



Office of Student Financial Aid

Federal Work-Study

Student Employment Handbook

# Federal Work-Study Student Employment Handbook

## Introduction

This handbook is provided by the Kennesaw State University Office of Student Financial Aid to answer many of the questions that Federal Work-Study (FWS) student employees may have about FWS student employment at KSU.

While the information contained in this handbook is in effect at the time of publication, there is always the potential for revision in policy and procedures, therefore, we reserve the right to change, revise, or eliminate any of the information provided.

The Federal Work Study (FWS) Program is a federally-funded Title IV student financial aid program that provides jobs for undergraduate and graduate students who demonstrate financial need. FWS gives the student a chance to earn money to help pay for educational or personal expenses while working on campus or in community service work.

KSU also hosts work-study programs for America Reads and Community Service Placement opportunities (off campus), in addition to the traditional Federal work-study options (on Campus).

FWS student employees at KSU are an important part of the university work force. Many graduates use their student employment experiences as a work reference. Prospective employers may contact supervisors for references, therefore, it is advantageous for the student to be a conscientious, dependable employee.

With over 200 FWS students working on campus, student employees play a significant role in the day-to-day functioning at Kennesaw State University. FWS student employees perform a wide range of duties from general office assistance to those duties requiring highly specialized training in such areas as computer programming and accounting.

If, after consulting this manual, you still have questions pertaining to the Federal Work-Study program, please contact Gregory Lawrance, FWS Program Coordinator located in the Financial Aid Office or at (470) 578-4893 or [glawranc@kennesaw.edu](mailto:glawranc@kennesaw.edu).

## Equal Opportunity Statement

Kennesaw State University works to ensure an equitable campus atmosphere for KSU employees, students, guests, and applicants for employment or admission; to create an environment that would be free from unlawful discrimination based on race, sex, religion, color, national origin, age, veteran's status, disability status or sexual orientation.

Kennesaw State University does not discriminate against any employee or applicant for employment with regard to any opportunity for which the employee is qualified. For additional information or to file a complaint under the provisions of this policy, employees should contact the [Equal Employment Opportunity \(EEO\) Office](#).

Every member of the Kennesaw State University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at the University.

## **Federal Work-Study (FWS) Eligibility**

Federal Work-Study is awarded by the Office of Student Financial Aid. Students that are interested must:

- Complete a [Free Application for Federal Student Aid \(FAFSA\)](#) for the current academic year.
- Complete the [KSU Federal Work-Study Application](#) for the current academic year.
- FWS recipients must have financial need as determined by the financial information provided on the FAFSA as well as financial aid awarded to you.
- Students must be enrolled in a degree seeking program at KSU.
- Students must be enrolled at least half time. 6 credit hours for undergraduates and 5 credit hours for graduate students.
- Students must meet the minimum GPA requirement. 2.0 for undergraduates and 3.0 for graduate students.
- Students must be in good academic standing and making Satisfactory Academic Progress (SAP).
- Students may never work during scheduled class time – no exceptions!

After current and new applicants complete the necessary applications, all applicants will receive a response in their KSU student email account which verifies that their application has been satisfied, denied or under review.

The money you earn through FWS is paid to you bi-weekly through direct deposit. It is calculated by multiplying the number of hours you worked during the previous two weeks by your current rate of pay. This money does not credit to your Bursar's account. The only way to access your FWS funds is by working a work-study job.

It is the responsibility of the student and the department to ensure that the student employee does not work more than 20 hours per week: <https://web.kennesaw.edu/hr/content/student-employment>.

In addition, both the student and the department must ensure that the amount the student earns does not exceed the amount awarded for FWS. If the award is exceeded, the department will be responsible to pay the excess earnings out of their departmental budget.

## **Finding a Federal Work-Study Job**

Students are responsible for conducting their own job search from start to finish. The FWS Program Coordinator is happy to assist students with any questions they may have concerning the employment process, interviews tips, payroll, disputes in the work-place, but we do not place students directly in jobs.

All job postings are located through the [Human Resources webpage](#). Once you find a job that you are interested in, select the job to review the position and qualifications needed. It will also let you know what, if any, documents are required. If you are still interested in applying for the job, simply click on the button at the bottom of the job description that states "Apply for position". This will take you to a log in page with Human Resources (HR). If you have not already done so, you will need to create a Login and password. Follow all of the steps until you see that you have fully applied for the position.

If interested, the hiring department will contact you to schedule an interview. If you are hired for a position, it is your responsibility to contact Human Resources to schedule an orientation session to submit your hiring paperwork. You may call them at (470) 578-6030. You may not begin work until all required documentation has been submitted to HR and you attend orientation.

## **Expectations for KSU Federal Work-Study Student Employees**

Your RIGHTS as a student employee:

- To be treated fairly and equitably by your supervisor at KSU.
- To know what is expected of you concerning your work schedule, duties, and other requirements made by your supervisor.
- To be informed about your work performance through verbal communication, written communication or performance evaluations.

All KSU students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University [Codes of Conduct](#).

