

FWS Supervisors Information session 2019-20



Inspiring every day.

The Federal Work-Study Program



1. Creates job opportunities from which students can develop critical career readiness skills
2. Provides students with a mean to help meet their educational expenses
3. Assist MCC ORG to serve our students better.
4. Help with students' retention

Interactive Plan for today's meeting (Agenda)



1. Welcome
&
Introduction

2. What
would you
do?

3. FWS
Funding

4. Workflow
BANNER 9

5. HR
paperwork
and process

6. Payroll
paperwork
and process

7. FWS
Forms

8. FWS
Calendar

9. AJERA



What would you do!
Ramon L. Rodriguez
Financial Aid Specialist & FWS Coordinator-BC

Jury duty Case



“My FWS student has been called for jury duty.”

How does that work with work study?

Does he still get paid through the work study program?

What is the process?

What would you do?

Let your student know ...



FWS student employees are not entitled to:

1. overtime pay,
2. paid holidays,
3. paid sick leave,
4. vacation time,
5. unemployment insurance,
6. jury duty or
7. permanent status.



“My FWS grant has been reduced (or cancelled).”

Why did my FWS grant reduce (or cancelled)?

What would you do?

Let your student know ...



Reasons for the FWS grant to be reduced or cancelled

1. You receive a **scholarship** after you are awarded the FWS grant.
2. You apply for Federal or Private student **loans** after you are awarded the FWS grant
3. Your **TAP grant** is certified for more than the estimated amount
4. You **withdrew** from all your courses or you are **only enrolled in courses that are not financial aid eligible** (FACE issues)

Let your student know ...



Your financial aid budget

Your Federal Work-Study grant can be reduced or cancelled after it was awarded to you.

- a. You have a **financial aid budget**, and all of your financial aid needs to fit within it.
- b. If your FWS grant does not fit in your budget, it will be reduced or cancelled.

The Financial Aid Budget provides a breakdown of expenses to attend MCC. For instance, tuition, books and living expenses.

Termination Case



“Good morning Mr. Vice-President! I have an issue with “my” Federal Work-Study job. My supervisor **fired me for no reasons.**”

What would you do?

Let your student know ...



You may be terminated from your FWS employment:

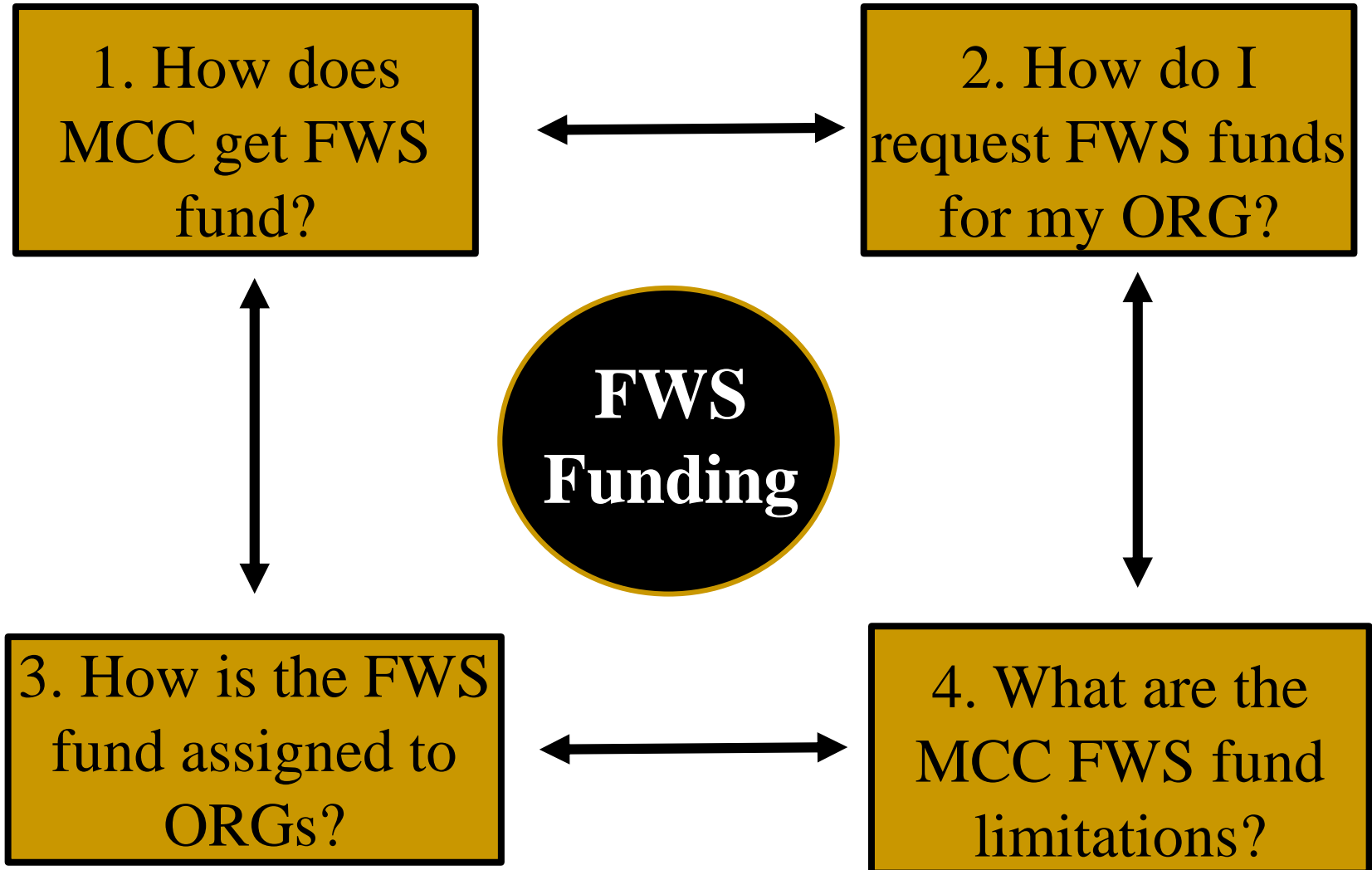
1. If your **work schedule is not compatible** with the department's needs.
2. If you display **unprofessional conduct** such as repeated absences, reporting to work late, improper clothing, or disrespectful behavior.
3. If your **work is unsatisfactory**.
4. If you **withdrew from all classes**.
5. If you only **enroll in classes that are not financial aid eligible (FACE)**.
6. If you **use all the FWS grant**.

