

COE COLLEGE

College Work-Study Program

Policy and Procedure Handbook for Students | Fall 2026

Available online at [My.Coe](https://my.coe.edu)

Work-Study generally begins on the first day of fall classes and ends on the last day of spring finals. Work-Study is not available during May Term or summer.

Introduction

The Work-Study (WS) Program is a unique form of financial aid available to qualifying students. It helps students offset educational costs while enrolled at Coe College and is part of a student's total financial aid package.

This handbook applies specifically to students employed through the Work-Study Program. Not all student employment at Coe College is Work-Study employment. Other campus positions may have different eligibility requirements, policies, procedures, and funding limitations.

This handbook provides students and supervisors with Coe's WS Program policies and procedures. Students participating in WS are responsible for reading the handbook and understanding its requirements. Questions or workplace concerns should first be discussed with the supervisor, then with Student Financial Services or Human Resources, as appropriate. Policies may change; affected employees and supervisors will be notified.

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Office of Student Financial Services | so-finaid@coe.edu | 319-399-8540 | Lower Voorhees Hall

Program and Employment

The Definition of Work-Study

WS is a federally regulated program authorized by the Higher Education Act of 1965 and subsequent amendments and reauthorizations. Federal or state government funds may provide a percentage of the funding. A qualifying student is paid for each hour worked in accordance with Coe College payroll procedures.

Work must not interfere with a student's first responsibility: satisfactorily completing scheduled coursework. 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 WS award amount, the Office of Student Financial Services coordinates among students, supervisors, and Coe College administrative offices.

Institutional Eligibility Requirements

To be eligible, students must maintain academic progress as defined by the Academic Standing Committee of Coe College, complete payroll forms, and submit required I-9 documents to Human Resources. Students whose FAFSA is selected for verification must complete verification before beginning work.

Incoming Work-Study Students

Securing Employment

Employment opportunities are available in academic, administrative, service, and community-based learning areas. Positions are posted, applied for, and filled through [Handshake - Coe's online job platform](#).

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.

Students are encouraged to apply for preferred positions, but placement is not guaranteed. Many first-year students begin campus employment in areas such as Physical Plant or Dining Services.

Work-Study Orientation

During orientation, incoming students awarded Work-Study must attend a Work-Study orientation session covering program policies and procedures.

Starting and Confirming Employment

HR Onboarding and Payroll Forms

Students may not begin working until they have completed the onboarding process.

After Human Resources is notified that a student has accepted a position, the student will receive an email with instructions for completing payroll onboarding. Required forms include:

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

Form I-9: Students must present original, unexpired documents in person to Human Resources in the lower level of Voorhees. Photocopies are not accepted. Present either one List A document, or one List B document plus one List C document. See the [USCIS Form I-9 Acceptable Documents page](#) or contact o-humanresources@coe.edu.

Notification of Work-Study Assignments

Incoming students should check their Coe email regularly for job application updates. Supervisors may contact students through Coe email or Handshake. Assignments are often not finalized until the second week of classes.

Returning Work-Study Students

Students are responsible for confirming continued employment with their supervisor before the end of each academic year. Students who are not requested back, or who want a different position, must apply through Handshake. Student Financial Services does not notify returning students of on-campus positions for the new academic year.

Students in off-campus community service positions will receive a contract by email with the supervisor's contact information. The initial contact is the Office of Campus Engagement, not the agency.

All Work-Study Students

Finalize Your Work-Study Employment

Contact your supervisor promptly to arrange a work schedule and provide a copy of your current course schedule. Failure to make contact may jeopardize WS eligibility or result in loss of the position.

Hourly Wage

- Most on-campus WS positions - \$10.00 per hour.
- Off-campus Federal WS positions - \$12.00 per hour (student must be awarded Federal WS).
- Off-campus Federal Work-Study math or reading tutor positions - \$12.00 or more per hour for most positions (student must be awarded Federal WS).

Payroll Procedures

Student workers are subject to the same federal and state employment laws and payroll procedures as other Coe College employees. Onboarding and payroll forms are completed in Paycor, Coe's electronic HR system.

Payroll Procedures and Work Hours

After Human Resources is notified that a student has accepted a position, the student receives a secure email invitation to register for Paycor. The federal W-4, Iowa W-4, and Form I-9 requirements described on page 3 must be completed before work begins.

Student Pay Form: Wages may be directly deposited into a personal bank account or applied to the student's Coe account through payroll deduction. Students who anticipate requesting a refund are encouraged to complete a Student Account Refund (ACH) Authorization Form.

Important: No timesheet will be created in Paycor until all required payroll forms are completed and submitted. Forms already on file from a previous year do not need to be completed again unless information has changed. A W-4 may be updated at any time in Paycor.

International students: Payroll requirements may differ. Contact Human Resources at o-humanresources@coe.edu for guidance.