## **Responsibilities as a Federal Work-Study Student Employee**

As a FWS student employee, you are making a commitment to your employer that you will perform your job duties assigned to you to the best of your abilities. FWS student employee positions are real jobs and should be treated as such. You should consider your job as an opportunity for professional development and an excellent resource for you to build skills you

cannot learn in the classroom. In addition, your supervisor may later serve as an employment reference and can also be an excellent source for letters of recommendation. The following are recommended good employee practices:

### 1) Attendance and Work Schedules

FWS Student employees are hired as part-time workers and should be scheduled as such. The Office of Student Financial Aid relies on the skills of supervisors and the good judgment of student employees to take all factors into consideration when establishing work schedules. Supervisors and students should remember that academic success remains the top priority.

- Students should provide their hiring supervisor their class schedule to ensure that the student employee is not scheduled to work during class time.
- No student employee is permitted to work during scheduled class time – no exceptions!
- Student employees may not work more than 20 hours per week.  
<https://web.kennesaw.edu/hr/content/student-employment>
- If you need to miss work for any reason, you should contact your supervisor to request permission in advance.
- In case of an emergency or illness, contact your supervisor as soon as you know you will miss work.

### 2) Attitude

- Supervisors count on student employees to be at work.
- Act in a professional manner concerning all aspects of your work.
- Follow instructions correctly and completely – do your best.
- If you are unsure of something, ask for clarification.
- Respond positively to constructive criticism.
- Try to establish good working relationships with your supervisor and other student co-workers.
- Always follow KSU and Organization (for off-campus jobs) policies and procedures.
- Remember that your behavior on the job reflects on both you and KSU

### 3) Confidentiality

- Do not release or share confidential information about other students to anyone, including family members of the student, either by phone or in person. Unauthorized release of confidential information is a serious violation of the Family Rights and Privacy Act (FERPA). Respect the records as if they contained your own personal information.
- Do not discuss departmental or organization issues with anyone outside the university or organization.
- Do not remove files or other materials from the work place.

*A breach of such confidentiality or any act of dishonesty may be just cause for your immediate dismissal.*

4) Appearance and Dress

Dress appropriately for your job as specified by your supervisor. You represent KSU whenever and wherever you work.

5) Time Sheets

- It is your responsibility to complete and submit your time worked.
- Students that work on-campus must submit their time through the ADP system.
- If you have any issues with setting up ADP, consult the payroll toolkit for student employees: <http://payroll.kennesaw.edu/toolkits/index.php>
- Off-campus FWS student assistants are required to turn in the original supervisor signed timesheet to the FWS Coordinator.
  - A copy of the timesheet can be e-mailed to [glawranc@kennesaw.edu](mailto:glawranc@kennesaw.edu) or faxed to the attention of Gregory Lawrance at (470) 578-9096. A copy of the timesheet is due by 3:00 PM on the second Friday of the pay period.
  - The original must be turned in by 5:00 PM on the following Wednesday, unless specified otherwise by KSU Payroll. The original can be turned in at the Financial Aid office in Kennesaw Hall on the Kennesaw Campus or at the Enrollment Services Center in the Administrative Building on the Marietta Campus.

6) Quitting and Termination

- If you need to quit your FWS job, it is recommended that you give your supervisor a two-week notice. This will allow your supervisor some time to find a replacement for you. Remember that your supervisor may be giving you a work reference in the future, so be careful not to “burn your bridges.”
- Student employees are considered at-will employees and may be terminated at any time. Any student employee who consistently does not meet work expectations may be terminated at the request of the employing department or organization.

Below are examples of behaviors which may result in disciplinary action, including the possibility of immediate dismissal:

- Excessive tardiness or absences without a legitimate excuse
- Carelessness or lack of attention that results in injury to property, person, or public relations
- Inappropriate conduct including profanity, physical violence, sexual misconduct or harassment
- Discourtesy or failure to work harmoniously with fellow employees
- Failure to serve the public with courtesy
- Breach of confidentiality
- Theft
- Being under the influence of drugs or alcohol while on duty
- Falsification of time reports

## Employment Locations

The Kennesaw State University Federal Work-Study Program offers students the opportunity to work on or off campus.

Some examples of off campus jobs would be:

- Center for Disease Control and Intervention (CDC)
- Cobb County Library
- Destiny's Daughters of Promise
- Generation infocus
- Generation Stem – Engineering for Kids
- Marietta High School – Student Success Center
- Mid-South Independent School Business
- America Reads \*

\*America Reads is a nationwide effort to assist elementary aged children receive extra help learning to read. The FWS student assistants (tutors) work off campus in local elementary schools, after school programs or Boys and Girls Clubs of America. This rewarding job opportunity can be tailored around your class schedule. You must have a minimum GPA of 2.75 to be eligible for this program.

## Federal Work-Study Summer Employment Policy

A FWS student employed during the Spring semester may continue working during the Summer semester, however, you must have *prior* approval from the FWS Program Coordinator:

- You must be enrolled, at least half-time, during the Summer semester
- You must be planning to return the following Fall semester
- If you are not enrolled for Summer classes, you will be terminated at the end of the Spring semester since you are no longer enrolled for the academic year.

## Questions:

Feel free to contact Gregory Lawrance, FWS Program Coordinator, (470) 578-4893 or [glawranc@kennesaw.edu](mailto:glawranc@kennesaw.edu), for additional assistance with the Federal Work-Study Program.