



Jefferson
Thomas Jefferson University



Thomas Jefferson University
Financial Aid Office

Federal Work-Study Handbook: Students

December 2021



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Introduction

What is the Federal Work-Study Program?

The Federal Work-Study Program is a federally funded financial aid program designed to assist undergraduate and graduate students meet their educational expenses through part-time employment. Federal Work-Study awards to students are based on the student's financial need and the funds allocated to the University by the federal government. Federal Work-Study students are paid at varying hourly wage rates; therefore, Federal Work-Study awards are earned and are not deducted from a student bill. A Federal Work-Study position is an excellent opportunity for professional development.

General Eligibility Requirements

Federal Work-Study funds are awarded to students who demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA), the Cost of Attendance, and other financial aid funds awarded.

In addition, the receipt of Federal Work-Study funds is dependent upon continued allocations to Thomas Jefferson University by the U.S. Department of Education.

Federal Work-Study funds are not guaranteed even if you demonstrate financial need and the University receives an allocation from the U.S. Department of Education.

Who to Contact

If you have any questions about the Federal Work-Study program, contact the Financial Aid Office at the appropriate campus:

Financial Aid Office - Center City

1015 Walnut Street

Curtis Building, Suite 115

Philadelphia, PA 19107

Telephone: (215) 955-2867

Fax: (215) 923-6974

Financial.Aid@jefferson.edu

Office Hours: M-F, 8:30 a.m.-5 p.m.

Financial Aid Office - East Falls

4201 Henry Avenue

White Corners Building

Philadelphia, PA 19144

Telephone: (215) 951-2940

FinancialAid@jefferson.edu

Office Hours: M-F, 9 a.m.-5 p.m.

Application & Eligibility Process

1. Fill out a Free Application for Federal Student Aid (FAFSA).
2. Complete the Federal Work-Study Job Application on BannerWeb (<https://banner.jefferson.edu/>).
3. The Financial Aid Office will determine your financial need.
 - a. You must be Federal Work-Study eligible.
 - b. You must have a Federal Work-Study award as part of your financial aid package.
 - c. In most instances, you may not be employed on campus in any other capacity. If you are employed on campus in any other capacity, contact the Financial Aid Office.
4. If financial need is determined, Federal Work-Study funds will be awarded and you will be notified on your financial aid award.
5. If you are interested in participating in the Federal Work-Study program, you must accept the Federal Work-Study award on:
 - a. **Center City students**—BannerWeb
 - b. **East Falls students**—BannerWeb or on your award letter

Hiring Process

First-Time Federal Work-Study Students

Center City Students (except for Sidney Kimmel Medical College students)

1. Visit the Federal Work-Study Job Bank (http://jeffline.jefferson.edu/education/programs/work_study/apply.cfm) and complete an application for an open position.
2. The supervisor of the open position will receive an email notification of your application.
3. The supervisor of the open position will review your application and determine whether you have the qualifications.
4. If you are considered a viable candidate, the supervisor will contact you to schedule a job interview.
5. If you and the supervisor are mutually satisfied after the interview, the supervisor will notify the Financial Aid Office of their intent to hire you.
 - a. If you are offered the position and decide not to accept the position, communicate that to the supervisor. To find another position, complete a new application for another open position in the Federal Work-Study Job Bank.
6. You will receive a notification from the Financial Aid Office that contains information about your Federal Work-Study position.
7. You must complete the following documents with the Human Resources Department before beginning work. If additional documents are required, the Human Resources Department will notify you.
 - a. Job Placement Agreement

- b. W-4 Form
 - c. I-9 Form
 - d. Direct Deposit Form
8. Once your hiring documents have been processed, the Human Resources Department will contact you with instructions on how to complete all the requirements needed to begin your Federal Work-Study job.
 9. You must schedule an appointment with the Jefferson Occupational Health Network to receive medical clearance.
 10. Once you have completed all of the requirements set forth by the Human Resources Department and they have cleared you to work, you may begin your Federal Work-Study job.
 11. You must communicate with your supervisor to determine your weekly work schedule and your start date and time.

Sidney Kimmel Medical College Students

1. Contact a faculty member or department to determine the availability of a Federal Work-Study position.
2. Contact the Financial Aid Office to assist in finding a placement or with any other questions about the hiring process.

