintain an effective work-study program, an evaluation process is necessary.

### **EVALUATION OF STUDENT'S WORK PERFORMANCE BY SUPERVISOR:**

Work-study students will be evaluated at the end of each term. The purpose is to recognize superior work performance and to identify areas for improvement.

### **EVALUATION OF OFFICE, SUPERVISOR AND PROGRAM BY STUDENT:**

Each work-study student will be asked to fill out a questionnaire at the end of the school year regarding their perceptions of the effectiveness of the overall work experience. This evaluation is not intended to put the student on the spot, but to provide pertinent information that may be helpful when placing students in the future. Evaluations are meaningless unless they are done with complete honesty and understanding. Therefore, all evaluations should be reviewed and discussed by student employees and supervisors in a cooperative effort to better understand both positive and negative aspects of employment and supervision. It is intended that this cooperative process will aid the student employee in acquiring good work habits and to make him/her aware of those he/she already possess. On the other hand, the supervisor is afforded the opportunity to gain positive and/or negative feedback about the student's perception of the job experience.

## TERMINATION AND RESIGNATION

The Financial Aid Office does not encourage resignation or termination for Federal Work-Study students. However, in the event a student's or supervisor's interest would be best served by resignation or termination, the student, the supervisor and the Financial Aid Office would execute a termination.

Students may be terminated from the FWSP for the following reasons:

1. Failure to maintain a good academic standing as defined in the RCC Satisfactory Progress Requirements for Financial Aid students.
2. Failure to maintain at least a half-time academic load (6 credits).
3. Failure to maintain a satisfactory employment record as determined by the supervisor.

### TERMINATION PROCESS

1. The supervisor must first discuss any complaints regarding job performance with the FWSP student. This is considered a verbal warning, and is an opportunity to clear up any misunderstanding that might exist.
2. If work behavior does not improve, a written warning is to be given to the student with a copy to the Financial Aid Office for the student's file. This notice must include detailed information.
3. If work behavior still does not improve, a written request for termination is to be sent to the Financial Aid Office. The Financial Aid Officer will consider the student for reassignment or termination depending upon the circumstances.

If the foregoing steps are followed and the FWSP student is terminated from employment and feels this was done unjustly, the following appeal procedure can be exercised:

1. Submit a written appeal to the Dean of Student Development within five days of the termination notice. An appeals session will be conducted under the auspices of the Student Affairs Committee. The student and the supervisor will both be present to deal with the issue in the fairest and efficient manner.
2. Should the Student Affairs Committee agree with the termination, the student may appeal to the Vice President of Academic and Student Affairs who has final authority over the termination or reinstatement of the student employee.

### RESIGNATION

Students may resign from a position for reasons of health, academic difficulty, or receipt of additional financial resources. The Financial Aid Office must be notified immediately when such a decision is made.

**Please be advised:** As per the Virginia Employment Commission, students that have participated in the Federal Work-study program are not eligible to apply for any unemployment insurance benefits after ending, for whatever reason, the Federal Work-study program.

### CONFIDENTIALITY

In any job, confidentiality is very important. Working in an environment of this type may involve dealing with information that is not open for public review or knowledge. Keep these items in mind relative to confidentiality:

1. Keep what you hear and see to yourself.
2. Never talk about office assignments outside the job.
3. Never remove any information or papers from your work area.
4. Return the unfinished assignment to the person who assigned it to you before you leave the area.

## Instructions and Guidelines for Hourly Timesheets

(These instructions also apply to student and work-study timesheets.)

