

**Bunker Hill Community College**  
**Federal Work Study Student's Handbook**  
**2017-2018**

Welcome to the 2017-2018 academic year! The Financial Aid Office looks forward to working with you and your supervisor another successful year. This handbook should be used to guide you through working in the Federal Work Study program. Always feel free to contact the Financial Aid Office with any questions that you may have regarding the Federal Work Study (FWS) Program.

**PURPOSE OF THE FWS PROGRAM**

The purpose of the FWS program is to provide students with flexible work experiences that allow them to earn money toward their educational expenses and gain skills that may translate to future employment. As a FWS student employee, you are gaining valuable work experience.

**DETERMINING YOUR ELIGIBILITY**

In order to qualify to have FWS funds added to their financial aid award, you must:

- demonstrate financial need as determined by the FAFSA
- meet Title IV financial aid eligibility requirements
- be enrolled in and attending at least 6 credits per semester
- be able to provide identity and work eligibility documents

The financial aid office will assist you in determining your eligibility for FWS. If you are unsure of your eligibility for FWS funds, please contact the Financial Aid Office at any time for assistance.

Please be aware that you may lose eligibility for FWS during the semester if there are changes to your financial aid file or your registration status (withdrawing from courses or the college, NA grades, etc.).

**COMPLETING THE HIRING PAPERWORK**

Listed below are the paperwork requirements for all students, depending on whether you are new or returning.

**New Student:**

A new student is defined as a student that has never worked at Bunker Hill Community College previously.

New students must complete:

- Form I-9, including providing appropriate documentation of eligibility to work
- Form W-4
- Direct Deposit form
- Federal College Work Study Contract

Blank copies of these forms are available at the end of this handbook and online at

<http://www.bhcc.mass.edu/financialaid/typesoffinancialaid/workstudyprogram/>.

All documentation must be turned in to the Financial Aid Office **BEFORE** you can be allowed to work. Students that work without turning in documents may be removed from the FWS program.

**Returning Student:**

A returning student is a student that has worked through the FWS program during the previous academic year.

Returning students must complete:

- Federal College Work Study Contract

- Updated I-9, W-4, direct deposit form **if** the student has updated information (i.e., name change, change of bank account, etc.)

While we process all paperwork as efficiently as possible, it does take time to add you to payroll. Please be sure that you are leaving time between turning in documents and your first shift to allow paperwork to be processed.

### **BUDGETING HOURS**

Federal Work Study funds are allocated each year to Bunker Hill from the Department of Education. Once the funds for the year are spent, we must end the FWS program for the year.

It's important for you to budget your FWS award carefully. The average FWS award allows a student to work about 200 hours. Working more hours per week means that your award will run out sooner. Please work with your supervisor, so that you both understand how long your FWS award will last. If you run out of money, you can request an increase by using the increase request form found at the back of this handbook, however, an increase **IS NOT guaranteed**.

To assist you in tracking earnings, the Financial Aid Office will be sending earnings reports to you and your supervisors regularly. If you have questions about contract amounts or earnings, please contact the Financial Aid Office. Please make sure that you are monitoring your BHCC email address for FWS related information.

### **REQUESTING AN AWARD INCREASE**

You can request an increase to your Federal Work Study award by completing the attached Award Increase Request Form. Please work with your supervisor to help determine the appropriate amount to request. Please note that increase requests are only approved if available funds remain in this year's budget. Requests may be approved, denied, modified, or placed on hold by the Financial Aid Office. You are not eligible for consideration for an increase until you have earned 75% of your original award amount (\$1500 for first year students or \$1875 for students that have been in their position for at least 1 year). This form can be returned to the Financial Aid Office or via email to [kvdavisr@bhcc.mass.edu](mailto:kvdavisr@bhcc.mass.edu). Electronic signatures are acceptable for this form. If approved, a revised contract will be emailed to you. Please sign the new contract and return it to the Financial Aid Office.

If the Financial Aid Office cannot approve an increase for you, you must stop working when you have earned your awarded FWS amount. If your supervisor's office has a budget for student employment, your supervisor can rehire you by completing a Payroll Action Form with the department's budget information.

### **CHANGES TO A FINANCIAL AID AWARD**

Federal Work Study is awarded to you based on need, as demonstrated on your FAFSA. It is also limited by your cost of attendance (tuition, fees, books, etc....) Student financial aid awards and eligibility sometimes change during the year. If you add an outside scholarship or student loan to your award, this may impact the amount of your Federal Work Study award. Should this occur, you will be contacted by the Financial Aid Office with a revised contract amount.

## **SUPERVISOR'S RESPONSIBILITIES**

- Guarantee that the student **does not work** more than 18.5 hours per week or **at any time when he/she has a scheduled class.**
- Guarantee that work-study position is not replacing a temporary, part-time, or full-time employee.
- Set your student employee's schedule and provide them with contact information and procedures for schedule changes
- Provide a clear understanding of job responsibilities and expectations to your student
- Provide training, instruction and supervision needed by the student.
- Assist students in monitoring and budgeting their FWS award
- Train FWS student employees in the importance of following FERPA and other student privacy guidelines
- Approve bi-weekly time sheets through the online payroll system [www.mass.gov/masshr](http://www.mass.gov/masshr)

## **STUDENT'S RESPONSIBILITIES**

- Report promptly for work as scheduled.
- Notify supervisor in advance if re-arranging regularly scheduled hours.
- Maintain confidentiality regarding sensitive information.
- Document accurate hours worked.
- Refrain from conducting personal business on the job.
- Monitor earnings in relation to work award.

