

Federal Work Study Student Guide



****INTRODUCTION****

The Federal Work Study Program is a federally funded Financial Aid program which provides employment opportunities for students who need money to meet educational expenses. Work Study is awarded as part of your overall Financial Aid package.

Certain stipulations exist regarding the type of employment situation you can accept. Positions are generally limited to those offered by public or private non-profit organizations. Federal Work Study funds cannot be used to pay for work which is religious, political, or which is performed for the benefit of a private individual. Because of this, you can be paid for general office work, but cannot be paid for typing a dissertation or assisting with private consultation. As a Work Study employee you cannot be hired to replace regular employees and all hiring practices must comply with existing civil rights regulations.

In addition to the many interesting and challenging positions offered by our traditional Federal Work Study program, the University of Maine at Presque Isle also believes in promoting positions which are designed to improve the quality of life for community residents. These positions may or may not be on campus. If you would like additional information regarding community service opportunities, please contact the Office of Student Financial Services at (207) 768-9513.

****HIRING****

The process of hiring a student through the Federal Work Study Program begins with the potential employers assessing their needs. Once they have determined the number of student employees that they will require, an application is filled out and then returned to the Office of Student Financial Services. The Office of Student Financial Services then reviews all requests for student workers, allotting the number of positions based upon the overall needs of the University, as well as available funding. Each supervisor is then notified of the number of students that he/she is authorized to hire. Students will only be allowed to accept positions

which have been authorized in advance by the Office of Student Financial Services.

Each returning student who has successfully held a Work Study position at this campus and has been awarded Work Study for the upcoming period will be provided a list of all approved positions. It will then be the responsibility of the student to apply for a position, while the supervisor has the responsibility of hiring his/ her staff. The Office of Student Financial Services reserves the right for final approval. If you have been awarded Work Study, and are eligible to interview, you will be able to discuss job placement for the academic year. If the Supervisor feels as though it is a good fit for employment, an Electronic Authorization Form will be submitted via MaineStreet. Hired students will receive an email at their maine.edu email to follow specific steps to accept the job. ***You cannot begin employment until after this authorization has been properly completed and all other paperwork is returned to the Office of Student Financial Services.***

Incoming freshmen, transfers, and returning students who have never participated in the Federal Work Study Program, will be offered opportunities in entry level positions here at the University. These positions will be based upon the skills of the student, and the needs of the University as determined by the Office of Student Financial Services. The Office of Student Financial Services will determine all entry-level positions. Students who have not successfully completed their entry-level position (terminated or quit) will also be considered for employment based upon the needs of the institution. Prior to being placed, all first time participants (freshmen, transfers, etc.) will meet individually with the Office of Student Financial Services to complete the necessary forms and discuss the positions which are available.

The Immigration Reform Act of 1986 requires that all students who will be working on or off-campus provide proof of U.S. citizenship or alien status eligible to work in the United States. In order to comply with the law, new student employees are asked to provide documentation that establishes identity and employment eligibility. Before you begin working please bring either a document from List A, or one document from each of List B and C, to the Office of Student Financial Services for verification. Student employees will not be allowed to begin employment until all required paperwork is complete and on file. Acceptable documents consist of:

A- Documents which will establish identity and eligibility:

- ✓ U.S. Passport
- ✓ Permanent Resident Card
- ✓ Foreign Passport w/I-551 stamp
- ✓ Employment Authorization Document w/ photograph
- ✓ Foreign Passport w/I-94

B- Documents which will establish identity:

- ✓ Driver's License w/ photograph
- ✓ State ID card w/ photograph
- ✓ School ID card w/ photograph
- ✓ Voter Registration Card
- ✓ Military Card or Draft Record
- ✓ Native American Tribal Document
- ✓ U.S. Coast Guard Merchant Mariner Card

C- Documents which will establish eligibility:

- ✓ Social Security Card
- ✓ Birth Certificate with official seal
- ✓ Native American Tribal Documents
- ✓ Employment Authorization issued by DHS

In addition to this Federal condition of employment, all new student employees are required to attend Chemical Identification Training as mandated by the Board of Trustees. This training will take place during the Work-Study Training session.

