



COE COLLEGE.

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College Work-Study Program

Policy and Procedure Handbook

for Students

Available online at my.coe.edu

**Work-Study begins on the first day of fall classes and
ends the last day of spring classes.**

There is no Work-Study during May term or in the summer.

Office of Student Financial Services

o-financialaid@coe.edu

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Introduction

The Work-Study (WS) Program is a unique form of financial assistance that is made available to **qualifying students**. The program is designed as an opportunity to help students meet their educational costs while enrolled at Coe College. WS may be only one part of the total financial aid package.

This handbook is designed to provide students and supervisors with the policies and procedures of Coe's WS program and to help answer commonly asked questions. Students and supervisors are responsible for reading the handbook and being familiar with its policies and procedures. If a student has questions or concerns regarding the guidelines, assigned position, or a conflict in the workplace, the student should first discuss the matter with the supervisor. If the student needs further clarification or feels that a conflict still exists, an appointment should be made with a Financial Aid Counselor. Although this information is current at the time of publication, future changes in policies may be necessary. When such changes occur, all active student WS employees and their supervisors will be notified.

The Definition of "Work-Study" (WS)

WS is a federally regulated program authorized by the Higher Education Act of 1965 and subsequent amendments/reauthorization. The Federal or State Government may provide a certain percentage of the funding.

A qualifying college student can expect to be paid for each hour worked within the standard guidelines of Coe College's payroll procedures. However, work is not to interfere with the first and foremost responsibility, satisfactory fulfillment of the requirements of the student's scheduled course work. WS is temporary and incidental to the pursuit of an education.

The Role of the Office of Student Financial Services

In addition to determining the amount of the WS award, the Office of Student Financial Services acts as the coordinating agent between the student, supervisors, and administrative offices of Coe College. Feel free to contact the Coe College Office of Student Financial Services with any questions.

Institutional Eligibility Requirements

To be eligible academic progress must be maintained as defined by the Academic Standing Committee of Coe College. Payroll forms must be completed and turned into the Human Resources Office. Students who have their FAFSA selected for verification must have it completed.

Incoming WS Students

Securing Employment

Employment may be available in many academic, administrative, service, and Service Learning areas.

WS positions are found, applied for, and hired through Handshake. Handshake is an online database system, which is designed to connect students, alumni and employers during their internship or job search process. [Handshake](#) requires WS students to complete their profile, upload a resume, search and apply for WS positions. The requested information must be submitted on Handshake in order to secure a position.

Please be aware that while students may apply for their preferred position, they may not be hired. Many first-year students are employed in the physical plant, the dining hall, or Charlie's Pub.

WS Orientation

During Orientation, incoming students awarded WS are required to attend a WS Orientation Session. During this session, the policies and procedures of WS are discussed.

Payroll Forms

WS employment is subject to all federal employment requirements. Payroll forms include the Federal W-4, Iowa W-4, and Federal I-9 (Employment Eligibility Verification). Payroll forms should be completed in the New Student Form portal. **To fully complete the I-9 form the student must present two forms of identification (cannot be photocopies) in person.** I-9 employment identification requirements are collected during Orientation check-in. A US passport or passport card fulfills all identification requirements. Otherwise, a photo ID AND either a social security card or a birth certificate is acceptable. See I-9 form for all options or contact o-humanresources@coe.edu with questions about payroll documents. Students will not be allowed to begin working a WS position until payroll paperwork is complete.

Notification of WS Assignments

Incoming students with WS should monitor their Coe email to see where they were hired. WS Supervisors may notify students through their Coe email or Handshake. In many cases, students may not be notified about their WS assignment until the second week of classes. All WS students will receive an email from the Office of Student Financial Services about where you were placed and whether you can begin working. You will receive either of the following emails.

1. *If you applied for a position in Handshake and all payroll documents have been submitted to the Office of Human Resources, you will receive an email telling you that you can begin working, where you were hired, and supervisor contact information. Contact your supervisor as soon as possible.*
2. *If you applied for a position in Handshake but all payroll documents ARE NOT submitted, you will get an email telling you that you CANNOT begin working but where you were hired and supervisor contact information. Contact your supervisor as soon as possible.*
- 3.