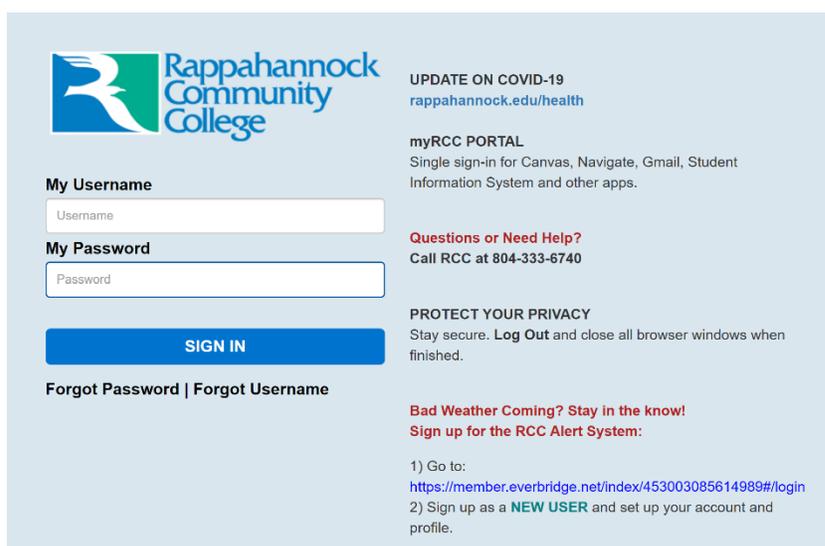
1. To access your timesheet, log in to My RCC. If you have not signed into My RCC before, you will need to click on 'look up your username and set your password.' This process will walk you through the set up so you can log into MyRCC. Once you are logged in click on 'VCCS HR: Human Resource System.' Your timesheet can be accessed by the following navigation: Self-Service>Time Reporting>Report Time>Timesheet.
2. Once you have accessed your timesheet be sure you are in the first week of the pay period. You can change the 'view by' from week to time period.
3. When completing your timesheet, be sure to use a.m. and p.m.'s after you enter the time, otherwise the system will think the time is all a.m.'s and it will not calculate your time.
4. You must select 'regular time' as the time reporting code on the timesheet for each day you are recording time.
5. Do not put your total hours in the 'quantity' box. No information should be placed in this box.
6. Do not record your ending time in the space designated as lunch; the system will not pay you for this day or the following work day until the time is corrected. You must record your ending time under the 'out' box.
7. Be sure you are recording your hours correctly. Once you submit your timesheet and your supervisor approves it, only HR can make the adjustment. This applies only if you have a blue bar on your timesheet.
8. If you are working a long day, and have more than one meal break and need additional boxes to record your time for the day, you will need to add a row to that day. To add a row, scroll to the far right and next to PSNONTASK, click on the plus sign. You have now added a new row to that day. If you only need the four boxes to record your in and out time and meal break, then you do not need to add a row. Only add rows where needed.
9. Record your hours daily. You have the option of submitting your hours to your supervisor on a daily basis, a weekly basis, or at the end of the pay period. If you are recording your hours daily, then all you need to do is submit those hours come the end of the pay period.
10. Be sure to submit your hours for the entire pay period. The hours you are submitting when you select 'submit' are only for the page you are viewing. You need to go to the previous week in the pay period and submit those hours as well. Clicking 'submit' at the end of the pay period is only submitting hours for the current week you are viewing, not for the whole pay period.
11. Your supervisor will not see your timesheet in Manager Self Service until time administration (this is a HRMS process that pushes the hourly timesheets into manager self-service so that your supervisor can view your timesheet) runs in HRMS; time administration runs several times a day. I strongly suggest you submit your hours to your supervisor on a Thursday afternoon or on the last day that you work in the week.
12. It is your responsibility to inform your supervisor that you have submitted your timesheet. Your supervisor does not know they have a timesheet to approve until you tell them you have submitted your timesheet. Once time administration runs, your supervisor will be able to view and approve your timesheet. I highly suggest you submit your timesheet on a daily basis.

13. Approved hourly timesheets are due no later than noon on the Monday following the end of the pay period. Your timesheet must be submitted by the last day in the pay period.

Please contact Sherry George at [sgeorge@rappahannock.edu](mailto:sgeorge@rappahannock.edu) in Human Resources if you have any questions in regards to these instructions.

## Accessing and recording time in HRMS (Part-time)

1. To start recording your time in HRMS, you need to first access the site through “MyRCC.” The sign-in process is the same as if you were signing into SIS.



The screenshot shows the MyRCC Portal sign-in page for Rappahannock Community College. On the left, there is a sign-in form with fields for 'My Username' and 'My Password', a blue 'SIGN IN' button, and links for 'Forgot Password' and 'Forgot Username'. On the right, there is a 'UPDATE ON COVID-19' link, a 'myRCC PORTAL' description, a 'Questions or Need Help?' section with a phone number, a 'PROTECT YOUR PRIVACY' section, and a 'Bad Weather Coming?' alert with instructions on how to sign up for the RCC Alert System.

2. If you do not know your username/password, click on “look up your username and set your password.” You will then be prompted to fill in the information required to retrieve your username. You will also be prompted to setup your password.

