

Loyola University New Orleans Federal Work Study Student Employee Manual

The Federal Work-Study Program

Federal Work-Study is a federal financial aid work program funded by the United States Department of Education and Loyola University New Orleans. The university administers this program in accordance with the laws, federal regulations, and instructions issued by or on behalf of the Department of Education, as well as its own institutional policies. Visit <https://studentaid.gov/understand-aid/types/work-study> for additional details about this federal program.

Qualifying for Federal Work-Study

In order to qualify for a Federal Work-Study award, students are required to file the Free Application for Federal Student Aid form (FAFSA) for the current school year online at <https://studentaid.gov/h/apply-for-aid/fafsa>. A new FAFSA is required every new school year. Returning students will receive a renewal FAFSA by mail. Students' eligibility to participate in the program is reviewed annually. Being awarded Federal-Work study in one school year is not a guarantee of future eligibility. Awards are granted for the academic year.

In addition to completing the FAFSA, students must also meet the following conditions to qualify for Federal Work Study:

- Be admitted into a degree-seeking program at Loyola University New Orleans.
- Meet all federal requirements to be awarded a federal financial aid package for the current school year.
- Demonstrate financial need on the FAFSA for the current school year through the financial aid application process, receive an award, and accept the offer.
- Maintain Satisfactory Academic Progress while employed in the program. Loyola's SAP Policy can be found on our website <https://www.loyno.edu/check-your-eligibility>.
- Be accepted for enrollment or be enrolled as a full-time student (part-time students may be considered if there are funds available after awarding full-time students).
- Not be in default on any federal Title IV loan program and not owe a repayment of a federal grant or scholarship.

Additional information concerning qualifying for Federal Work Study can be obtained from the Office of Scholarships and Financial Aid.

Federal Work Study Job Search Process

1. Students entering the Federal Work Study Program for the first time must attend a mandatory orientation. Information about orientation options can be found on the Federal Work Study Program page at

Loyola University New Orleans Federal Work Study Student Employee Manual

- <https://career.loyno.edu/student-employment/federal-work-study-program>. Students new to the program must complete an orientation before they can begin working.
2. Students seeking federal work study student employment positions can find and apply to available jobs via Handshake, Loyola's job and internship board. Handshake can be accessed from a student's Single Sign On (SSO).
 3. Once an application has been submitted on Handshake, students will be notified by the supervisor(s) that wish to interview them for their position. Students should actively check their @my.loyno.edu email address. Most supervisors will reach out this way to schedule interviews.
 4. During the interview process, the supervisor(s) will discuss the job requirements with the student. This includes job duties, dress code, departmental policies, etc.
 5. If selected for the position, supervisors will formally offer the position to the selected student(s). Most job offers will be made formally through email, so students should continue to regularly check their @my.loyno.edu email addresses.
 6. Students should formally accept 1 federal work study student employment position by responding to the supervisor's offer.
 7. Once the student has accepted the offer, the supervisor will submit the student's information for hiring.
 8. Students will be contacted by the Student Employment Coordinator with an instructional email about the next steps they must complete prior to starting the job. Students will be provided details about completing each of the following:
 - Attend an FWS Orientation or Complete the Online Orientation.
 - Complete the COVID Mitigation Training via Canvas.
 - Complete required **student pre-employment paperwork**.
 - Acquire **required identification**.
 - Submit pre-employment paperwork and identification at a pre-employment paperwork session or directly to Human Resources (Mercy Hall 102)
 9. After all steps are completed, the student and supervisor will receive an email from the Student Employment Coordinator authorizing the student to begin working on a specific date. **Students may not begin working before receiving this email.**

Student Responsibilities

Student employees are required to comply with the performance standards established by the department for which they work. Student employees who fail to perform in a satisfactory manner may be terminated from the position and/or removed from the Federal Work Study Program.

Loyola University New Orleans Federal Work Study Student Employee Manual

Any student who accepts a student employee position accepts the responsibility of maintaining professional standards and agrees to:

- Perform job assignments in a serious and responsible manner.
- Follow a predetermined work schedule that is acceptable to both the student employee and the supervisor/department. The supervisor and student employee must refer to the student's class schedule when designating the student's work hours. A student may not work during scheduled class time. On average, student employees work 8-12 hours per week. Student employees may not exceed 20 hours of work in any given week.
- Notify the appropriate supervisor as soon as possible when illness or other circumstances prevent the student employee from working an assigned shift. Student employees are valuable to the efficiency and operation of the University.
- Take into account time for studying, student activities, personal time, lunchtime, and breaks between classes and schedule work hours accordingly. Student employees are expected to work all scheduled hours each week.
- Dress appropriately, be dependable and prompt, and conduct themselves in a businesslike manner. Student employees should consult their supervisor for the appropriate dress code for their department.
- Notify the supervisor if they plan to stop working or terminate from the position. Once discussed with the supervisor, the student is expected to formally email their supervisor, Human Resources (hr@loyno.edu), and the Student Employment Coordinator (studentemployment@loyno.edu) to notify them of the termination and final day of work.
- Give the supervisor at least one week's notice before terminating a job assignment.
- Discuss any work-related problems with their supervisor. If the problem cannot be resolved, the student should contact the Student Employment Coordinator.
- Stop working immediately upon earning their Federal Work Study Award. Federal Work-Study contracts are awarded by academic year. Students are responsible for keeping track of their hours worked so they do not exceed their award.

Student employees are required to adhere to the following rules and policies regarding the privacy and confidentiality of student records information. Students must read and understand these rules and policies relative to privacy and confidentiality for student records information. Violation of these rules or policies may subject a student employee to immediate termination of employment:

- Student records are not to be removed from any University office by student employees unless requested to do so by the appropriate supervisor.

