



UT Health

San Antonio

Veteran Services &
Financial Aid

2017-2018 COLLEGE WORK-STUDY STUDENT HANDBOOK

This student employer manual has been prepared for the benefit of UT Health San Antonio students under the College Work Study Program. This manual outlines procedures and offers guidelines to be used for participation in the program.

College Work Study at UT Health San Antonio

The student employment program at UT Health San Antonio offers the student an opportunity to earn funds through meaningful work experiences. Students may receive an award of student employment as part of their financial aid package. Student employment awards are called "College Work-Study". College Work-Study (CWS) awards are reserved for students with the highest financial need. Students are awarded a specific dollar amount in Work-Study. This amount is the maximum that may be earned in the academic year. The average student employment award is \$2,200 per year. Unlike scholarships, grants and loans, which are credited directly to the student's account, student employment is not. A student with a work study award begins looking for a job by checking the [work study job database](#) under the financial aid page (NOTE: Database opens June 1st). They will then apply directly to the CWS Supervisor. All positions are paid at the same rate. For 2017-18, hourly rate is set at \$15.00. Students are paid on the 7th and 22nd of every month for hours worked during the previous pay period.

Questions about the College Work Study program may be addressed to Gloria Salinas at 210 567 2635. Email inquiries may be addressed to: salinasgq@uthscsa.edu.

Eligible Students

Students awarded College Work-Study receive an Eligibility of Employment Notice (EEN) email send to their LiveMail account (see Appendix at the end of the document for sample). Only students with an EEN can be considered for employment. Student must submit a Free Application for Federal Student Aid (FAFSA) annually to be considered for funding. Awards are distributed on a first-come first-served to

eligible students. Because work awards are highly competitive financial aid awards, there are not enough funds to award all students that show financial eligibility. In order to accommodate additional requests, a student can ask to be put on a waitlist. However, funds to award all requests are not guaranteed. Students that are awarded through the waitlist process, may need a loan change to avoid an over award of funds. Students will be offered two awards: one for fall and one for spring (if attending both terms). Transfer, reallocation, or increase of hours may be unlikely.

Work Study Award

Students that accept a College Work Study award, receive an email with the Eligibility of Employment Notice. Potential employers will use this notice to validate eligibility to participate in the program during the job interview. Unaccepted awards will be cancelled after 30 days. Students who accept their award, but do not have a job after 60 days or by the 6th week of the term (whichever date is last), will have their award cancelled and reallocated to students on the wait list. Students employed but that do not submit hours for pay in a six week period, are subject to award cancellation/reduction. If unusual circumstances exist, please contact VSFA.

If the student has 30 or fewer hours remaining and would like to be considered for an increased award, he/she can contact VSFA to be placed in a waitlist for additional hours. The student should not work beyond their remaining hours until notification of increased hours is received. The waitlist does not guarantee of eligibility or availability for additional hours.

Finding a Job

For a list of current job openings, please visit the [job database](#) for available work study positions after June 1st. The database is updated often as jobs become available. Students should contact the Supervisor listed in the job description to schedule an interview.

If the student is offered a position and would like to accept it, the supervisor will notify VSA of their intent to hire the eligible student. An email will be sent to the student with the link to the employment forms and instructions on how to complete them.

Once the student is cleared to start working, both the student and supervisor will receive another email from VSFA with the start date. This email will also have a link to payroll deadlines and a Time Management Worksheet. Please note that students can only receive pay as Work-Study employees once approval from VSFA is given; do not work until said approval is received. The earliest clearance can be given is on or around 10 days before fall first class day.

Community Service

As a requirement of the Federal Work-Study Program, UT Health San Antonio must make students aware of community service opportunities to employ students in community service jobs. Students interested in applying for a Community Service Position, can easily search the [job database](#) to filter positions by Community Service.

Timesheets

Supervisors are required to report and certify time work for their CWS employees. Federal regulations state that supervisors must sign students' timecards verifying they have worked and earned the amount being paid and that the work was performed in a satisfactory manner. VSFA provides supervisors with a Time Sheets template in an Excel Workbook that meets the federal requirements of the program. The Excel Workbook contains prefilled time-sheets to report time for each pay period.

