



COE COLLEGE.

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College Work-Study Program

Policy and Procedure Handbook

for Students

Available online at my.coe.edu

Work-Study typically 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

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Voorhees Hall

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Introduction

The Work-Study (WS) Program is a unique form of financial aid made available to **qualifying students**. The program is designed to help students offset their educational costs while enrolled at Coe College. WS is a 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, as well as to help answer commonly asked questions. Students are responsible for reading the handbook and being familiar with its policies and procedures. If a student has questions or concerns regarding WS guidelines or a workplace conflict, they should first discuss the matter with their supervisor. If the student requires further clarification or believes a conflict still exists, an appointment should be scheduled with a staff member from Student Financial Services or Human Resources. Although this information is current at the time of publication, changes in policies may be necessary. When such changes occur, all active 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 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, which is the satisfactory fulfillment of the student's scheduled coursework requirements. 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 office with any questions or concerns you may have.

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 complete the verification process before starting work.

Incoming WS Students

Securing Employment

Employment opportunities are available in various academic, administrative, service, and Service Learning areas.

All work-study positions are posted, applied for, and filled through **Handshake** - Coe's online job platform that connects students, alumni, and employers.

To secure a position, work-study students should:

- Complete their Handshake profile
- Upload a current resume (encouraged but not required)
- Search for available work-study positions
- Submit all required application materials through Handshake

Please note that while students are encouraged to apply for their preferred positions, placement is not guaranteed. Many first-year students begin their campus employment in roles such as the Physical Plant or Dining Services.

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.

HR Onboarding and Payroll Forms

Students may not begin working until the onboarding process has been completed.

Once Human Resources is notified that a student has accepted a position, the student will receive an email to complete the necessary onboarding process.

Work-study employment is subject to all federal employment regulations. Before beginning work, students must complete the required payroll forms, which include:

- Federal Form W-4 – Employee’s Withholding Certificate
- Iowa State Form W-4 – State income tax withholding
- Federal Form I-9 – Employment Eligibility Verification

To fully complete the Form I-9, students must present original, unexpired documents in person to the Human Resources Department, located in the lower level of Voorhees. Photocopies are not accepted.

Examples of acceptable documentation include:

- One document from List A, such as a U.S. Passport or Passport Card,
OR
- One document from List B (e.g., driver’s license or school ID with photo)
AND
- One document from List C (e.g., Social Security card or birth certificate)

For a full list of acceptable documents, refer to the [USCIS Form I-9 Acceptable Documents page](#) or contact o-humanresources@coe.edu with any questions.

Notification of WS Assignments

Incoming students should regularly check their Coe email for updates about their job applications. Supervisors may contact students through Coe email or Handshake. In many cases, assignments are not finalized until the second week of classes.

Returning WS Student

It is each student’s responsibility to verify their continuing employment with their supervisor before the end of each academic year. If a student is *not* requested back or would like to apply for 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 regarding employment for the new academic year. Students should verify their WS assignment with their supervisor during the prior spring term.

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

All (Incoming and Returning) 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 result in the loss of the position.**

Hourly Wage

- On-campus WS positions – \$10.00 per hour for most positions.
- Off-Campus Federal WS positions – \$10.00 per hour
 - (Student must be awarded federal WS)
- Off-Campus Federal Work-Study Math and/or Reading Tutor positions – \$12.00 per hour for most positions (Student must be awarded federal WS)

Payroll Procedures

As with any job, student workers are subject to the same federal and state employment laws and payroll procedures as all Coe College employees.

All student workers are required to complete the necessary onboarding and payroll forms in Paycor, our electronic HR system. Once Human Resources is notified that you have accepted a position, you will receive a secure email invitation to register for Paycor and complete your forms online.

The following forms must be completed in Paycor before you can begin working or be added to the payroll system:

- Federal W-4 – Employee's Withholding Certificate
- Iowa W-4 – State Withholding Certificate
- I-9 Form – Employment Eligibility Verification (original identification must be presented in person; photocopies are not accepted).

You may choose which documents to present from the official **List of Acceptable Documents** included with the I-9 form (see page 3). The list provides three categories of acceptable documents:

- **List A:** Documents that establish both identity and employment authorization (e.g., a U.S. passport).

- **List B:** Documents that establish identity (e.g., driver's license, school ID).
- **List C:** Documents that establish employment authorization (e.g., Social Security card, birth certificate).

You may present **one document from List A or one document from List B and one document from List C.**

- Student Pay Form – You may choose to have your wages directly deposited into a personal bank account or applied to your Coe account through payroll deduction.
- If you anticipate requesting a refund during the academic year, you are encouraged to complete a Student Account Refund (ACH) Authorization Form.
- Important: No timecard will be created in Paycor until all required payroll forms are completed and submitted through the system.
- If your payroll forms are already on file from a previous year, you do not need to complete them again unless your information has changed. You may update your W-4 at any time in Paycor if you wish to change your withholding elections.

Note for International Students: Payroll requirements may differ. Please contact Human Resources at o-humanresources@coe.edu for specific guidance.

Work Hours

- Work hours should be scheduled at a mutually agreeable time between the student and the supervisor(s).
- *Federal regulations prohibit scheduling work hours or working during scheduled class periods.*
 - Work done during a regularly scheduled class period that was canceled, or other similar circumstances must be reported to the supervisor via email.
 - Students may also be required to provide proof of class cancellation, such as an email from faculty, etc.
- Students must stop working when they have earned their full WS award.
- Student(s) should not work over 20 hours per week.
- Travel time to and from your Work-Study position is 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 is 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.