Students who have not created a Handshake profile, submitted a resume and/or applied for a position early in the term may receive an email stating a deadline for making those submissions to be placed on the WS waitlist. However, failure to complete the application process can result in the student's WS offer being declined, even if no reminder email is sent.

Returning WS Student

It is each student's responsibility to verify their continuing employment with their supervisor. If a student is *not* requested back or would like a different position, it is their responsibility to apply for new positions on Handshake.

Notification of WS Assignment

On Campus positions **will not** receive notice from financial aid about employment for the new academic year. Students should verify their WS assignment with their supervisor during the prior spring term. The Office of Student Financial Services will email students information about pay rate, handbook location, and when WS begins and ends.

Off-Campus/ Service Learning positions **will** receive, by email, a contract that will contain supervisor contact information. *Your initial contact is the Office of Campus Engagement, NOT the agency.*

All WS Students

Finalize your WS - contact your Supervisor

To arrange a work schedule, students should contact their supervisors as soon as possible. Students should provide their supervisor with a copy of their current course schedule. **Failure to contact a supervisor may jeopardize a student's WS eligibility and/or cause them to lose the position.**

Hourly Wage

- On-campus WS positions – \$9.25 per hour.
- Off-Campus Federal WS positions – \$9.25 per hour
 - (Student must be awarded federal WS)
- Off-Campus Federal Work-Study Math and/or Reading Tutor positions – \$10.00 per hour (Student must be awarded federal WS)

Payroll Procedures

As with any job, WS employees are subject to the same federal and state employment laws and college payroll procedures as other employees.

All WS students should have completed the required payroll forms in the New Student Forms Portal before or at move-in their first year on campus. To confirm that your paperwork is complete or to receive a link to complete your forms online, contact o-humanresources@coe.edu. For your reference, the necessary documents are listed below.

- Federal W-4 (Employee's Withholding Allowance Certificate)
- Iowa W-4 (Employee's Withholding Allowance Certificate)
- I-9 Form (Employment Eligibility Verification) - Students must present one to two forms of identification (**cannot be photocopies**). A US passport or passport card fulfills all the requirements. Otherwise, a photo ID (driver's license, Coe ID) AND either a social security card or birth certificate is acceptable. Additional acceptable documents are available on page 3 of the I-9 form itself.
- Student Pay Form - Student pay can be applied to your bill (tuition, housing, etc.) or be deposited directly into your bank account. Please choose one method and only complete that portion of the form.
- Note that if you anticipate a refund at any time during the academic year, you will want to complete a student Account Refund (ACH) Authorization form.
- **No timecard will be created until all of the above paperwork has been completed with the Office of Human Resources.**

If the above payroll forms are on file from a previous year, it is **NOT** necessary to complete them again. Students have the option to complete a new W-4 if they would like to make changes to their withholding allowance.

International Students have different payroll requirements. Please contact o-humanresources@coe.edu to learn more.

Work Hours

- Work hours should be scheduled at a mutually agreeable time between student and supervisor(s).
- Federal regulations prohibit scheduling work hours or working during scheduled class periods.
 - Work done during a regularly scheduled class period because a class was canceled, etc. must be noted on the timesheet in the notes section.
 - Students may also be required to provide proof of class cancellation such as an email from faculty, etc.
- Students must stop working when their full WS award has been earned.
- Student(s) should not work over 20 hours per week.
- Travel time to and from your Work-Study position are not considered as hours worked.

Under no circumstances can WS wages be earned for hours worked while fulfilling course requirements. Even if an internship or practicum may be a part of a degree requirement, it does not qualify as WS. WS wages may not be paid for receiving instruction in a classroom, student teaching, laboratory, or other academic settings.

Under no circumstances can WS wages be earned in more than one department at the same time. If you have more than one position, you cannot have duplicate/overlapping hours.

How many hours can you work?

It will vary depending on your WS award, for example:

- \$1300 WS award divided by \$9.25 per hour equals approximately 140 hours (**between 5-6 hours per week**) during the fall and spring term.
- \$1800 WS award divided by \$9.25 per hour equals approximately 194 hours (**between 6-7 hours per week**) during the fall and spring term.
- \$2200 WS award divided by \$9.25 per hour equals approximately 237 hours (**between 8-9 hours per week**) during the fall and spring term.