Time Sheet Workbook must be submitted at the end of each pay period by 1:00 pm on the deadline by the supervisor. The list of payroll deadlines is provided to both the supervisor and the student. In order to better manage the program expenditures, time must be reported at the end of each pay period unless a previous arrangement has been made. At the beginning of the pay period, supervisors are provided with the updated Excel Workbook with the time sheets and updated hours to return at the end of the pay period. Paper time sheets are not acceptable.

The student is provided with a Time Management Worksheet (see Appendix at the end of the document for sample) to help them monitor their time but it is the Supervisor's responsibility to submit the Excel Workbook with the student's official time sheet. The student receives a communication the day after payroll with their remaining hours.

Student hours will be paid in 15 minutes increments. Report time to your Supervisors using partial hours as .25, .50, or .75 if necessary.

Compensated Travel Time to Off-Campus Community Service Jobs

Eligible positions can offer students compensation to travel to work. The allowed pay is determined by VSFA upon review of average travel time from the main campus to the job. Supervisors eligible to compensate students for travel time will be notified by VSFA and will be provided with a Travel Report. The Travel Report is provided in the same format as the Time Sheet and must be submitted using the same method as the Time Sheet.

Current Jobs Eligible for Travel Pay:

- Witte Museum H-E-B Body Adventure Assistant – up to one hour compensation for travel per day
- Research Assistant at the Dialysis West/Texas Diabetes Institute - up to one hour compensation for travel per day
- South Texas Poison Center Education Outreach Assistant – only when traveling to outreach events and up to one hour compensation for travel per day unless previously authorized by VSFA

General Student Employment Regulations

To better manage hours, students are not allowed to hold concurrent dual positions but may have multiple jobs through the year. Students can work a maximum of 20 hours per week. Students may not work more

than 8 hours per day. Students may work during evenings and weekends as long as the department has regular evening and/or weekend hours and students have adequate supervision.

With their supervisors' assistance and VSFA communications, it is the responsibility of College Work-Study students to determine individual hours available to work each pay period. The decision regarding the actual number of hours worked will be made by supervisors with consideration for the maximum hours allowed, the requirements of the position, and students' availability. It is crucial to understand that students are not allowed to work during scheduled class time unless the class is cancelled.

The Excel Workbook with the Time sheets reflects the students' remaining hours for the term to help the planning process for departments and students. Students and supervisors are encouraged to manage the student's time to "stretch out" their hours throughout the term.

Overtime

No overtime is allowed at any time using College Work-Study funds. **Any hours reported on the Time Sheet that exceed the maximum allowed will not be covered with CWS funds.** College Work-Study funds are governed by federal regulations, award amounts must be strictly observed.

When CWS awards have been fully earned, the student must cease employment.

Paychecks

Paychecks for College Work Study students are distributed on the 7th and the 22nd of each month. If the student signed up for payroll direct deposit, the funds will be available on those dates. Otherwise, the student will need to pick up the check at the VSFA office.

Tax Information

Money earned through the College Work Study program is subject to federal taxation.

- W-4: Federal and state tax withholding is calculated from information provided on the W-4. All College Work Study employees are required to submit a W-4. For questions on how to complete this form, consult a tax preparer or parent.
- W-2: Payroll will provide students with a W-2.

Training

Students are required to take mandatory on-line training compliance courses as required by the UT Health San Antonio Handbook of Operating Procedures (HOP) within 30 days of employment.

Last Day of Employment

The last day to work remaining hours for a Fall award is the student's official last date of attendance as published in the academic calendar. The last day to work remaining hours for a Spring award, is the

student's official last day of attendance for the aid year as published in the academic calendar or June 15, whichever is earlier.

Satisfactory Academic Progress

VSFA monitors progress on an annual basis for all students who receive aid. The Satisfactory Academic Policy (SAP) is located [online](#).

Guidelines for Resolving Problems + Termination

A student employee is technically considered a "temporary part-time" employee and is thus not entitled to the same benefits as a full-time staff person. However, student employees should be treated fairly and courteously. If a student is unreliable or does not handle the assigned duties responsibly, the student is subject to termination for unsatisfactory performance.