East Falls Students

1. Complete the Federal Work-Study Job Application on BannerWeb (<https://banner.jefferson.edu/>).
2. The Financial Aid Office will notify you of a job opportunity.
3. Upon receiving a notification about a job opportunity, you must report for a job interview.
4. Once you are notified that you will be hired for the position, you must complete the following documents with the Human Resources Department before beginning work. If additional documents are required, the Human Resources Department will notify you.
 - a. Job Placement Agreement
 - b. W-4 Form
 - c. I-9 Form
 - d. Direct Deposit Form
5. After all of the documents have been submitted to the Human Resources Department, you will be entered into the payroll system.
6. You must communicate with your supervisor to determine your weekly work schedule and your start date and time.

Returning Federal Work-Study Students

Center City Students (except for Sidney Kimmel Medical College students)

If you are returning to a Federal Work-Study position in the subsequent academic year, you will be placed in the same position held in the previous academic year upon mutual agreement with you and your supervisor. If, however, you desire a different position, you must notify the Financial Aid Office and then follow the instructions under [Hiring Process: First-Time Federal Work-Study Students](#).

Sidney Kimmel Medical College Students

If you intend on returning to a Federal Work-Study position in the subsequent academic year, contact the Financial Aid Office.

East Falls Students

If you are returning to a Federal Work-Study position in the subsequent academic year, follow the instructions under [Hiring Process: First-Time Federal Work-Study Students](#). Please note: you will not be required to complete another W-4 Form and I-9 Form.

Requesting a Change in Job Position

Center City Students (including Sidney Kimmel Medical College students)

If you wish to change your current Federal Work-Study position into a new Federal Work-Study position, contact the Federal Work-Study Coordinator in the Financial Aid Office. Job transfers are only granted under very limited circumstances and on a case-by-case basis, and may not be made after October 15. Job transfers after October 15 will only occur in extenuating circumstances and only on a case-by-case basis. If you wish to terminate your Federal Work-Study position for a non-Federal Work-Study job in the University, you must request this in writing to your Federal Work-Study supervisor and the Financial Aid Office with a two-week notice. The Financial Aid Office will confirm this request with your current supervisor and with your new supervisor. If approved, the Financial Aid Office will facilitate the update to your payroll records.

East Falls Students

If you wish to change your current Federal Work-Study position into a new Federal Work-Study position, contact the Student Employment Coordinator in the Financial Aid Office.

Expectations

- You must be punctual for work and maintain your timekeeping.
- You must honor your work schedules and notify your supervisor if there is a conflict.
- You must perform your assignments in a professional manner.
- You should ask questions if you do not understand an assignment.
- You must dress appropriately as per departmental standards.
- You should discuss concerns of the job with your supervisor.
- You must adhere to all guidance provided during your Human Resources hiring process with regard to the confidentiality of all information.

Start & End Dates

The start date of your employment may be the first day of your scheduled semester assuming all required Financial Aid Office and Human Resources Department documents have been completed, processed, and approved. The end date of your employment may not extend beyond the last official day of the semester or the day in which you earned your total Federal Work-Study allocation, whichever comes first. For more specific information about your individual situation, contact the Financial Aid Office.

Continuing Eligibility

To remain eligible for the Federal Work-Study program in subsequent years, you must:

- File a FAFSA and demonstrate financial need
- Meet all other federal requirements for student financial aid
- Be degree- or certificate-seeking
- Be making Satisfactory Academic Progress

Work Hour Restrictions

- Jobs may not conflict with your academic schedule; therefore, it is your responsibility to discuss your work schedule with your supervisor.
- It is your responsibility to monitor your hours worked and your remaining Federal Work-Study funds.
- Your request to work additional hours will be considered by the Financial Aid Office on a case-by-case basis and will be dependent, in part, on the availability of federal funds.
- By federal definition, you cannot earn more than you are awarded. When you have less than 50 hours remaining to work, contact the Financial Aid Office if you are interested in continuing to work and need additional funds to do so. If no additional funds are available, any hours worked in excess of the financial aid award will be charged in total (100%) to the employing department. If after an increase has been approved by the Financial Aid Office and you have accepted the updated financial aid award, you may continue working. If current Federal Work-Study hours are exhausted before additional funds are approved, you must cease working until funds are authorized. Any hours worked before additional hours are authorized will be charged in total (100%) to the employing department.
- **Center City students (including Sidney Kimmel Medical College students)**—during the academic year, it is recommended that you work no more than 20 hours per week and 40 hours per week during vacation periods. You cannot be paid for more than 80 hours in a two-week period.
- **East Falls students**—most students work between 8-10 hours per week, and are permitted to work no more than 20 hours per week during the academic year. During breaks and the summer session, you are permitted to work no more than 29 hours per week.

