

---

---

Jefferson School of Health Professions  
Jefferson Graduate School of Biomedical Sciences  
Jefferson School of Nursing  
Jefferson School of Pharmacy  
Jefferson Medical College  
Jefferson School of Population Health

# 2012-2013

# FEDERAL WORK STUDY

# HANDBOOK

Please note that throughout this handbook the following acronyms are used:

**JSHP** - Jefferson School of Health Professions  
**JSN** - Jefferson School of Nursing  
**JSP** - Jefferson School of Pharmacy  
**JGSBS** - Jefferson Graduate School of Biomedical Sciences  
**JMC** - Jefferson Medical College  
**JSPH** - Jefferson School of Population Health  
**FWS** - Federal Work Study Program  
**OSFA** - Office of Student Financial Aid  
**PAR** - Personnel Action Request form

---

---

---

---

# Table of Contents

## Section.....Page

<b>Introduction</b>	3
What is the Federal Work Study Program	3
Who to Contact	3

<b>Preparation</b>	4
How Employers Request a FWS Student	4
How JSHP, JGSBS, JSN, JSP, JSPH & JGSBS Students Apply for FWS	4
How JMC Students Apply for FWS	4

<b>The Hiring Process</b>	5
First-Time Students	5-6
Returning Students	6

<b>Rules of Employment</b>	7
Expectations	7
Eligibility	7
What FWS Students <u>Cannot</u> Do	7
Hours	8
Taxes	8
Salary	8-9
Timesheet Submission	9
Receiving a Paycheck	9
Excess Hours	9
Requests for More Hours	9
Rehiring	10
Summer Work-Study	10
Unsatisfactory Employment	10

<b>Timesheets</b>	11
The Form	11
Mistakes on the Timesheet	11
Time Keeping Schedules	11
Pay Period Schedule 2012-2013	12

<b>Termination</b>	13
When the Total FWS Award has been Earned	13
Employment End Date	13
Student Resignation	14
Employer Termination of a FWS Student	14
Transfers	14

<b>APPENDIX A</b>	<i>Glossary</i>	15-16
<b>APPENDIX B</b>	<i>Useful Forms</i>	17

---

---

---

---

## INTRODUCTION

### **What is the Federal Work Study (FWS) Program?**

The Federal Work-Study Program refers specifically to a federally funded financial aid program designed to create campus jobs to assist students meet their educational expenses.

Many students are confused by the term “Work-Study” and believe they are eligible for its benefits simply because they are “working” while studying at school.

For the student, it is one of the few financial aid programs in which recipients receive money directly (as opposed to most grant and loan programs where the proceeds are automatically applied to tuition). Students use FWS paychecks for rent, groceries, and daily living expenses while attending school. Also, a FWS job is an excellent opportunity to develop a professional history as well as gain experience and technical knowledge. Many FWS students also use their supervisors and employers for job references and recommendations.

FWS awards are dependent upon two factors:

- 1) The student’s financial need, *and*
- 2) The University’s annual FWS allocation, which is determined by the U.S. Department of Education.

Depending on work performed and the skills and experience necessary for the job, FWS students are paid at variable rates. Wages are paid on a bi-weekly basis. Most positions are with departments within the University and Hospital, and a percentage of positions are community-service related.

The most significant benefit for employing departments is that the Federal Government pays 70% of the student’s wage. The employing department pays only 30%.

### **FWS Community Service Jobs**

**Please Note:** Federal regulations require all colleges designate a certain percentage of their total Work Study funding to community service jobs. In order to meet this requirement, the OSFA (Office of Student Financial Aid) may have to prioritize matching students to these positions.

### **Who To Contact**

The University Office of Student Financial Aid coordinates the FWS program for JSHP, JSN, JSP, JSPH, JGSBS and JMC therefore all questions regarding the FWS program may be directed to:

**University Office of Student Financial Aid**  
**1025 Walnut Street, Room G-1, College Building**  
**Philadelphia, PA 19107**  
**(215) 955-2867**  
**[financial.aid@jefferson.edu](mailto:financial.aid@jefferson.edu)**

---

---

## **PREPARATION**

### **How Employers Request a FWS Student**

In Spring 2012, all potential employing departments received a memorandum describing the FWS program. Included was a form called a *FWS Job Description*. The instructions accompanying the form requested the employing department to do the following:

1. Employer completes the *FWS Job Description* and submits it to the University Office of Student Financial Aid.
2. Designate a supervisor for the FWS students hired by the department. The supervisor handles all on-the-job responsibilities including verification of hours worked.