FERPA

FERPA Policy REQUIREMENTS OF CONFIDENTIALITY PURSUANT TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 20 U.S.C. § 1232g ("FERPA") Protecting the privacy of UT Health San Antonio students is a matter that the institution takes very seriously. UT Health San Antonio college work-study employees may, at times, come in contact with personally identifiable information regarding Ursuline's students. This information may include, but is not limited to, grades, financial information, prior educational history, transcripts, and medical information. Under FERPA, this information must be kept confidential. While such information can be disclosed to school employees who have a legitimate educational interest, as determined by UT Health San Antonio, it cannot be disclosed to individuals who are not employed by UT Health San Antonio. If it is determined that an employee has made an inappropriate disclosure of personally identifiable information regarding a UT Health San Antonio student, such disclosure may be grounds for disciplinary action, including the employee's immediate dismissal. Any questions regarding this policy or the application of [FERPA](#) should be referred to the Office of the [University Registrar](#).

Appendix A

Sample Employment Eligibility Notice

UT Health Science Center at San Antonio
Office of Veteran Services and Financial Aid

Eligibility of Employment Notice

fld LETTER_PRINTED_DT

Dear fld_FIRST_NAME fld_LAST_NAME,

You have accepted funds from the College Work-Study Program for the 2017-2018 award year. This is your official Eligibility of Employment Notice that potential employers will need to validate your authorization to seek employment. For their convenience, please include this notice when you submit your resume or contact employers.

As a reminder: The award is term-based and increases are unlikely to be granted. Please refer to your Award Notice for amounts. You may work a **MAXIMUM of 20 hours per week**. **There is NO minimum number of hours you have to work**, but a department may set a minimum if they have specific needs.

For a list of current job openings, visit the [Available Work-Study Positions](#) page after June 1st. The list is updated often as jobs become available.

1. Students who have accepted their award, but do not have a job after 60 days or the 6th week of the term (whichever date is last), will have their award cancelled and reallocated to students on the wait list.
2. If you are offered a position and would like to accept it, you will need to complete the employment forms. An email will be sent to you with the link to the forms and instructions on how to complete them upon your future supervisor's request.
3. Once the employment forms are processed and your back-ground check clears, you will be able to start working. We will send another email notifying you and your supervisor you have been cleared to work after July 1st 2017. **Please note that students can only receive pay as Work-Study employees once approval is given; please do not work until said approval is received.**

Please review the [Frequently Asked Questions for Students](#) for more details about the program. If you have any questions, do not hesitate to contact us at 210/567 2635.

Sincerely,

Veteran's Services and
Student Financial Aid

Sample Time Management Worksheet –NOT A TIMESHEET FOR PAY

****THIS IS A WORKSHEET TO HELP YOU MANAGE YOUR TIME - THIS IS NOT A TIME-SHEET FOR PAY****

Your supervisor will submit an electronic time-sheet to the office of Veteran Services and Financial Aid (VSFA)
Paper time-sheets are no longer accepted

You may begin employment only after receiving a clearance communication from VSFA

Student's Name: _____ Pay Period: **Begin** 7/1/2017 **End** 7/15/2017

Report minutes in quarter increments as follows: 15 min. = .25 30 min. = .50 45 min. = .75

| | MON. | TUES. | WED. | THURS. | FRI. | SAT. | SUN. | |
|-------------|----------|----------|----------|----------|----------|----------|----------|--------------|
| DATE | | | | | | 07/01/17 | 07/02/17 | Weekly Total |
| HRS. WORKED | | | | | | | | |
| | MON. | TUES. | WED. | THURS. | FRI. | SAT. | SUN. | |
| DATE | 07/03/17 | 07/04/17 | 07/05/17 | 07/06/17 | 07/07/17 | 07/08/17 | 07/09/17 | Weekly Total |
| HRS. WORKED | | | | | | | | |
| | MON. | TUES. | WED. | THURS. | FRI. | SAT. | SUN. | |
| DATE | 07/10/17 | 07/11/17 | 07/12/17 | 07/13/17 | 07/14/17 | 07/15/17 | | Weekly Total |
| HRS. WORKED | | | | | | | | |
| | MON. | TUES. | WED. | THURS. | FRI. | SAT. | SUN. | |
| DATE | | | | | | | | Weekly Total |
| HRS. WORKED | | | | | | | | |

TOTAL _____

HOURS NOT TO EXCEED 20 PER WEEK

****THIS IS A WORKSHEET TO HELP YOU MANAGE YOUR TIME. THIS IS NOT A TIME-SHEET FOR PAY****

Your supervisor will submit an electronic time-sheet to the office of Veteran Services and Financial Aid
Paper time-sheets are no longer accepted