Work-study wages cannot be earned from multiple departments for the same time period. If you hold more than one position, your scheduled hours **must not overlap**. You may only be paid for the time you are actively working in one position at a time.

How many hours can you work?

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

- \$1,300 WS award divided by \$10.00 per hour equals approximately 130 hours (**between 5-6 hours per week**) during the fall and spring term.
- \$1,800 WS award divided by \$10.00 per hour equals approximately 180 hours (**between 6-7 hours per week**) during the fall and spring term.
- \$2,200 WS award divided by \$10.00 per hour equals approximately 220 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?

To view your work-study award, sign in to my.coe.edu, click on the Student tab, and then select My Work-Study Information.

If you are working in more than one department, be sure to share your award amount with each of your supervisors so they can coordinate your schedule accordingly. Your work-study award is listed by semester, and any unearned amount from the fall will automatically roll over to the spring term.

Failure to Work Awarded Hours

Students are expected to work a sufficient number of hours to earn their full work-study award. Failing to do so may affect your ability to pay your student account balance, as Coe College does not provide additional aid to replace unearned work-study funds.

Please note that your work-study award may be canceled if you do not submit timesheets on time or if you have no reported earnings during a given term.

If you didn't earn any of your WS award, it may not be included in your aid offer for the subsequent year. You must contact your financial aid counselor to request a review of your eligibility.

Overview of the Time Sheets

Student Timesheets

Student workers will track their work hours in Paycor using a digital timesheet. You will need to create a punch when you arrive at work and again when you leave. These punches will appear on your timesheet as your "in" and "out" times for each workday.

Accurately recording your time is essential. Your timesheet is what drives payroll, and we strive to ensure all student workers are paid correctly and on time. Timely and accurate punches help us meet that goal.

If you have questions about using the timecard in Paycor, please contact Human Resources at 319-399-8672 or email o-humanresources@coe.edu.

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

IMPORTANT NOTE: Any student suspected of falsifying hours worked will be subject to disciplinary action. The Director of Financial Aid, in conjunction 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 a serious offense, and any student found guilty will face disciplinary action, in addition to immediate dismissal and permanent disqualification from the WS Program.

When are you paid?

Student workers are paid on a biweekly schedule, with paydays every other Friday. Time cards must be submitted and approved by midnight on the Monday before each payday.

Wages may be directly deposited into your bank account or applied to your Coe account through payroll deduction. If you elected to have your pay applied to your Coe account, this will appear as a deduction on your Paycor pay stub.

Paystubs will be available to view in Paycor once payroll is processed.

A complete list of upcoming pay dates is available on the Student Worker page of MyCoe.

For questions, please contact Human Resources at 319-399-8672 or email o-humanresources@coe.edu.

Application of Wages to Student Accounts

Students who 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 will be held responsible for any outstanding financial obligations to the college.

Reporting WS Earnings on a Tax Return

WS wages may be 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 you would like to switch to a different work-study position, it is your responsibility to search for available openings on Handshake.

Please note: A new position is not guaranteed, so it is strongly recommended that you continue working in your original assignment while exploring other opportunities.

Employment in More than One Department

Because many students are seeking campus employment and the number of positions is limited, students are generally expected to hold only one work-study position. However, if a student is unable to schedule enough hours in a single department, it is permissible to work in more than one.

Please note: Work-study awards will not be increased to support additional positions or hours. Students should plan their work schedule within the limits of their original award.

Off-Campus Federal WS

There may be a variety of Off-Campus / Service Learning positions available. These positions involve working with disadvantaged youth, the 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 nonprofit agencies that interest them and align with their educational goals.

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 job, students are expected to work the hours they've arranged with their supervisor. Being punctual, reliable, efficient, and cooperative is essential.

If illness, academic obligations, or another unforeseen circumstance prevents you from working, you must notify your supervisor in advance. Failure to report for a shift without an adequate reason may result in termination from your position and disqualification from future work-study opportunities.

Important Guidelines:

- **Class Time:** You are not permitted to work during a scheduled class period.
- **Canceled Classes:** If a class is canceled and you work during that time, retain documentation from your instructor confirming the cancellation. You should also email your supervisor and include a note about the canceled class when submitting your timesheet.
- **Travel Time:** Time spent traveling to and from your job is not considered paid work time.

WS Evaluations

Departments have the option to complete a WS evaluation.

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 both the work-study supervisor and the student who was injured, if possible. The Human Resources Office must be notified of the incident.

Discontinuation of 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 (the full amount of WS eligibility has been earned). If you exceed your award after notification, your eligibility for other financial aid may be reduced. Your supervisor will notify you when you are approaching your full earnings.
2. Students may be terminated from their work-study position if they fail to meet performance or responsibility expectations. Supervisors are expected to communicate these expectations clearly at the start of employment. Termination decisions are made at the supervisor's discretion and may occur if concerns are not resolved.
3. Students are expected to follow all work-study policies and workplace expectations.
4. **Immediate dismissal from the work-study program** may occur in cases of serious misconduct, including but not limited to:
 - Falsifying records (such as timecards)
 - Divulging confidential workplace information
 - Theft of any kind

Any student dismissed for these reasons will **forfeit all future work-study employment opportunities** at Coe College.

5. International students are required to comply with U.S. Citizenship and Immigration Services (USCIS) regulations. International students are limited to working no more than 20 hours per week while classes are in session. Students will receive one written warning if they work 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 in excess of 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, as well as any time an employee is required or permitted to work. This would generally 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 ensure that students submit their timesheets on a bi-weekly 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 ; double check hours worked, account number, and that all appropriate approvals 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:

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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