Work Hours

- Schedule work at a mutually agreeable time with the supervisor. Federal regulations prohibit working during scheduled class periods. Work during a canceled class period or similar circumstance must be reported to the supervisor by email; proof of cancellation may be required.
- Stop working when the full WS award has been earned.
- Never work more than 20 hours per week.
- Travel time to and from a Work-Study position is not paid work time.
- WS wages cannot be earned for hours spent fulfilling course requirements. Internships, practica, student teaching, classroom instruction, and other academic settings do not qualify.
- A student cannot earn wages from multiple departments for the same time period.

Awards, Earnings, and Timesheets

How Many Hours Can You Work?

The number of hours varies based on the WS award. For example:

- A \$1,300 award at \$10.00 per hour is approximately 130 hours, or 5-6 hours per week during the fall and spring terms.
- A \$1,800 award at \$10.00 per hour is approximately 180 hours, or 6-7 hours per week.
- A \$2,200 award at \$10.00 per hour is approximately 220 hours, or 8-9 hours per week.

A WS award must be earned during the fall and spring terms. Any unearned portion is forfeited at the end of the spring term.

How to Find Your Cumulative Work-Study Earnings

Sign in to [My.Coe](#), select the Student tab, then select My Work-Study Information. The award is listed by semester; any unearned fall amount automatically rolls to spring.

If you work in more than one department, share your award amount with both supervisors so they can coordinate your schedule.

Failure to Work Awarded Hours

Students are expected to work enough hours to earn their full award. Unearned WS may affect the ability to pay a student account balance because Coe does not provide additional aid to replace unearned funds. An award may be canceled if timesheets are not submitted on time or no earnings are reported during a term.

If you do not earn any of your Work-Study award, it may not be included in your financial aid offer for the following year. Contact your financial aid counselor to request an eligibility review; reinstatement is not guaranteed.

Overview of Timesheets

Student Timesheets

Student workers record hours in Paycor using a digital timesheet. Create a punch upon arriving at work and another when leaving. Accurate and timely punches help ensure correct, on-time pay. Questions should be directed to Human Resources at 319-399-8672 or o-humanresources@coe.edu.

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

IMPORTANT: Falsifying hours is a serious offense. Suspected falsification will be referred for an incident report and campus judicial proceedings. A student found responsible is subject to disciplinary action, immediate dismissal, and permanent disqualification from the WS Program.

Pay and Position Changes

When Are You Paid?

Student workers are paid biweekly, every other Friday. Timesheets must be submitted and approved by midnight on the Monday before payday. Wages may be directly deposited or applied to the student's Coe account through payroll deduction. Payroll deductions appear on the Paycor pay stub; pay stubs are available after payroll is processed.

Upcoming pay dates are posted on the Student Worker page in [My.Coe](#). For questions, contact Human Resources at 319-399-8672 or o-humanresources@coe.edu.

Application of Wages to Student Accounts

Students in the two-payment plan who choose to apply all WS wages to their student account must complete a Student Employment Payroll Form. Contact Human Resources for details.

Students are not required to apply WS earnings to their tuition bill. However, interest will be charged on any unpaid tuition balance, and students remain responsible for outstanding financial obligations to the College.

Reporting WS Earnings on a Tax Return

WS wages may be taxable income. Students receive a W-2 from Coe College. If a federal or state income tax return is filed, WS earnings must be included.

Changing Work-Study Positions

Students who want to change positions are responsible for searching Handshake for openings.

A new position is not guaranteed. Continue working in the original assignment while exploring other opportunities.

Employment in More Than One Department

Students are generally expected to hold one position because opportunities are limited. A second position may be permitted if one department cannot provide enough hours to reasonably earn the award. Students may not hold more than two Work-Study positions at the same time.

Work-Study awards will not be increased to support additional positions or hours. Plan work schedules within the original award.

Off-Campus Work and Employment Expectations

Off-Campus Federal Work-Study

Community service positions may involve work with disadvantaged youth, older adults, tutoring, and other service-learning activities. Transportation is required for some positions. Only students awarded Federal WS are eligible.

Off-Campus Contact Information

The off-campus community Work-Study supervisor is Joe Demarest, jdemarest@coe.edu, in the Center for Careers and Creativity (C3), first floor of McCabe Hall. Contact Joe for information about eligible nonprofit agencies. Students are responsible for agency-required screening, applications, and interviews.

Eligible positions are not limited to the current agency list. Students may seek service opportunities at nonprofit agencies that match their interests and educational goals. Every agency must be approved by Coe College and have an Agency Agreement on file with C3 before work begins.

Note: Under Coe policy, off-campus or service-learning internships completed for academic credit cannot be paid through Work-Study.

Employment Expectations

Students are expected to work the agreed schedule. Punctuality, reliability, efficiency, and cooperation are essential. If illness, academic obligations, or an unforeseen circumstance prevents attendance, notify the supervisor in advance. An unexcused absence may result in termination and disqualification from future Work-Study opportunities.