### **How JSHP, JSN, JSP, JSPH & JGSBS Students Apply For FWS**

The steps to apply for FWS are as follows:

1. Complete the FWS Job Application in the Financial Aid Application Packet or on Banner Web at <https://banner.jefferson.edu>
2. The OSFA determines financial need for the student, and if need is established, awards funds from the FWS program. This FWS award appears on the student's financial aid award notice, and represents potential earnings for the student.
3. The award notice is emailed to the student who must sign his/her acceptance of the funds and return it to the OSFA.
4. FWS job placements are mailed to students in the beginning of August.

### **How JMC Students Apply For FWS**

Jefferson Medical College students must complete the FWS application, which is located on the back of the institutional application or on Banner Web at <https://banner.jefferson.edu>. When the student's financial aid application becomes complete (i.e. FAFSA, tax returns, institutional application) then FWS eligibility can be determined. JMC students are required to contact Atheia Mobley to discuss available opportunities or placements students wish to pursue as well as the policies and procedures that govern FWS.

---

---

# THE HIRING PROCESS

## First-Time Students

### Step One: Matching students to jobs

JMC students create jobs for themselves by approaching faculty members or actual departments and requesting a federal work study position. The financial aid office will assist in finding a placement if needed.

JSHP, JSN, JSP, JSPH & JGSBS students who have never worked FWS jobs are matched to jobs in the following manner:

1. The OSFA matches the student's *FWS Job Application* with the most compatible *FWS Job Description* on file.
2. The OSFA notifies the student in writing to contact the supervisor to discuss the position. The student is given a copy of the *FWS Job Description*, a *FWS Handbook*, a *Job Information Form*, timesheets, and a *FWS Sign-In Instruction Sheet* (see "Step Two" below).

Simultaneously, the OSFA notifies the supervisor that a student was selected for the job, and that the student has been instructed to contact the supervisor to discuss the position. The supervisor is given a copy of the student's *FWS Job Application*, a *FWS Handbook*, a *Job Information Form*, and a *Position Authorization Request (PAR)*.

3. Student contacts the supervisor. This is an official job interview, though it may take place over the phone.
4. If the student and supervisor are mutually satisfied, the supervisor and department head sign the PAR and return it to the OSFA.

### Step Two: Signing In at Human Resources

Each student receives a *FWS Sign-In Instruction* sheet and *Online Application for Human Resources* sheet (examples are Appendix B) with his/her job packet. The instructions must be followed carefully.

1. The Human Resources Department will contact the student when the appropriate paperwork is available for the student to sign. **Please be advised that paperwork must be approved by numerous University officials prior to being received by Human Resources. For this reason, it may take as long as 2 to 3 weeks before the Human Resources Department contacts the student.** A time is scheduled for the student to go to Human Resources to complete all paperwork to become legally employed.

---

---

***PLEASE NOTE: Failure to sign in promptly will delay the payroll process.***

2. As part of the sign-in procedure, each student must fulfill the requirements of the Immigration Control and Reform Act of 1986 by providing verification of eligibility to work in the United States. An I-9 form, available at time of sign-in, must be completed and approved through the Department of Human Resources before a student may begin employment. Along with this I-9 form, students must present original (not photocopied) documentation which is listed on the *FWS Sign-In Instructions Sheet* (see Appendix B).
3. Once the sign-in procedure at Human Resources is complete, the student may begin working.

### **Returning Students** (see also “Rules of Employment-Rehiring”)

Returning FWS students will be placed in the same position held the previous year.

If a returning student desires a new job, he/she must make an appointment with the OSFA. Job changes are not readily granted, and the student must be prepared to explain in full his/her reason for desiring the change. All transfer requests must be submitted to the Office of Student Financial Aid by **October 19, 2012**.

