



Work-study Orientation & Student Guide

Student Financial Services
Work-study Coordinator



To Students:

This PowerPoint has been created to provide in depth guidance, expectations, and procedures of the Work-study Program. This PowerPoint will serve as both a resource to complete the Work-study Orientation and as Work-study Student Guide.

Please be sure to print the PowerPoint for your records and other forms included in this PowerPoint.

Best of luck!

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Work-study Introduction

What is Work-study?

Work-Study is a form of financial aid that is designed to provide part-time employment to currently enrolled students in need of additional funds.

It allows students to work on-campus with a university department or off-campus with a pre-approved community service agency.

Types of Work-study

Texas College Work-study

- On-Campus Work-study
- Off-Campus Community service

Federal College Work-study

- On-Campus Work-study
- Off-Campus Community Service
- America Reads Tutor
- America Counts Tutor
- Both America Reads and America Counts Tutors are Federally funded programs in which work study student will be employed in an elementary school or nonprofit agency in tutoring elementary students in Reading/Math tutoring or assisting in other literacy activities.

Eligibility and Qualifications

How do you become eligible?

- Complete a Free Application for Federal Student Aid (FAFSA) or Texas Application for Student Financial Aid (TASFA)
- Meet UTRGV Satisfactory Academic Progress requirements
- Demonstrate financial need as determined from the FAFSA/TASFA
- Must be enrolled throughout the semester
 - Federal Work-study minimum enrollment: 1 hour
 - Texas College Work-study minimum enrollment: 6 hours
- Must be a U.S. Citizen or Permanent Resident (international students are not eligible)
 - Students who are not U.S. Citizens or permanent residents must have a social security card (for working purposes only) and an Employment Authorization Card
- Submit an Additional Aid Request
 - The Additional Aid Request, will help the Work-study Coordinator determine the student's eligibility for Work-study and award amount.

www.utrgv.edu/finaid

If at anytime during the semester you are not meeting these requirements, your Additional Aid Request will be denied or your award will be canceled.

Eligibility and Qualifications

What semester's are you eligible?

Students are able to work during the following semesters.

Summer Work-study requires the student be enrolled for the summer sessions they intend to work. If you enroll for one session you will be granted Work-study only for that session.

Semester	Hiring Periods
Fall	09/01/YY to 12/31/YY
Spring	01/01/YY to 05/31/YY
*Summer I	06/01/YY to 06/30/YY
*Summer II	07/01/YY to 08/31/YY

Work-study Award

- Priority awards are first made to students who have:
 - previously been awarded Work-Study
 - entering freshmen
 - new transfer students
- The remaining Work-Study budget (if any) is used to admit new students into the Program, based on their Additional Financial Aid Request for Work-Study.
 - https://enrollment.utrgv.edu/FA_Additional_Request
- Eligible students will be offered Work-study 5-7 business days after completing the Additional Aid Request.

All students must meet all eligibility requirements in order to be awarded.

Work-study Award Cont'd

- After Accepting the award, all students will be required to complete the Work-study Orientation.
 - **Found here:** <https://enrollment.utrgv.edu/WSOrientation>
 - Or click on the Orientation Requirement on your Student Assist Account
 - Students are required to pass the Work-study Orientation Quiz at 100%.
- Work-study awards can change there is a change in enrollment, other financial aid awards, or other eligibility factors.

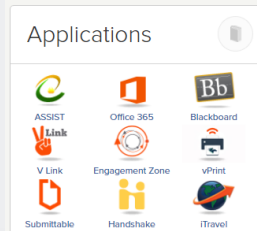
Work-study Award Cont'd

- Work-Study grants will NOT directly or automatically pay for any tuition and fees.
- Your initial award amount is based upon a full semester of employment and will be adjusted depending on what point in the semester you are placed in a position.
- You MAY NOT earn more than your work-study award. Please make sure you keep record of your earned hours every month. The Work-Study Office will not keep track of your hours.
- If you are unable to earn the total amount awarded to you, the leftover amount WILL NOT be transferred to the next semester.

