

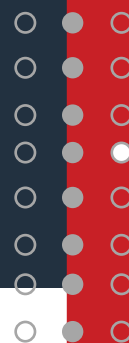


FINANCIAL AID





FEDERAL WORK- STUDY

A COMPREHENSIVE LIST
PREPARED BY
FINANCIAL AID



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FINANCIAL AID

Dear Student:

The Financial Aid office has prepared this “Federal Work-Study Manual” so you will be familiar with our policies and procedures.

Federal Work-Study is a Federal Student Aid program which combines federal and institutional funds to allow you to earn a portion of the money you need to finance your education at ICC. You will be paid a wage for the hours that you work. You must clock in/out using TimeClock Plus. Some positions require a manual time sheet to report hours worked biweekly. Instructions on how to report your time are included in this manual.

Financial aid and Federal Work-Study exist to assist you in paying the difference in the cost of attendance and the amount you and your family can afford to pay. Approximately 81% of all students attending ICC receive some form of financial assistance. The Federal Work-Study program provides you with job experience while providing you the opportunity to earn money to finance your education.

The Financial Aid offices are in the David C. Cole Student Services building on the Fulton Campus and the Academic and Student Center on the Tupelo Campus. We have an open-door policy, and you don't need an appointment to see us. However, if you are looking for available work-study jobs, refer to www.iccms.edu/studentworkers. Contact the Supervisor listed next to the job for which you would like to apply.

Sincerely,

A handwritten signature in black ink that reads 'Terry Bland'.

Terry Bland
Director of Financial Aid

A handwritten signature in black ink that reads 'Candace Thomas'.

Candace Thomas
Assistant Director of Financial Aid



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THE FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study (FWS) program was established by the Higher Education Act of 1965 as amended to promote part-time employment of students attending institutions of higher education who need the earnings of such employment to pursue their courses of study. The student must be enrolled in a degree-seeking program and establish financial need to qualify to participate in the program.

Students establish their eligibility annually by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at <https://studentaid.gov> on January 1 of each year for the coming fall term. The student must have documented financial need to qualify, and preference is given to students whose files are complete, including Verification. Students will be awarded FWS until the funding for the award year is exhausted.

FWS is funded by the Federal Government with matching funds from the College. As a result, there are requirements that must be met to comply with program regulations.

STUDENT'S REGULATIONS

The following is a list of the regulations that apply to the work-study employee employed under the FWS Program. These regulations must be followed for the work-study employee to continue his/her work-study employment. Violation of these regulations may result in the termination of employment from the FWS Program.

1. The work-study employee must establish a work schedule with the work-study supervisor that is suitable for all concerned. He/she must work his/her scheduled hours. A work schedule cannot be changed once it has been submitted without the approval of the work-study supervisor.
2. The work-study employee's duties will be assigned by the work-study supervisor. The work-study employee will not be paid through the FWS program for participating in or practicing for athletic events, band, choir, field trips, resident assistants, etc.
3. Work-study employees are not awarded FWS for break periods between the semesters.
4. The work-study employee and the work-study supervisor must verify the time worked every two weeks. Work-study employees are required to electronically submit the time worked. Instructions are provided later in this booklet. The work-study supervisor must approve the time worked and indicate that it was done in a satisfactory manner before submitting it electronically to the payroll department. A WORK-STUDY EMPLOYEE MAY BE PAID ONLY FOR THE TIME WORKED. *Intentional falsification of the hours worked could lead to expulsion from the College and prosecution under the U.S. Criminal Code.*
5. Work-study employees are always expected to give regular, punctual, efficient and cooperative performance on the job. It is the responsibility of the work-study employee to notify the supervisor if he/she is not able to report to work on time. If

illness or some other unforeseen circumstance prevents attendance at work, the work-study employee must notify the work-study supervisor in advance of the usual reporting time. **NEVER . . . “JUST FAIL TO SHOW,” even if ill.**

