



FEDERAL AND STATE WORKSTUDY GUIDELINES

The Federal and State work-study programs provide part-time employment to undergraduate students who need the income to help meet the costs of post-secondary education. The program encourages community service work and work related to a student's course of study. ALL work study students will be required to complete a mandatory work study training session at least once each school year.

Work-study is awarded after the eligibility for all Federal and State aid has been determined. All financial aid awards including work-study are subject to change at any time during the year due to change in enrollment status, verification of financial aid file and notification of other resources, student need or availability of funds.

Listed below are some guidelines that must be followed regarding work-study:

1. **Timesheets:** Hours worked must be documented by a timesheet. It is important that each work-study student signs in and out each workday. (Departments are required to have a sign in and sign out form or process for work study students to document their hours worked each day.) The supervisor must verify these hours to avoid any conflict at the end of the pay period.

Timesheets are to be submitted online and approved by the supervisor every other Friday by 11:00 am. If you do not meet the deadline to submit your timesheet, you may have to wait until the next timesheet due date to submit your late timesheet. Students will receive a check on Friday of the following week that the timesheet was submitted.

The pay period will run Saturday through Friday and two weeks will be included on one timesheet. (Pay period dates before or after a holiday may vary, and will be posted.) Reporting false hours on timesheets is considered fraud and is a criminal violation under Sec. 30-16-6, NMSA, 1978, as well as violations of Secs. 30-23-2 and 30-23-3, NMSA 1978 and could also result in loss of job position for both the student and supervisor or department. Incomplete or incorrect timesheets may not be processed on time. Timesheets cannot be processed without a supervisor's approval.

- Students should not be submitting late timesheets as this sometimes places a student in overtime status, which is not allowable under the University overtime policy.

Depending on the situation, departments may allow students (on a case-by-case basis) to make up hours for time missed. However, this is up to the individual departments and the work-study coordinator in the Financial Aid Office (FAO) must be notified when a student is making up hours, or awards are subject to be revised if students are not working the allocated hours each week. If an award is revised due to students not earning the expected amount to date, the work-study will not be re-awarded.

2. **Award Amounts:** Students are awarded a dollar amount to be earned during the semester and it is the responsibility of the student and supervisor to keep record of the amount of work-study earned, and left to earn for the semester. The number of hours a student can

work per week will be determined by the student and supervisor, and should not exceed 20 hours per week while school is in session.

Approval is needed by the FAO for any student to work more than 20 hours per week while school is in session and during interim sessions. This may be approved on a case by case basis.

3. **Enrollment Requirements:** Per Federal and State regulations, students must be enrolled in at least six credit hours during the fall and spring semesters and at least three credit hours during the summer session to maintain work-study eligibility. If a student is at any time enrolled in less than 6 credit hours (during the fall and spring semesters) or less than 3 credit hours (during the summer session) the student must stop working immediately.
4. **Department Training Requirements:** The immediate supervisor should conduct a training session with each new work-study student hired. It is the duty of the supervisor to furnish each new employee with clear responsibilities. Simple training is usually the most effective. The supervisor should also explain the work procedures, review the job description, work-study guidelines and department policies with the student so that the student knows what is expected of him or her.
5. **Satisfactory Academic Progress:** Students receiving financial aid (including work-study) will be subject to the policies for maintaining satisfactory academic progress (SAP). For more information regarding SAP, please refer to the Financial Aid Webpage at www.roswell.enmu.edu.
6. **Class Attendance:** Students are expected to attend all scheduled classes and should not be working when scheduled to be in class. If students have stopped attending classes, they should not be working under the work study program.
7. **Work Hours and Breaks:** Students should not work more hours than a normal day scheduled for their department. For example: if Monday is a 10 hour work day, then the student should not report 11 hours and if Tuesday is a 8 hour work day, then 9 hours should not be reported. Please follow the following break and lunch schedule for work-study students:
 - 4 hours worked- **One** 15 minute break
 - 6 hours worked- **Two** 15 minute breaks
 - 7 hours worked- **Two** 15 minute breaks and a 30 min. lunch.
 - 8 hours worked- **Two** 15 minute breaks and an hour lunch
8. **Working during an Interim Session:** Students can work during the interim sessions if the university is open and they have been awarded work-study money to cover the interim session. A supervisor or someone the student can contact must be present if the work-study students are working during the interim session or weekends.
9. **Holidays:** Students should not be working during any scheduled university holiday. *Students are not paid for Federal or State Holidays, lunch hours or sick days.*
10. **Termination and Transfers:** *Supervisors may terminate a student at any time.* However, if a student is encountering unusual or uncomfortable circumstances within that department, he/she will need to first talk to the supervisor to try and resolve the issue. If the issue or situation continues, then the student will need to talk to the Work-study Coordinator or the Director of Financial Aid about transferring to another job position.

The Financial Aid Office discourages students from terminating themselves or transferring in the middle of the semester; however, if there is an unusual or uncomfortable circumstance, the student has the ability to transfer job positions. The FAO must be notified in writing of a termination by either the supervisor or student before a student will be placed in another position. ALL termination PANs (Personnel Action Notices) for work-study students must be processed through the Financial Aid Office.

11. **Other Employment on Campus:** Students on the work-study programs should not be working at another position on campus, either as a student hire or adjunct faculty without clearance from the Human Resource Department.
12. **Nepotism:** ENMU-Roswell's nepotism policy shall apply to work-study students.
13. **Paychecks:** Students will need to have a picture ID to pick up a work-study check at the Cashiers in the Business Office. Checks are released on the scheduled Friday and are not released early. Direct deposits are available for work study students and students should contact the Payroll Office for more information on the process.
14. **Dress Code:** You are required to present yourself in a neat, clean, well-groomed manner, and avoid dressing in a way that will reflect negatively on ENMU-Roswell. If you are unsure of what is considered appropriate dress, please ask your supervisor. Each department should have a dress code policy for work-study students.

Your supervisor reserves the right to determine if your clothing is inappropriate for the office setting. Items to avoid wearing to work include:
 - tops with obscene, sexually suggestive, profane graphics and/or messages
 - revealing clothing
 - any clothing with inappropriate tears, rips, slits, or stains
 - hats, caps, and other head gear
15. **Unsupervised Work:** Students should not work unsupervised due to extended office/lab hours.
16. **Confidentiality:** Confidentiality is a must in several offices. Failure to abide by the FERPA (Family Educational Right to Privacy Act) laws will result in termination of work-study position. Each department should review with the student the guidelines for handling confidentiality within the department.
17. **Compliance:** Failure to comply with ENMU-Roswell's policies, work-study guidelines and other financial aid policies could result in loss of work-study positions by the student and department.
18. **Communication:** All FAO correspondence is sent to the student's ENMU-Roswell email account and it is your responsibility to check it on a weekly basis so you don't miss out on important information.
19. **Sexual Harassment:** This will be covered in the work study training session.
20. **Summer Work study:** Students interested in work study for the summer session must submit a summer aid request form. The forms are normally available online or in the FAO in April.