



# College Work-Study Handbook

## Policies and Procedures

### Federal Work-Study Program

### Florida Work Experience Program

**Administered by the  
Financial Aid, Veteran Services, and Scholarships Office**

#### **Contact Information**

**Angelica Coonts, Assistant Director, Financial  
Aid**

**Pensacola Campus Building 2**

**850-484-1680**

**[workstudy@pensacolastate.edu](mailto:workstudy@pensacolastate.edu)**

## INTRODUCTION

This handbook will provide you with the policies and procedures of the College Work-Study (CWS) program at Pensacola State College. The CWS program is administered by the Financial Aid Office.

Pensacola State College has three separate and distinct programs through which the institution can pay students for work on campus.

1. Federal Work-Study (FWS) - a federally funded, need-based program designed to pay students with established economic need for campus work. Eligible students are identified and assigned placement with the College departments on campus by the Financial Aid Office. The College makes every effort to place students in positions that relate to their program of study. Funding for this program is limited to the annual USDOE allocation.
2. Florida Work Experience Program (FWEP) - a state funded, need-based program designed to place eligible Florida citizens into work experience that will complement and reinforce the student's educational and career goals. Eligible students are identified and assigned placement with the College departments on campus by the Financial Aid Office. Renewal eligibility is determined at the end of the spring term of each academic year. Funding for this program is awarded during fall and spring terms and is limited.
3. Budget Student Assistant Program - a program funded by Pensacola State College whereby departments may choose students to work without regard to economic need. The Budget Student Assistant Program is not managed or monitored by the Financial Aid Office. The respective department must have funding approved through the College budget process and submit the required purchase orders. The department directly hires its Budget Student Assistant. These students are set up for payroll through the Human Resources Office. Their payroll time sheets are also submitted directly by the department to the Payroll Office (for guidance see The College Manual of Procedures Number 432).

A student may not be employed through the College's contracted employment agency (currently Kelly Services) and as a CWS student (budget, federal, or state). **A student may not work for both budget and federal or state concurrently.**

## PURPOSE

The primary purpose of the CWS Program is to stimulate and promote part-time employment of eligible students. It is designed for those students who are in need of earnings to pursue a course of study in an eligible program of postsecondary education at Pensacola State College.

The CWS Program is designed to provide assistance to departments and not to replace existing fulltime positions. It is administered in accordance with the laws, regulations, and other instructions issued by or on behalf of the U.S. Secretary of Education and/or the State of Florida. Participating institutions and their designated departments are responsible for the daily operation of the program including job development, selection, placement, supervision and payment, maintenance of records, and preparation of required reports.

## **OBJECTIVES**

The objectives of the CWS Program are to provide:

1. A source of financial assistance for students with demonstrated financial need;
2. Work experiences which complement the participant's education; and
3. Services that otherwise would not exist to participating public institutions and agencies.

## **ELIGIBILITY REQUIREMENTS**

To be eligible for the CWS Program, a student must:

1. Complete an error free and accurate Free Application for Federal Student Aid (FAFSA) and have sufficient remaining financial need in order to receive the award;
2. Have a minimum 2.0 cumulative GPA;
3. Maintain Financial Aid Satisfactory Academic Progress (FASAP);
4. Be enrolled in an eligible program of study; and
5. Be enrolled at least half-time (minimum of six [6] credits) in courses required for his/her declared program of study and maintain the six (6) hours of enrollment.

## **SELECTION PROCESS**

### **Step 1: File the FAFSA**

To qualify for CWS programs, students must complete the Free Application for Federal Student Aid (FAFSA) each academic year at <https://studentaid.gov/h/apply-for-aid/fafsa>. Once this application is submitted, it will take three to five business days for the Financial Aid Office to receive the application.