Wage/Position Scales

Center City Students (including Sidney Kimmel Medical College students)

The following job categories are available for Federal Work-Study students. Hourly wages reflected are the gross/pre-tax amount.

Position Title	Hourly Wage	Position Description
Community Service Intern	\$13.00	These positions may be on or off-campus. It provides services to local nonprofit, governmental, and community-based organizations. These positions are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include such fields as health care, child care, literacy training, education, welfare, social service, transportation, housing and neighborhood improvement, public safety, crime prevention, recreation, rural development, and community improvement.
Graduate Research Assistants	\$14.00	Jefferson offers Federal Work-Study Graduate Research Assistant programs in Couple and Family Therapy, Medical Imaging and Radiation Sciences, Medical Laboratory Sciences and Biotechnology, Occupational Therapy, and Physical Therapy as a viable way to help finance your education while gaining a distinct career advantage. Federal Work-Study Graduate Research Assistant programs are available to qualified students; demonstrated financial need is required for most positions. Depending on each student's skills and interests, as well as the needs of the department, Federal Work-Study Graduate Research Assistants may support the academic department or individual faculty members in research, teaching and scholarly activities.
Laboratory Aide	\$9.50	Perform routine procedures to assist in smooth operations of a laboratory. Duties may include washing of laboratory ware, research work, assisting in conducting experiments, and other duties as assigned.
Office Aide	\$9.50	Provide clerical support through the performance of general office skills. Individuals will assist with any of the following: filing, photocopying, preparing mailings, answering phones, typing, audio-visual, word processing, billing, and other duties as assigned.

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Position Title	Hourly Wage	Position Description
Recreational Aide	\$9.50	Employed and supervised by the Jefferson Recreation and Fitness Center manager as a lifeguard, issue counter aide, recreational facilitator, and other duties as assigned.
Student Researcher	\$12.00	In order to be considered for these positions, students must possess a bachelor's degree. They will perform duties related to research requested by the supervisor. Individuals must be self-directed and highly motivated. Students must have the ability and knowledge to research and document pertinent material. These positions may also require utilization of advanced computer skills.
Technical Aide	\$11.00	In order to be considered for these positions, students must possess a bachelor's degree. These positions involve direct patient contact. Students must be trained in the utilization of equipment and/or the performance of required procedures.
Tutor	\$12.00	The duties of these positions involve assisting fellow students in the learning process.

East Falls Students

Student	Hourly Wage	Additional Information
Undergraduate students - Fall/Spring Term	\$7.25-\$13.00	<ul style="list-style-type: none"> • Rate above \$7.25 requires approval • Up to 19 hours/week (maximum of 1,000 hours/calendar year)
Undergraduate students - Summer Term	\$7.25-\$13.00	<ul style="list-style-type: none"> • Rate above \$7.25 requires approval • Up to 29 hours/week (maximum of 1,000 hours/calendar year)

Taxes

If appropriate, applicable federal, state, and local income taxes will be withheld from your Federal Work-Study earnings.

You are exempt from FICA if you are enrolled. It is withheld from your earnings during periods of non-enrollment.

MyTime Timekeeping

Jefferson uses the MyTime timekeeping system to record and track employees' hours worked. The Federal Work-Study program utilizes the same system to track your hours worked.

On your first day of employment, your supervisor will let you know the procedure for recording your time in MyTime—either by swiping in/out via the MyTime Time Clock or clocking in/out on a computer or phone. You are required to use the MyTime timekeeping system to clock in and out for every shift regardless of whether you are working on or off campus. Please note: some Center City positions require timekeeping via Webclock. Your hours will be reviewed by your supervisor on a regular basis and approved at the time of University Payroll submission. All missed or erroneous swipes must be brought to the attention of your supervisor and the Financial Aid Office. Failure to do so may cause your pay for the days in question to be delayed. To ensure that your hours worked are recorded properly, it is important that you remember to swipe or clock in and out per your supervisor's instructions.

