FWS Student Handbook

2012-2013

Congratulations on being hired as a FWS Student Employee! Please read through this handbook and keep it with you at work. This handbook should be used as a tool for answering any questions prior to contacting the FWS Coordinator or the Payroll Offices.

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Somerset
Community College

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My Name: _____ My Student ID:_____

Supervisor's Name: _____

Supervisor's Phone #: _____

Supervisor's email: _____

Name of person to be an Alternate Signature if my supervisor is not available to sign my time sheet: _____

Alternate Signature's Phone #: _____

Alternate Signature's Email: _____

Checklist: (Please complete and check off each task below.)

_____ Reviewed job duties with my supervisor.

_____ Received a copy of my job duties.

_____ Signed my FWS award letter and received copy from FWS Coordinator.

_____ Completed work schedule with my supervisor.

_____ Emailed work schedule to FWS Coordinator.

_____ Reviewed instructions for updating/accessing my Payroll and HR information on my Self-Service account in PeopleSoft. (To access your email, please use the link for Faculty/Staff email on the SCC webpage. You may not be able to access your email through the Student Email link now that you are FWS.)

Somerset
Community College

Changes for 2012-13

FWS employees are considered part-time employees of the college. Therefore, laws regarding the hours worked each week that went into effect on July 1, 2012 will apply to FWS students. Because of the reduction in the amount of time you may work year, our administration has approved a pay increase for FWS students. The new guidelines and pay increases are described below.

- **FWS students will be paid $7.50 per hour for on-campus assignments.**
- **Reading/math tutors at the elementary schools and adult education programs will be paid $8.00 per hour.**
- **FWS students will no longer be permitted to work during the months of July and December. You may work your maximum hours based on your specific eligibility, but no student in the FWS program will work during July or December.**

Reading/Math Tutors

Beginning with the Fall 2012 semester, students will have the option to be placed in local elementary schools as reading and math tutors. These positions have the following eligibility requirements:

- **Students must have successfully completed ENG 101.**
- **Students must have successfully completed MAT 110 or MT 120.**
- **Students must complete any and all paperwork and/or employment conditions set forth by the elementary school or adult education program. This may include but is not limited to an additional background check, immunizations, testing, or training.**
- **Students must meet all other eligibility requirements for FWS.**

Financial Workshops, Resume Writing, Job Hunting

Beginning with the Fall 2012 semester, all FWS students are required to complete a workshop on Financial Planning, Resume Writing, and Job Hunting. These workshops will be offered on campus throughout the semester. You must attend one of each.

FWS students working during the fall are required to have a completed resume by the end of October. FWS students who begin in the spring are required to have a completed resume by the end of March. Final resumes should be emailed to the FWS Coordinator. Failure to comply will result in termination of your FWS assignment.

I have been hired as a student worker through the FWS program, what do I do now?

Initial Tasks:

- First, you need to review your award letter and make sure you understand the amount and the hours. You will be paid $7.50 for on-campus jobs. Reading/Math tutors will be paid $8.00 per hour. Earnings will be direct deposited to your bank account on the 15th and 30th of each month. If you have any questions about your award, please contact the FWS Coordinator, Loretta Johnson at Loretta.johnson@kctcs.edu or 606-878-4830. If you have any questions about your paycheck, please contact the Payroll Office at 606-451-6624 or 606-451-6623.
- Next, talk with your supervisor and ask them to outline your specific job duties so you know what is expected of you. You should also receive a copy of the job description.
- Also, discuss your hours and class schedule with your supervisor to determine a work schedule. Ask your supervisor if you will be needed during any breaks (Spring break, Fall break, or finals week). Once you have the work schedule finalized, please type it into a Word document and email it to Loretta.johnson@kctcs.edu.
- Then review the FWS calendar and instructions for completing the time sheet with your supervisor. (Make sure you complete the time sheets correctly, ask your supervisor to sign them, and then scan or fax them to Loretta Johnson at 606-864-3875 by the due date listed on page 9 of this handbook.)

What are my responsibilities?