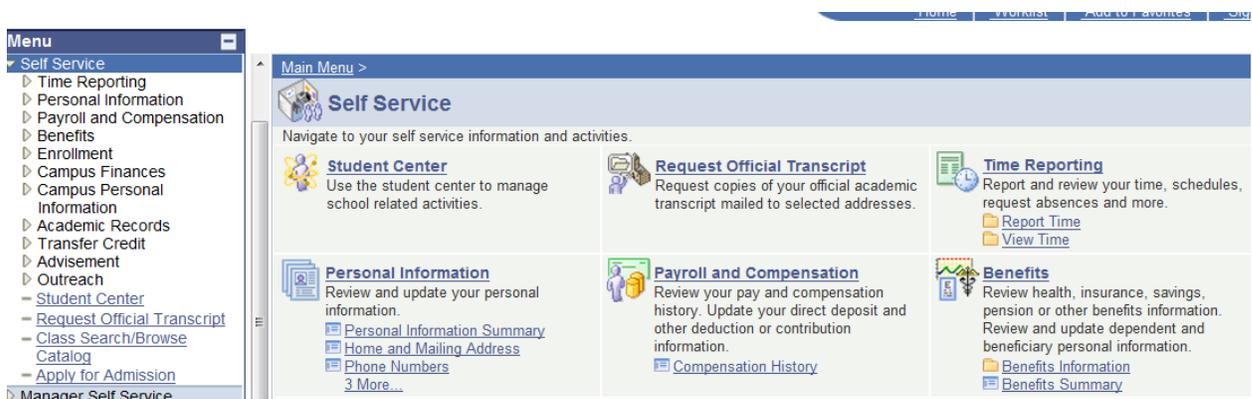


The screenshot shows a 'Reset your password' dialog box. It contains a text input field labeled 'Enter Username' and a blue 'SUBMIT' button. The dialog box has a close button (X) in the top right corner.

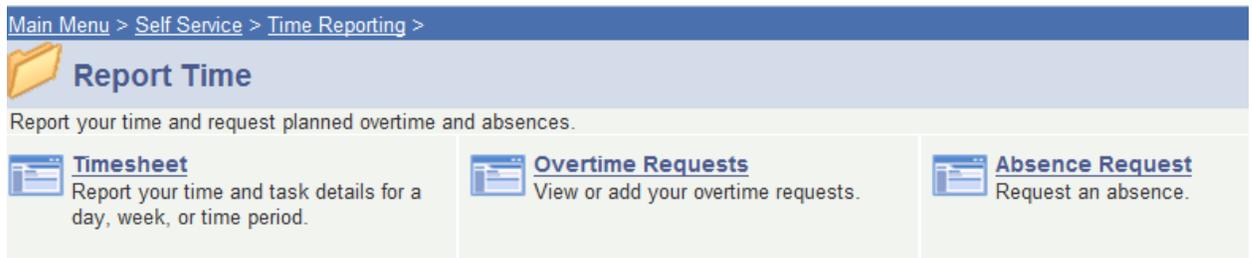
3. Once you have logged in, you want to select “VCCS HR: Human Resource System” in order to access PeopleSoft.



- Once you have entered the system, you want to click on “time reporting” under the self-service menu.



- Next click on “report time” and then select “timesheet.” If you have multiple records and are unsure of which timesheet is for which position, please contact Sherry George in HR for assistance.



- Once you have clicked on “timesheet,” go to the “view by” box and select ‘time period.’

[Click for Instructions](#)

View By:

Date:

Refresh

[<< Previous Time Period](#)

[Next Time Period >>](#)

Reported Hours: 0.00 Hours

Scheduled Hours: 0.00 Hours

[Show all Punch Types](#)

**From 11/25/2011 to 12/08/2011**

Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Taskgroup
Fri	11/25	New								PSNONTASK
Sat	11/26	New								PSNONTASK
Sun	11/27	New								PSNONTASK
Mon	11/28	New								PSNONTASK
Tue	11/29	New								PSNONTASK
Wed	11/30	New								PSNONTASK
Thu	12/1	New								PSNONTASK
Fri	12/2	New								PSNONTASK
Sat	12/3	New								PSNONTASK
Sun	12/4	New								PSNONTASK
Mon	12/5	New								PSNONTASK
Tue	12/6	New								PSNONTASK
Wed	12/7	New								PSNONTASK
Thu	12/8	New								PSNONTASK

- When entering your time, you will need to include the AMs and PMs. Do not record your out time under the lunch box. If you do so, the system will not forward those hours or the next day's hours to your supervisor. Always record your ending time in the out box. The time reporting code is always "regular." Do not record any hours in the quantity box.