Finding a Work-study Job

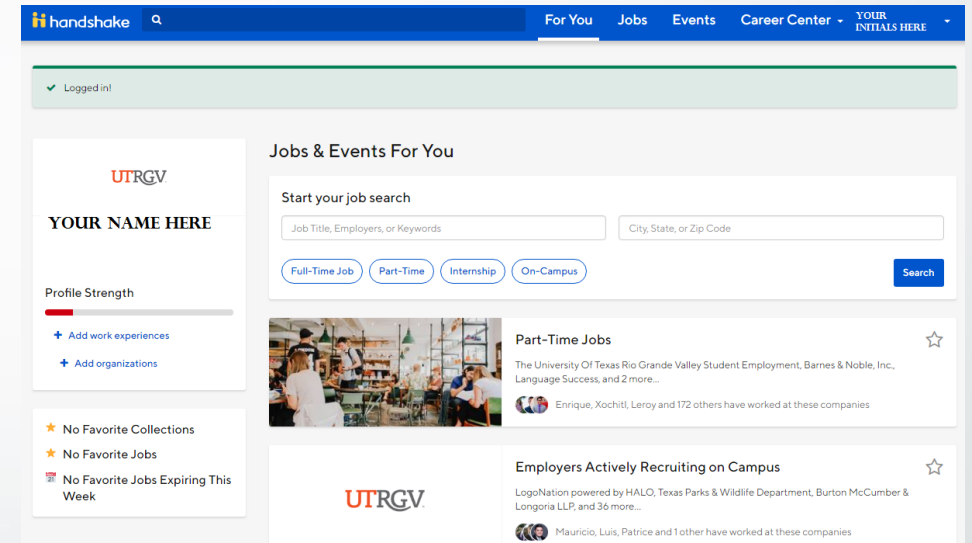
Career Center

Students can view jobs, internships, and student employment positions on Handshake found on your my.utrgv.edu account .



On-campus student employment can be searched by clicking the “On-Campus” icon. This will show you all available student employment positions on-campus.

It is highly recommended that you complete your student profile as much as possible. By doing so Handshake will help modify your searches to positions that closely match your profile and interests, and supervisors are able to view the information you provide on your student profile.



You also have the ability to attach things like your resume, award letter, student schedule, etc. Making applying for jobs as simple as clicking a button!

You have 60 days from the time you are awarded to find a job and be placed in a position. Failure to find a position will result in cancellation of your award.

Finding a Work-study Job Cont'd

Interview Tips

- Analyze yourself, your needs, restrictions, and qualifications.
- Apply only for those jobs which you feel you meet the requirements.
- Be on time for the interview. Shake hands firmly with interviewer upon introduction and upon leaving. Thank the interviewer for their time.
- Dress with basic good taste. First impressions count!
- Look directly at the interviewer when speaking and listening. Maintain eye contact.
- Try to say more than just yes or no. For example, "Yes, I can take instructions without getting upset. That's one way to learn something new."

Hiring Process & Procedures

Once a department has made a decision to hire, the department will initiate the hiring process.

Students may only have one Work-study position during the semester. If you have interviewed with multiple departments, or areas, please decline the positions you do not wish to accept.

Work-study is a "*living*" grant, work-study awards are prorated at the point of hire. Work-study awards are also susceptible to change, if the student is receiving any additional aid since the initial offer. Students can view their work-study award on their Assist account.

Students should not begin working until all respective Onboarding documents have been turned in with Human Resources, and hiring process has been finalized. Hiring department will notify the student if these items are being requested.

Hiring Process & Procedures Cont'd

Documents required by HR

Criminal Background Check Form - your supervisor will e-mail you with a link and passcode

I-9 Form— All employees completing the electronic I-9 form will need to stop by the Office of Human Resources to present two original documentations (Texas Driver's License, U.S. Passport, Birth Certificate, or Social Security Card). HR will only process an I-9 for candidates that have been offered a job and whose ePAF or cPAF is awaiting approval.

Edinburg
MASS 2.126
1201 West University Drive
Edinburg, Texas 78539
Phone: 956-665-2451

Brownsville
451 E. Alton Gloor
One West University Blvd.
Brownsville, Texas 78520
Phone: 956-882-8205

Harlingen
RAHC 3.100
2102 Treasure Hills Blvd.
Harlingen, Texas 78550
Phone: 956-365-8773

Hiring Process & Procedures Cont'd

UTRGV Compliance Trainings

Once you begin working, it is mandatory that all UTRGV employees complete the general compliance trainings located on Blackboard at my.utrgv.edu, under "Employee Training".