6. The work-study employee's work schedule and class schedule cannot conflict. A student cannot skip class to work.
7. The work-study employee's personal business is to be conducted outside the office. This is a job. Friends and family should not visit the work-study employee at work.
8. The work-study employee should dress appropriately for the job and always be neat and clean.
9. Jeans and shorts are acceptable but must be in good taste for an office. Shoes should be worn at all times. Work-study employees are expected to be business-like and polite in dealing with students, faculty, staff and the public.
10. When not on duty, the work-study employee has no privileges beyond those extended to other students regarding the use of materials, equipment or office space.
11. In accepting a job under the FWS program, the work-study employee agrees to remain with the job assigned for the time specified. FWS can only be revoked by the Director of Financial Aid. However, a student may be terminated by the work-study supervisor with just cause.
12. Work-study employees are expected to work during their assigned hours. Work-study employees should not be socializing with friends during this time. They should always return from assigned errands as soon as the errand is completed.
13. Lost time may be made up, but only with the supervisor's approval. Work-study employees may not work more than 40 hours per week while classes are in session. Work-study employees must schedule all make-up time with their supervisor.
14. Time may be spent studying only after all work has been completed and the work-study supervisor has no assignments.
15. Work-study employees are not allowed to use the College telephone for personal use, and personal cell phone usage should be limited (including texts, social media, etc.).
16. Work-study employees must be in compliance with the minimum standards of Satisfactory Academic Progress (SAP) to participate in the program.
17. Work-study employees must terminate employment immediately upon withdrawal from the College.
18. If a work-study employee over-earns their total FWS award, the work-study supervisor may contact the Financial Aid office to see if additional eligibility and funds are available. In the meantime, this work-study employee's employment should be suspended until resolved.
19. Work-study employees should make every effort to perform assignments in a satisfactory manner. Failure to perform satisfactorily may result in termination. Under these circumstances, the Financial Aid office is not obligated to find the student other employment.
20. Awards not earned on the FWS Program will not be paid out.

21. Work-study employees must electronically submit their time worked daily through TimeClock Plus or bi-weekly if they are required to submit a manual time sheet. This is subject to change due to holidays. Any errors in clocking in/out should be addressed with the work-study supervisor and not the Financial Aid office.
22. FWS does not pay overtime. A work-study employee cannot work more than the scheduled hours.

ATTITUDES

The work-study job assigned to work-study employee is a very important opportunity to lay a good foundation of attitudes about work. A student's attitude while employed at ICC is important to the student and to the College. Here are a few good points to remember about attitudes and doing a good job.

- **Cooperation** – Strive to work with your supervisor as well as any coworkers. Always express a willing attitude and enthusiasm in any task you do.
- **Courtesy** – Always be courteous and friendly in performing your job. Sincerely try to be friendly to everyone without being pushy or forward. If your job requires you to be in contact with a large majority of the students, always be helpful when these students need assistance.
- **Dependability** – Be an employee that your supervisor can count on to be at work and get the assigned job done.
- **Responsibility** – Perform your job to the best of your ability. Always promptly complete assignments given to you and willingly accept any new assignments. Do your work accurately. Strive for recognition of your abilities, and you will receive pleasure from your sense of accomplishment.
- **References** – Your supervisor can be a good job reference for you in the future. This is a JOB, and you are an EMPLOYEE. Cultivate a good relationship with your supervisor so that he/she can be a good reference for your skills and abilities when seeking future employment.

SUPERVISOR'S REGULATIONS

The following is a list of the regulations for the work-study supervisor. Violation of the following regulations could result in the loss of your FWS employee(s).

1. After interviewing and accepting a work-study employee, work-study supervisors should explain the job requirements so that there is no misunderstanding.
2. If training for the job is necessary, the work-study supervisor's department is responsible for that training.
3. Work-study employees are awarded a maximum amount that can be earned. This maximum cannot be exceeded. Work-study employees cannot work during breaks; nor can work-study employees work during scheduled class periods. They cannot skip class to work.

