

**COLLEGE OF**

**CENTRAL FLORIDA**

**FEDERAL WORK STUDY**  
**STUDENT ASSISTANT**

**HANDBOOK**

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## **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 time sheet 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 = Hours Per Week  
total hours divided by 38 weeks = hours per week (Note: 38 weeks is the typical number of weeks available to work for a student awarded both fall and spring semesters.)

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.

## TIME SHEETS

A time sheet must be completed on a daily basis. It is your responsibility to make sure that you sign in and out each work period. The time sheet 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. **Time sheets must be completed in ink (no pencil).**

Fill in your name, Social Security number, department name, and the beginning date and the ending date of the pay period in which the work is performed. The hours recorded on the time sheet must be worked from the first day of the pay period through the last day of the pay period. You are to sign in and out each day on the appropriate line and column. Record time worked in 15-minute increments. If a split shift is worked, be it morning, afternoon, or evening, use only the line provided for that date. In other words, if you work 9-10, 11-12, and 1-2, put 9:00-10:00 in the morning column, 11:00-12:00 in the afternoon column, and 1:00-2:00 in the evening column. Then add up the total hours worked that day and enter that figure in the last column. 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 time sheet.

On the last workday of the pay period, total up the hours, sign the time sheet, be sure to have your supervisor sign your timesheet and submit to Student Services. Obtain a blank time sheet from your supervisor or the Enrollment Services Center to record work for the next pay period.

**Make sure to keep a record of hours worked in order to insure 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 15<sup>th</sup> and 30<sup>th</sup>.

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 you are assigned to.

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

1. 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 in the Appendix of this handbook.
2. 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.
3. 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.
4. 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.
5. Make sure that all time worked is recorded accurately on the time sheet. Each day, sign in when your work period begins and sign out when your work period ends.
6. 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.
7. 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.
8. 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 the Student Services.

## **COMPLETING JOB ASSIGNMENTS**

When given a job to do make sure to:

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

## **ERRANDS**

1. Respond willingly when asked to run an errand.
2. 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:

1. Keep what is seen and heard to yourself.
2. Never talk about job assignments outside the office.
3. 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.

**20\_\_\_\_/20\_\_\_\_ AUTHORIZATION TO BEGIN WORK  
FOR STUDENT ASSISTANTS**

**SECTION I:**

This serves as official authorization for the student named below to begin work as a Student Assistant on the CF campus.

Name \_\_\_\_\_ SSN \_\_\_\_\_

THIS AUTHORIZATION IS VALID FROM \_\_\_\_\_ THROUGH \_\_\_\_\_  
THE STUDENT **MAY NOT** WORK PAST \_\_\_\_\_.

Students who are working on the CF campus should be enrolled at least half-time (six credit hours). Any exception to this guideline should be cleared through the Office of Financial Aid (Ext. 1336).

Student's total earnings may not exceed \$ \_\_\_\_\_.

The hourly rate of pay is \$ \_\_\_\_\_

Dean, Student Services \_\_\_\_\_ Date \_\_\_\_\_

**SECTION II:**

Department Name \_\_\_\_\_

Dean/Director Signature \_\_\_\_\_

Immediate Supervisor Signature \_\_\_\_\_

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



**OFFICE USE ONLY**

TYPE OF EMPLOYMENT: Federal Work Study

TYPE OF POSITION: 01 02 03 04 05

Distribution: Student Services   
Supervisor   
Student



COMPLETED FORM IS TO BE RETURNED TO STUDENT SERVICES (5/205E)

## Satisfactory Academic Progress for Financial Aid Applicants

All students receiving any form of financial aid must meet the standards of progress outlined below. The requirements for those standards are set by federal regulations (34 CFR Section 668.19).

There are three satisfactory progress requirements:

1. You must maintain at least a 2.0 cumulative overall grade point average.
2. You must have successfully completed at least 67 percent of the courses you have attempted at all colleges.
3. You may not exceed 150 percent of the published length of your declared program of study.

If you have attended any other college(s), the courses you took there will be considered in the evaluation of your progress after you attempt at least one credit hour at CF.

For financial aid purposes, remaining enrolled in a course for credit beyond the official refund deadline counts as an attempt. All attempted courses are counted, even if taken as part of a different degree program.

For financial aid purposes, successful completion of a course means an earned grade of A, B, or C; a grade of D is passing below average and will negatively impact your grade point average. The following grades are considered as credits attempted but not successfully completed: F (failure - below 60), I (incomplete), N (no grade - college prep only), NG (no grade - labs), U (unsatisfactory), W (withdrew from course), and any grade considered as a nonpassing grade by either the home or host institution for consortium credits.

