



**2021-2022**  
**Federal Work-Study Manual**  
**for Students & Supervisors**

# General Information

## Program Overview

The Federal Work-Study Program is administered by the Financial Aid Office, Student Accounts, and Student Success Center. Federal allocations provide funding for the program, which is designed to create employment opportunities tailored to the unique needs of college students. Whenever possible, work-study employment will consider the academic and professional interests of the student: course work and other academic requirements will always receive first priority.

Work-Study employment is available for enrolled students during the academic year and during the summer for any students planning to enroll in the following academic year. Incoming students with a fall schedule in place are eligible to work during the summer prior to their fall semester at Western Dakota Technical College.

Federal Work-Study funds are awarded to students as part of a comprehensive financial aid package. Students must complete the Free Application for Federal Student Aid (FAFSA) and show financial need in order to qualify for a grant award. However, unlike other financial aid sources, funds from work-study grants are only given to the student as they are earned from employment in a work-study specified position. Students who obtain work-study employment will be paid every other week based on a specified hourly wage rate. Note: work-study earnings cannot be automatically applied to billable college expenses on behalf of the student.

## The Application Process

To be considered for a Federal Work-Study grant, students should first complete the Free Application for Federal Student Aid (FAFSA). It is recommended that the FAFSA be completed as soon as possible after October 1, prior to the desired employment period. For priority consideration, the FAFSA must be submitted to the federal processor and received by WDTC no later than April 20. FAFSA records received after April 20 will still be considered, but only after other priority applications have been reviewed.

The Financial Aid Office will determine eligibility for work-study grants and offer awards based on the following:

- Demonstrated Financial Need
- Eligibility for Other Need-Based Financial Aid
- Timeliness of Required Application
- Student's Past Use of FWS Funds
- Amount of Available Funding
- Late Notification of Outside Scholarships or Other Aid Impacting Financial Need

Students who believe they are eligible for Federal Work-Study but are not offered work-study in their initial financial aid award notification letter are encouraged to contact the Financial Aid Office as soon as possible to discuss possible adjustments.

## The Hiring Process

The student must complete a federal and state **background check** through the Western Dakota Technical College Human Resources Department. The state background check may take one to two business days to be processed. Once WDTC receives the state background check, students will be

notified of the results. Upon confirmation of a cleared background check, the student will meet with the Federal Work-Study Student Success Coach and HR to complete required paperwork and begin the process of obtaining a work-study position. Continuation of the work study job will be contingent on the cleared results of the federal background check. This may take several weeks to receive the federal results.

All students need to review and complete work-study paperwork with the Federal Work-Study Student Success Coach **prior** to starting work each academic year. All work-study employees must submit the following forms:

- Non-Employment (HR New Hire paperwork)
  - Personal Information Sheet
  - Employment Eligibility Verification (I-9) and copies of ID Verification
  - Withholding Allowance Certificate (W-4)
  - Payroll Direct Deposit Authorization
  - Harassment/Discrimination Policy
  - Drug Free Workplace
- Employment Packet
  - Acknowledgments
    - Confidentiality Statement
    - Completed FERPA Training
    - Receipt of Federal Work-Study Manual
    - Receipt of Drug Free Workplace Policy (Policy 2012)  
<https://www.wdt.edu/about/policies-and-procedures/policy-2012-drug-free-workplace/>
    - Receipt of Discrimination and Harassment Policy (Policy 2005/4005)  
<https://www.wdt.edu/about/policies-and-procedures/policy-2005-discrimination-and-harassment>
    - Receipt of Information Security Policy (Policy 5007)  
<https://www.wdt.edu/about/policies-and-procedures/policy-5007-information-security/>
    - Receipt of Information Security Procedure (5007.Procedure001)  
<https://www.wdt.edu/about/policies-and-procedures/5007procedure001/>
  - Student Checklist
  - Supervisor Guidelines and Responsibilities
  - Supervisor Checklist
  - Federal Work-Study Agreement

## Obtaining Employment

At Western Dakota Technical College, the Student Success Center assists students in securing Federal Work-Study positions; however, placement in a work-study position is not guaranteed. The Federal Work-Study Student Success Coach has a list of current employment opportunities. Upon completion of initial hiring paperwork, students must contact the supervisor of desired position. Students are responsible for contacting the supervisor to discuss employment options.

**It's very important that the student take this responsibility seriously and treats the position as any other employment opportunity. Attendance is required and communication is vital.**

Once a hiring agreement has been reached, the student will be given an employment packet to

review and complete with the supervisor. All forms are then submitted to the Student Success Center for processing. Students cannot begin working until all required forms and trainings have been completed.

## Scheduling and Employment Responsibilities

It is the responsibility of the student and the supervisor to arrange appropriate work schedules and position duties when reaching a hiring agreement. However, there are several program guidelines that must be followed when making these decisions.