Loyola University New Orleans Federal Work Study Student Employee Manual

- Student employees who are granted access to student record information are accountable for the protection of the information and its contents while it is in their possession.
- Student employees are prohibited from accessing or discussing personal record information with others.
- Student employees should not use University equipment or office supplies for personal reasons, except as designated by a supervisor.
- Student employees are prohibited from working with their own records.

Payroll Procedures

Most Federal Work Study student employees are paid \$7.25/hr (some on-campus departments may offer additional funding). Community Based Federal Work Study student employees are paid \$10.00/hr. Students are paid on a bi-weekly basis. The payroll schedule can be found on the Federal Work Study Program website -

<https://career.loyno.edu/student-employment/federal-work-study-program>.

Students enter their hours worked online via LORA-Self Service. Please review the following content on how to use LORA-Self Service as a student employee:

- [Student Self Service Training Manual](#)
- [Review Video](#)

It is the student's responsibility to keep a record of time worked (to the nearest 1/4 hour) and to record the time accurately. After entering the time worked, the supervisor will review and approve the entry.

The Payroll Schedule can be found on the HR webpage. The schedule indicated the dates for entering hours online and the dates paychecks will be issued.

Timesheets must reflect only hours worked during that pay period. Hours from one pay period cannot be included on another pay period's timesheet. It is a federal offense for a student or an employer to falsify any information on a student's payroll timesheet and may result in termination.

Students are required to complete a Student Payroll Authorization Agreement indicating how they would like to receive their paycheck:

- Payroll Deduction – Applied to student bill
- Direct Deposit – Directly deposited into a personal checking or savings account

Loyola University New Orleans Federal Work Study Student Employee Manual

The Federal Work-Study Program allows for payment of hourly wages for hours worked. Students are paid only for the hours they work. Fringe benefits such as paid sick leave, vacation pay, and holiday pay are not permissible under the program. All wages earned are subject to federal income tax.

Compliance and Award Completion

Loyola University New Orleans requires all student employees with a Federal Work Study Award to work hours on a regular basis. Students are responsible for keeping track of the hours worked during the semester. To ensure that Federal Work-Study contracts are fulfilled, work progress will be monitored throughout the year. The supervisor will receive a remaining hours report following each pay period and will discuss the remaining hours with the student on a regular basis. If a student is unsure about their remaining hours, they should inquire with their supervisor immediately.

Student Performance Standards/Evaluations

Student employees are expected to perform their duties in accordance with standards established by the department for which they work. A performance evaluation will be completed by the supervisor at the end of the spring semester. The performance evaluation should be reviewed and discussed with the student. Students who fail to comply satisfactorily with these standards may be referred to the Student Employment Coordinator for possible disciplinary action or dismissal from the Federal Work Study program.

A student who is experiencing personal difficulties which are affecting their job/school performance should contact the University Counseling Center for assistance. If necessary, they may consult with the Student Employment Coordinator to help navigate student employment performance issues. The student employee must consult with their supervisor to determine best courses of action to handle performance issues.

Workplace Conduct

The purpose of termination procedures is to provide an equitable and consistent system for dealing with circumstances in which a student is not performing to the employer's satisfaction.

If a student is not performing satisfactorily, as defined in writing by his or her supervisor, the supervisor will first meet with the student and explain the specific areas of deficiency in the attempt to solve the problem. The supervisor may also inform Human Resources and if necessary request that the student and/or supervisor meet with the Student Employment Coordinator.

Loyola University New Orleans Federal Work Study Student Employee Manual

Listed below are some circumstances that may lead to disciplinary action up to and including termination from the position or program. It is not possible to list all circumstances in which students can be disciplined or terminated from the program. Refer to <http://finance.loyno.edu/human-resources/human-resources-manual-workplace-conduct>

- Continued unsatisfactory job performance
- Excessive absences or any absence without notice
- Excessive tardiness
- Job abandonment (three consecutive work days where the employee has not called or reported to work)
- Falsification of time keeping records
- Theft
- Negligence or improper conduct leading to damage of Loyola-owned property
- Insubordination or other disrespectful conduct
- Fighting or threatening violence in the workplace
- Unauthorized disclosure of confidential information
- Violation of department's rules and regulations
- Failure to work a reasonable percentage of hours required by the Financial Aid Department
- Unsatisfactory grade point average

Grievance Procedures

The purpose of grievance procedures is to provide student employees with an equitable and consistent system for dealing with on-the-job difficulties regarding assigned duties or supervision. A student employee having difficulties should attempt to resolve the problem through formal discussion with their immediate supervisor.

If, at this point, the student employee is not satisfied with the resolution proposed, they should contact the Student Employment Coordinator to start the grievance process. The matter will be decided and a final decision will be communicated to the student employee and the supervisor.

Worker's Compensation

Student employees compensated through a Federal Work Study Award are not covered under the University insurance plan but are covered by Workers' Compensation insurance. In the event that an injury occurs, the student employee must notify his or her supervisor

Loyola University New Orleans Federal Work Study Student Employee Manual

immediately. The supervisor will contact the Department of Human Resources for further instructions.

Unemployment Benefits

Student employment positions are temporary positions. Therefore, student employees are not eligible to collect unemployment benefits following termination of employment.

Displacement of Regular Workers

Student employees compensated through a Federal Work Study award must not displace employees or impair existing service contracts. Replacement is interpreted as displacement.

Religious Involvement

Student employees must not be involved in constructing, operating or maintaining any part of a building used for religious worship or sectarian instruction.

Voluntary Services

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including educational institutions) from accepting voluntary services from any paid employee. Therefore, all student employees must be paid for all hours worked. The Wage and Hour Division (Employment Standards Administration) of the United States Department of Labor, can furnish additional information regarding voluntary services of institutional employees.