The following trainings will need to be completed annually or biennially:

- Compliance Acknowledgements (annual)
- Information Security (annual)
- Harassment/Discipline Training (biennial)
- Standards of Conduct (biennial)

Please note that UTRGV Compliance Office, may at any time require additional trainings depending on your hiring department. If at any time additional trainings are required, your Supervisor and/or the Compliance Office will notify you.

Hiring Process & Procedures Cont'd

Scheduling and Pay Rate

Weekly Hours

- During periods of enrollment, Work-study students are not permitted to work more than 19 hours per week.
- It is recommended that all student employees work between 12-15 hours per week, to best utilize their Work-study award for the entire award period.

Scheduling

- Supervisors and/or departments are required to accommodate your academic schedule.
- Students should not be scheduled to work during class time.

Pay Rate

- UTRGV minimum wage begins at \$8.00/hr.
- All pay rates will be determined by the hiring supervisor and/or department.
- Off-Campus Community Service, America Reads, and America Counts Work-study, are pre-approved community service employment opportunities that may stipulate a specific pay-rate as mandated by Federal and/or State guidelines.
 - The Job Posting will indicate the pay rate for these specific programs, and the Work-study Coordinator will notify both the student and Off-Campus Supervisor of the pay rate. This applies only to Off-Campus Work-study.

Work-study Responsibilities

Monitoring hours and Award

Student awards are prorated based on the point of hire. Your student Assist account will indicate the amount of Work-study you are eligible for.

Federal Workstudy	Accepted Fall 2016 - Estimated dates	\$1,750
	Accepted Spring 2017 - Estimated dates	\$1,750
	Fund Total:	\$3,500

Students who are being considered for hire, are awarded for the employment dates the hiring department indicates. If the department requests the student for one term, the student is awarded for that term only.

Work-study awards are meant to last for the students entire employment. Students should not work more than the work-study award, or earn the entire award in one semester. *Keep in mind that exceeding your work study award may adversely affect your other financial aid awards.*

Work-study Responsibilities

Student Expectations

You should notify immediately your employer if your work-study award changes, such as receiving a scholarship, or requesting a student loan, or another form of Need based financial aid.

These items may affect your Work-study assignment.

Keep in mind that under Work-study regulations your supervisor should not ask you to work during class time. You cannot choose to miss class to go to work. Always respect your class schedule, even when class is cancelled.

It is allowable that a work study employee be absent if the department does not have any work for them or if the student needs time off. However, time off must be approved by your supervisor.

Students are expected to follow the roles, duties, and expectations outlined by the department they are working for. Students should maintain proper work etiquette and attire for their hiring department.

End of Work-study Assignment

End of Semester and Resignation

Having work-study does not guarantee that you will be rehired for the subsequent semester.

- Students are encouraged to keep open communication with their Supervisor and/or department if they are interested in returning.

Graduating students are eligible to work until the end of their graduating term.

- Non-degree seeking students are not eligible for financial aid, therefore are ineligible for Work-study.

If you wish to resign from your job, it is customary to give your employer 2 weeks prior notice out of courtesy.

