

# **STUDENT EMPLOYMENT HANDBOOK 2010-2011**

**Financial Aid Office**

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**Maureen Souza**  
Student Employment Coordinator

FINANCIAL AID OFFICE

Dear Students,

On behalf of the Financial Aid Office, it is my pleasure to welcome you to the University of Massachusetts Lowell Student Employment Programs.

This handbook will provide you with important information about the policies and procedures for securing employment through one of the financial aid work programs, as well as suggestions for finding off-campus work while you are a student at the University. The Student Employment Handbook explains the Federal Work Study, the Campus Work and the Community Service programs we offer. You will also find copies of forms that need to be filled out prior to working on-campus, and details on how to receive your paycheck.

Please read this handbook carefully. If you should have any further questions, please contact me at 978.934.4228 or [Maureen\\_Souza@uml.edu](mailto:Maureen_Souza@uml.edu)

Best of luck in the coming year.

Sincerely,

Maureen Souza  
Student Employment Coordinator

## **Introduction to the Student Employment Programs**

The University of Massachusetts Lowell is working with you and for you at the Student Employment Office. With approximately 1000 participants this year in the work programs, students will choose from hundreds of diverse job opportunities, most of which offer flexibility in scheduling, and all of which offer comfortable work environments and a competitive pay rate of \$10.00 per hour. Whether building on existing skills or adding new skill sets, students build their resumes when working with our University's nationally recognized faculty and staff.

It is the goal of the Student Employment Office to make on-campus employment opportunities fair and accessible to all students who qualify. Money earned in the work programs is to be used for educational expenses. Your work award is not directly applied to your University bill, but it is highly recommended that you complete a work study Withholding Authorization form. This form authorizes the University of Massachusetts Lowell to deduct 70 % of work study earnings to apply to any outstanding charges on your account, and will allow you to receive the remaining 30 % from your earnings. If you choose not to participate in the withholding, any balance due is subject to late fees and possible holds for non-payment. This would prevent a student from registering for the next semester.

There are two types of student employment programs on-campus: the Federal Work Study (FWS) and the Campus Work Program (CWP). For the most part, these programs are the same, with a few exceptions. When establishing your work schedule it is important to keep in mind you may not work more than 22 hours per week while classes are in session, and not more than 37.5 hours per week during spring break, or winter inter-session.

## **The Basics of On-Campus Employment**

Students who receive a CWP award or FWS award will receive a work study contract. Contracts are produced and validated by the Student Employment Office yearly. All contracts will outline the terms of employment.

**New students**, who have never participated in the work programs, should visit the financial aid website [www.uml.edu/financialaid](http://www.uml.edu/financialaid). Click on the campus employment link for a list of available jobs. Choose a position that you might be interested in, and contact the supervisor to set up an interview. It is always a good idea to apply to a few different positions.

**Returning students**, who are awarded work study in subsequent years, may return to their department if their supervisor has requested them. Contracts should be picked up at the Financial Aid Office Dugan Hall Rm. 102. Contact your supervisor or the student employment Coordinator if you have any questions.

Please note:

### **UML Financial Aid Work Study Policies**

- **Students must secure a work study job and return the signed contract to the Financial Aid Office.**
- **Contracts will be available for pick up the first week of August and must be returned by September 17<sup>th</sup>. Any contracts not picked up or returned by 9/17 will be considered declined by the student.**

## Eligibility

Students must first file the Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education. The FAFSA calculates the Expected Family Contribution (EFC). The financial aid administrator is electronically sent the FAFSA information and then calculates a student's cost of attendance (COA), which includes tuition and fees; on-campus room and board (or a housing and food allowance for an off-campus student); and allowances for books, supplies, transportation, loan fees and other miscellaneous expenses. Next, the financial aid administrator uses the following Federal formula to determine a student's financial need:

$$\begin{aligned} &\text{Cost of attendance} \\ &\quad - \text{Expected Family Contribution} \\ &= \text{Financial Need} \end{aligned}$$

Next, based on this financial need assessment, a financial aid package is formulated for each individual student. The result of this assessment is transmitted to a student via a financial aid award notification letter or email.