Important Guidelines

- Class time: Do not work during a scheduled class period.
- Canceled classes: Retain instructor documentation, email the supervisor, and note the cancellation when submitting the timesheet.
- Travel time: Time traveling to and from a job is not paid work time.

Work-Study Evaluations

Departments may complete a Work-Study performance evaluation.

Reporting an On-the-Job Injury

Report any work-related injury to the supervisor immediately, even if it does not appear serious enough to require a doctor. The supervisor and injured student should complete the report, if possible, and Human Resources must be notified.

Termination and Federal Standards

Discontinuation of Work-Study or Termination of Employment

A student must discontinue work, or may be terminated, under the following circumstances:

- The full WS award has been earned. Working beyond the award after notice may reduce eligibility for other financial aid. The supervisor will notify the student when earnings approach the award.
- Performance or responsibility expectations are not met. Supervisors should communicate expectations clearly. Termination may occur at the supervisor's discretion if concerns are not resolved.
- Work-Study policies or workplace expectations are not followed.

Serious misconduct may result in immediate dismissal, including falsifying records, disclosing confidential workplace information, or theft.

A student dismissed for serious misconduct will forfeit all future Work-Study employment opportunities at Coe College.

International students must comply with USCIS regulations and may work no more than 20 hours per week while classes are in session. A first violation results in a written warning; a second results in immediate termination for the remainder of the academic year.

Appendix: US Department of Labor

Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) affects most private and public employment. It requires employers to pay covered, nonexempt employees at least the federal minimum wage and overtime for hours worked beyond 40 in a workweek. Covered employees must be paid for all hours worked. Compensable time generally includes time an employee is on duty or at a prescribed workplace, as well as work an employer requires or permits.

Definition of "Employ"

By statute, "employ" includes "to suffer or permit to work." A workweek ordinarily includes all time an employee is required to be on the employer's premises, on duty, or at a prescribed workplace. A workday generally runs from the start to the end of an employee's principal activities.

Federal employment regulations require students to be paid for every hour worked. Supervisors should ensure timesheets are submitted biweekly.

After earning the full Work-Study award, a student may not volunteer in the same role. The student must stop working unless the department is authorized to pay additional wages from its own budget.

Employment Responsibilities and Rights

Work-Study Employment Responsibilities

A student who accepts a WS position is expected to:

- Complete all required employment forms and wait to begin work until they are on file with Human Resources.
- Perform duties efficiently and follow department policies.
- Treat members of the Coe community and visitors with courtesy and respect.
- Not work during scheduled class time or record overlapping hours for two jobs.
- Not work more than 20 hours per week.
- Notify the supervisor promptly when unable to work.
- Submit accurate timesheets and verify hours, account information, and approvals.
- Maintain confidentiality for all sensitive materials.
- Give first consideration to academic responsibilities.
- Notify the supervisor and Student Financial Services before ending employment.

Work-Study Employee Rights

As a WS employee at Coe College, you have the right to:

- Equal employment opportunity without regard to sex, race, creed, national origin, or disability.
- A workplace free from racism and sexual harassment.
- An atmosphere consistent with Coe College values.
- Adequate instruction and working conditions needed to perform assigned duties.

If you believe these rights are being infringed upon, or if you have questions or concerns, contact Student Financial Services.

Contact Information

Student Financial Services	Human Resources
o-financialaid@coe.edu 319-399-8540 Lower Voorhees Hall	o-humanresources@coe.edu 319-399-8672 Lower Voorhees Hall

Student Employment Confidentiality Agreement

Students may also be required to complete documentation acknowledging the FERPA requirements that apply to their position.

Employment and Volunteer Confidentiality Agreement

I, _____ (print name), understand that, as a student employee or volunteer at Coe College, I may have access to confidential and private information and records concerning students, faculty, staff, or the College.

I understand that federal law and College policy protect student and employee records from disclosure to third parties. My access is limited to records within the scope of my assigned duties.

I agree to maintain the confidentiality and privacy of this information during and after my employment or volunteer appointment. I will not directly or indirectly share such information with anyone other than my supervisor or a person approved by my supervisor. I understand that disclosure may be grounds for termination, prohibition of future employment, or dismissal from Coe College, regardless of any criminal or civil penalties.

Signature _____ Date _____

Notice of Coe College Confidentiality and Mandatory Reporting Policy

As employees or volunteers of Coe College, we share responsibility for creating a safe campus working environment. Because of our roles, or the perception that we are staff members, we have mandatory reporting responsibilities. Information concerning sexual misconduct or a student who may be a danger to themselves or others must be shared with school officials.

For confidential support, students may contact 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

Current College policies and the Student Handbook are available at coe.edu.

Disclaimer

This edition supersedes all previous printed and online editions of the Coe College Policy and Procedure Handbook for Students and Supervisors. Every effort was made to ensure accuracy at the time of publication. Supervisors and student employees should use this handbook together with Coe College websites as sources for current information. Policies, schedules, and other information are subject to change without notice.