Note: Some students may need to provide additional documentation to have a complete Financial Aid File. This documentation is requested on Workday in the form of Action Items. Students will need to submit all requested documentation to be reviewed by the Financial Aid Office. Once a student's Financial Aid File has been reviewed and approved by the Financial Aid Office, the student's Financial Aid File will be considered complete. The Financial Aid File must be complete so the Financial Aid Office can determine CWS Program eligibility.

### **Step 2: Express Interest**

Students must request CWS Program consideration each academic year by emailing the Financial Aid Office at [workstudy@pensacolastate.edu](mailto:workstudy@pensacolastate.edu). Students employed through the CWS program in one academic year are not automatically eligible for CWS in the next academic year. Returning CWS students with complete financial aid files are given priority consideration. The next consideration will be for students who have expressed interest and have complete Financial Aid Files if funding is available. Complete the [Work-Study Inquiry Form](#)

**NOTE:** A department may request a Work-Study student, provided the student meets all other CWS eligibility criteria and the annual funding allocation has not already been met.

### **Step 3: Determination of Eligibility and Notification**

The Financial Aid Office requires that the student provide accurate and current contact information, campus preference, and department preference, if applicable. Previous work experience is helpful; however, it is not required. After the student expresses interest, the Financial Aid Office will ensure the student meets ALL eligibility requirements and has Financial Need. Once eligibility has been determined, the student is notified via Pirate Mail of his/her eligibility status.

Eligible students and departments will be notified of their allowable work hours per week, and the minimum hourly wage for the academic year. It is the student's responsibility to coordinate with his/her hiring supervisor to ensure the student's work schedule does not exceed the maximum hours the student can work per week. The minimum wage is specified in the Pensacola State College Salary Schedule provided by the Payroll Department for each academic year.

To assist with placement the Financial Aid Office notifies College Departments that have requested a Work-Study, via Pirate Mail, of eligible students by sending lists with the students' names and estimated work hours allowed per week via Pirate Mail. The Departments are responsible for initial contact, interviewing, and selecting students for hire within the department.

Please Note: A department may request a student who is not listed in the email notifications from the Financial Aid Office, provided the student meets all other CWS eligibility criteria.

The Financial Aid Office reserves the right to alter the conditions of the program at any time due to funding limitations and federal regulations. Such modifications may include allowing or not allowing students to work during school semester breaks, reducing the maximum hours of work per week, and closing the College Work-Study program prior to the end of the academic year.

CWS students are students first; their primary responsibility is their education. Many of the students selected will have little or no work experience. With this in mind, **CWS students are not expected to perform functions or have skills at the same level as a full-time college employee, nor are they to replace a full-time college employee.**

**NOTE:** Ultimate authority rests with the Financial Aid Office for determining eligibility and placement of CWS students in a College department.

### **Step 4: Criminal Background Checks**

Florida law requires criminal background checks for employees and volunteers who work in certain selected positions. Pensacola State College is in full compliance with the statutory requirements. Criminal background checks are mandatory for all employees and volunteers who work with minor children; i.e., someone who is 17 years old or younger, is unmarried, and has not been emancipated by order of the court.

If negative results are reported, the Director of Human Resources, the college Police Chief, the Department Head and, in some cases, executive administration, will decide whether or not the applicant can be hired. If the individual has already been hired, a decision will be made regarding whether the student employee should be retained or terminated. Results of the criminal background check will be kept on file in the Human Resources Department. A negative background check can result in the termination of a job offer.

## **CWS PLACEMENT PROCEDURE**

The Financial Aid Office finalizes the placement of eligible students for CWS positions. New CWS students or returning CWS students who ceased employment for a year or more will have to complete the Onboarding Process. Please see the below process for New and Returning CWS Students. The Onboarding Packet and Onboarding Items must be completed prior to the first semester of employment or when the student needs to make a change to any of the student's information after the student is hired.

