



Jefferson
Thomas Jefferson University



Thomas Jefferson University
Financial Aid Office

Federal Work-Study Handbook: Supervisors

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, the Federal Work-Study award is earned and is not deducted from the student's 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 their 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 students 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.

Requesting a Federal Work-Study Student

Center City Supervisors

To request a Federal Work-Study student, complete the Federal Work-Study Position Description Form under “Position Request” at http://jeffline.jefferson.edu/Education/programs/work_study/.

- DEPARTMENT – Provide the name of the employing department.
- CAMPUS LOCATION OF DEPARTMENT – Provide the campus that the department is located on.
- CAMPUS LOCATION OF EMPLOYMENT – Provide the campus where the student will be employed.
- SUPERVISOR & TIMEKEEPER’S NAME – Provide the name of the person(s) who will be in direct supervision of the student(s) and their hours worked.
 - The supervisor handles all on-the-job responsibilities including verification of hours worked.
 - The timekeeper will need to be someone with MyTime approval access (only applicable to students utilizing MyTime Time Clocks).
- SUPERVISOR CAMPUS KEY & EMPLOYEE ID NUMBER – Provide the supervisor’s Campus Key and employee ID number.
- LOCATION, TELEPHONE, FAX – Provide the supervisor’s location, telephone, and fax numbers.
- CHARGE CODE – Provide the department’s charge code for the department’s 25% match. Please note: a University account must be provided. Payroll cannot process cross-company hours.
- DEPARTMENTAL AFFILIATION – Indicate whether the position is within Thomas Jefferson University Hospital, Thomas Jefferson University, or Jefferson University Physicians.
- POSITION TITLE – Provide the position title based on the chart found under Wage/Position Scale in this handbook.
- ENROLLMENT PERIOD – Provide the period of time for which the employment department will require a Federal Work-Study student.
- DESCRIPTION OF POSITION – Provide as much information about the position including required duties/responsibilities and if applicable, information regarding the project assigned to the student.
- EMPLOYMENT UNDER THIS DESCRIPTION – Indicate whether the employing department is currently employing anyone under this identical job description and whether they are being paid an hourly wage different from the Federal Work-Study program. If so, hourly wages

must be adjusted to be consistent. Additionally, if there is a specific student(s) that the employing department would like to hire for this position, provide their name(s).

- NUMBER OF STUDENTS NEEDED – Indicate how many students the employing department will need to fill this position.
- TIME REQUIREMENT – Indicate how many hours per week this position requires.
 - On average, students work 5-15 hours per week during the academic year.
 - It is suggested that students do not work more than 20 hours per week during the academic year.
 - During periods of non-enrollment (e.g., vacation time), students are permitted to work up to 40 hours per week.
- PREFERRED WORK TIMES – Indicate which days/hours the employing department prefer students to work.
- OFF-CAMPUS JOB DUTIES – Indicate if students will be performing job duties off-site.
- POSITION-SPECIFIC DUTIES – Indicate whether the position requires any of the duties listed on the form.
- DRUG TESTING – Indicate whether this position requires drug testing.
- CRIMINAL BACKGROUND CHECK – Indicate whether this position requires a criminal background check.
- COMMUNITY SERVICE – Indicate whether this position is a community service position defined in the chart found under Wage/Position Scale in this handbook.

East Falls Supervisors

To request a Federal Work-Study student, complete the Request for Student Worker(s) Form, which will be emailed to you. All Federal Work-Study students will be placed into a position by the Financial Aid Office.

- Check the budget to ascertain that there are sufficient funds to hire Federal Work-Study students.
- Complete one form for each position that needs to be filled.
- Indicate how many Federal Work-Study students you will need for each job description.
- If you are requesting a specific student, indicate their full name and Campus Key.
- Students' work hours:
 - On average, students work 8-10 hours per week during the academic year.
 - It is suggested that students do not work more than 20 hours per week during the academic year.

- If you have a position that requires a student to work 20 hours per week, it is recommend that you split this position into two, 10-hour positions.
- It is recommended that students not earn more than half of their annual work-study award in any semester.
- During periods of non-enrollment (e.g., vacation time), students are permitted to work up to 29 hours per week.
- Students will be limited to one job until all Federal Work-Study students are placed in jobs.

Hiring Process

First-Time Hires

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

1. Students will complete an application for an open position in the Federal Work-Study Job Board (http://jeffline.jefferson.edu/education/programs/work_study/apply.cfm).
2. You will receive an email notification if an application is submitted.
3. You will review the application and determine whether the student has the qualifications.
4. If you determine that the student meets the qualifications, contact the student to schedule a job interview.
5. If you and the student are mutually satisfied after the interview, notify the Financial Aid Office of your intent to hire the student.
 - a. If you determine that the student does not meet the qualifications, notify the student that you do not think it is a good fit.
6. The student will receive a notification from the Financial Aid Office that contains information about their Federal Work-Study position.
7. Once the student has completed all of the requirements set forth by the Human Resources Department and they have cleared the student to work, the student may begin their Federal Work-Study position.
8. You must communicate with the student to determine their weekly work schedule and their start date and time.

