Office of Scholarships & Financial Aid

College Work-Study (CWS)

Student Handbook
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Eligibility</td>
<td>3</td>
</tr>
<tr>
<td>How to Apply</td>
<td>4</td>
</tr>
<tr>
<td>Financial Aid Award Summary</td>
<td>4</td>
</tr>
<tr>
<td>Types of Federal Work-Study Employment</td>
<td>4</td>
</tr>
<tr>
<td>Applying for Jobs and Hiring Process</td>
<td>4-5</td>
</tr>
<tr>
<td>CWS Request Process</td>
<td>5</td>
</tr>
<tr>
<td>Student Work Hours</td>
<td>5</td>
</tr>
<tr>
<td>Student Payroll Schedules</td>
<td>5</td>
</tr>
<tr>
<td>Paycheck</td>
<td>5</td>
</tr>
<tr>
<td>Earnings Fraud</td>
<td>5</td>
</tr>
<tr>
<td>Lunch Breaks</td>
<td>6</td>
</tr>
<tr>
<td>Schedule Changes</td>
<td>6</td>
</tr>
<tr>
<td>Performance Appraisals</td>
<td>6</td>
</tr>
<tr>
<td>Work-Study Balance</td>
<td>6</td>
</tr>
<tr>
<td>Work-Study Award Period</td>
<td>6</td>
</tr>
<tr>
<td>Cancellation</td>
<td>6</td>
</tr>
<tr>
<td>Termination</td>
<td>6</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>7</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>7</td>
</tr>
<tr>
<td>Supervisor Responsibilities</td>
<td>7-8</td>
</tr>
<tr>
<td>CWS Contact Information</td>
<td>9</td>
</tr>
</tbody>
</table>
INTRODUCTION

The College Work-Study (CWS) Program is a federally and state funded, need based program that provides students with financial need, an opportunity to defray the cost of higher education through part-time employment. The CWS program provides employers with vital student support while providing students with invaluable employment opportunities and experience. There are two types of College Work-Study.

1. Federal Work-Study – This award is federally funded and available to all students that are eligible through the FAFSA.
2. Texas Work-Study – This award is state funded and restricted only to residents of the State of Texas.

Approximately 700 undergraduate, graduate, professional students participate in the program each year. They have a wide range of career goals, majors and backgrounds. Students are able to gain real world work experience while working around their class schedule; a plus with regard to future employment in their career of choice. Students are able to choose which jobs they want to interview for and employers are able to choose which students they want to hire.

An added bonus is that CWS earnings from the previous year do not affect the following year’s application for financial aid.

ELIGIBILITY

A student may be eligible for employment under the Federal Work – Study Program if the student meets all the following requirements:

1) A student must be admitted to the University.
2) A student must demonstrate financial need. Need is determined by an evaluation of the student’s Free Application for Federal Student Aid (FAFSA). A student may then be eligible for Work-Study or other financial assistance depending upon the amount of need established.
3) A student must be enrolled and maintain enrollment on at least a half-time basis.
4) A student must be:
   a. A citizen of the United States
   b. A permanent resident of the U.S
   c. In the United States for other than a temporary purpose and be able to provide evidence from the immigration and Naturalization service with the intention of becoming a permanent resident, OR
   d. A permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands
In Addition for Texas Work-Study

1) A student must be a Texas resident
2) A student cannot have an athletic scholarship

HOW TO APPLY

To apply for financial aid, students must:

1) Complete a Free Application for Federal Student Aid (FAFSA) or complete an application online at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov) and indicate that you are interested in the Federal Work-Study Program.
2) List The University of Houston on the FAFSA (school code: 003652) NOTE: THIS MUST BE DONE EACH ACADEMIC YEAR

FINANCIAL AID AWARD SUMMARY

Work-Study awards are listed on the Award Summary that can be accessed through myUH.edu. Students must accept their awards and obtain employment within 6 weeks of the start of school or from date of award (whichever is later). Students must register for jobs on the Career Services website www.career.uh.edu.