Your supervisor will review the job description with you and give you the appropriate training. You will also be responsible and accountable for:

- Accurately reporting your time on the time sheets
- Being on time to work
- Dressing appropriately (please see "What should I wear to work?")
- Conducting yourself in a professional manner
- Complying with the computer usage and confidentiality agreements
- Calling your supervisor if you are going to be late or absent
- Remaining at your work station unless asked to do something else
- Reporting FWS income when chosen for verification and on your taxes
- You are also **not** permitted to take personal phone calls or text while at your work station.

What are my supervisor's responsibilities?

Your supervisor is responsible for reviewing the job duties with you and training you if needed, so you can perform the job duties. They are also responsible for:

- Ensuring that you have the appropriate resources to perform the job
- Assisting with the completion of time sheets
- Making a schedule of work hours and days, considering your class schedule
- Reviewing all other expectations with you during the first week (dress code, etc.)
- Getting the time sheets to the FWS Coordinator by the dates listed in this handbook and
- Ensuring that the hours worked are accurate (no hours listed for weekends or holidays)
- Contacting the FWS Coordinator if there are any problems with the FWS student

Student Evaluations

FWS Supervisors are required to complete an evaluation of your performance each semester. The evaluation will be reviewed with you and you will be asked to sign it. Evaluations will be used to determine continued eligibility in the FWS Program.

If you do not agree with the evaluation, please email the FWS Coordinator.

Can I work during the summer?

The last day to work during the summer is June 30. No FWS students will work during July. Students may return to work the week before classes start in August.

Can I work the week before classes start, finals week, Spring Break or Fall Break?

Yes, if you have enough funds you can work up to 20 hours per week. The last day to work during a fall semester is the last day of November.

Do I have to work the maximum hours?

No, you may set your schedule with your supervisor. You may be approved for 20 hours per week but only able to work 15. This is acceptable. Make sure to send the FWS Coordinator a copy of your work schedule when you finalize it with your supervisor.

What if I don't use all the funds I was awarded?

The remaining funds can be used during the next semester of that same aid year. For example, if you are awarded $5000 for the 2012-2013 aid year (which includes Fall 2012, Spring 2013, Summer 2013), and you only earn $1000 during the Fall 2012, you will have $4000 to use during Spring and Summer 13, provided you continue to meet eligibility requirements.

My Self-Service award has $2500 for Fall and $2500 for Spring FWS. What does this mean?

- If you start in the Fall, your total award for the aid year is split equally between Fall and Spring. Summer awards are not included until you register for summer classes and are approved for summer FWS.
- The total earnings for the aid year cannot exceed the total award for the aid year. Therefore, you may have a total award of $5000 for the aid year, but your actual earnings will depend on your class schedule and your availability, as well as your supervisor's needs. You may earn $3000 during the Fall semester, but this means you will only have $2000 to use during the Spring and Summer (if you are eligible to participate).

Can I quit anytime?

You must give at least 2 weeks notice in writing to your supervisor and to the FWS Coordinator if you decide to leave the position. If you do not give 2 weeks notice, you will not be considered for future FWS placement.

What can I do if I have problems with my supervisor or the job duties?

Please contact the FWS Coordinator immediately.

I am going to be late today. What should I do?

Contact your supervisor immediately. Excessive tardiness is grounds for dismissal.

I am not sure how to fill out the time sheet.

Please see pages 7-10 for detailed instructions on how to complete time sheets.

PLEASE REMEMBER TO WRITE YOUR HOURS IN THE APPROPRIATE LINE ON THE TIME SHEET. If you are working in an on campus assignment, you will write the hours under the WKS line. If you are working as a reading tutor, please write your hours in on the AMR line. If you are working in a community service position, please write your hours in on the WKS-CS line.

COMPLETING YOUR TIMESHEET

DO NOT USE PENCIL WHEN COMPLETING YOUR TIMESHEET.

ALL CHANGES TO TIMESHEETS MUST BE INITIALED BY EMPLOYEE AND SUPERVISOR.

DO NOT USE WHITE OUT ON TIMESHEETS.