Sidney Kimmel Medical College Students

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

East Falls Students

1. You will receive Placement Agreements from the Financial Aid Office via EchoSign for each student identified for possible Federal Work-Study employment, including students you may have requested. Placement Agreements for each student will be sent in separate emails and should not be completed until after the student is interviewed.
2. The student will contact you to set up an interview.
3. If you decide to hire the student after the interview:
 - a. Electronically sign the Placement Agreement.
 - b. Print a copy of the Placement Agreement with your signature and have the student counter-sign it.
 - c. The student must take the signed Placement Agreement to the Human Resources Department.
 - d. Remind the student to complete the I-9 Form, the W-4 Form, and any other documents required by the Human Resources Document.
4. If you decide not to hire the student, select “I will not eSign this document” under “Alternate Actions” on the Placement Agreement. No further action is required.
5. If you are unable to locate a Placement Agreement for a student, contact the Financial Aid Office.
6. Once the student has completed all of the requirements set forth by the Human Resources Department and they have cleared the student to work, the student may begin their Federal Work-Study position.
 - a. Human Resources will complete the I-9 process with the student, if applicable. They will also send the student’s information to the Human Resources Center to have the student’s position and MyTime access set up. This may take between one to two business days, but the student may begin working. If the I-9 process is incomplete, the student is not allowed to begin working.
 - b. Every semester, you must confirm that your student employee appears in MyTime under “Edit Employee Time”. If they do not, the student should contact the Human Resources Department before they can begin to work.
7. You must communicate with the student to determine their weekly work schedule and their start date and time.

Rehires

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

If you plan on rehiring the same student into the same position in the subsequent academic year, consult with the student to ascertain that you are both in agreement. If you are both in agreement, no further action is required. However, if the student desires a different position in the subsequent academic year, it is their responsibility to notify you and the Financial Aid Office.

Sidney Kimmel Medical College Students

If the student intends on returning into the same position in the subsequent academic year, the student is required to contact the Financial Aid Office.

East Falls Students

If you are re-hiring a Federal Work-Study student in the subsequent academic year, follow the instructions under [Hiring Process: First-Time Hires](#).

Replacements

A replacement occurs when a Federal Work-Study position becomes vacant during the academic period for which the funds were awarded.

Center City Students (including Sidney Kimmel Medical College students)

If the original job description was for multiple positions in your department and one or more of those positions were never filled (and therefore the job description has remained open on the job board), then no further action is necessary to replace the vacancy.

If the original job description was filled in its entirety (and therefore the job description was removed from the job board), then email workstudy@jefferson.edu to have a new job description posted on the job board in order to replace a student(s).

East Falls Students

If you need a replacement student, contact the Financial Aid Office.

Expectations

Students are expected to adhere to the following:

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

Supervisors (or their designee) are expected to adhere to the following:

- Supervisors must not allow a student to begin working in their department until the student has been cleared by the Human Resources Department.
- Supervisors must maintain the student's timekeeping and approve their timesheets on MyTime on a bi-weekly basis.
- Supervisors must remain within the limits of their budget for Federal Work-Study employment and ensure that the student does not exceed their Federal Work-Study award.
- Supervisors must arrange a satisfactory work schedule with the student.
- Supervisors must have assignments ready when the student reports for work.
- Supervisors must provide instructions to their student for each assignment.
- Supervisors must be available to answer any questions from their student.
- Supervisors have a duty to dismiss any student who does not perform satisfactorily.
- Supervisors must resolve any issues with the student internally before contacting the Financial Aid Office.
- Supervisors must report any violations of University policies committed by the student while on the job to the Financial Aid Office.
- Supervisors must orally reinforce the private nature of the information that may be disclosed during a student's work hours and must emphasize that all students adhere to all guidance provided during their Human Resources hiring process with regard to the confidentiality of all information.

Start & End Dates

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

Conditions of Employment & Limitations

Federal Work-Study employment must not:

- Displace employees (including those on strike) or impair existing service contracts.
- Replace a full-time employee whose position was eliminated (for any reason).
- Involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.
- Involve partisan or non-partisan political activity associated with a faction in an election for public or party office.
- Be located internationally as it is not permissible under the law, because Thomas Jefferson University does not have an international campus.