****Job Titles, Pay Levels & Increases****

Wage rates are determined by the skills that are necessary to perform the job. All positions at the University of Maine at Presque Isle are evaluated based upon specific criteria and fall into one of five levels. You will find a brief description of pay levels and corresponding wage rates below. The Office of Student Financial Services reserves the right to determine which pay level a job title will be assigned.

Level I Pay Rate: \$12.75

Employee performs routine or repetitious duties. In some cases specific knowledge and skill is required to perform assigned duties. Routine supervision of the employee is required.

Level II Pay Rate: \$12.90

The duties include some proficiency in an area(s) that requires advanced knowledge or experience. This proficiency is acquired from a significant period of work or educational experience. The employee requires moderate supervision and training.

Level III Pay Rate: \$13.10

Duties require proficiency in areas demanding advanced knowledge, ability and skill. The employee requires minimal direct supervision and uses independent judgment.

Level IV Pay Rate: \$13.25

Duties require expertise in areas demanding highly advanced knowledge, ability and skill. The employee requires no supervision and very often supervises other employees.

Level X Pay Rate: \$15.75

Duties require expertise in areas demanding highly advanced knowledge, ability, skill and experience. The employee requires no supervision and very often supervises other employees.

****Level X positions require prior approval from the Office of Student Financial Services. If you wish to hire a student for a position that falls in the Level X category you must contact the Office of Student Financial Services before you hire the employee.**

Completion of the Work Study evaluation forms by the supervisors at year end is crucial.

Questions regarding pay levels should be directed to the Office of Student Financial Services.

****PAYROLL****

Student payroll is processed on a bi-weekly schedule. The workweek begins on Sunday and ends on Saturday, with two weeks in each payroll period. As an employee of the University of Maine at Presque Isle, you are responsible for entering your time into MaineStreet. You may access this site at

<http://mainestreet.maine.edu>. This is where you will be asked to enter your University of Maine System ID. Your ID is the first part of your UMS e-mail address. For example, if your UMS e-mail address is john.smith@maine.edu your MaineStreet ID is **john.smith**, and your password is the same password you use for your email account. In order to be prepared for online time entry, you will need to make sure that you have activated your UMS e-mail account. Please contact the Office of Student Financial Services for step by step instructions on how to enter time. If you are having problems accessing MaineStreet, please contact Computer Services at (207) 768-9626.

The student time entry system at the University of Maine at Presque Isle, allows for the recording of time in “clock time sequence” as recommended by the Department of Education. The PeopleSoft Time and Labor System refers to this method of time recording as Punch Time Entry and consists of recording your start and end times as appropriate. Your time entry record will need to be available the first day of work, so please make sure you complete and return to the Office of Student Financial Services, all of the necessary requirements for your employment. You cannot begin working until all employment requirements are satisfied.

Make sure you get in the habit of recording your time daily. It is not appropriate for you to wait until the end of the pay period to complete your time input. By doing so, you run the risk of not being paid in a timely manner. It is your responsibility as the employee to make sure your time entry is complete and ready for your supervisor’s review and approval. If your time entry is inaccurate or late, your supervisor will be unable to approve your time and this will delay your pay for an entire pay period.

For every 6 hours worked, you are entitled to a ½ hour break. The time entry should reflect the break period by recording the in and out time before and after the breaks.

If you are working for an off-campus employer, you will need to print off your time sheet weekly and bring it to your supervisor to sign off on your time that you have worked. You will then be responsible for making sure the signed time sheet is forwarded to the Office of Student Financial Services to be approved in the payroll system.