Securing a Federal Work-Study ID Badge

Center City students (including Sidney Kimmel Medical College students)

- A Federal Work-Study ID badge will be provided to you to record the start and end of your shift via a swiping process of the MyTime Time Clock. The Federal Work-Study Badge Authorization form will be emailed to you with instructions on how to secure your Federal Work-Study ID badge (details below).
- You must take your authorized Federal Work-Study Program ID Badge Agreement signed by a Financial Aid Office administrator to the Jefferson Campus Store (1009 Chestnut Street, where the photo ID center is located) in order to obtain a Federal Work-Study ID badge. Your photo will be taken and then your Federal Work-Study ID badge will be issued.

East Falls Students

If needed, your University ID badge serves as your Federal Work-Study ID badge.

Swiping In/Out of the MyTime Time Clock

1. Hold your Federal Work-Study ID badge with the magnetic strip facing away from you.
2. Place your badge into the slot on the right side of the MyTime Time Clock.
3. Slide your badge down the slot in a steady motion.
4. After swiping, you will hear a single beep.
5. The top light on the MyTime Time Clock will turn green.

6. An on-screen message will appear that says "Accepted", along with the date, time, and your last name.
7. If your swipe is not accepted, you must notify your supervisor so your hours can be recorded manually.
 - **Center City students (including Sidney Kimmel Medical College students)**—call the Human Resources Service Center (215-503-4772) to have them assist in troubleshooting the issue.

Please note: only you are permitted to swipe in and out for your shift. If it is determined that your ID badge was used by someone other than yourself, it may result in the termination of your Federal Work-Study employment.

Breaks

If your shift is greater than five consecutive hours, you are required to take a 30-minute break at some point in the five-hour period. This is monitored by the Financial Aid Office. You must swipe/clock out at the start of your break and swipe/clock back in at the end of your break. Therefore, you will not be paid for the time you are on your break.

Working Multiple Shifts

If you are working multiple shifts in one day, you must swipe/clock in and out for each shift.

Working Weekends & Outside Regular Business Hours

MyTime is available 24/7, so you will be able to log your hours during any shift that is not under regular business hours.

Getting Paid

You will be paid via direct deposit or a paper paycheck on a bi-weekly basis, every other Friday. The Financial Aid Office encourages all Federal Work-Study students to complete a Direct Deposit Authorization with the Payroll Office in order to support Jefferson's green initiatives.

If you would like to receive a paper paycheck, follow the procedure below:

- **Center City students (including Sidney Kimmel Medical College students)**—paper paychecks will be available at the Financial Aid Office (Curtis Building, Suite 115) every other Friday after 12 p.m. You will be required to show photo identification and sign for your paper paycheck. Paper paychecks will be held at the Financial Aid Office for 13 days; after 13 days, your paper paycheck will be mailed to the address printed on the paper paycheck.
- **East Falls Students**—paper paychecks will be available at the Human Resources Department (Archer Hall) every other Friday after 12 p.m. You will be required to show photo identification and sign for your paper paycheck. Paper paychecks will be held at the Human Resources Department for 13 days; after 13 days, your paper paycheck will be mailed to the address printed on the paper paycheck.

Conclusion of Federal Work-Study Position

Total Federal Work-Study Award Earned

When you have earned your entire Federal Work-Study allocation, you must cease working. You and your supervisor are responsible for making sure that the allotted hours are not exceeded. The Financial Aid Office may notify you when you have a few hours remaining.

If you are interested in continuing to work in the Federal Work-Study program and you are approaching the end of all the funds allocated to you, you have two options:

1. Contact the Financial Aid Office to determine if your Federal Work-Study allocation can be increased.
2. If your Federal Work-Study allocation cannot be increased, contact your supervisor to determine if you may continue working outside of the Federal Work-Study program.

Last Date of Employment

Federal Work-Study funds may only be earned while you are officially enrolled on at least a half-time basis or until June 30, whichever comes first. If you are graduating, your last date of employment is the official last day of your semester, not your graduation date. If you have any questions, contact the Financial Aid Office to determine your official last date of employment.