## **BREAKS**

Massachusetts state law requires that all employees who work more than 6 hours receive a thirty-minute unpaid break. This law does apply to FWS student employees.

## **EMPLOYEE ID NUMBER**

Student employees will be assigned an employee ID number by the Payroll Office when their hiring paperwork is processed. Your employee ID number will remain the same from year to year. Returning students can contact the Financial Aid Office to be reminded of their employee ID number.

For new students, you will need your supervisor to find your employee ID number in the Mass HR system so that you can log in. Supervisors can view your employee ID number by looking under Direct Line Reports and clicking the "Job Details" tab. Your employee ID number is a 6 digit number (most employee ID numbers begin with a 4). The Payroll Office can also assist in finding a student's employee ID number for the first time.

## **PAYROLL**

It is important that you log accurate hours each week. Please also be aware that hours must be reported and approved by all published Payroll deadlines. Generally speaking, this means that students must report their hours on Thursday and supervisors must approve them on Friday. Delays in reporting or approving hours may result in your paycheck being delayed. You must report hours worked during each week that you work. Inaccuracies or intentional delays in reporting time may result in a student or supervisor being terminated from the FWS program.

## LOGGING INTO THE PAYROLL SYSTEM FOR THE FIRST TIME

1.) Go to [www.mass.gov/massshr](http://www.mass.gov/massshr)



2.) Click on "The Blue Button" that says **Employee Self Service**

3.) Type in your User ID (Employee ID #):

**Example      User ID:    123456**

For first-time users your Password will be your Employee ID# and **the last four digits** of your social

**Example      Password: 123456\*\*\*\***

4.) Click on password expired

5.) Create a new password 8 letters 1 digit or a mixture of the two.

**6.) The next screen should appear as the following.**

Menu

-Self-Service ←————→      **Click On**

-Change Password

-My Personalization

-My System Profile

**\*If you need your Password reset please call (617) 228-3280**

## ENDING EMPLOYMENT IN THE FWS PROGRAM

You may be removed from the FWS program for several reasons. All FWS students are removed from payroll at the end of the academic year. You may be removed before this time because of changes in eligibility, enrollment, or earning your full contract amount. You and your supervisors will be notified via BHCC email when you are being removed from the FWS program.

You may voluntarily terminate your FWS employment. We encourage you to give your supervisor at least two weeks notice. If you are unable to give two weeks, please give your supervisor as much notice as possible. Failing to appear for your shifts without giving your supervisor notice may result in you losing eligibility for future FWS job opportunities.

Supervisors also have the right to end employment of a student employee due to unacceptable performance, failure to follow procedure or schedule, or falsification of records. Before releasing an employee for unacceptable performance, your supervisor will document, both verbally and in writing, areas that you must improve upon to stay employed. You should be given the opportunity to improve performance before being released. Remember the FWS is a job and departments are relying upon you to complete work that helps keep the College running. While there is flexibility within the FWS program, you are required to meet the job expectations that your supervisor outlines for you. If you have questions or concerns, please feel free to contact the Financial Aid Office.

FWS Award Increase Request  
Bunker Hill Community College

This form is to be used by students requesting an increase to their Federal Work Study award. Please work with your supervisor to determine the amount of your request. Please note that increases requests are only approved if available funds remain in this year's budget. Requests may be approved, denied, modified, or placed on hold by the Financial Aid Office. You are not eligible for consideration for an increase until you have earned 75% of your original award amount (\$1500 for first year students or \$1875 for returning students). This form can be returned to the financial aid office or via email to [kvdavisr@bhcc.mass.edu](mailto:kvdavisr@bhcc.mass.edu). Electronic signatures are acceptable for this form. All communication will be sent to your BHCC email address.

If approved, a revised contract will be emailed to you. Please sign the new contract and submit it to the Financial Aid Office. Please allow 5 business days for a response to your request.

BHCC ID:

Student Name:

BHCC Email:

Supervisor's Name:

Supervisor's Email:

Hourly Pay Rate: \$11/hour or \$12/hour

Average hours per week currently working:

Number of weeks left to work:

Increase request amount: \$

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Student Signature

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Date

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Supervisor Signature

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Date

## **Pay Schedule for the 2017-2018 Academic Year**

### **Fall 2017 Pay Schedule**

July 14

July 28

August 11

August 25

September 8

September 22

October 6

October 20

November 3

November 17

December 1

December 15

December 29

### **Spring 2018 Pay Schedule**

It is not available at this time.

Please complete your direct deposit form to have your check automatically sent to your bank account. It may take up to four weeks to receive your first paycheck. Please complete all required documents quickly to help us speed up the process.