

## FEDERAL/STATE WORK STUDY PROGRAM

### STUDENT POLICIES

You have been assigned to a department for the purpose of working part-time during this summer/academic year. Please read and follow the following policies when you begin your placement:

**\* You cannot work more than one job at SCSU while under the Federal/State Work Study Program.**

\* You are paid for the hours you work for your supervisor, on a bi-weekly basis. Your timecard will be emailed directly to your supervisor from payroll once you have completed and submitted all the necessary placement paperwork. It is your responsibility and the responsibility of your supervisor to make sure your timecard is properly completed and submitted in a timely fashion to the SCSU Payroll Department.

\* If your timecard is submitted late, you will be paid the next available pay-date.

\* Once you have developed your weekly work hours/schedule with your supervisor, please adhere to your time. Your department is depending on you to report to work when you are assigned. If adjustments to your work schedule are necessary, meet with your supervisor immediately to discuss.

\* If you are sick, running late to work, or for some reason cannot report to your assignment when you are supposed to, call your supervisor immediately and let him/her know. Not showing up for work could be grounds for termination/re-assignment.

\* The maximum hours you may work each week is listed on your Placement Document, signed by yourself and your supervisor. If you adhere to these hours your allotment of funds will last throughout the dates on your Placement Document. If you work more than this, your work award will not last and you will be terminated before the end of your placement.

\* You cannot begin work until all required documents are properly completed and returned to the Office of Financial Aid & Scholarships (OFAS). Besides the Placement Document, other documents could include Federal and State W-4's, I-9 Employment Authorization Form and required individual verification documents (i.e. passport, driver's license, birth certificate, etc.), and the State of Connecticut Code of Ethics Acknowledgement of Receipt form. A listing of all documents included in your packet is included at the end of this document.

\* You cannot work more than 20 hours per week: this is Federal Law. Not adhering to Federal Policy is grounds for termination/re-assignment.

\* If you have been assigned to an off-campus placement, you must complete additional paperwork, available in the OFAS, Wintergreen Building. In addition, you must contact the SCSU Payroll Department to initiate your timecard process.

\* Off-campus student workers may fax their completed timecards directly to the OFAS at (203) 392-5229.

\* For your convenience, the University has direct deposit available for your payroll check. If you are interested a Direct Deposit Authorization Form is included in your packet. Complete and return to the University Payroll Department located in the Wintergreen Building. Questions regarding direct deposit can be directed to the Payroll Department.

**\* It is likely that your first University paycheck may be delayed at least one pay cycle.**

\* **Computer Use:** Campus technology devices are the property of the State of Connecticut and their use is restricted to the performance of official State business. Student workers must follow the Board of Trustees Policy on Computer Use for Employees of the Connecticut State University System (BR # 86-48).

\*If at any time you have questions and/or concerns regarding any part of your award or placement, please see the Federal Work Study Program Coordinator, located in the OFAS, Wintergreen Building.

**REMEMBER- If your earnings EXCEED your Federal/State Work Study award for the academic year, your financial aid award (i.e. grants/loans) can be reduced by the amount of earnings that exceed your accepted award. This could mean you will possibly have an outstanding balance owed to the University, it is important to stay in touch with OFAS to make sure you are within your earnings guidelines.**