

**Manual
for
Federal Off-Campus
Work-Study Program
at
Allegheny College
2011-2012**

INTRODUCTION

This manual is designed to familiarize government agencies and off-campus, non-profit community organizations with regulations governing the Federal Off-Campus Work-Study Program at Allegheny College. Please read it carefully. Additional information is available at <http://www.allegheny.edu/administration/finaid/employment/>.

If you have questions about the contents of this manual, please contact the Office of Financial Aid Office at (814) 332-2701 or e-mail (fao@allegheny.edu). Written correspondence can be directed to Allegheny College, Office of Financial Aid, 520 North Main Street, Meadville, PA 16335.

WHAT IS THE OFF-CAMPUS FEDERAL WORK-STUDY PROGRAM?

The Off-Campus Federal Work-Study Program (FWSP) is a work-program that provides part-time employment to students with financial need giving them the opportunity to work in federal, state, and local government agencies and non-profit community organizations. Off-Campus Federal Work-Study students not only earn money to help pay educational costs, but also enhance their classroom learning with valuable work experience while helping organizations provide vital services which may not otherwise have been available.

The Off-Campus FWSP encourages community service work and work related to a student's course of study.

The Off-Campus FWSP is not a grant program. Students are paid only for those hours actually worked.

Wages earned are subject to the same federal, state, and local income taxes as any other earned income.

Students cannot receive academic credit for work performed in the Off-Campus FWSP.

Allegheny College students may work under the federal work-study program only during academic sessions. Students cannot work under this program between semesters or during the summer.

WHO IS ELIGIBLE TO PARTICIPATE?

To participate in the program, students must have a Federal Work-Study award. A Federal Work-Study award is financial aid and is included in a student's financial aid package. The award is the maximum dollar amount which a student can earn in the program. As with other types of financial aid, students must be financially needy; eligibility is determined by the Office of Financial Aid.

Students must also be:

- United States citizens or eligible non-citizens with a valid social security number;
- Enrolled at least half-time in a degree program at Allegheny College;
- Making satisfactory academic progress.

Students who graduate, withdraw from Allegheny College, or are dismissed or suspended for academic, financial, or social reasons are terminated immediately from the work-study payroll. Students on leave of absence are not eligible for work-study employment.

WHO MAY HIRE OFF-CAMPUS FEDERAL WORK-STUDY STUDENTS?

Off-Campus Federal Work-Study employment may involve public interest work for federal, state, or local government agencies or non-profit community organizations. Work in the public interest is considered employment for the community or national welfare. Work performed to benefit a particular interest, individual, or group is not permitted.

Work is *not* eligible for work-study employment if:

- It primarily benefits the members of a limited membership organization such as a credit union, fraternal or religious order or cooperative.
- A student's political support or party affiliation is taken into account in hiring the student.
- It impairs existing service contracts.
- It displaces regular employees.
- It fills jobs that are vacant because regular employees are on strike.
- It involves the construction, maintenance, or operation of any part of a facility used or to be used for religious worship or sectarian instruction.
- It involves any partisan or nonpartisan political activity associated with a faction in an election for public or party office.
- It involves work for an elected official outside the regular administration of federal, state, or local government.
- It involves lobbying on the federal level.
- It includes employment for the U.S. Department of Education.

COMMUNITY SERVICE COMMITMENT

Off-Campus Federal Work-Study students are encouraged to pursue employment that is community service related. Community service positions contribute to the improvement in the quality of life for area residents by helping to solve particular problems related to their needs. Job categories that are considered community service include:

- Health care, child care, literacy training, education (including tutorial service), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement.
- Support services to enrolled students with disabilities.
- Activities in which a student serves as a mentor for purposes such as tutoring, supporting educational and recreational activities, and counseling, including career counseling.

The U.S. Department of Education has clarified the issue of the acceptability of indirect community service positions as follows:

- Students may be employed in community service positions that provide either direct or indirect services to the community. For example, it is acceptable for an FWS student to be employed in a clerical position for a food bank. It is not required that the student be involved in delivering services directly.