At the end of each pay period, your supervisor will approve your time; it will then be ready for processing. It is strongly encouraged to have direct deposit instead of receiving a paycheck. If you decide to not go with direct deposit, paychecks will be

available on the dates they are scheduled to be released, usually on the Friday following the end of the payroll cycle. Paychecks can be picked up in the Office of Student Financial Services, on the top floor of Preble Hall from 8:00 AM-4:30 PM Monday-Friday. If you need to have your check mailed off campus, you will need to leave your current mailing address with the Office of Student Financial Services.

****MONITORING**

In order to comply with the statutes and regulations governing federal aid programs, it is necessary to monitor your earnings. Each student who is awarded Work Study will have a limited amount of money available to earn each program period, (Fall, Spring, and Summer semesters). This limit will be stipulated in your award notice and the Student Employment Authorization Form. If you exceed your allotment there is a strong possibility that you will be placed into an over-award situation. When this happens, your aid package may be adjusted and repayment of other forms of aid requested.

In order to assist you in monitoring your earnings, your paystub has a running total of your earning and remaining balance. These figures indicate the amount of money available as of the last payroll. This does not take into consideration the hours that you have worked since that time.

Establishing your own method of monitoring your earnings is recommended. One easy method is to divide your allotment by your hourly rate of pay. The outcome is the total number of hours you can work that program period (semester):
 $\$1,700/\$12.75 = \text{about } 133 \text{ hours}$. You then subtract the number of hours you work each week. When you hit zero you know you have completed your allotment and you must stop working.

If you are required to report your earnings to outside agencies, it is in your best interest to keep all of your payroll check stubs. In the event that you cannot locate your payroll check information, you can obtain earning information by logging into MaineStreet, then selecting Employee Self-Service, View Checks and History.

During the academic year, when classes are in session, you **cannot work over 20 hours per week**. If you work during a vacation or are participating in the Summer Program, you may work a **maximum of 40 hours** per week. Hours submitted in excess of these limits will not be paid under the Federal Work Study Program.

****PERFORMANCE****

Whether you applied for or were assigned to your position, the first order of business should be to establish your work schedule and discuss with your employer his/her expectations. Expectations and policies will vary from one work site to another so make sure you are aware of what is required of you. There are certain policies that are generic throughout the program including:

1. If you are scheduled to work, be there.
2. Be punctual for all scheduled work hours.
3. Dress appropriately.
4. Be thorough and efficient.
5. If you are ill, call and inform your supervisor before your scheduled start.
6. Remember, you are a representative of the university; act accordingly.
7. Never schedule yourself for work when you should be in class.
8. No cell phone use (talking, playing music, searching online, playing games, or texting).
9. No use of MP3 player or I-Pod
10. Work Study does not mean study while you work. Student employees should not be spending their whole time at work completing homework/studying. The main reason for being placed in a work location is to assist with completing tasks

Please be aware that not performing as expected shall result in your termination from the Work Study Program. If termination takes place you will lose your Work Study allotment for the remainder of the year, and you will also be assigned to a work site the next time you have Work Study. The policy on termination is as follows: You are allowed one written warning. If after the warning is issued, you continue your substandard performance, your supervisor will end the employment arrangement.

Immediate termination can occur when falsifying time, sharing confidential information to others, and/or severe action including fighting, threatening, etc.

If you are injured on the job, please notify the Office of Student Financial Services immediately.

****TRANSFERS****

You will be allowed to transfer from one site to another only if the original supervisor is in complete agreement. You may request a transfer by completing a Job Transfer Authorization by having it signed by your current supervisor and potentially new supervisor and then submit the form for final approval to the Office of Student Financial Services. These forms are available in the Office of Student Financial Services.

You may be allowed to work additional work sites only if your original site does not allow you the opportunity to earn all of your allotment. Individuals interested in an additional site should contact the Office of Student Financial Services prior to making arrangements with other supervisors.

Requests for transfers or additional work sites will not be considered until after the first Monday in October.

If you have questions regarding Student Employment, please contact the Office of Student Financial Services, located on the top floor of Preble Hall or by calling Danielle Pelkey at (207) 768-9513.