FWS Job termination reasons



Federal Work-Study Funding
Jerome St. Croix
Director of Financial Aid Compliance

Federal Work-Study Funding





FWS Calendar Important Dates
Edie Horwath
FWS Coordinator DC / Financial Aid Specialist

2019-20 FWS Calendar - Important Dates



May 25- Spring 2019 last day FWS.
All students must stop working.

May 26 - June 30 - No FWS Available

July 1 - FWS begins Summer 2019

“Students need to be enrolled in the fall to be eligible for FWS.”

August 26 - Fall 2019 first day FWS

FWS Calendar - Important Dates



December 21 - Fall 2019 last day FWS. *

** Students can work prior to spring term as long as they have good SAP from fall, and are registered in an approved program in spring.*

December graduates who are not re-enrolling at MCC for spring are definitely not eligible after the last day of fall semester.

January 21 - Spring 2020 first day FWS

May 23 - Spring 2020 last day FWS.

All students must stop working.



FWS Forms 2019-2020

FWS Fund Request form 2019-2020



BANNER ORG #		Department Name	
Title	Name	Email	Phone
Supervisor			
Supervisor			
Timekeeper			
Total funds being requested for Federal Work Study for 2019-20 (July 1, 2019 through May 23, 2020)			\$
Approximate number of Work Study positions planned for 2019-20			
Date you plan to begin employing work study students			
Rationale/Need for Federal Work Study Student(s) in your Department. Use additional sheet if necessary			
Name of person completing this form:		Date	

- You will be notified of your department's allocation of funds for the 2019-20 Federal Work Study award year prior to July 1, 2019.
- When you receive your allocated amount, you can begin the process of identifying eligible students.

Please complete and email this form in a Word document (No PDF or paper copy) to Ramon L. Rodriguez at rrodriguez@monroecc.edu by June 15, 2019 for full consideration.


MCC Financial Aid Office 1000 East Henrietta Rd Rochester, NY 14623

The FWS Fund Request form allows MCC organizations to request a specific FWS allocation to employ students under the FWS program.

Job Description Form



2019-20 Federal Work Study Job Description


Financial Aid
MONROE COMMUNITY COLLEGE

BANNER ORG #		Department Name	
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Title	Name	Email	Phone
Supervisor			
Supervisor			
Timekeeper			

Work-Study Position Title		Pay Rate	\$
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Statements of Learning Outcomes for Student Employees

Purpose of this Position

Duties/Responsibilities

Qualifications

- As required under federal regulations, supervisor name(s) will be listed in job listing made available to potential work-study students.
- A job description is required for each different type of federal work-study job within each department.

Name of person completing this form:		Date	
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Please complete and email this form in a Word document (No PDF or scanned paper) to
 Ramon L. Rodriguez at rrodriguez@monroecc.edu
 MCC Financial Aid Office 1000 East Henrietta Rd Rochester, NY 14623

The Job description states the purpose of the position, the student's learning outcomes, duties and responsibilities and the qualifications.