Example of hours entered correctly:

From 11/25/2011 to 12/08/2011

Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Taskgroup
Fri	11/25	Submitted	8:00:00AM			12:00:00PM	4.00	REG - Regular Time		PSNONTASK
Sat	11/26	New								PSNONTASK
Sun	11/27	New								PSNONTASK
Mon	11/28	Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time		PSNONTASK

Example of hours entered incorrectly:

From 11/11/2011 to 11/24/2011

Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Taskgroup
Fri	11/11	New		8	12					REG - Regular Time
Sat	11/12	New		8	12	12:30	1:30			

In this example the employee recorded their out time under the lunch box, did not include a.m. or p.m. and left the reporting code blank for the 12<sup>th</sup>. In this scenario, the employee will not be paid for the 11<sup>th</sup> or the 12<sup>th</sup> until corrections are made.

- Once the timesheet is submitted, check the status to be sure that all the time in the pay period has been submitted. Your next step is to notify your supervisor that you have submitted your timesheet for approval.

Day	Date	Status
Fri	11/25	Submitted
Sat	11/26	New
Sun	11/27	New
Mon	11/28	Submitted

\*Please read the instructions and guidelines for hourly timesheets for further instructions on completing your timesheet.

- To view the status of your timesheet > Self-service > Time reporting > View time > Payable time detail  
If you are unsure of whether your supervisor has approved your timesheet, you would follow the above navigation. Next you would enter your start date and end date (which is the pay period start and end dates) and click on get rows.

Start Date 10/28/2011 [B] End Date 11/10/2011 [B] [Get Rows](#)

Payable Time					
Overview					
Date	Status	Time Reporting Code	Type	Quantity	User ID
10/28/2011	Closed	OE	Hours	4.500000	5129900
10/28/2011	Approved - Goes to Payroll	REG	Hours	3.500000	5129900
10/31/2011	Approved - Goes to Payroll	REG	Hours	8.000000	5129900
11/01/2011	Approved - Goes to Payroll	REG	Hours	8.000000	5129900
11/02/2011	Approved - Goes to Payroll	REG	Hours	8.000000	5129900
11/03/2011	Approved - Goes to Payroll	REG	Hours	8.000000	5129900
11/07/2011	Approved - Goes to Payroll	REG	Hours	8.000000	5129900
11/08/2011	Approved - Goes to Payroll	REG	Hours	8.000000	5129900

If the status reads closed, paid or approved your timesheet will be or has been processed. If the status is reading unapproved then you will need to contact your supervisor to let him/her know that your timesheet needs to be approved.

## WORK-STUDY RULES

No eating meals in the office.

- Eating a small snack in the office is fine, but be discreet.
- Meals should be eaten in the student lounge or off-campus.

No friends hanging around the office.

- A friend stopping by the office only to say "Hello" is fine, but should be kept to a minimum.
- We never want students with questions or concerns to feel as though we are too busy to give them our full attention. We have a job here at RCC because of our students.

Stay within your assigned office/area.

- Working as a work-study is a paid hourly position. You are getting paid to do a job and to provide office coverage for an individual department. If you need to be excused for a break please inform your supervisor and also let them know when they can expect you to return.
- Come to work when scheduled. If you are unable to come to work or are going to be late please call your supervisor to inform them and the Financial Aid Office because RCC and your department are relying on you.
- Keep personal phone use to a minimum. If you have an emergency arise it is understandable that you would need to use the phone. Limit use of cellphone – calls & texting – to urgent/emergency use only.

Do not speak for other departments.

- Even though we may feel that we know answers to some questions about other departments, we should direct the student to see that particular department. Do not interrupt a conversation between a student and the individual department employee. Please show respect for all students and employees.
- We do not want to give the student wrong information. There may be information or changes we are unaware of.
- Remember — You are a “work-study student” not an advisor, counselor, professor, etc. These positions take years of education and experience to master.

Be professional at all times.

- This is a place of business.
- Always dress, speak and act in a professional manner.
- Never speak of any confidential information you may see or hear about.
- When answering phone calls it is always wise to take a message, speak with your supervisor to discuss the call so you will always be giving correct information.
- Remember there is always something to do!