Enter the following information at the top of the timesheet.

Dept Name=	Example (Fitness Center or Admissions)
College Name =	SCC/(work location)
Employee Name =	Your name
Employee ID =	PeopleSoft Student ID# (9 digits)
Social Security# =	DO NOT USE
Position# =	DO NOT USE
Pay Period Begin Date =	1st or 16th of each month
Pay Period End Date =	15th or 30th / 31st of each month Except February (28th)

Even though you have to turn in your timesheet earlier and you get paid on the 30th of the month, the 31st goes on that time sheet (16th-31st).

Date Top row of numbers for first pay period of the month (1 thru 15)
Bottom row of numbers for the second pay period of the month (16 thru 31)
It is helpful to draw a line through the row of numbers that does not apply to the current pay period.
It is helpful to mark an X in the Saturday and Sunday dates of the pay period.

Put the total number of hours you work each day under the corresponding date. If you are under the Work Study program put your hours in the WKS row. If you are under the Work & Learn program put your hours in the W&L row or if you are in the Ready to Work program put your hours in the RTW row. The last block (Total) should add up to the total number of hours you worked in the pay period. ***If you make a mistake cross it out (do not scribble make one line) thru your mistake and make your correction. This must be initialed by yourself and your supervisor.***

If you work more than 5 hours straight you must take at least a 30 minutes lunch break. You are not paid for your lunch break.

All hours recorded on timesheets should be in fifteen minute intervals. Examples are as follows:
(One hour = 1.00, fifteen minutes = .25, thirty minutes = .50, forty five minutes = .75)
Example work from 8:00am to 10:15am equals 2.25 hours

The Employee signs in the bottom right hand corner.
Take to your supervisor for their signature. Please discuss with your supervisor who is to sign your timesheet in their absence. Timesheet must have both signatures.

Timesheets need to be turned in to the Work Study Office on dates that are sent out by the FWS Program Coordinator. Timesheets turned in after the payroll is final will be paid in the next pay period.

Sometimes we will accept a faxed time sheet so the payroll time frame can be met. If that is the case you need to immediately put the original signed timesheet in the mail to the Work Study Office. The payroll department must have the original for our files.

Pay days are the 15th and 30th of each month. If these days fall on a weekend you will be paid on the Friday before.

Direct deposit forms are included in your packet of forms. You may have your paycheck direct deposited to your Higher One account (The student logs into their Higher One account online, there should be a hyperlink for them to choose giving them the routing and account information for their card. **The student should print out this page to use like a voided check for account verification purposes, and attach it to and complete the KCTCS direct deposit form.**

If you are working under the Federal Work Study program and Ready-To-Work, you MUST keep your hours separate. RTW hours go on a green timesheet and Work study hours go on a purple timesheet.

Payroll is located in Meece Hall in Room 111. Payroll statements (check stubs) are now located on the web! The website address is www: somerset.kctcs.edu. Use your PeopleSoft ID and password to log in to the self-service and view your pay check online. Other options provided by the self-service are as follows:

- Direct Deposit Information (you can change your own direct deposit info)
- W-4 & K-4 Tax Information (you can change your Federal or State Tax info)
- View W-2/W-2c forms and print them
- W-2 Reissue Request (you can request a reissue of your W-2 from past years)

If you need any help with the Self Service Payroll Options please contact the Payroll Department: Mary Poynter 606-451-6623, Lora Acrey 606-451-6624.

The Following are common errors found on timesheets:

1. Supervisor's signature missing.
2. Hours reported do not add up to correct total for that pay period.
3. Timesheets are not legible.
4. Employee signature is missing or illegible.
5. Pay period begin and end dates are wrong.
6. Employee ID number is missing.

Example

STUDENT/WORK STUDY / READY TO WORK PROGRAM
TIME REPORT

FORMPR99S
10/25/2010

KCTCS
Kentucky Community & Technical College System

Dept# Fitness Center **College Name** SCC

Employee Name	Employee ID		Position #	Begin Date	End Date
Doe, Jane	001234567			5/01/11	5/15/11

PLEASE REMEMBER TO CALCULATE OVERTIME ACCURATELY.

