

## WELCOME TO THE NSU WORK-STUDY EMPLOYMENT PROGRAM

The NSU Work-Study Employment Program is comprised of The Federal Work-Study Program (FWSP) and the NSU Student Employment Program. It is designed to create jobs that will assist students in meeting their educational needs. Through this program, the federal government or the state pays for 100 percent of eligible students' earnings. Students must enroll in at least six credit hours in order to be eligible.

## FINDING EMPLOYMENT

As a work-study recipient, you may locate a job site by visiting the University's website at <http://www.nsu.edu/workstudy>. The hours worked are mutually agreed upon by you and your supervisor. Please visit our website at <http://www.nsu.edu/financialaid/workstudy.html> for more information regarding the work-study program at NSU. You will have to interview with the department representative, and a job offer will be made based upon that interview, so be honest in your responses. **YOU MUST NOT BEGIN WORK UNTIL YOU HAVE A SIGNED CONTRACT ON FILE IN THE FINANCIAL AID OFFICE.** Remember every job site is not for every person, i.e. if you don't like filing don't choose a job in an office setting.

## JOB ASSIGNMENT

If you accepted the offer for Work-Study as indicated on the financial aid acceptance letter, additional documents and forms will be required by the Financial Aid Office. **You will not be allowed to start working until you have attended the mandatory work-study orientation and returned your signed contract to the Financial Aid Office.** Prior to receiving a contract you must submit a complete work-study packet. The work-study packet consists of a Placement Card, the federal W-4 Form, the VA-4 Form, and the federal I-9 Form. **You must show original acceptable documents for employment verification.** Examples include your driver's license or NSU ID card, and social security card and birth certificate. (See the I-9 List of Acceptable Documents.) Be sure to fill the forms out properly. Please do not use 'White-out'. Upon attendance in a work-study orientation and submission of your packet to the Financial Aid Office, a work-study contract and your first timesheet will be generated. These documents will be forwarded to your department or supervisor. Your work-study contract **MUST be signed by you and your supervisor** and returned to the Financial Aid Office **PRIOR** to your first day of work.

## HOURS OF WORK

Students may work up to 20 hours per week and no more than 6 hours in a day, while class is in session. The total number of hours a student is authorized to work for the entire fall or spring session is indicated on the first timesheet and hours remaining on each timesheet thereafter. **It is your responsibility to keep up with your hours. You will not be paid for hours exceeding the initial contract.** Student workers are expected to arrive to work on-time and leave when agreed

upon time is finished. Allow time for travel between classes when considering start and stop times. Remember, your work schedule must be approved by your supervisor.

## RATE OF PAY

Students are paid according to job duties. The rate of pay for a job is indicated on the job site and ranges between \$7.50 and \$9.00. Direct deposit is highly recommended; however, paychecks are issued on the assigned pay dates at the Cashier's Office in Harrison B. Wilson Hall. You must show a **valid school ID** to receive your work-study check. Checks can not be issued early or picked up by another party.

## STUDENT WORKER RESPONSIBILITY

You will have the opportunity to represent NSU but most of all you represent yourself. You are required to conduct yourself in a professional and courteous manner. You must adhere to University and academic departmental rules and regulations while being employed as a student worker. Failure to do so may result in the termination of your employment and the cancellation of your work-study award. You are expected to work and not socialize. If you have down time don't wait to be told what to do next. Check with the staff to see how you can assist. This will make a good impression and you won't be bored. Additionally, you may be exposed to sensitive and confidential information, materials, and/or documents. Any information, materials, or documents must be protected and kept confidential.

## DRESSING FOR SUCCESS

Students have freedom of choice to dress for class. However, students should come to an agreement with their supervisor(s) on the terms of appropriate attire during work hours.

## INDIVIDUAL TIMESHEETS

You must record your time using ½ and whole hour increments only when you report to or leave your work site. You and your supervisor **MUST** sign the timesheets. **Any timesheet submitted without signatures from student and/or supervisor will be returned to the Department or supervisor.** On the last day of each pay period, your timesheet must be submitted to the Financial Aid Office. **Any timesheet submitted after the scheduled due date will be processed on the next payroll distribution date.** Additionally, any time sheet submitted without totals will be returned. **Please note falsifying of timesheets will terminate your employment.**

## ABSENCES

NSU recognizes that students are here primarily to learn. Federal Work-Study jobs may enhance the learning experience. However, NSU recognizes that illness is a legitimate excuse for not working. Please notify your supervisor of any matter that would cause you to miss working during the assigned time. Please plan your

personal and study schedule in such a manner that it does not conflict with your regular working hours.

#### **CHANGE OF WORK-STUDY SITE**

If it becomes necessary for a student to change to another work-study site, then the student's prior work-study supervisor should submit a termination form to the Financial Aid Office. After the termination form is received in the Financial Aid Office, the student will be issued a new work-study packet. All appropriate forms from the new packet must be signed by the student's new supervisor and submitted to the Financial Aid Office. Please choose work sites carefully because you are only allowed to change once during an academic year.

#### **SPECIAL NOTE**

Students may not begin working until all required forms and contracts are completed and returned to the Financial Aid Office. We hope that working at NSU is a pleasant experience. Please contact Ms. Shakehma Bonney, Federal Work-Study Coordinator at 757-823-8953 if you have any questions or concerns regarding student employment.

### **Federal Work-Study Student CHECK LIST**

**In order for you to receive a check, all of the items below must be completed and returned to the Office of Financial Aid prior to submitting the first timesheet:**

- 🚩 Read the NSU Work-Study Employment Program Manual
- 🚩 Placement Request Card completed and signed by supervisor
- 🚩 Contract signed by student and supervisor
- 🚩 W-4 / VA-4 / I-9 forms completed and signed
- 🚩 Copy of required identification as indicated on instructions on I-9 (Passport or Driver's License or NSU ID card, and Social Security Card or birth certificate) attached to the I-9 Form

# **NORFOLK STATE UNIVERSITY**

## **Office of Financial Aid**

**2011-2012**

### **The NSU Work-Study Employment Program**



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