A WS award must be earned during the fall and spring terms. *The unearned portion of a WS award will be forfeited at the end of the spring term.*

How can you find your cumulative Work-Study earnings?

Sign into my.coe.edu, click on Student tab > My Work-Study Information. If you work in more than one department, you will want to share this information with each of your work-study supervisors. Awarded amount listed will be by semester. Any earnings not earned in the fall roll over to the spring term.

Failure to Work Awarded Hours

Failure to work all of the awarded hours may jeopardize a student's ability to pay on their account. Coe College does not provide an alternate type of assistance or financial aid to a student who does not earn the entire WS award. WS may be canceled if time sheets are not turned in and/or a student has no earnings.

Overview of the Time Sheets

Student Timesheets

Students will complete an online timecard available on my.coe.edu. Timecards must be submitted for supervisor approval by the 2nd business day of each month to be paid on the 10th of the month or the following business day if the 10th falls on a weekend or holiday.

To access student timesheets:

- Log into my.coe.edu
- Click on the "Student" tab along the top of the screen
- Select "Timecard Entry" on the left side of the page.
- Additional instructions for entering time can be found on the student tab of my.coe under Payroll and Business Office link.

If you are not able to access your online timecard, please contact your supervisor.

Filling Out a Timesheet 101

1. Log into my.coe.edu.
2. Select the “Student” tab at the top of the page
3. Select “Timecard Entry” on the left side of page
4. Ensure you are on the correct pay period & position before entering hours. Select “view all periods” or use the blue navigation arrows to move between months.
 - a. You will have a small tab at the top of the timecard entry window with each position that is active for the term.
5. Click on any date to enter the time you worked that day. Dates in the past are in red, but can still be edited before the timecard is finalized and submitted.
 - a. You can enter multiple clock-in and clock-out times each day. If you need to add additional shifts, you can click the + symbol next to the last row of clock-in & clock-out time to add another row.
6. Use the comments section to indicate anything notable to your supervisor or payroll regarding your hours for the month. This is also where you could indicate that you worked during a time when class was scheduled but canceled.
7. Click on “Save Hours & Comments” - you can do this several times throughout the month.
8. Once your full month’s timesheet is complete, select “Click here to finalize” which will send your completed timecard to your supervisor and payroll for approval and processing.
 - a. You will not be able to edit/adjust your hours once you have finalized your timecard. Please do not finalize your timecard until all your hours are complete.

Time sheets must be turned in for EACH month hours are worked. Check with your WS supervisor for department specific instructions.

Timesheets that are submitted after the deadline will not be paid until the next payroll month.

IMPORTANT NOTE: Any student suspected of falsifying hours worked will be subject to disciplinary action. The Director of Financial Aid with the Vice President for Student Affairs will file an incident report. The student will be subject to campus judicial proceedings. Falsification of hours worked is illegal and any student convicted will face disciplinary action in addition to immediate dismissal and permanent disqualification from the WS Program.

When are you paid?

Payroll is issued on the 10th of each month (or the next business day) beginning in October. Wages may be *Directly Deposited* into your bank account or you may have it put toward your Coe account through *Payroll Deduction*. Contact Human Resources by telephone at 319-399-8672 or by email at o-humanresources@coe.edu for further information.

Application of Wages to Student Accounts

Students that participate in the bi-annual payment plan and opt to apply all of their WS wages to their student account must complete a Student Employment Payroll Form. Contact Human Resources by telephone at 319-399-8672 or by email at o-humanresources@coe.edu for further information.

Please note: Students are not *required* to apply WS earnings to their tuition bill. However, they will be charged interest on any unpaid tuition balance and be held responsible for any financial obligation to the college.

Reporting WS Earnings on a Tax Return

WS wages are considered taxable income. Students will receive a W-2 form for wages earned from Coe College. If a federal or state (if applicable) income tax return is filed, any WS earnings must be included.

Changing WS Positions

If a student wants a different position, it is their responsibility to find it. Check Handshake for openings.