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		TOTAL
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
WKS Workstudy	X	5	3	4	6	~~5~~ 2	X	X	4	0	5.5	7	3.5	X	X		40
AMR America Reads																	
RTW Ready to Work																	
STU Student																	
Totals																	40

Example of Correction

***Use the following earnings codes if necessary (refer to listing for additional codes): HOT** – 1.5 Overtime **OVT** – 1.0 Overtime

Summary Data for bi-monthly payperiod.

Program	Hours	Pay Rate	Amount	Position #	Account Number
WKS					
AMR					
RTW					
STU					

I certify that the hours entered above are the hours worked by me in this payperiod. Employee's Signature: Jane Doe

I certify that the hours entered above are the hours worked in the payperiod by the above named employee. Supervisor's Signature: John Doe

When is my timesheet due?

Timesheets are due to the FWS Coordinator on the dates listed below. They will be filled out before the pay period ends so you must estimate the hours worked. If you cannot attend work on one of those days, email the FWS Coordinator immediately so your timesheet can be adjusted. If you wait until the due date to mail the timesheet, your paycheck could be delayed.

Pay Period	The FWS Coordinator must have your timesheet on this date
August 1—15, 2012	August 14
August 16—31, 2012	August 29
September 1—15, 2012	September 13
September 16—30, 2012	September 27
October 1—15, 2012	October 12
October 16—31, 2012	October 29
November 1—15, 2012	November 14
November 16—30, 2012	November 29
December 1—15, 2012	December 7
January 1—15, 2013	January 14
January 16—31, 2013	January 29
February 1—15, 2013	February 14
February 16—28, 2013	February 27
March 1—15, 2013	March 14
March 16—31, 2013	March 28
April 1—15, 2013	April 12
April 16—30, 2013	April 29
May 1—15, 2013	May 14
May 16—31, 2013	May 29
June 1—15, 2013	June 13
June 16—30, 2013	June 27

2012-13 KCTCS Closings and Holiday Schedule

KCTCS Designated Holidays

- Independence Day
- Labor Day
- Presidential Election Day
- Thanksgiving Day
- Day after Thanksgiving
- Martin Luther King Day
- President's Day
- Good Friday (1/2 day)
- Memorial Day

Institutional Closing Dates (2012-13)

	Day of Week	Date
Institutional Closing	Monday	December 24, 2012
Institutional Closing	Tuesday	December 25, 2012
Institutional Closing	Wednesday	December 26, 2012
Institutional Closing	Thursday	December 27, 2012
Institutional Closing	Friday	December 28, 2012
Institutional Closing	Monday	December 31, 2012
Institutional Closing	Tuesday	January 1, 2013
Institutional Closing	Wednesday	January 2, 2013
Institutional Closing	Thursday	January 3, 2013
Institutional Closing	Friday	January 4, 2013

What should I wear to work?

Each department can set their own dress code. However, all students are expected to dress neat, clean, modest and appropriate. No shorts. No low-cut tops. No low-riding pants.

Can I do homework on the job?

You may do homework only if your supervisor approves. Please discuss this with them.

Can I be terminated from this job?

YES. Here are a few of the reasons for immediate dismissal:

- Violating the Confidentiality Agreement
- Violating the Computer Usage Agreement
- Inappropriate dress or conduct
- Tardiness or not showing up for work
- Insufficient performance of job duties
- Failure to meet SAP/MTF requirements
- Failure to attend 3 workshops and submit a resume

What is FWS Student Employment Week?

FWS Student Employment Week is celebrated nationally during the week of April 8-12, 2013. This is a week set aside for your supervisor and your college to show their appreciation of your hard work and efforts to assist us in fulfilling the mission of the college. Events will vary each year. However, an outstanding student and supervisor will be chosen from each SCC location. Students and supervisors will be asked to complete surveys to determine who will receive the awards.

What happens when the FWS Coordinator does an on-site visit?