Federal Work-Study Learning Outcomes are statements of what a FWS student employee is expected to achieve, learn, understand and/or be able to demonstrate after a completion of the FWS job.

1. “ Develops professional, transferable skills that improves marketability when applying for future internships and jobs after graduation.”
2. “Achieve the following competency levels throughout their employment:”

To think about:



The Effects of FWS Participation on Student Learning Outcomes

1. *Do federal work-study jobs **prepare** students for careers? Should they?*
2. *Do federal work-study jobs **helps** in student **retention**? How?*
3. *Does working **Help or Hurt** college students?*

Termination Form



2019-20 Federal Work-Study Termination Form



1. Student Information

Student Name		Student ID	M00
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Start Date		End Date		Termination from Employment Reason (s):	
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2. Department Information

Banner Org #		Department Name		Site	Brighton Campus	ATC
					Downtown Campus	PSTF

Supervisor Name		Phone		Timekeeper Name		Phone
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3. Financial Aid Office Use

Termination Effective Date		Total Final Award	\$	Job Title:	Federal Work-Study
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FWS Coordinator		Date	
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4. Human Resource Department Use:

Salary Table:		Grade		Step	
PEALEAV		S2		S29FW	

HR Approval		Date	
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Please complete the Student and the Department Sections and return this form **by email** in a Word document (No PDF or scanned paper) to:

Ramon L. Rodriguez rrodriguez@monroecc.edu

The Termination form is used to end the student's job assignment in your organization.

Hiring Form



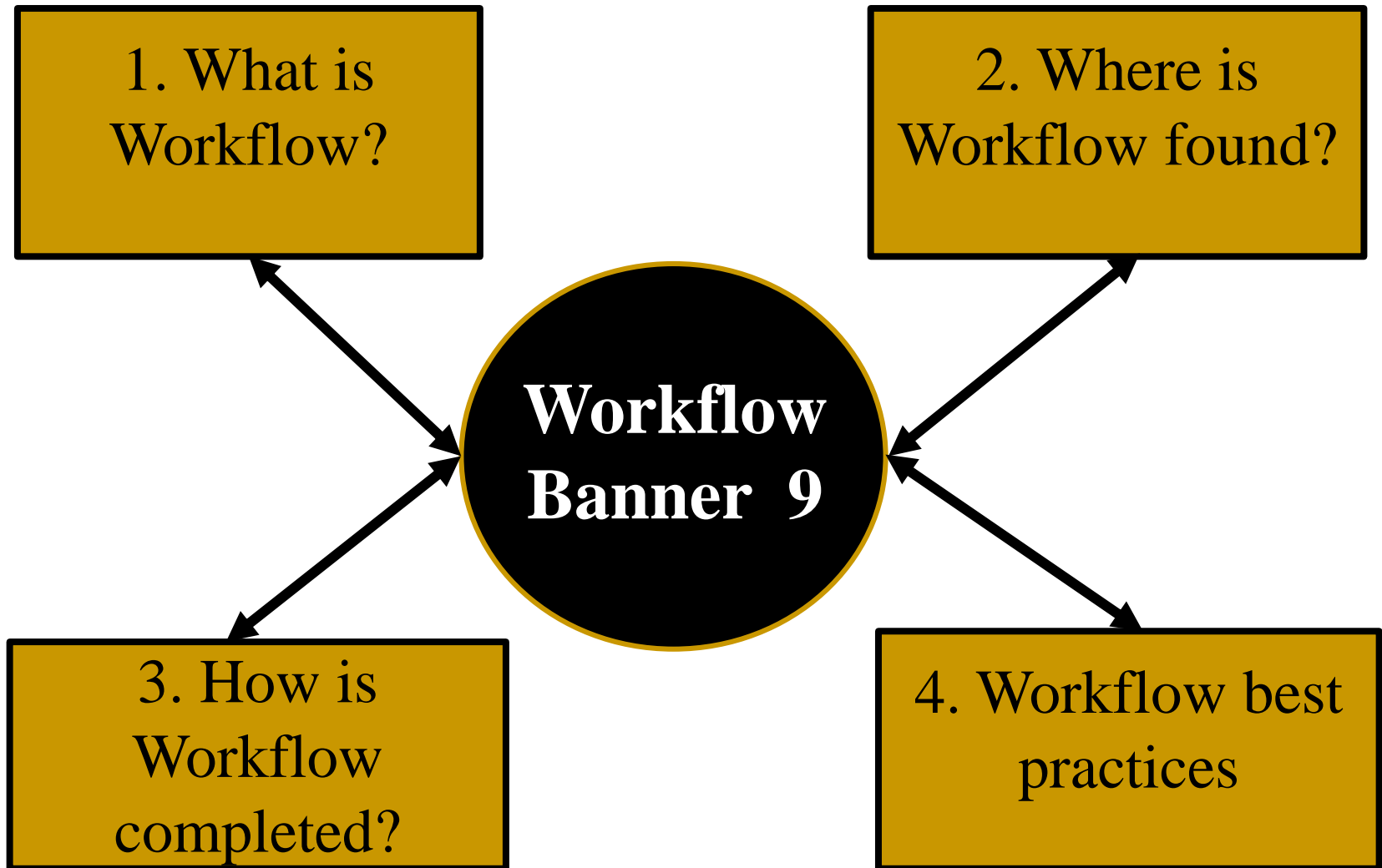
2019-20 Federal Work-Study Hiring Authorization Form		 Financial Aid <small>MONROE COMMUNITY COLLEGE</small>					
1. Student Information							
Student Name		Student ID	M00				
Hiring Date		Start Date					
		End Date					
		Pay Rate	\$				
		Average Hours per week					
2. Department Information							
Banner Org #	Department Name	Site	<table border="1"> <tr> <td>Brighton Campus</td> <td>ATC</td> </tr> <tr> <td>Downtown Campus</td> <td>PSTF</td> </tr> </table>	Brighton Campus	ATC	Downtown Campus	PSTF
Brighton Campus	ATC						
Downtown Campus	PSTF						
Supervisor Name	Phone	Timekeeper Name	Phone				
3. Financial Aid Office Use							
Effective Date	Total Authorized Award	\$	Job Title: Federal Work-Study				
FWS Coordinator		Date					
4. Human Resource Department Use:							
Salary Table:	Grade	Step					
PEALEAV	S2	S29FW					
HR Approval		Date					
Notes: 1. This form is to be used mainly for the MCC Association positions. 2. If you have access to Banner Workflow, you do not use this form to hire students. However, you will use this form when Banner Workflow is not working properly. 3. Do not authorize your student to work until you receive confirmation from Payroll that the hiring process has been completed. 4. Please complete the Student and the Department Sections and return this form in a Word document (no PDF or Scanned) by email to: Ramon L. Rodriguez rrodriguez@monroecc.edu							