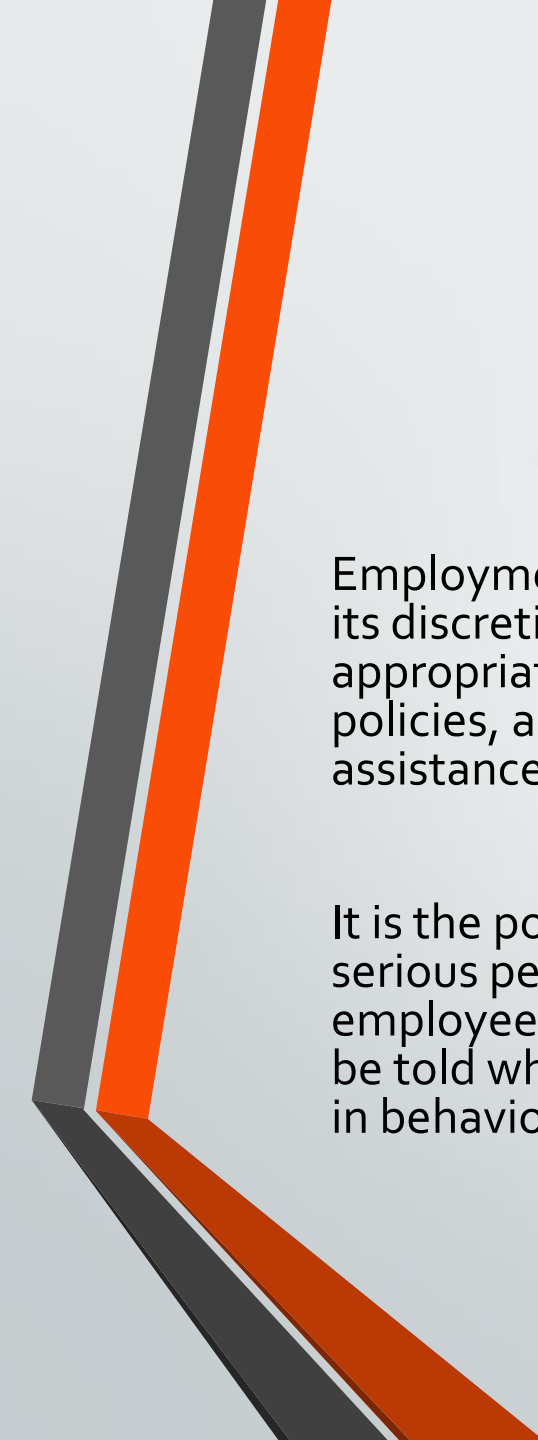
- If you are resigning for another work-study position on-campus, please check with both the former supervisor and new supervisor to ensure your assignment has been successfully changed, as it may hinder the Work-study Office from updating your student record.

End of Work-study Assignment

Work-study Cancellation

At times, it will be deemed necessary for the Work-Study Coordinator to adjust or even cancel a student's Work-Study Award. In the event that such a situation arises, the Work-Study Coordinator, or a representative of the Work-Study Office, will contact the supervisor and the student immediately to inform them of the change. Reasons for cancellation include, but are not limited to:

- Student dropping below enrollment requirement.
- Student's current Financial Aid award package exceeds current educational financial need.
- Student not complying with UTRGV's Satisfactory Academic Progress Policy.
- Student has already worked enough hours to complete their Work-Study Award.



End of Work-study Assignment

Work-study Termination

Employment with the University is “At Will” and may be terminated at any time. The University, at its discretion, may utilize progressive disciplinary procedures in circumstances determined appropriate. A student employee is expected to abide by all University rules, regulations and policies, and by his/her terms of employment. If in doubt, a student employee is expected to ask for assistance until he/she understands all of the information and instructions.

It is the policy of the University that supervisory efforts should be concentrated on preventing serious personnel problems rather than the right to discipline or to summarily discharge an employee with just cause. An employee who is being counseled or reprimanded should, in private, be told what action was wrong and should clearly understand what is expected of him or her, both in behavior and in job performance.

End of Work-study Assignment

Work-study Termination Cont'd

Any grievance or problem associated with a student's placement, evaluation or termination should first be discussed with the supervisor (when possible) or the next level of management. The student should be given a verbal and then a written warning before termination.

There are other circumstances that warrant immediate termination, such as, excessive absences or tardiness.

Some of the situations for immediate termination include:

- Dropping below enrollment requirement
- Breach of confidentiality
- Repeated tardiness or absence, absences without proper notification or satisfactory explanation.
- Poor job performance
- Failure to cooperate with supervisors or other employees
- Willful, deliberate, or negligent acts that cause serious disruption in the continuity, efficiency and/or safety of office work.
- Falsification of time sheets, HR records, or University/Agency records.

Please remember:

- This orientation consists of a PowerPoint and a quiz that requires a 100% passing rate.
- If you have not passed, you may reattempt the quiz multiple times until a score of 100% is reached.
- If you need access to the Orientation, please email workstudy@utrgv.edu and a copy will be sent to you.