### **Quick Summary of the Steps to Hiring a FWS Student**

1. Student is awarded FWS.
2. OSFA matches the student’s *Job Application* with a compatible department’s *Job Description*.
3. Student and supervisor discuss the position.
4. Supervisor sends *Position Authorization Request* to OSFA, which obtains appropriate University signatures and then forwards it to Human Resources.
5. Human Resources contacts student to schedule on appointment to complete the sign-in process.
6. Student completes Human Resources application following directions on *Online Application for Human Resources* handout
7. Student signs in at Human Resources
8. Student is now hired!

---

---

## RULES OF EMPLOYMENT

### Expectations

FWS students are legitimate employees of Thomas Jefferson University. As such, they are expected to perform their assignments in a professional manner. They must honor their work schedules, be punctual for work, and dress appropriately as per departmental standards. **They must notify their supervisor in advance when they will not be able to work on a scheduled day.**

### Eligibility

FWS students must be degree- or certificate-seeking students.

FWS students must be making satisfactory academic progress to remain in the work study program.

### What FWS Students *Cannot* Do

- ✓ FWS students cannot be hired to displace regular employees.
- ✓ FWS students cannot be hired to perform duties normally performed by contract.
- ✓ FWS students cannot be hired for construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction.
- ✓ FWS students cannot be hired for any partisan or non-partisan political activity associated with a faction in an election for public or party office.
- ✓ FWS students cannot be hired to fill jobs that are vacant because the employer's regular employees are on strike.
- ✓ FWS students cannot be hired as assistants to a professor on a field trip abroad.

---

---

## Hours

Students must submit a timesheet every two weeks to their supervisor. Supervisors are responsible for verifying the hours reported.

Students, supervisors and OSFA will track the number of hours worked. This will prevent the student from inadvertently working more hours than he/she is allotted. A *FWS Cumulative Hours Record* is enclosed with this handbook to aid both students and supervisors in this matter (see Appendix B).

Students may only be paid for hours actually worked.

FWS students are **NOT** paid for lunch. Additionally, they cannot be paid for sick days, vacation days, holidays, or overtime. **Any shift over 5 hours requires a mandatory 1 hour lunch!**

There is no limit to the number of hours a student may work per week. However, during the academic year, it is recommended that a student work no more than **20** hours and **40** hours during vacation periods. Students cannot be paid for more than **80** hours in a 2-week period.

Jobs may not conflict with academic schedules. Students are advised to discuss schedule changes with their supervisors.

Students may not work beyond their official last day of academic enrollment. They may work during the summer between academic years as long as they intend to resume classes in the fall. A student's last day of enrollment is federally defined as his/her **last day of class**, not the date of a graduation ceremony.

Any FWS funds unearned by the employment end date or by 6/30/2013 (or 8/31/13 for certain JGSBS and JSHP students) are no longer available to be earned by the student after these dates. (See "Termination - Employment End Date")

## Taxes

Students working FWS jobs are entitled to be exempt from FICA taxes. This is handled via the Exemption form included in each student's FWS job packet.

**FICA may only be withheld from a student's earnings during periods of Non-enrollment.** Enrollment, as defined by the IRS, is any time the student is actually taking classes. For periods of non-enrollment (i.e. June, July, August), students will be responsible for paying FICA taxes.

## Salary

The chart on the next page shows the salaries for each of the seven job categories.



---

---

## Federal Work Study Salary Scale

Recreational Aide	\$9.50
Office Aide	\$9.50
Laboratory Aide	\$9.50
Student Researcher*	\$12.00
Technical Aide*	\$11.00
Community Service Intern	\$13.00
Graduate Assistantship	\$14.00

\*Only students holding a Bachelor's degree may be employed as a Student Researcher or Technical Aide.