### **New CWS Students**

The Human Resources Office will send placed students an Onboarding Packet via Pirate Mail and assign students' Onboarding Action Items via the New Hire Onboarding Site. The Onboarding Packet includes the following sections:

1. Employment Application
  - a. Student Information
  - b. Education
  - c. Employment Experience
  - d. References
2. Self-Identification Information Form (Voluntary) - What to Expect After Completing and Returning Packet - discusses the New Hire Onboarding site that contains the required onboarding items that must be completed prior to date of hire
3. FRS Employment Certification Form
4. Employment Eligibility Verification Form (I-9 Verification of U.S. Citizenship or Residency status)
  - a. Social Security Card
  - b. Acceptable documents listed in the Onboarding Packet; and
5. Background Check Information and Instructions.

**NOTE: The student must take his/her valid driver's license or valid state-issued identity card and Social Security card to Human Resources, located in Building 7 on the Pensacola campus.**

As discussed in the Onboarding Packet, students will receive two notices to the email address provided on the completed onboarding packet; as follows:

1. The first notice is a welcome message from Pensacola State College, the student's Username for the New Hire Onboarding Site, and the Single Sign On site, myPSC Apps
2. The second notice is a link and temporary password to the New Hire Onboarding site

The New Onboarding Site allows the student to complete and review all onboarding items that were not completed when filling out the Onboarding packet. All Onboarding Items must be submitted or reviewed for accuracy prior to the student's date of hire. It also provides instructions on how to access myPSC Apps and the student's workstation on and after the student's hire date.

The student will need to submit a completed Onboarding Packet to the Human Resources Office and ensure all Onboarding Items on the New Hire Site have been completed to be issued an official start date.

**NOTE:** A student will not receive an official start date until Human Resources has received all required onboarding documentation. A student may not work prior to receiving the official start date from human resources.

### **Returning CWS Students:**

Students who are currently working as CWS students must remain otherwise eligible each semester in order to continue their jobs in their assigned departments. The Financial Aid Office will ensure each student meets eligibility requirements and notify the department of the student's continued eligibility. The Department must confirm placement for the new semester for the student to continue current placement. The Financial Aid Office will notify each student of the maximum hours he/she can work per week and the hourly minimum wage rate as specified by payroll for each term.

### **CONDITIONS OF EMPLOYMENT**

As part of the CWS program, the student must exhibit an ethical responsibility to do the best job possible for supervisors and coworkers and maintain an appropriate level of respect for the College, faculty, staff, students, and facilities.

For pay purposes, work weeks begin on Monday and end on Friday for students. **Work assignments are not to exceed the total number of semester awarded hours.** The acknowledgement of the work assignment by the department head affirms that the department head accepts the student assigned and agrees to work the student no more than the total allocated number of hours per week and per semester. The award is stated as an average number of hours per week.

Departments and/or students who fail to comply with the limits of the assigned hours and work any hours in excess of the awarded total number of semester hours will have the following immediate consequences:

- First Incident – The Department will receive a warning email stating the Work-Study student exceeded his/her allotted hours and may need to reduce hours in future weeks
- Second Incident – The Department will lose its eligibility for a Work-Study student for the semester and the student will be ineligible to work for the semester. The department may request another student the following semester. If dollars are available to fund the position, the request will be considered; however, there is no guarantee.

### **STUDENT RESPONSIBILITIES**

The CWS award enables the student to work and earn money for college expenses while learning valuable on-the-job skills, to gain experience, and provide an opportunity to obtain future recommendations from supervisors. It is imperative that students assigned to campus departments follow certain departmental and College policies (Exhibit 1) relative to their work assignments. Students will sign and return Exhibit 1 to the Financial Aid Office upon having CWS awarded.