Work Hour Restrictions

- Jobs may not conflict with the student's academic schedule; therefore, it is the student's responsibility to discuss their work schedule with you.
- It is the student's responsibility to monitor their hours worked and their Federal Work-Study funds remaining.
- A student's 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, students cannot earn more than they are awarded. When students have less than 50 hours remaining to work, they should contact the Financial Aid Office if they are interested in continuing to work and need additional funds to do so. If no additional funds can be made 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 the student has accepted the updated financial aid award, the student may continue working. If current Federal Work-Study hours are exhausted before additional funds are approved, the student must cease working until funds are authorized. Any hours worked before additional hours are approved 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 students work no more than 20 hours per week and 40 hours per week during vacation periods. Students cannot be paid for more than 80 hours in a two-week period.
- **East Falls students**—most students work 8-10 hours per week; however, students are permitted to work no more than 20 hours per week during the academic year. During breaks and the summer session, students 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)

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 student's hours worked.

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

Breaks

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

Working Multiple Shifts

If a student is working multiple shifts in one day, they must swipe/clock in and out for each shift.

Working Weekends & Outside Regular Business Hours

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

Conclusion of Federal Work-Study Position

Total Federal Work-Study Award Earned

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

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

1. Contact the Financial Aid Office to determine if their Federal Work-Study allocation can be increased.
2. If their Federal Work-Study allocation cannot be increased, they can contact you to determine if you are able to hire them outside of the Federal Work-Study program.

Last Date of Employment

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

Student Resignation

Students may resign from the Federal Work-Study position with a written notice to you and the Financial Aid Office two weeks prior to their last date of employment.

Supervisor Termination of a Student

You have the right to terminate a Federal Work-Study student who has performed in an unsatisfactory manner. In addition, you 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.

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

What is the cost to my department?

The employing department pays only 25% of the students' wages. The federal government pays the remaining 75% of the students' wages. Please note: on the East Falls campus, the employing department must budget for 100% of the students' wages.

Are all positions available to all eligible Federal Work-Study students?

All positions are available to all eligible Federal Work-Study students, but some restrictions may apply based on the department's job description requirements and job availability.

Can a Federal Work-Study student have more than one job at the same time?

Center City students can only have one job at a time at Thomas Jefferson University. East Falls students could have more than one job at the same time at Thomas Jefferson University.

How do I request a Federal Work-Study student with specific credentials?

Follow the [Hiring Process](#) to request a Federal Work-Study student. When preparing a job description, note any specific requirements or credentials for the job.

Can I require my Federal Work-Study student to work a minimum number of hours each week?

The department must specify the number of hours the student will be required to work each week in the job description. Students will either consider positions or be matched into positions that coordinate with the departmental hourly requirements.

Can my Federal Work-Study student start working prior to completing all of the Human Resources requirements?

No, Federal Work-Study students cannot start working until all Human Resources requirements (including their MyTime being set up) are completed.

How do I know when my Federal Work-Study student has completed all of the Human Resources requirements and may begin working?

Center City students (including Sidney Kimmel Medical College students)—the Supervisor will be copied on the “Official Hire” email sent to the student with the subject stating “FWS Next Steps”. This email states the date of hire, includes the Federal Work-Study handbook, directions on how to clock time via MyTime, and instructions on how to get the Federal Work-Study ID Badge from the Jefferson Campus Store (please note: students currently do not receive a Federal Work-Study ID Badge due to Covid-19 regulations).

East Falls Students—when students (new hires or rehires) are approved and all of their identifying information is entered into the system by the Human Resources Service Center, the supervisor will receive notification from the Human Resources Service Center informing them that the student is officially “Hired”.

Can I request a Federal Work-Study student to accommodate my department’s pre-established work schedule?

The student’s first priority is their academic coursework, which includes class attendance. Consequently, it is not possible to hire a Federal Work-Study student whose academic coursework conflicts with the department’s pre-established work schedule.

Once I know how many hours a week a student is able to work, can I ask them to set up a schedule and require that they maintain the same schedule?

Departments must set up a schedule with the Federal Work-Study student at the beginning of their employment. Recognizing that academic responsibilities change, however, flexibility with your student’s schedule is encouraged, especially during exam periods.

A student is not getting paid—who do I contact to resolve this issue?

Contact the Financial Aid Office.

Can Federal Work-Study students work nights and weekends?

As long as the hours are conducive to the student's schedule, Federal Work-Study students may work nights and weekends.

Can a Federal Work-Study student work full time during vacation periods?

Students may work full time during vacation periods.

- **Center City students (including Sidney Kimmel Medical College students)**—full time is defined as a maximum of 40 hours per week during vacation periods.
- **East Falls students**—full time is defined as a maximum of 29 hours per week during vacation periods.

Useful Documents

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