If you are eligible to work through the **Campus Work (CWP)** or **Federal Work Study (FWS)** program, you would have been offered a work award on your financial aid award notification letter from the Office of Student Financial Aid. A work award is equally divided between two semesters on your financial aid award notification letter. Your contract will reflect the amount for the year.

Verification is a process by which a student is required to submit documentation to verify the financial and family information reported on the FAFSA. If you have been chosen for verification, the Financial Aid Office must receive all necessary paperwork (i.e. taxes, W2's) before an employment contract is generated and before you proceed to look for employment on-campus. **Changes made during the verification process could result in a change to your work award.** Students are notified of changes through subsequent award notification letters.

## Obtaining a Job On-Campus

A student seeking employment must have been awarded either a Federal Work Study award or a Campus Work Program award for the academic year. Students who have never worked on campus before must complete the W-4 and I-9 documents before a contract will be generated. These documents can be obtained on the financial aid website, or from the Financial Aid Office. These forms can be completed throughout the summer. If you are having difficulty in locating a job that specifically suits your needs, please contact the Student Employment Coordinator to schedule an appointment.  
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Federal Work Study and Campus Work Program earnings are considered taxable income, and you must declare these wages when you file with the IRS each year. The Human Resources Office will send a W-2 form to you at the end of each calendar year indicating your earnings. The form will be sent to the address you reported on your W-4 form. If your address changes after filling out your original W-4, please notify the Payroll Office.

The Homeland Security Act requires UML to verify the identity and employment eligibility for every employee hired after November 6, 1986 by completing an I-9 form. In addition, the law obliges UML not to discriminate against individuals on the basis of national origin or citizenship, or to require more or different documents from a particular individual.

**In order to complete the I-9 form, you must provide acceptable documentation  
Any hours worked before an I-9 is completed will be considered volunteer time and will not be paid.**

## Determining How Many Hours to Work Per Week

How does a student determine the number of hours he/she should work during a semester to earn his/her award?

$$\begin{aligned} & \text{Amount of Semester Work Award} \div \text{Pay Rate} \\ & \div \text{Number of Weeks in Semester} \\ & = \text{Number of Hours to Work per Week} \end{aligned}$$

**For example:** A student's financial aid award notification letter indicates a \$2250.00 work award for Fall term and a \$2250.00 Work award for Spring term. Therefore, the student's work award for the year is \$4500.00. By applying the above formula, this student would be able to determine that he/she would need to work 15 hours a week.

$$\begin{aligned} & \$2250.00 \text{ (Fall amount)} \div \$10.00 \text{ (jobs on-campus pay } \$10.00/\text{hour)} \div 15 \text{ weeks ( } 15 \\ & \text{weeks/per semester)} = 15 \text{ hours a week} \end{aligned}$$

**Please note: If you plan on working during the winter intersession or spring break, adjust the number of weeks to work in the above formula accordingly.**

## Tracking Your Hours

Completing your timesheet by appropriate deadlines is essential to getting your paycheck. Timesheets are used by both department supervisors and timekeepers to log and track the amount of hours you are working to be sure you do not exceed your allotted contract amount. Once you have completed the timesheet your supervisor will sign it and forward it to the appropriate timekeeper. Students are also required to keep track of their hours. Once you have completed your contract it is terminated and you must stop working immediately. You will not be paid over your award amount.

### ***Remember:***

- Timesheets are due every week that you work. **Do not hold onto timesheets** for multiple weeks. Submit timesheets each week.
- The supervisor of the department in which you work will provide details on time reporting procedures and deadlines.

Time sheets submitted later than two weeks run the risk of not being paid. It is imperative that time sheets are turned in at the end of every week.

Departments may have other requirements; please be sure to check with your supervisor.