1. This form is to be used mainly for the MCC Association positions.
2. If you have access to Banner Workflow, you do not use this form to hire students.
3. However, you will use this form when Banner Workflow is not working properly.



BANNER 9 Workflow – Best Practices
Robert Fathergill
Computing & Information Technology Services

Workflow Banner 9





HR Process and Paperwork

Cynthia Clark Inman

Personnel Clerk

HR Process and Paperwork



1. HR Required documentation
2. When can students start working?
3. How many hours can students work per week?
4. Are FWS Students eligible for any benefits?



FWS Payroll
Deborah Oliver, Payroll Manager
Danielle Dawley, Payroll Technician

1. Timesheet reporting
2. Who should I notify when a Student Aid stops working?
3. What paperwork do I have to submit when a Student Aid stops working?
4. Termination date
5. How do I switch students from FWS funds to department's fund?



Supervisors Responsibilities

What are my responsibilities as a Student Aid supervisor?



- 3. Do not authorize your student to work until you receive a confirmation from HR/Payroll that the hiring process has been completed.**

- 6. Supervisors must monitor the hours a FWS student works.** That means that you must maintain a cumulative record of each student's earnings and remaining award. Supervisor **keep track of the hours used to ensure they are not exceeded.**

- 13. Know the FWS calendar dates. For instance, there is no work-study during the last day of the Spring semester through June 30th of that year.**



Contact Information

FWS Contact Information



FWS Contact Information			
Name	Email	Ext.	FWS Role
Ramon L. Rodriguez	rrodriguez@monroecc.edu	2560	FWS Coordinator BC
Edie Horwath	ehorwath@monroecc.edu	6130	FWS Coordinator DC
Jerome St Croix	jstcroix@monroecc.edu	6113	Director Fin Aid/Compliance
Cynthia Clark Inman	cclarkinman@monroecc.edu	2110	Work-Study HR
Deborah Oliver	doliver@monroecc.edu	2136	Payroll Coordinator
Danielle Dawley	ddawley2@monroecc.edu	2162	Work-Study Payroll
Robert Fathergill	rfathergill@monroecc.edu	2612	Workflow Questions
Renee Battle	rbattle2@monroecc.edu	2281	Federal Work-Study Website



“AJERA”

We appreciate you!
Thanks for everything
you do for our
students!



Inspiring every day.