### Timesheet Submission

FWS timesheets are due in the Office of Student Financial Aid every other Thursday (unless otherwise designated) prior to payday. Please refer to the pay schedule on Page 12. **Timesheets must be submitted by 12:00 pm. Failure to submit timesheets by 12:00 pm will automatically cause the timesheet to be held until the following pay period. Students and supervisors are expected to honor this deadline and will not be notified if payment is delayed due to late submission of a timesheet.**

### Receiving a Paycheck

Paychecks are available for students in the Office of Student Financial Aid, Room G-1 College Building, **every other Thursday after 2:00 p.m.** Students are required to sign for their check. Paychecks will only be mailed to students upon written request. Students must show I.D. to receive a check.

### Excess Hours

Work study amounts are Financial Aid awards. A student cannot, by federal definition, earn more than he/she is awarded. Should this happen, **the excess hours will be paid by the employing department at 100% of the student's salary.** Careful monitoring, with use of the *FWS Cumulative Hours Record* in Appendix B of this booklet, will easily prevent this from happening.

### Requests For More Hours

When a student has less than 50 hours remaining to work, he/she may request additional FWS funds. Only after an increase has been approved by the OSFA and an updated financial aid award has been signed and returned by the student, may he/she continue working. If current FWS hours are exhausted before these steps occur, the student must cease working until all steps are taken.

---

---

## **Rehiring**

FWS funds are determined annually by the OSFA, and FWS students must be **re-awarded**. FWS funds each academic year in order to continue working. A student hired one year is not automatically eligible the next.

**Students wishing to be rehired for the next academic year are advised to reapply for financial aid in a timely fashion. Department supervisors may want to remind students of this early in the spring semester.**

Students are automatically placed in the same position held the previous year. If a student objects to this, he/she must make an appointment with the OSFA. Job changes are usually only granted under extreme circumstances (i.e. the job is no longer available).

Financial aid award years are typically from July 1 to June 30. Students enrolled beyond June 30, 2013 may only work after this date if they have received a current FWS award that includes the period of July 1, 2013 and beyond. Please refer to the chart on page 13.

## **Summer Work-Study**

Students may work during the summer if they meet the following criteria:

- ✓ They must be enrolled.
- ✓ They must not have yet earned their degree.
- ✓ They must have every intention of returning to the University the following fall.
- ✓ They must be eligible for FWS via a current financial aid award.

Students who meet the above criteria, but are not actually enrolled in classes from July 1, 2013 to September 1, 2013, will have their earnings during that time period counted as a resource toward their 2013-2014 financial aid eligibility. This is in accordance with federal regulations governing the FWS program.

## **Unsatisfactory Employment**

Supervisors may dismiss a student who does not perform job responsibilities in a satisfactory manner, and students may also discontinue their FWS job if they are unhappy with particular aspects of their work environment. However, such decisions should not be made without careful thought. For more details, see “Student Resignation” and “Employer Termination of a FWS student” on page 14.

---

---

## TIMESHEETS

### The Timesheet Form

Instructions for completing the timesheet are printed on the form itself.

Federal regulations require that a separate timesheet be filed for each student.

Students and supervisors must sign and date the timesheets. Timesheets must be submitted to the OSFA in a confidential envelope with the supervisor signature across the seal. Faxed timesheets cannot be accepted.

Students cannot combine more than one pay period on a single timesheet.

### Mistakes On The Timesheet

**The timesheet is a critical document.** It is the heart of all FWS accounting and record-keeping in the OSFA, and is subject to scrutiny by federal auditors. If the timesheet is completed incorrectly or missing the appropriate signatures, then the OSFA will have no choice but to hold payment until the student corrects the error. Paycheck problems are minimized, however, when students understand the department's payroll procedures and turn in timesheets on a bi-weekly basis.

### Timekeeping Schedules

The chart on the next page is based on procedures originated by the Payroll Office of the University, whose records are maintained according to the **calendar year**, January 1 to December 31. FWS is tracked according to the **academic year**, from July 1 to June 30. Therefore this chart starts with Pay Period 14, not Pay Period 1.

The chart reflects payroll changes due to holidays. **Students must follow the chart carefully.** The OSFA will inform supervisors and students if there is an unexpected deviation from this chart, but will not be held responsible for a timesheet submitted late due to a change in payroll schedule.