It is strongly recommended that students continue to work at their initial WS assignment while waiting for reassignment or looking for a different job, as a second position is not guaranteed.

Employment in More than One Department

Due to the large number of students needing employment and the limited number of positions available, we prefer a student to only hold one position. **However, there may be instances when a student cannot schedule enough hours in a single department. In that case, it is permissible to work in more than one department. Under no circumstances will a WS award be increased to accommodate an additional work assignment.**

Off-Campus Federal WS

There may be a variety of Off-Campus / Service Learning positions available. These positions involve working with disadvantaged youth, elderly, tutoring, and many other areas of Service Learning. Transportation is required for some, but not all of these positions. Only students receiving federal WS are eligible to participate in Off-Campus / Community WS positions.

Off-Campus Federal WS Contact Information

The Supervisor for Off-Campus/Community Work-Study is Ellen Teller, eteller@coe.edu, located in the Center for Careers and Creativity (C3). To learn about eligible non-profit agencies, contact Ellen to set up an appointment. C3 is located on the first floor of McCabe Hall. It is the student's responsibility to complete pre-employment screening, applications, and interviews as set forth by the individual agencies.

Off-Campus/Community Work-Study positions are not limited to the current list of eligible agencies. Students are encouraged to take the initiative to seek out service opportunities at non-profit agencies that are of interest to them and/or further their educational goal.

Note: It is Coe College's institutional policy that Off Campus/Service Learning internships earning credit are ineligible to be paid through Coe's work-study program.

*All agencies **must** be approved by Coe College to participate in this program and have an Agency Agreement on file with C3 prior to a student working at the agency.*

Employment Expectations

As with any employment, each student is responsible for working arranged hours. Punctual, efficient, and cooperative performance on the job is always expected. If illness, study obligations, or other unforeseen circumstance prevents a student from working, they must notify their supervisor in advance. Failure to report without adequate reason may result in termination of employment and disqualification for future WS. In addition, **you cannot work during a scheduled class**. If a class is canceled and you work, you should retain documentation from your instructor confirming the class cancellation. You should also note that you worked during a canceled class in the notes when you submit your timesheet. Travel time to and from your position are not considered hours worked.

WS Evaluations

Departments have the option to complete a WS evaluation. It is not required.

Reporting of “On the Job” Injury

If a student is injured while working, they must report the injury immediately to the WS supervisor. Submit this report even if the injury does not appear serious enough to justify consulting a doctor. The report must be completed by the work-study supervisor and the student injured, if possible. The Human Resources Office must be notified of the incident.

Discontinuation WS or Termination of Employment

A student must discontinue or may be terminated from their WS position under the following circumstances:

1. Eligibility is exhausted (full amount of WS eligibility has been earned). If you go over your award after notification, there is a possibility that eligibility for other financial aid will be decreased. Your supervisor will notify you when you are approaching your full earnings.
2. Termination due to unsatisfactory job performance

A student may be terminated from their Work-Study position if the student is not performing in a satisfactory manner. The supervisor should make clear to each student employee their performance and responsibility expectations. The termination process is up to the supervisor's discretion.

3. Noncompliance with WS policies and procedures

Subject to Immediate Dismissal and Suspension from the Work-Study Program if a student has falsified records including timecards, divulged confidential information from the workplace, or is caught stealing, the student will immediately forfeit employment opportunities while at Coe College.

International students must comply with U.S. Citizenship and Immigration Services (USCIS) laws. International students may not work more than 20 hours per week while classes are in session. Students will receive one written warning if the student works beyond 20 hours a week. If there is a second occurrence, the student's employment will be immediately terminated for the remainder of the academic year.

APPENDIX

U.S. Department of Labor

Employment Standards Administration

Wage and Hour Division Basic Information

Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) affects most private and public employment. The FLSA requires employers to pay covered employees who are not otherwise exempt, at least the federal minimum wage and provide overtime pay for all hours worked over 40 in a workweek.

Covered employees must be paid for all hours worked in a workweek. In general, compensable hours worked include all time an employee is on duty or at a prescribed place of work and any time that an employee is suffered or permitted to work. This would, in general, include work performed at home, travel time, waiting time, training and probationary periods.