4. Work-study employees must submit their time worked daily through TimeClock Plus or bi-weekly if they are required to submit a manual time sheet. Supervisors will be notified by HR at the end of each pay period to approve or reject the time reported by the student. This schedule is subject to change due to holidays.
5. If a work-study employee misses a payroll period, the supervisor may update the work-study employee's time worked in TimeClock Plus. This time will be included with the next scheduled payroll.
6. PAY THE WORK-STUDY EMPLOYEE ONLY FOR THE HOURS WORKED. *Intentional falsification of hours worked could lead the supervisor's loss of access to the program.*
7. If there is a problem with a work-study employee, the work-study supervisor is responsible for issuing a verbal warning, a written warning for further violations and termination, if warranted. The Financial Aid office is not responsible for terminating employment; however, a copy of any written termination notice should be sent to the Financial Aid office to document the student's file. A student should not be terminated via text or email.
8. FWS can only be revoked by the Director of Financial Aid. However, the supervisor may terminate a work-study employee with just cause. Termination should be documented in writing with a copy provided to the Financial Aid office for the student's file.
9. Work-study employees are required to dress appropriately. If there are special dress codes for a department, the work-study supervisor must inform the student of such.
10. Work-study employees are required to report to work for their designated hours as determined by the mutually agreed upon schedule the supervisor and the student establish. Violations should be documented through verbal and written warnings as noted above. Copies of those warnings should be maintained by the supervisor. The Financial Aid office does not need a copy of the warning.
11. Work-study employees are allowed to study with their supervisor's permission only after all job assignments have been completed.
12. A student's employment is considered immediately terminated if he/she withdraws from the College. Any wages earned at the time of withdrawal will be paid to the student in the next payment cycle.
13. If a work-study employee over-earns his/her total FWS award, the work-study supervisor may contact the Financial Aid office to determine if additional eligibility and funds are available. In the meantime, this work-study employee's employment should be suspended until resolved.
14. Lost time may be made up, if scheduled with the supervisor, but work-study employees may not work more than 40 hours per week.

REQUIRED FORMS

The following forms are required ***before*** a work-study employee can begin employment:

1. Form I-9 with two forms of identification
2. Interview Letter
3. Direct Deposit Form

FIRST-TIME WORK STUDY EMPLOYEE

1. Visit www.iccms.edu/studentworkers for a listing of job openings and contacts.
2. After you have secured a job, your supervisor will sign and give you an ***Interview Letter*** to return to the Financial Aid office.
3. When you visit the Financial Aid office to submit the ***Interview Letter***, you will complete an ***I-9 Employment Eligibility Verification Form***. Bring appropriate identification (Driver's license and Social Security card) to the work-study coordinator in the Financial Aid office on either the Fulton or Tupelo campus.
4. You may not begin working until these steps have been completed with the work-study coordinator and permission has been given to begin working.

TIMECLOCK PLUS

Work-study employees are required to electronically submit the time worked unless a paper time sheet is required due to a specific job. The work-study supervisor must approve the time worked and indicate that it was done in a satisfactory manner before submitting it electronically to the payroll department.

TO CLOCK IN/OUT ELECTRONICALLY

1. Log in to myTribe at <http://mytribe.iccms.edu>.
2. Scroll to the bottom of the page.
3. Click on ***TimeClock Plus Employee***.
4. Enter your ICC Student ID number in the ***Badge/ID Number*** field.
5. Click on ***Clock In*** or ***Clock Out*** as appropriate.
6. You must ***Clock In*** at the beginning of your shift and ***Clock Out*** at the end of your shift. You must also clock in or out if you take a break/lunch, go to class or leave your assigned job for any reason other than work duties. If you forget or if the system experiences an error, notify your supervisor so that he/she may clock you in/out.

PAYCHECKS

Payroll is processed biweekly and is direct deposited into the work-study employee's bank account on file.

PAY PERIODS

Refer to the Payment Schedules posted at www.iccms.edu/financialaidforms