Student Resignation

You may resign from your Federal Work-Study position with a written notice to your supervisor and the Financial Aid Office two weeks prior to your last date of employment. Please note: if you resign from your Federal Work-Study position, you are not entitled to unearned, remaining Federal Work-Study funds. Should you decide to seek reinstatement in the Federal Work-Study program, there is no guarantee that funds will be available.

Supervisor Termination of a Student

Supervisors have the right to terminate a Federal Work-Study student who has performed in an unsatisfactory manner.

In addition, supervisors have the right to terminate a Federal Work-Study student who deviates from standards of acceptable conduct as stated in the University's Community Standards. If your employment is terminated as a result of your violation of the University's Community Standards, you may not be rehired for another Federal Work-Study position.

Community Service Positions

Community service positions provide services to local nonprofit, governmental, and community-based organizations. These positions are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These jobs can be in the fields of health care, child care, literacy training, education, welfare, social service, transportation, housing and neighborhood improvement, public safety, crime prevention, recreation, rural development, and community improvement.

While the only Federal Work-Study positions that may be held off campus are community service-based positions, some community service-based positions may be on campus as well.

If you are interested in a community service position, contact the Financial Aid Office.

Summer Work-Study

Center City Students (including Sidney Kimmel Medical College students)

Summer Federal Work-Study is utilized by some students during the summer season. Employment of up to 20 hours a week may be available to students who are enrolled in part-time summer coursework and up to 40 hours a week during the summer period for those who are not enrolled. Contact the Federal Work-Study Coordinator in the Financial Aid Office for more information.

East Falls Students

Part-time, need-based employment opportunities (primarily on campus) may be available during the summer term. Employment of up to 29 hours a week may be available to students. Contact the Financial Aid Office for more information.

FAQs

Why wasn't I awarded Federal Work-Study?

Federal Work-Study is awarded based on financial need and the completion of your FAFSA every year.

How do I apply for a specific job or office if that is the only one I am interested in?

Center City students (including Sidney Kimmel Medical College students)—when you apply for open positions, simply apply to the job description/office that you are interested in.

East Falls students—in the job application, specify your preference and the Financial Aid Office will do their best in placing you in that job position/office.

I didn't hear about a job/didn't get a placement. What happens to the Federal Work-Study money on my award letter?

You must work to earn your Federal Work-Study award within the award period as noted. Contact the Financial Aid Office for any updates of available positions.

I never got a position last year. Does that mean I won't get a position this year?

As long as you have a Federal-Work-Study award and complete the process to apply for a position, then you will be considered in the next year for a position.

Where do I submit my employment documents?

Your employment documents must be submitted to the Human Resources Department. Once all of the documents have been submitted and processed, you may begin working.

How do I record my hours worked to ensure that I get paid?

Read [Getting Paid](#) for information about recording your hours worked to ensure that you get paid.

If I miss a clock in/out, who should I contact?

Contact your supervisor or timekeeper.

How do I enroll in receiving direct deposits for my earned Federal Work-Study hours?

To enroll in direct deposit:

1. Visit login.jefferson.edu
2. Select “MyHR: Employee Self Service”
3. Enter your Campus Key and Password in the next window (you may need to get a refreshed password from IS&T)
4. Select “Payroll” on the next screen, click on “Direct Deposit” to enter and save your bank account information.

I signed up for direct deposit, but did not receive my pay via direct deposit. Why did that occur?

Your first paycheck may be issued via paper paycheck. Following that, direct deposits should be made to your account after each pay period. If you continue to experience pay issues, contact the Human Resources Department for assistance.

Can I change my job placement?

Read [Hiring Process: Requesting a Change in Job Position](#) for information about changing your job placement.

I’m not making enough money. Can I work more than my scheduled hours?

You can only earn up to the amount of your Federal Work-Study award. If you do not earn your full award, then you will only be paid for the hours that you worked. Contact your supervisor or the Financial Aid Office to discuss the possibility of being authorized to work more than your scheduled hours.

If I don't use my Federal Work-Study funds, may I replace those funds with some other form of financial aid?

Contact the Financial Aid Office for information.

Useful Documents

- I-9 Form
- Acceptable Documents for I-9 Form
- W-4 Form
- Cumulative Hours Worked Worksheet