## 2012-2013 PAY PERIOD SCHEDULE

**Column 1** indicates the number of the pay period.

**Columns 2 & 3** indicate the dates in which the Pay Period begins and ends.

**Column 4** indicates the Thursdays [unless noted with an asterisk (\*)] that timesheets are due in the Office of Student Financial Aid, 1025 Walnut Street, Room G-1 College Building before 12:00 p.m. on an earlier scheduled date.

**Column 5** indicates the Thursdays [unless noted with an asterisk (\*)] when paychecks are available in the Office of Student Financial Aid, 1025 Walnut Street, Room G-1, College Building, after 2:00 p.m.

Pay Period	Begin Date	End Date	Time Sheet Due	Pay Date
13/2012	6/2/2012	6/15/2012	6/14/2012	6/21/2012
14/2012	6/16/2012	6/29/2012	6/28/2012	7/5/2012
15/2012	6/30/2012	7/13/2012	7/12/2012	7/19/2012
16/2012	7/14/2012	7/27/2012	7/26/2012	8/2/2012
17/2012	7/28/2012	8/10/2012	8/9/2012	8/16/2012
18/2012	8/11/2012	8/24/2012	8/23/2012	8/30/2012
19/2012	8/25/2012	9/7/2012	9/6/2012	9/13/2012
20/2012	9/8/2012	9/21/2012	9/20/2012	9/27/2012
21/2012	9/22/2012	10/5/2012	10/4/2012	10/11/2012
22/2012	10/6/2012	10/19/2012	10/18/2012	10/25/2012
23/2012	10/20/2012	11/2/2012	11/1/2012	11/8/2012
24/2012	11/3/2012	11/16/2012	11/15/2012	11/21/2012
25/2012	11/17/2012	11/30/2012	11/29/2012	12/6/2012
26/2012	12/1/2012	12/14/2012	12/13/2012	12/20/2012
1/2013	12/15/2012	12/28/2012	12/27/2012	1/3/2013
2/2013	12/29/2012	1/11/2013	1/10/2013	1/17/2013
3/2013	1/12/2013	1/25/2013	1/24/2013	1/31/2013
4/2013	1/26/2013	2/8/2013	2/7/2013	2/14/2013
5/2013	2/9/2013	2/22/2013	2/21/2013	2/28/2013
6/2013	2/23/2013	3/8/2013	3/7/2013	3/14/2013
7/2013	3/9/2013	3/22/2013	3/21/2013	3/28/2013
8/2013	3/23/2013	4/5/2013	4/4/2013	4/11/2013
9/2013	4/6/2013	4/19/2013	4/18/2013	4/25/2013
10/2013	4/20/2013	5/3/2013	5/2/2013	5/9/2013
11/2013	5/4/2013	5/17/2013	5/16/2013	5/23/2013
12/2013	5/18/2013	5/31/2013	5/30/2013	6/6/2013
13/2013	6/1/2013	6/15/2013	6/13/2013	6/20/2013

## TERMINATION

### When The Total FWS Award Has Been Earned

When students have earned their entire FWS allocation they must cease working. Students and supervisors are responsible for making sure the allotted hours are not exceeded, however the OSFA will notify students when they have few hours remaining.

After the FWS allocation has been exhausted, students may ask a supervisor to retain their services by utilizing the employing department's own budget to pay 100% of the student's salary. If so, the supervisor must contact the Office of Student Financial Aid to initiate the paperwork to make this change.

### Employment End Date

FWS funds may only be earned while the student is enrolled in school or until June 30, 2013, whichever comes first. The following chart may be used to determine a particular student's last possible day to work. This represents common academic scheduling. Students who have special circumstances must contact the OSFA to officially determine their employment end date.