One on-site visit by the FWS Coordinator is required each semester. The FWS Coordinator will:

- Review the students' performance on the job
- Discuss the student's job performance with the supervisor
- Discuss the supervisor's performance with the student
- Answer any questions from the students and supervisors

How is my Unmet Need and FWS Award determined?

The Cost of Attendance (COA) is the total estimated cost for a student to attend Somerset Community College. It is broken down into Fall and Spring semesters below (based on 16 weeks each term):

	Fall	Spring	Total Est. COA for Aid Year
Books	$500	$500	$1000
Room & Board	$2095	$2095	$4190
Personal Expenses	$400	$400	$800
Transportation	$1025	$1025	$2050
Tuition	$1620	$1620	$3240
Totals	**$5,640**	**$5,640**	**$11,280**

Unmet need is calculated by subtracting EFC first and then all resources such as Pell, Third Party, CAP, Loans, KEES, Scholarships , etc. from the total COA.

Notice how the unmet need is calculated here:

11,280 – 200 – 5550 – 1900 – 650 = $2980 (Unmet Need for the aid year)
(COA) (EFC) (Pell) (CAP) (KEES)

Once your Unmet Need is determined, it is used as a guide to award FWS funds. This means that if your unmet need was $2980, and we considered that it would take $2700* to pay 20 hours per week (for 15 weeks) plus 37.5 hours for 1 week, then $2700 would be awarded in FWS funds, thereby reducing your unmet need to $280 for the aid year. (*Calculated at the maximum pay rate of $8 per hour. On-campus positions pay $7.50.)

Here is another scenario to include loans:

If your Unmet Need is $2980 and you decided to take out loans, the loan amount would reduce your Unmet Need. For example, if you wanted to take out a loan for $1000 your Unmet Need would be reduced to $1980. You then decided that you were interested in FWS. If you meet all the eligibility requirements, your maximum FWS award would be $1980.

KCTCS Self-Service

You can change your personal information directly from your computer. Follow these steps to view your Self-Service:

1. Log onto PeopleSoft (employees.kctcs.edu)
2. Click "Self-Service" under the menu in the left corner
3. Choose either Personal Information or Payroll and Compensation

Through Self-Service you can update your:

- Name
- Address
- Phone number
- Emergency contact
- Ethnicity
- Email addresses and
- Marital status

You are also able to:

- View an improved PDF pay check.
- Review your Benefits and Compensation information.
- Submit a new W-4 or K-4 with updated tax information.
- Print your current year W-2.
- Request a re-issue of a prior year (2009 or before) W-2 form.
- Edit your direct deposit information.

For additional information on Self-Service, please contact the Human Resources Department.

Kimberly Greene, HR Assistant
Phone: 606-451-6620
Email: Kimberly.greene@kctcs.edu

2.19.5 Rest Periods

Employees are not required to work more than four hours without being permitted a paid rest period of fifteen minutes. Rest periods are in addition to regularly scheduled meal periods. These rest periods shall be scheduled as nearly as possible to the middle of each four-hour work period. The rest period may be taken in three five-minute intervals if deemed appropriate by the supervisor and arranged in advance. The scheduling of rest periods shall be arranged with the supervisor and communicated to coworkers in the area when applicable in order to maintain departmental and service objectives. No reduction in salary shall be made for these rest periods. These compensable rest periods may not be offset against other working time.

Employees scheduled to work a seven and one half hour day are permitted two fifteen minute rest periods, one near the middle of the shift before a meal period and one near the middle of the shift after a meal period.

2.19.6 Meal Periods

Each employee shall be granted a reasonable period of time for daily meal periods. The meal period shall be scheduled as nearly as possible to the middle of the work day or shift of more than five hours. Employees shall not be required or permitted to take a meal break sooner than the third hour of work or later than the fifth hour of work. Thirty to 60 minutes is considered adequate time for a bona fide meal period and employees are required to take a minimum of 30 minutes for meal period. The scheduling of meal periods shall be arranged with the supervisor and communicated to coworkers in the area when applicable in order to maintain departmental and service objectives. Employees shall not perform work-related duties during meal periods. Meal periods are not counted as hours worked.