*Weekly Hour Limit – Students are not authorized to work during scheduled classroom hours.*

Students are only authorized to work around their course schedules and are encouraged to work at least a minimum of five hours per week and not exceed 40 hours per week.

Student Allocation Limit – student employees may not earn more than the accepted grant amount during an assigned employment period. Students are responsible for tracking their own earnings and ensuring that their total gross wages will not exceed the grant amount. It is recommended that students carefully review the estimated number of work hours listed within each position's job description and discuss their expected hours with the supervisor. The following formula can be used to determine the average number of hours that can be worked per week without exceeding the grant amount:

Accepted Grant Amount ÷ Assigned Wage Rate ÷ Number of Weeks in Employment Period

Students not able to earn the full grant amount under one supervisor or at one job may obtain additional jobs as needed. Note: students are not required to earn all or even part of their work-study allocation.

## The Payroll Process

Federal Work-Study students at Western Dakota Technical College are employees of WDTC. The Student Accounts Office processes timesheets weekly.

Student employees should report hours worked each week by submitting completed time sheets to their supervisor as indicated on the Time Period Schedule. This schedule is provided to students in the hiring packet and can also be downloaded from the WDTC website: [www.wdt.edu](http://www.wdt.edu). Students are responsible for submitting their timesheet each week to the supervisor. Per federal requirement, supervisors will approve and deliver the timesheet to the Student Accounts by 4:00pm on Fridays.

**Off-campus employment: supervisors are required to sign, date, and submit the original timesheet to the Student Accounts office weekly. Faxed or e-mailed timesheets may delay payment as an original hard copy must be received prior to being processed.**

Students will receive a paycheck for each pay period in which their timesheet was submitted. Paychecks for timesheets submitted after the listed due date will be available on the next scheduled pay period. Students are encouraged to bank through direct deposit or notify the Federal Work-Study Student Success Coach to make other arrangements if necessary. Blank timesheets are available for pickup in Enrollment Services. Note: there is a minimum two-week lag between timesheet processing and check availability.

Unless otherwise arranged with a supervisor and the Financial Aid Office, Student Accounts, and Student Success Center, the on-campus wage rate for Federal Work-Study employment is \$13.00 per

hour. The off-campus wage rate is \$15.00 per hour. These wage rates are subject to change in order to ensure compliance with federal and state minimum wage laws.

## **Important Guidelines and Regulations**

1. If a student has a fall schedule in place and an award letter with work-study on it, they may begin on, or after, July 1st. The academic year employment period begins on July 1 and ends on June 30.
2. As employees of Western Dakota Technical College, Federal Work-Study students are expected to behave in the same responsible and professional manner as any WDTC employee. All applicable employment laws should be followed and proper communication with supervisors for all matters is encouraged. Termination and dismissal actions are the responsibility of the direct supervisor.
3. Federal Work-Study employees are expected to maintain confidentiality with personal and other protected information at all times.
4. Students must work more than 6 consecutive hours without a minimum 30-minute unpaid break. Meal or other break times should not be reported as hours worked on the timesheet.
5. Timesheets are to be completed in pen and submitted to the Student Accounts Office by the supervisor by Friday at 4:00pm for each week the student worked.
6. Work hours may not be scheduled during a student's classes (including cancelled classes), and every allowance should be made for non-scheduled academic requirements. Students are asked to submit a copy of their academic schedule to their supervisor(s) each semester.
7. A student employee should never work without supervision, and one work-study student cannot supervise another. (Duties for work-study employees cannot include what a regular employee would be able to do, and work-study employees are not intended to replace a position.)
8. Work-Study wages may be used for an internship, though a student is not allowed to "double-dip" and be paid for both.
9. Students are responsible for tracking their own earnings and ensuring that the earned wages do not exceed the accepted grant amount for the current employment period. Students will receive a weekly update of the hours allocated and how many hours are left in their Federal Work-Study account.
10. Western Dakota Technical College is not authorized to provide specific guidance for completing tax-withholding forms. Students are encouraged to discuss tax withholding with their parents and/or a paid tax advisor.

## Contact and Other Information

Student Accounts Office

605-718-2978

[Student\\_Accounts@wdt.edu](mailto:Student_Accounts@wdt.edu)

Financial Aid Office

605-718-2988

605-394-2204(Fax)

[FinAid@wdt.edu](mailto:FinAid@wdt.edu)

Student Success Center

605-718-2955

[StudentSuccessCenter@wdt.edu](mailto:StudentSuccessCenter@wdt.edu)

## Web Links

<http://www.esf.edu/financialaid/fws.htm> – General Federal Work-Study Information

<http://www.esf.edu/financialaid/studentfws.htm> – Federal Work-Study Resources

<http://www.fafsa.ed.gov> – Free Application for Federal Student Aid (FAFSA)

An on-line version of this handbook can be found at <https://www.wdt.edu/paying-for-school>