Program Last Day to Work	Returning Students	Senior Students
<i>All Part-Time Programs</i>	6/30/13	5/01/13
Biotechnology Baccalaureate (JSHP)	6/30/13	8/31/13
Cytogenetic Technology Post-Baccalaureate Certificate (JSHP)	6/30/13	8/31/13
Cytotechnology Baccalaureate (JSHP)	6/30/13	8/31/13
Cytotechnology Post-Baccalaureate Certificate (JSHP)	6/30/13	8/31/13
Radiologic Sciences, Advanced Placement Radiography (JSHP)	6/30/13	8/31/13
Radiologic Sciences, Advanced Placement Sonography (JSHP)	6/30/13	8/31/13
Medical Technology Baccalaureate (JSHP)	6/30/13	8/31/13
Medical Technology Post-Baccalaureate Certificate (JSHP)	6/30/13	8/31/13
Nursing Baccalaureate (JSHP)	6/30/13	5/01/13
Occupational Therapy Baccalaureate (JSHP)	6/30/13	12/31/13
Jefferson Medical College	6/30/13	5/21/13
Physical Therapy (JSHP)	6/30/13	8/31/13
Occupational Therapy Master's (JSHP)	6/30/13	8/31/13
Master's/Basic Sciences (JGSBS) (enrolled with at least 5 credits)	6/30/13	6/11/13

All **NEW students** are permitted to work until June 30, 2013. They must be granted a 2013-2014 FWS award before they are permitted to work beyond that date.

---

---

## Student Resignation

A student may resign from his/her FWS position **with two weeks notice**. Such a decision must be expressed in writing to both the supervisor and the OSFA. Students who resign from their FWS position may lose all unearned FWS funds, and will not necessarily regain those funds, should they seek reinstatement at a later date.

## Employer Termination of a FWS Student

Employers have the right to terminate a FWS student who has performed unsatisfactorily, but **such action should not take place without attempts made by the supervisor to address the unsatisfactory performance**.

If the difficulties cannot be resolved, the student may be terminated. In such cases, the supervisor must send a written request for termination to the OSFA.

A student who deviates from standards of acceptable conduct as stated in the College's Code of Conduct printed in the *Student Handbook and Academic Planner*, may be terminated from his/her FWS position, and may also face disciplinary action as determined by the Judicial Board.

A student found guilty under such circumstances, and who is subsequently terminated from his/her work study job, may not be rehired for another work study position. This may occur even if his/her full FWS award has not been earned.

## Transfers

Students who wish to transfer from their current FWS job to a new FWS job must make an appointment with the Office of Student Financial Aid. Job transfers are only granted under serious circumstances and may not be made after **October 19th**. Students who wish to terminate their FWS job for a non-FWS job in the University must request this desire in writing to the FWS supervisor and the OSFA **with a two-week notice**. The OSFA will confirm this action with the current employing Dept. and the new employing department, and if approved, will forward the current *Personnel Action Form* (PAF) maintained in the student's FWS file to the new employing department.

---

---

## APPENDIX A – FINANCIAL AID TERMINOLOGY

**Academic Year** - Also called an Award Year. An Academic Year for JSHP and JMC is July 1 to June 30. For JGSBS, the academic year is September 1 to August 31. FWS funds are federally allocated for specific academic years and can only be earned by a FWS student during the year designated.

**Community Service FWS Jobs** - FWS jobs that specifically serve the community as opposed to those departments within the University and Hospital. The services offered by these jobs may vary. As per federal regulations, all colleges must commit a percentage of their annual FWS allocation toward community service jobs.

### **Department of Human**

**Resources** - This is the department that handles personnel paperwork for all employees of Thomas Jefferson University. Students must sign-in at this office before they may legally work.

### **Employer/Employing**

**Department** - The department head of the employing department is the employer. The employer approves all department requests for FWS students and may also serve as their supervisor. The employing department is for whom the students will work.

**Employment End Date** - The last day a student may earn hours from a specific FWS award. For seniors this is usually the last day of academic enrollment (last day of final examinations) or June 30, 2013, whichever comes first. All new students may work until June 30, 2013. Certain JGSBS & JSHP students may work until August 31, 2013.

### **Federal Work Study Program**

**(FWS)** - This is a federally funded need-based financial aid program in which a portion of a student's financial aid can be earned through campus employment. For the 2012-13 academic year, employing departments who use FWS students will pay only 30% of the student's salary; the remaining 70% is subsidized by the Federal Government.

**Financial Aid Award** - The total of all financial aid allocated to a student for the academic year, of which FWS funds will, in most cases, be just one component. Financial aid awards include all loans, grants, and work-study funds.