Definition of "Employ"

By statutory definition, the term "employ" includes "to suffer or permit to work." The workweek ordinarily includes all time during which an employee is required to be on the employer's premises, on duty or at a prescribed workplace. "Workday", in general, means the period between the times on any particular day when such employee commences their "principal activity" and the time on that day at which they cease such principal activity or activities.

Federal Employment regulations require that **all students must be paid if they work**. Supervisors should make sure students turn their timesheets in on a monthly basis so they can be paid!

If a student earns the amount awarded for WS, they **cannot** *volunteer* to work – they must be paid for hours worked. A WS student must stop working or the wages earned will come out of your department budget rather than the WS budget. If they work, they must be paid. It is the law.

WS Employment Responsibilities

WS employees are expected to approach their employment in a professional manner. A student who accepts a WS position is expected to:

- Fill out all appropriate employment forms (I-9, Federal & State W-4's).
 - **Not begin work until these forms are on file in the Coe College Human Resources Office.**
- Perform all duties efficiently and effectively in compliance with the policies of the employing department.
- Treat all members of the Coe College community and all visitors with courtesy, consideration, and respect.
- **Not work during scheduled class time.**
- Not work overlapping hours for two jobs at once.
- Not work more than twenty hours per week.
- Notify their supervisor, in a timely manner, when unable to work.
- Turn in *accurate* time sheets each month; double check hours worked, account number, and that all appropriate signatures are included.
- Maintain confidentiality when working with all sensitive materials.
- Give first and foremost consideration to their academic responsibilities.
- Notify their supervisor and the Office of Student Financial Services prior to terminating employment.

WS Employee Rights

As a WS employee at Coe College, you have certain rights. You have the right to:

- Expect Coe College to provide equal opportunity in employment without regard to sex, race, creed, national origin or disability.
- Work free of the threat or actual incidence of either racism or sexual harassment.
- Work in an atmosphere consistent with the values of Coe College.
- Be provided with adequate instruction and the necessary working conditions for the performance of your duties. If you have reason to believe that your rights are being infringed upon, or if you have other questions or concerns, contact the Office of Student Financial Services.

Student Employment Confidentiality Agreement

In addition to the below confidentiality agreement, students may be required to complete documentation and acknowledgement of FERPA guidelines for their position.

EMPLOYMENT/VOLUNTEER CONFIDENTIALITY AGREEMENT

I, _____ (print name), understand that in my capacity as a student or volunteer at Coe College, I may have access to confidential and private information and records of students, faculty and staff and/or pertaining to the College.

I understand that under Federal law and College policy, student and employee records are protected from disclosure to third parties. Furthermore, my access shall be limited to only those records that fall into the scope of my assigned duties.

I agree to maintain the confidentiality and privacy of all such information during and after my period(s) of employment or volunteer appointment at Coe College. I shall not directly or indirectly communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such information. I understand that any such disclosure may be grounds for termination, prohibition of future employment and/or dismissal from Coe College regardless of criminal or civil penalties.

Signature

Date

NOTICE OF COE COLLEGE'S CONFIDENTIALITY AND MANDATORY REPORTING POLICY

As employees or volunteers with Coe College, it is our responsibility to help create a safe working environment on our campus. We also have a mandatory reporting responsibility related to our roles as staff members or perception as staff members. We are required to share information regarding sexual misconduct or students who may be a danger to themselves or others to school officials. Students may speak to someone confidentially by contacting Student Development at 319-399-8843 or Safety & Security at 319-399-8888.

I understand the policy stated above.

Initials _____

College Policies and Student Handbook Located:

https://www.coe.edu/application/files/9616/5996/4219/Student_Handbook_2022-2023_accessible_08.05.2

Disclaimer – This edition supersedes all previous editions of the Coe College *Policy and Procedure Handbook for Students and Supervisors* in both printed and on-line formats. Every effort was made to ensure that the information was accurate at the time of publication. Supervisors and student employees should consider this Handbook along with all Coe College websites as the repositories of the most current and accurate information. All policies, schedules and other information are subject to change without notice.

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