AGENCY PAPERWORK

1. If your organization has never participated in the Off-Campus Federal Work-Study Program, please call PHEAA at 1-888-877-1457 for information on how to register to become an approved off-campus agency. PHEAA will send you an employer application. Complete the application and return it to PHEAA promptly. PHEAA's address is:

PHEAA/Work-Study
1200 North 7th Street
Harrisburg, PA 17102-1444

2. In addition to registration with PHEAA and annual renewal, Allegheny College requires an annual contract. This contract will be mailed to agencies each summer for the next academic year. Federal regulations also require that agencies provide proof of its non-profit status to Allegheny College.

HIRING A STUDENT WHO IS A PENNSYLVANIA RESIDENT

In order to hire *any* Allegheny College student employee, the student must have a Federal Work-Study award, and employers must first complete, sign, and return to the Office of Financial Aid a Student Employment Form (the student will have this form). This must be done *before the student begins working*.

First-time Work-Study students must complete and return an I-9, W-4, Statement of Domicile, Local Services Tax Exemption Certificate, Worker's Compensation Form, and Confidentiality Agreement available at <http://www.allegheny.edu/administration/finaid/employment/>.

HIRING A STUDENT WHO IS NOT A PENNSYLVANIA RESIDENT

In order to hire *any* Allegheny College student employee, the student must have a Federal Work-Study award and employers must first complete, sign, and return to the Office of Financial Aid a Student Employment Form (the student will have this form). This must be done *before the student begins working*.

In addition, if a student you wish to hire has a Federal Work-Study award and is not a Pennsylvania resident, your organization must agree to pay 10% of the student's gross earnings, as stated in the annual project agreement.

First-time Work-Study students must complete and return an I-9, W-4, Statement of Domicile, Local Services Tax Exemption Certificate, Worker's Compensation Form, and Confidentiality Agreement available at <http://www.allegheny.edu/administration/finaid/employment/>.

HOW ARE OFF-CAMPUS WORK-STUDY STUDENTS PAID?

Students enter their hours worked on-line through their WebAdvisor accounts. When timesheets are due, students will print their timesheet to submit to their supervisor for approval. The supervisor reviews the timesheet for accuracy of hours and signs the timesheet if accurate. The timesheet is then submitted to the Office of Financial Aid for processing.

It is the responsibility of the student and the supervisor at the employing organization to submit timesheets to the Office of Financial Aid promptly. **Timesheets are due by 5:00pm on the required due dates to generate paychecks for the following month.**

TIME REPORTING

The following Federal, State, and College guidelines must be followed:

All timesheets must be signed by the student's immediate supervisor. Regulations prohibit students from working hours that conflict with their class schedule. Class schedules should be collected from the student before determining a work schedule. If a scheduled class is canceled on a particular day, the student is permitted to work during that class time.

Timesheets must only include actual hours worked by the student. Supervisors are not permitted to attempt to "catch a student up" on hours previously worked but not submitted, nor are supervisors allowed to enter more hours than a student worked in order to affect a higher rate for the student. Time submitted should be rounded up to the nearest quarter of an hour.

Timesheets are due in the Office of Financial Aid by 5:00pm on the due dates. Timesheets submitted after this time will delay the student's pay. Faxed copies of timesheets do not meet federal requirements and will not be processed.

MONITORING WORK STUDY WAGES

Employers are responsible for monitoring the earnings of work-study students under their supervision in order to ensure that their earnings do not exceed authorized award amounts.

If the student should earn wages that are in excess of his/her authorized award for the program, the organization responsible for supervision of the student must pay the student all excess wages directly from the organization's funds, if excess wages have not yet been disbursed to the student from the Work-Study budget.

If the organization employs the student between semesters or during the summer, the agency is responsible for 100% of the student's wages.

ADVERTISING OFF-CAMPUS POSITIONS

- All available student positions are advertised on our Student Jobs Database web page.
- The Office of Financial Aid does not place students with employers, nor does it maintain a list of students who are interested in particular positions.
- The Pennsylvania Higher Education Assistance Agency (PHEAA) publishes a listing of eligible Off-Campus Work-Study employers and their job openings. The PHEAA Employer Book is usually printed during the summer before the academic year in which it becomes valid and automatically includes employers who have been newly approved or who have renewed their application by the printing deadline. For further information, contact PHEAA.