Financial Aid Award Letter refers to the actual award document given to the student indicating all funds awarded in Financial Aid. It is the document a student must sign and return to the Office of Student Financial Aid before any funds, including FWS, may be earned or applied to a student's account.

### **Office of Student Financial Aid (OSFA)**

- As referenced in this handbook, this is the University Office of Student Financial Aid, located in Room G-1 College Building, 1025 Walnut Street. The University Office of Student Financial Aid coordinates the FWS program for all students.

**Financial Need** - Determined by a federal formula that calculates family resources from the financial information the family provides on the *Free Application for Federal Student Aid*. For example, a student cannot receive \$5,000 in financial aid unless he/she can prove at least \$5,000 of financial need.

**FWS Cumulative Hours Record -** This form is found in Appendix B of this booklet. It is recommended that supervisors and students use it to track the number of FWS hours earned. This prevents students from inadvertently working more hours than they are entitled to under FWS regulations.

**FWS Job Application -** The form that every student must complete in order to be awarded FWS and to be matched to a job. The Job Application describes the student's qualifications, and is used by prospective employing departments.

**FWS Job Description -** The form employers and supervisors use to create a job position for a FWS student.

**FWS Timekeeper -** This is the individual in the OSFA who coordinates the FWS payroll.

**Job Information Form -** The form sent to students and supervisors indicating the employing dept., the student's FWS award, hourly rate, and allowable work hours.

**Pay Period -** A 14-day period designated by the Payroll Department during which hours worked will be compensated for by a single paycheck. There are usually 26 pay periods in a calendar year.

**Position Authorization Request (PAR) -** The PAR is the Human Resources form that the Dept. Head, supervisor, and Office of Academic Finance must sign before a new job position can be approved and created.

**Returning Students -** Students who have worked a FWS job at Thomas Jefferson University for one academic year and are now returning to the same position for their next academic year.

**Sign-In Process -** The process by which a newly hired employee completes all necessary paperwork for the Department of Human Resources. FWS students, as legitimate University employees, must go through this process before they can legally work.

**Supervisor -** The individual designated to monitor the work and reported hours of all FWS students within the employing department. This person is the direct liaison between the student and the Office of Student Financial Aid. The supervisor also interviews prospective student workers and certifies their bi-weekly timesheets.

**Timesheet -** The form used to record the daily hours worked by the student. It must be signed by both supervisor and student before being submitted to the OSFA for payment.



---

---

## **APPENDIX B - Useful Forms**

Enclosed are forms to be used by the student and supervisor during the course of the student's employment.

Sign-In Information Form

FWS Timesheet

FWS Cumulative Hours Record

Federal Work Study Statement of Confidentiality

Direct Deposit Authorization

---

---

## Federal Work Study Statement of Confidentiality

I understand that as a Federal Work Study student employed under the Federal Work Study program at Thomas Jefferson University, I may come in contact with confidential student, patient, and/or employee records. I take responsibility for maintaining the confidentiality of all information. I further understand that information I hear, see, or otherwise have access to can not be discussed outside of the University or Hospital Offices. Release of any confidential information, pertaining to a student, patient or otherwise, is grounds for termination and I may also face disciplinary action as determined by the Judicial Board.

\_\_\_\_\_ (Print name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Campus Key)

---

---

---

---

## FWS Cumulative Hours Record 2012-2013 Academic Year

Student's Name: \_\_\_\_\_

Employing Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Instructions: Put the total allocated to the student on the "Total Hours Allocated" line. Then, after each pay period, put the number of hours worked in the "Hours Worked" column, subtract and put the difference to the right in the "Hours Remaining" column.

When the amount in the "Hours Remaining" column is zero, the student may longer work.

TOTAL HOURS ALLOCATED: \_\_\_\_\_

<u>PAY PERIOD</u>	<u>HOURS WORKED</u> (From timesheet)	<u>HOURS REMAINING</u> (Subtract)
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		

---

---

## FWS SIGN-IN INSTRUCTIONS

**(Please keep this sheet handy!)**

All FWS students must sign in at the department of Human Resources to become legally employed. Please follow the steps below to ensure this is done. *You cannot work any hours, or get paid, without doing this.*

**Step 1:** After contacting your supervisor to discuss the job, you should wait approximately one week, then call the Department of Human Resources at: **(215) 503-7700**.