## Pay Scale

The University of Massachusetts Lowell recognizes the value of student employees working on-campus. All undergraduate student workers will receive a \$10 per hour rate of pay if they are working at an on-campus department. Undergraduate students working at an off-campus community service site will be paid \$12.00 per hour. We expect students to take their jobs seriously and put their best effort into their work.

## Receiving a Paycheck

*The process, which takes place for a student employee to receive their first paycheck, is as follows:*

- Both the department supervisor and the student employee must sign contracts and return them to the Financial Aid Office prior to the first day of employment.
- The Student Employment Office sends all contracts to the Payroll Office where they are entered into the payroll computer system.
- All University employees are paid on a biweekly schedule. The pay period ends on a Saturday and the paychecks are available the following Friday

Students who need to use their work program paychecks to pay their tuition bill must endorse the back of their biweekly pay check and give the check to the Treasury Office in Dugan Hall, or fill out a Work Study Withholding form. Only then will their paycheck be applied to the University bill.

A student may choose to have their paycheck deposited directly into their personal bank account. A direct deposit authorization form is available in the Payroll Department and also on the Human Resources website. A student must complete the form and submit it to the Payroll office along with a voided check from their bank account. If one chooses to use direct deposit, your pay stub will be sent directly to your department. If the direct deposited funds are needed to lower your student billing charges it is your responsibility to make payment(s) to the University. A sample direct authorization form can be found at the end of this handbook.

## **Reasons You May Not Receive a Paycheck on Time**

Every effort is made to ensure prompt payment of earnings. However, there are a number of steps that could cause a paycheck to be delayed or not issued. They are as follows:

- Contract not signed by all authorities before employee begins working.
- Completed contract not received by payroll before processing deadline.
- Timesheet was submitted after the deadline.
- Timesheet is missing required information such as Employee ID and record number, account number and/or necessary signatures.
- The maximum value of the contract has been exceeded.
- The number of hours in a given week exceeds the maximum allowed. (Remember, you may not work more than a total of 22 hours per week for all on-campus jobs while classes are in session, and not more than 37.5 hours per week during spring break, winter inter-session and summer months.)
- Students should check with their department timekeeper if they were not paid in a given pay period.

## Student's Responsibilities

*It is the student's responsibility to:*

- Choose departments that you are interested in working with, and research the available job openings on Campus Employment link at [www.uml.edu/financialaid](http://www.uml.edu/financialaid) or at the Student Employment office.
- Contact potential supervisors and secure employment.
- Not begin working until your supervisor has completed the Employer Section of your contract.
- Submit your signed contract to the Student Employment Office prior to beginning work.
- Be sure all hours worked are logged each week on a timesheet for your supervisor's approval and signature.
- Monitor your work award to be sure you do not work over your allotted hours. Remember, you may not exceed a total of 22 hours per week while school is in session, and 37.5 hours per week during spring break, winter inter-session and summer months.
- Take part in any training deemed necessary by the department supervisor.
- Report to your department in a timely manner each workday. Always provide as much notice as possible if you are ill and not able to work. Speak directly to your supervisor. Do not let friends call in for you.
- Speak to your supervisor about appropriate dress for the office environment. Remember that when you are at work you represent not only your department, but also the University.
- When you leave a position always give 2 weeks notice and write a letter of resignation.
- If you are unsuccessful in resolving any employment issues with your supervisor contact your Student Employment Coordinator for assistance.
- Please do not study while on the job. **You are paid to work, not study!**
- **Please be sure you understand the supervisor's expectations prior to signing the contract. Be sure to communicate with your supervisor if you are experiencing difficulties in your work environment.**