### **College Work-Study students are expected to:**

1. Perform assignments in a serious and responsible manner. Failure to perform satisfactorily will result in removal from the assignment and/or from the CWS program
2. Follow a predetermined work schedule. There is no provision for paid breaks. If the student wishes to take a break or lunch, the student must sign-out and sign-in
3. Practice perfect attendance and punctuality
4. Maintain a daily accurate electronic payroll timesheet that does not exceed hours assigned based on student's award
5. Submit the completed online timesheet, through Workday, to the supervisor in a timely manner to meet the posted deadline
6. Notify the supervisor when illness or some other unforeseen circumstance prevents reporting to work as scheduled. If an extended absence is necessary due to medical complications, the student should contact his/her supervisor immediately. A signed release form from a physician may be required prior to returning to work
7. Remain in the assigned position for the academic term/year. Should there be a justifiable reason on the part of the student and/or supervisor, a transfer will be considered
8. Submit resignation notification promptly to the supervisor if the student resigns from the program before the work assignment ends
9. notify Human Resources, Admissions/Records, and the Financial Aid Office of any changes, such as name, address, phone number, marital status, exemptions, etc.
10. Reapply for financial aid annually by completing the [Free Application for Federal Student Aid \(FAFSA\)](#). The completed results must be sent electronically to the Financial Aid Office. Use the PSC College code 001513
11. Comply with all of the acceptable use IT policies detailed [here](#). These policies include but are not limited to \*Refraining from any illegal or improper activity that would lead to unauthorized access into any IT resource, system or user account
12. If a CWS student has completed all tasks and responsibilities assigned by a supervisor and receives supervisor approval, the student may complete homework or other school related assignments during the student's scheduled work hours for CWS

### **Dress Code**

Students should follow the dress code and always remember that he/she is a representative of the department and Pensacola State College and adhere to the following guidelines:

1. Shorts will be allowed, provided the supervisor approves, but must be professional in length
2. Pajama pants, pants with holes, worn out or ripped clothing items, aren't allowed
3. Pensacola State College does not require you to wear dress clothes; however, you are expected to look presentable
4. Jeans and t-shirts, or tank tops with small straps, are allowed; however, tops with spaghetti straps are not permitted
5. No clothing with vulgar print or symbols that could be suggestive or offensive to others should be worn at any time while working

Failure to adhere to these guidelines after proper warning could result in the student's removal from the Work-Study program.

## **STUDENT ENROLLMENT AND PERFORMANCE STANDARDS**

1. Students must be enrolled in a minimum of six credit hours each term in courses required for their declared program of study. Non-credit courses do not count in computing a student's enrollment level. Students not meeting the half-time enrollment requirement are no longer eligible for the CWS program. Warning! Students missing more than the allowed number of classes may be withdrawn by their instructors without the students' knowledge; therefore, it is imperative that the supervisors monitor the students' enrollment status.
2. CWS students are required to maintain Financial Aid Satisfactory Academic Progress (FASAP). Students placed on Financial Aid Suspension are not eligible to continue to work. A detailed explanation of the Financial Aid Satisfactory Academic Progress is found in the college catalog. The student should review the PSC website concerning the appeal process and contact the Financial Aid Office regarding appeal procedures.
3. CWS students are expected to perform their duties in accordance with the standards established by the departments for which they work.
4. The award is stated in number of hours for the semester. The Financial Aid Office will divide that number to show the average per week the student can work. However, any time missed can be made for earnings as long as it is within the semester and does not exceed the total number of hours for the semester.
5. Students are not allowed to work during a scheduled class or during scheduled break days.
6. Students must perform in a satisfactory manner to remain in the CWS program. A student being awarded CWS does not guarantee the retention of a job. It is the student's responsibility to perform his/her duties in a satisfactory manner as determined by the department.

**NOTE:** Hours worked after a student becomes ineligible cannot be paid by federal or state funds. The department must pay the student from the departmental budget for the hours worked over the maximum allowed.

## **PAYROLL/TIMESHEETS**

Each CWS student is responsible for maintaining his/her own daily timesheet via Workday, which is used to compute the total number of hours worked. Supervisors are accountable for validation and certification of hours to be paid. The student and the supervisor are responsible for submitting timesheets online to the Payroll Office. Departments that repeatedly submit timesheets incorrectly or consistently submit timesheets late will risk losing the CWS position.