When you call Human Resources, you need to ask if your paperwork is ready. If it is not, you must contact your supervisor to find out why. The supervisor's phone number is on the enclosed Job Description. If your paperwork *is* ready, go to Step 2.

**Step 2:** Go to the Department of Human Resources to sign in. At this time you will complete all remaining paperwork that will legally employ you. The address is:

**Department of Human Resources  
First Floor  
833 Chestnut Street  
Philadelphia, PA 19107**

As a result of the Immigration and Reform Act of 1986, you will be required to bring documentation that establishes your identity and employment eligibility. When you go to Human Resources, you will need to present either:

One Item from List **A** -OR- One Item from List **B and** One Item from List **C**

### List A

- U. S Passport
- Certificate of United States Citizenship
- Certificate of Naturalization (INS form N-550 or N-570)
- Unexpired foreign
- Passport with attached employment authorization
- Alien registration receipt card (INS Form I-551)

### List B

- A State-issued driver's license or State -issued I.D. Card with photograph OR information including name, sex, date of birth, height, weight, eye color
- U.S. military card
- Identification cards used by federal, state or local government agencies
- Voter's Registration Card

### List C

- Original Social Security card (other than a card stating it is not valid for employment)
- Birth certificate issued by state, county, or municipal authority bearing a seal or other certification
- Unexpired INS Employment Authorization with photo

## FEDERAL WORK STUDY TIMESHEET

This timesheet is to be used by Federal Work Study Students only. This timesheet is the official document of a student's hours worked for a bi-weekly pay period at Thomas Jefferson University.

STUDENT'S NAME \_\_\_\_\_ CAMPUS KEY \_\_\_\_\_ PAY PERIOD \_\_\_\_\_

JGSBS \_\_\_\_\_ JMC \_\_\_\_\_ JSHP \_\_\_\_\_  
JSN \_\_\_\_\_ JSP \_\_\_\_\_ JSPH \_\_\_\_\_

PAY PERIOD BEGIN DATE \_\_\_\_\_  
PAY PERIOD END DATE \_\_\_\_\_

WEEK ONE

WEEK TWO

DAY HOURS	DATE	TIME IN	LUNCH	TIME OUT	TOTAL	DAY	DATE	TIME IN	LUNCH	TIME OUT	TOTAL
SAT						SAT					
SUN						SUN					
MON						MON					
TUE						TUE					
WED						WED					
THU						THU					
FRI						FRI					

TOTAL HOURS WEEK ONE \_\_\_\_\_

TOTAL HOURS WEEK TWO \_\_\_\_\_

TOTAL HOURS THIS PAY PERIOD \_\_\_\_\_

In order to avoid exceeding your Federal Work-Study award, please keep track of the hours you work each pay period.

**NOTE:**

- Return this completed and approved timesheet to: University Office of Student Financial Aid, Room G-1 College Building
- The Office of Student Financial Aid MUST receive the timesheet by 12:00 pm of the Thursday prior to payday or the student will not be paid for hours worked in that pay period. This is in accordance with the University's established pay schedule; see Federal Work Study Handbook page 12.
- Be sure to complete **ALL** items before submitting this timesheet to the University Office of Student Financial Aid. The timesheet **CANNOT** be given to the student after being signed by the supervisor unless the supervisor seals the timesheet in an envelope.
- **All Federal Work-Study students MUST take a 1-hour lunch for any shift over 5 hours.**
- Timesheets for students must show the hours the student worked in the correct time sequence as well as the total hours worked for each day

*I hereby certify that the student listed above has performed satisfactorily for the pay period indicated. The hours are correct as listed and do not exceed limits on the Student Authorization Form.*

\_\_\_\_\_  
Supervisor's/Department Head's Signature

\_\_\_\_\_  
CAMPUS KEY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Officer's Signature

\_\_\_\_\_  
Date