## Supervisor's Responsibilities

*It is the supervisor's responsibility to:*

- Update their departmental job descriptions each spring to be posted for the following academic year.
- Inform the Student Employment Office when all jobs are filled, or changes need to be made to the descriptions, in order to maintain accurate information on the website.
- Interview and hire student employees. Discuss with student expectations they have and appropriate dress for their department.
- Sign the Employer's section of the work study contract prior to allowing students to work.
- Collect weekly timesheets, approve hours reported, and enter data from timesheets for each week. Time sheet must be turned in at the allotted time. **It will be the responsibility of the individual department to pay the student if timesheets are turned in late.**
- Monitor the work award for each student to be sure they do not work over their allotted hours. **If a supervisor allows a student to work more hours than their contract allows, the department is responsible for paying the student.** There is a report in Peoplesoft, UMPAY706: Payroll Commitment Report-Students that is helpful in monitoring students work award.
- Notify the Student Employment Coordinator if there is a problem with the student worker that cannot be resolved.
- Provide the appropriate training for each student employee.

## **Student Employment Office's Responsibilities**

*It is the responsibility of the Student Employment Office to:*

- Maintain contact throughout the year with students in both the CWP and FWS programs in order to be sure they understand their responsibilities.
- Maintain contact throughout the year with department supervisors in order to be sure they understand their responsibilities.
- Assist students in the process of gaining employment
- Be sure that all students complete the I-9 and W-4 forms prior to receiving a contract.
- Collect CWP contracts and FWS contracts and forward them to the Payroll Office for Processing
- Produce CWP contracts and FWS contracts on a weekly basis for students who are ready for placement
- Maintain job postings on the Job Locator board outside the Student Employment Office in the Financial Aid Office, Dugan Hall.
- Update the [Campus Employment website](#) periodically to be sure information is accurate.
- Notify students periodically when they are close to earning their award.
- Conduct periodic training programs, or informational meetings for department supervisors.
- Assist supervisors and students when employment problems arise.
- Notify students, supervisors and the Payroll Office when a change has been made to a financial aid package that affects a work award.

## **The Job Locator Program**

The Job Locator Program aids University of Massachusetts Lowell students in their search for part-time off-campus employment. There are two large bulletin boards outside the Student Employment Office where job descriptions are posted. The Student Employment Office is located in the Financial Aid Office, Room 102 Dugan Hall on South Campus. The Job Locator Program offers a variety of employment opportunities, which coincide with students' educational studies. These jobs are available to any UMass Lowell student regardless of their financial aid eligibility. International students on a J1 or F1 visa cannot obtain employment through this program. There are jobs posted with varying pay rates. Steps to follow in obtaining a job in the Job Locator program:

1. View the jobs posted on the bulletin board outside of the Student Employment Office located in the Financial Aid Office, Dugan Hall, Room 102 and choose a few jobs that interest you.
2. Write down the job numbers from the job descriptions that you are interested in.
3. Bring the numbers to the Student Employment Office and ask for a Job Locator application.
4. Complete the application indicating the job numbers on the back of the application.
5. The Office staff will give you referral cards for the jobs you have chosen.
6. Contact the employers to set up interviews.
7. When you attend your interview, bring your card along and have the employer complete and mail it to the Student Employment Office.
8. Notify the Student Employment Office when a job has been secured.

## **Off-Campus Community Service Employment**

We are pleased to offer three exciting work opportunities in the City of Lowell during the summer, the America Reads Program, the Lowell Summer Music Festival, and the Lowell Summer Sailing Program. In order to qualify for these programs, you must be registered for classes for the upcoming fall semester, have a FAFSA form on file for the upcoming year with the Financial Aid Office, and have financial need as well. The pay rate for these jobs is \$12.00 per hour. This is a great way to give something back to your community.

### **America Reads**

President Clinton initiated this national campaign to ensure that every child can read well and independently by the end of third grade. Work Study students will be trained as reading tutors and placed in a Lowell elementary school. Tutors gain educational experience as they help children to improve their literacy skills. This program offers students 15 hours per week of employment, Monday – Friday mornings beginning in late June and lasting for 6 weeks.

### **Lowell Music Festival**

This program hosts a number of concerts under the stars in downtown Lowell at Boarding House Park. Student employees work on stage, back stage and within the park on Thursdays, Fridays and Saturdays. This program offers students an average of 25 hours per week of employment, day and evening, during the months of July and August.