TYPES OF CAMPUS WORK-STUDY EMPLOYMENT

**On campus:** Students may apply to positions from nearly 100 departments. Opportunities include office and clerical support, tutoring, research and laboratory support and others that may be specific to the employer’s needs.

**Community service employers:** Students may apply for community service opportunities in tutoring, social services and more.

**Texas Work-Study:** Students awarded Texas Work-Study can only work for on campus employers. Please contact the Work-Study coordinator to check for Federal Work-Study availability if interested in off-campus employment.

Applying for Jobs and Hiring Process

All jobs are posted on the Career Services website [www.career.uh.edu](http://www.career.uh.edu). You must accept your award and register with the site before you can apply for work-study positions. The hiring process for on campus positions are the same for all employees. You must sign up for direct deposit, complete an I-9, and not have a delinquency or financial hold with the
University. You must not begin working until all documentation is approved by the Human Resources office.

**COLLEGE WORK-STUDY REQUEST PROCESS**

A student may submit a request for the following reasons:

1) An increase in CWS award.
2) Not awarded CWS even though the student indicated on the FAFSA that he/she was interested.
3) Contact the Office of Scholarships & Financial Aid to be added to the wait list for Work-Study.

**STUDENT WORK HOURS**

Students cannot exceed 8 hours per day. Students cannot work more than 5 hours without taking at least a 15 minute break; students cannot work over 6 hours without taking at least a 30 minute break. Students working from 6 to 8 hours without taking a break cannot be paid for the additional time. Students are permitted to work a maximum of 20 hours per week. **NOTE: OVERTIME IS NOT PERMITTED.**

Students may work up to 40 hours per week during the Winter and Spring semester breaks.

Students are not permitted to work during scheduled class times.

Students are permitted to work during Winter break, up to 40 hours if not enrolled in courses and up to 20 hours if enrolled. Please be advised that working during the winter break may affect the available funds to earn during the spring semester.

**STUDENT PAYROLL SCHEDULES**

A payroll schedule can be obtained from the Payroll Department’s website [www.uh.edu/finance/pages/Calendar.htm](http://www.uh.edu/finance/pages/Calendar.htm).

**PAYCHECK**

Students will not receive a paycheck until all forms are completely processed. Students are paid on a bi-weekly basis through the UH payroll system. Earnings are FICA exempt, but are subject to all applicable federal, state and local taxes. Since earnings are taxable, students will receive W2’s at the end of the year. For additional tax filing information, go to [www.irs.gov](http://www.irs.gov) or consult a tax advisor.

Students must enroll in direct deposit.

**EARNINGS FRAUD**

Students will only be paid for hours worked. If any student intentionally submits fraudulent time cards or time sheets to their employer, the CWS office will notify the UH judicial center.
LUNCH BREAKS
Students must take a 30 minute lunch break if working over 6 hours consecutively.

SCHEDULE CHANGES
If you are unable to work any assigned hours, contact your supervisor immediately. If the situation is temporary, you should make up the hours. If the situation is permanent, contact your supervisor or the Work-Study Coordinator.

PERFORMANCE APPRAISALS
Employers are strongly encouraged to give feedback to students on their work performance at the end of every semester. The CWS program recommends that the employer keep a copy of the appraisal and send a copy to the Office of Financial Aid.

WORK-STUDY BALANCE
Students and employers are responsible for keeping track of the number of hours worked and the amount of money earned. Students who work beyond the award amount may not be paid for those hours worked through the Work-Study program. The department or agency will responsible for excess earnings. Amount earned can be tracked by retaining copies of timesheets and/or YTD (year-to-date) totals on pay stubs.

WORK-STUDY AWARD PERIOD
Award periods are listed on the College Work-Study Program Authorization Form. Students are not allowed to work beyond the award end date listed on these forms. Students will not be paid for hours worked beyond the award end date through the CWS program.