### **Guidelines for completing Payroll Timesheets:**

1. Time worked should be rounded to the nearest 15 minutes (do not include scheduled class time)
2. The department head/supervisor must certify all College work hours. Failure on the part of the student and/or supervisor to accurately record the number of hours worked, or hours worked are in excess of the student's award, will result in the Department being responsible for obtaining funds, other than CWS funds, to pay those hours
3. The supervisor will verify the hours worked each week. It is the responsibility of the supervisor to determine how to track the hours worked and submitted by the student
4. A timesheet not submitted online by the deadline or submitted for a previous payment period will be submitted to Payroll for the next pay period.

### **RESIGNATION/TERMINATION**

Absence for three consecutive days without appropriate contact with the department supervisor for authorization shall constitute grounds for termination of employment.

CWS students who voluntarily decide to terminate their CWS assignments should give at least two weeks' notice prior to ending their Work-Study assignments for reasons other than end-of-term or end-of-year assignments. CWS students are required to notify their supervisors, in writing, and by email to the Financial Aid Office at [workstudy@pensacolastate.edu](mailto:workstudy@pensacolastate.edu).

A copy of the email will be kept in the student's Financial Aid Office file. Human Resources will be notified to remove the student from the payroll records.

**NOTE:** Federal Work-Study and Florida Work Experience students do not qualify for Unemployment Compensation. A student's request for a Reference or Employment and/or Unemployment Verification must be directed to the College Human Resources Office.

**PENSACOLA STATE COLLEGE  
STUDENT JOB SERVICES  
COLLEGE WORK-STUDY PROGRAM**

**STATEMENT OF UNDERSTANDING, CONFIDENTIALITY, AND CONDITIONS OF EMPLOYMENT**

As part of your Work-Study job at Pensacola State College, you have a responsibility to your supervisors and coworkers. Please read the following statements regarding confidentiality and employment standards.

Read and Initial each statement. Print and sign your name at the bottom.

- \_\_\_\_\_ I understand that all information gained from official files (office or computer generated) or heard in the course of my employment is strictly confidential and, as such, is not to be shared with anyone other than those authorized to receive this information. The disclosure of such information is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA).
- \_\_\_\_\_ I understand that violation of confidentiality is illegal and, as such, is a breach of ethics and is subject to termination of employment at Pensacola State College.
- \_\_\_\_\_ I acknowledge that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law.
- \_\_\_\_\_ I understand that the use of the College office computers is strictly for the purpose of conducting business in the office and not for personal use. Access to the Internet for personal use is prohibited.
- \_\_\_\_\_ I agree that if a computer password is provided to me, it is not to be used outside the office and is not to be shared with anyone other than those authorized.
- \_\_\_\_\_ I agree that if a copier password is provided to me it is not to be used outside the office and is not to be shared with anyone other than those authorized.
- \_\_\_\_\_ I understand I am responsible for reading and adhering to the policies and procedures as outlined in the *College Work-Study Handbook Policies and Procedures*.
- \_\_\_\_\_ I understand it will be my responsibility to adhere to these requirements and any violation may result in a departmental transfer or termination from the program and loss of my college Work-Study financial aid award.
- \_\_\_\_\_ I understand that my work hours are not to exceed 25 hours per week, and I am not allowed to work during a scheduled class unless the class did not meet, or I was released early from class. Instructor approval is required, and the instructor approval form will be required at time of timesheet submittal.
- \_\_\_\_\_ I have read and understand the acceptable use IT policies as detailed at [Acceptable Use of IT Services](#) and I understand that the use of the College office computers is strictly for the purpose of conducting assigned business in the office and not for personal use. Access to the Internet for personal use is prohibited.

Student \_\_\_\_\_  
(print)

Student ID \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_