A successful completion ratio is 67 percent or greater and the formula for calculating the completion ratio is:

Cumulative hours earned  $\div$  hours attempted = completion ratio.

Satisfactory Academic Progress will be evaluated at the end of each semester.

If you do not meet the Standards of Satisfactory Academic Progress due to your grade point average or completion ratio, you will be placed on financial aid probation for one semester. If you do not meet the requirements by the end of your probation semester, you will be placed on financial aid suspension and will not be eligible for further financial aid until you meet the minimum requirements. You will need to pay for the courses you take while you are under financial aid suspension. If you have attempted 150% of the hours needed for your degree or certificate program, or have already attained a bachelor's or master's degree, you no longer will be eligible for financial aid and will be placed on suspension; however, you may appeal this status. No probationary period will be given unless an appeal is granted.

You do have the right to appeal a financial aid suspension if you have extenuating circumstances. Appeal forms are available on the Web, in the Office of Financial Aid, or in the Enrollment Services Center at each campus or center. Completed appeal forms and supporting documentation of extenuating circumstances will be required. Appeal forms must be submitted to the Office of Financial Aid by the financial aid suspension appeal deadline provided on the form. You will be notified in writing of the decision. The decisions are final and cannot be appealed. Students notified of decisions in their favor are placed on financial aid probation for one semester. At the end of the semester, the student will have to meet minimum standards or submit another appeal with documentation by the deadline date.

If you are placed on financial aid suspension due to your grade point average or completion ratio and you do not have extenuating circumstances or your appeal is denied, you may reinstate your eligibility for financial aid by bringing your progress up to the minimum requirements. You will need to pay for the course(s) you take while under financial aid suspension.

## **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 15<sup>th</sup> and 30<sup>th</sup> day of the month). Students have the option of direct deposit or mail. No paychecks will be picked up.
6. The timesheet is due in Student Services by 9:00 AM the last day of the pay period.
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 – STUDENT ASSISTANT SEMI-MONTHLY TIME RECORD

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_  
**Dept:** \_\_\_\_\_  
**Pay Period Begins:** \_\_\_\_\_ **Pay Period Ends:** \_\_\_\_\_

Date	Day	In	Out	In	Out	In	Out	Daily	Reason for Absence
	Sunday								
	Monday								
	Tuesday								
	Wednesday								
	Thursday								
	Friday								
	Saturday								

Total Hours for this Week

Date	Day	In	Out	In	Out	In	Out	Daily	Reason for Absence
	Sunday								
	Monday								
	Tuesday								
	Wednesday								
	Thursday								
	Friday								
	Saturday								

Total Hours for this Week

Date	Day	In	Out	In	Out	In	Out	Daily	Reason for Absence
	Sunday								
	Monday								
	Tuesday								
	Wednesday								
	Thursday								
	Friday								
	Saturday								

Total Hours for this Week

Total Hours for this Pay Period

<p>I hereby certify this report correctly reflects the hours worked by me during the period covered.</p> <p>_____</p> <p><b>Employee's Signature</b>  <i>If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.</i></p>	<p>I hereby certify that the above is a true statement of the hours worked by this employee and that the employee has performed the assigned job in a satisfactory manner. Any overtime indicated was authorized.</p> <p>_____</p> <p><b>Supervisor's Signature</b>  <i>If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.</i></p>
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Confirmation Page

Name : \_\_\_\_\_  
print

SSN#: \_\_\_\_\_

QUIZ

The timesheet is due in the \_\_\_\_\_ by 9:00 AM the last day of the pay period.

- a. Payroll
- b. Accounting
- c. Student Services (5/205)

Record time worked in \_\_\_\_\_.

- a. 5 minute increments
- b. 15 minute increments
- c. 30 minute increments

The timesheet is to be filled in on a daily basis in \_\_\_\_ and kept in the work area.

- a. Pencil
- b. Ink

Students are not allowed to work during \_\_\_\_\_!

- a. scheduled class hours
- b. Spring Break

All paperwork must be completed and submitted to Student Services before beginning work.

If you are graduating during the year or transferring to another institution, the last day you may work is the last day of your enrollment at CF.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form I certify that I have read and understand the student handbook.

***SUBMIT THIS FORM TO STUDENT SERVICES BEFORE EMPLOYMENT!***



**OFFICE USE ONLY**

I-9

W-4

DD form

ATBW