CANCELLATION
The Financial Aid Office may cancel a student’s award if he/she:
1) Fails to maintain a satisfactory academic progress.
2) Fails to obtain employment within 6 weeks after accepting award.
3) Fails to report to the work site within seven days of the starting date on the Program Authorization Form.
4) Has received another award or scholarship of which the Financial Aid Office was unaware of at the time the Work-Study award was made.
5) Fails to submit a timesheet for two consecutive periods.

TERMINATION
The work site supervisor may terminate the employment of a Work-Study employee whose job performance, conduct and/or dependability is unacceptable according to departmental and
College Work-Study standards. The supervisor is responsible for justifying the termination and notifying the HR department & the Work-Study Coordinator.

**INCLEMENT WEATHER**

If the University closes due to inclement weather the student will not be paid, even if the student was scheduled to work. Please watch your local weather channel or visit [www.UH.edu](http://www.UH.edu) for weather updates.

**STUDENT RESPONSIBILITIES**

1) Arrange work schedule with supervisor.
2) Maintain your established work schedule. If unable to work designated hours, notify the supervisor and mutually arrange a new schedule.
3) Be punctual. If delayed, contact a supervisor and make up time missed.
4) Clock/Sign in and out on a daily basis. Following department procedures
5) Sign timesheets before submittal.
6) Notify the supervisor in advance of any absences.
7) Do not work during class time. Working during class time is only permitted if the class is cancelled.
8) Observe the dress code expected for your work site.
9) Perform all tasks to the best of your ability. If you have any questions or problems, consult your supervisor.
10) Do not study, sleep, or read during work hours.
11) Adhere to rules and regulations established for student employees at your work site.

**Work-Study Guidelines**

1) CWS students may not work more than 20 hours/week during the academic year. Except for approved break periods.
2) Do not exceed the total allocated dollar amount or hours allotted. Students may not work past the end date for the semester.
3) Payroll is bi-weekly and is directly deposited into an account. NOTE: Payroll for Off-Campus is per the employers guidelines.
4) To remain eligible for CWS, students must maintain satisfactory academic progress and at least 6 hours/half-time enrollment.

**SUPERVISOR RESPONSIBILITIES**

1) Develop a desired work schedule with the student(s).
2) Retain copies of time sheets and other payroll forms in a designated office folder to assist students in keeping track of hours worked.
3) Insure there are procedures for students to sign in & out daily.
4) Define students’ duties and explain the job as thoroughly as possible.
5) Introduce students to other employees.
6) Explain rules and regulations relevant to the work site.
7) Give day-to-day supervision. Follow-up on students’ work assignments.
8) Inform students of the dress code expected for the work site.
9) Notify students in advance of your absence and give instructions for that period of time.
10) Submit justification for termination of CWS student(s) to the Work-Study office.
11) Sign the students’ time sheets certifying actual hours student(s) worked. Supervisors are responsible for submitting a neat and accurate timesheet. Supervisors who knowingly permit students to forge time sheets will not be allowed to employ students.

Additional Guidelines

1) There is no comp/snow/sick/vacation days or overtime for students. It is “hours worked equals hours paid”.
2) The supervisor is accountable for hours worked and ensuring that a student is not working during class time.
3) Students may not supervise other students.
4) Students must work during department/office hours. Work cannot be done from campus dorm or home.
5) Supervisors must monitor, in conjunction with the student, that they do not go over their work study allocation.
6) A student cannot begin work until all documentation is complete and approved by the Human Resources Office for On-Campus employment. Off-Campus students must submit forms to the Work-Study Coordinator to receive their start date.
7) In the event that the primary supervisor is not available, there must be a back-up person who will fill in during the absence of the supervisor. This should be someone who can verify the hours a student has worked.
8) Students cannot work more than their maximum 20 hours per week.
9) It is your responsibility to ensure that students do not work over their maximum work-study earning allotment.
CWS CONTACT INFORMATION

Hours of Operation:

Monday through Friday: 8am – 5pm

CWS Location: E. Cullen Bldg. Room 31

Main Office Number: 713-743-1010 Option 5

Fax Number: 713-743-9098

Work-Study Coordinator Joshua Menefee

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