

Title: Federal and Institutional Work-Study Policy

Policy Abstract: The Federal and Institutional Work-Study Policy provides general guidance regarding these two work-study programs.

Responsible Offices: Office of Financial Planning
Human Resources

Officials: Vice President for Enrollment Management
Vice President for Finance and Chief Financial Officer

Contacts: Brian Quisenberry, 226-4670, bquisenb@bsc.edu
Susan Kinney, 226-4645, skinney@bsc.edu

Applies to: All work-study supervisors/alternates and their student workers

Effective Date: November 3, 2014

Revision Dates: N/A

Introduction/Background

Birmingham-Southern College provides two work-study programs to its students to help finance the costs of post-secondary education through part-time employment. First, Federal work-study is a Title IV need-based aid work program that requires each student to demonstrate financial need by submitting the Free Application for Federal Student Aid (FAFSA) and having financial need determined through processing by the Office of Financial Planning (OFP). Funding for this program is provided by the federal government (75%) and the College (25%). Second, Birmingham-Southern College's Institutional work-study program is fully funded by the College and is also awarded based on demonstrated need except for the following "need-exempt positions":

- Academic Tutors (Academic Resource Center – Writing Center, Quantitative Resource Center/Math Lab)
- Institutional Advancement Phonathon – "BSC Connect"
- Life Guards

For these "need-exempt positions", if a student has submitted the FAFSA and demonstrated need then Federal work-study funds will be used. If the student does not submit a FAFSA or does and is determined not to have demonstrated need, then institutional work-study is awarded.

Both programs are awarded and administered through the OFP and Human Resources (HR). Because of the universal nature of these programs and to facilitate their administration, a policy to outline the proper management of these two programs is needed.

Purpose

This policy establishes the overarching requirements and protocols for the College's Federal and Institutional work-study programs.

Applicable Regulations

[34 CFR Part 675](#) – Federal Work Study Programs

[34 CFR Part 668](#) – Student Assistance General Provisions

Policy Statement

As the College's Federal and Institutional work-study programs have limited funds available for use each year, the Offices of Financial Planning and Human Resources, as well as individual work-study supervisors and their alternates, are tasked with the overall management and supervision of these work programs to maximize the use of these funds while meeting the critical needs of the College. The College offers work-study opportunities based on the belief that students with financial need should contribute toward their educational expenses. Additionally, the work-study program meets the critical needs of the College by employing students as tutors, fundraisers, and assistants in various academic and administrative capacities. These programs provide students with meaningful work opportunities in order to facilitate their transition to the workforce following graduation.

Details

The awarding of Federal and Institutional work-study is determined by the OFP during its packaging of financial aid for students who have successfully submitted a FAFSA for the given academic year. For "need-exempt positions", students who have demonstrated need will be packaged with Federal work-study funds. Those who either do not submit a FAFSA or do not have demonstrated need will be awarded institutional work-study. Typical awards for entering students are \$1000/year; for returning students, \$1500/year. Work-study supervisors and/or their alternates determine the pay rate for each work study student under their supervision. The established hourly pay rate scale is:

- \$7.25 (entry-level positions)
- \$7.50
- \$7.75
- \$8.00 (advanced-level positions)
- \$10.00 (off-campus and tutoring positions)

Supervisors/alternate supervisors have the authority to adjust pay rates within the parameters noted in the above pay rate scale in order to manage the number of hours required for their respective work-study students or to reward outstanding performance.

Supervisors/alternates will notify the OFP in May of returning students they wish to employ for the following year by means of a "Request to Hire" form (RTH). The OFP will forward each processed RTH to HR once it has verified the student qualifies for need as determined by federal needs-analysis protocol. For "need-exempt positions" students will be awarded Federal work-study if they have demonstrated need. For those who did not submit a FAFSA or do not have demonstrated need, institutional work-study will be packaged. RTH forms will be processed during June-July with summer school work-study processing taking precedence over fall term requests. Once all summer school work-study requests have been processed, those identified as fall/spring requests will be processed by the OFP, and certified/added to payroll by HR prior to the first day of classes.

Students interested in a work-study position should contact the OFP to identify open positions and points of contact in order to begin the job search process. Each student interested in a particular opening must be interviewed by the respective work-study supervisor, selected for the open position, complete all required payroll and tax withholding paperwork, and certified by HR before he or she can

begin to work. Supervisors/alternates should provide a “Request to Open Position” (RTO) form to the OFP to request additional positions for their respective departments or to indicate existing positions that are unfilled and therefore, available.

Once a processed RTH is received by HR, it is responsible for certifying and adding each work-study student to the payroll system through receipt of the following documents:

[I-9 Employment Eligibility Form](#)

[W-4 Federal Employee’s Withholding Allowance Certificate](#)

[A-4 Alabama Department of Revenue Employee’s Withholding Exemption Certificate](#)

[BSC Direct Deposit Authorization](#)

Annual Timeline:

April – OFP/HR Work Study Workshop (mandatory for all supervisors/alternates)

April – New work-study supervisors/alternates complete Web Time Entry for Supervisors

May – Work-study supervisors submit RTH/RTO forms to the OFP

June-July – OFP staff processes RTH/RTO forms and forwards to HR for certification/addition to payroll

June-August – HR certifies RTH/RTO requests and adds to payroll

Once HR certifies the student, the supervisor/alternate supervisor and student will be notified by email that the work-study student is authorized to begin working. The supervisor/alternate must ensure that his/her students do not begin to work prior to being certified and authorized to work by HR.

Work-study supervisors/alternates are responsible for ensuring students are recording their hours worked on TheSIS on at least a weekly basis. As a best practice, they should also have an alternate means of recording hours worked in case there are issues with TheSIS or students fail to input their hours worked. At the beginning of each month supervisors/alternates receive a series of automated emails from the OFP reminding them to sign off on work-study student’s hours for during the preceding month. The repeated failure of supervisors/alternates to certify hours worked through TheSIS will result in the loss of their work-study student(s). Any student affected under this stipulation will be expeditiously placed in another work-study position elsewhere on the campus.

Supervisors/alternates are required to attend mandatory annual work-study supervisor training sponsored by the OFP and HR. Two sessions are scheduled each April at which supervisors/alternates will review the hiring process timeline and requirements and their duties and responsibilities as supervisors. Supervisors/alternates must also complete the Web Time Entry Tutorial for Supervisors.

Students are responsible for maintaining their assigned work-study schedule, meeting the requirements of their position, recording hours worked in TheSIS and in their department’s alternate means of recording hours worked. Students must also complete the Web Time Entry Tutorial for Work-Study Students.

Definitions

- CFR – Code of Federal Regulations
- FAFSA – Free Application for Federal Student Aid
- HR – Human Resources
- “Need-exempt positions” – Academic tutors, IA Phonathon, and life guards

- OFP – Office of Financial Planning
- RTH – Request to Hire form
- RTO – Request to Open Position form
- TheSIS – The Student Information System

References

[34 CFR Part 675](#) – Federal Work Study Programs

[34 CFR Part 668](#) – Student Assistance General Provisions

[2014-15 Federal Student Aid Handbook – Volume 6](#)

[WebTime Entry Tutorial for Supervisors](#)

[WebTime Entry Tutorial for Work-Study Students](#)