



ALAMO  
COLLEGES  
DISTRICT

NORTHEAST LAKEVIEW COLLEGE

NORTHWEST VISTA COLLEGE

PALO ALTO COLLEGE

ST. PHILIP'S COLLEGE

SAN ANTONIO COLLEGE

[alamo.edu/workplacelearning](http://alamo.edu/workplacelearning)

# Community Work-Study Student Handbook 2025-2026

**ALAMO COLLEGES**  
**Office of Workplace Learning**  
**Community Work-Study Student Handbook**

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Dear Community Work-Study Student,

Congratulations on being selected and hired to work as an Alamo Colleges community work-study student. I am delighted that you are engaged in this program, established in 2016.

I am honored to have you represent Alamo Colleges as a student employed with an area employer.

Through this unique experience, you will gain valuable work experience to advance your knowledge and skills, while you build relationships with professionals who may later support you in your career.

As an Alamo Colleges student, you will demonstrate to others the quality education offered at Alamo Colleges and our commitment to improve and support the efforts of non-profit organizations.

I encourage you to excel at your new employment, show initiative, reveal your eagerness to learn and work, demonstrate your positive attitude toward new challenges, and offer your talents.

I look forward to hearing how your work-study employment has made an impact on your education and life experience.

Below is a list of individuals who you can contact if you need assistance in resolving a question or issue:

District Financial Aid	Jocelynn Moran	<a href="mailto:Jmoran60@alamo.edu">Jmoran60@alamo.edu</a>
Workplace Learning	Martha Trevino	<a href="mailto:mtrevino114@alamo.edu">mtrevino114@alamo.edu</a>
Workplace Learning	Katherine Driscoll	<a href="mailto:Kdriscoll2@alamo.edu">Kdriscoll2@alamo.edu</a>

Sincerely,

*Martha L. Trevino*

Martha L. Trevino, Ph.D.

Director

Alamo Colleges Office of Workplace Learning

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**Overview**

**Description**

The Alamo Colleges Community Work-Study Program matches federal financial aid-eligible students with part-time jobs at non-profit and governmental agencies, and public school systems, all serving the public good. These jobs help develop students’ career and academic interests and prepares them for post-graduation job market success. Employers hiring Alamo Colleges students benefit by adding to their staff, enjoying the fresh perspective of a new employee, and becoming familiar with the emerging workforce.

**Community Work-Study, defined**

Community work-study students are employed at worksites in the community or remote rather than on campus. Non-profit and governmental agencies and school systems serve the public interest and provide services or products to the public for no, or minimal cost to the client.

	<b>Non-profit and Governmental Agencies, School Systems</b>
<b>Alternate Names</b>	Community agencies/organizations Public agencies Service agencies NPO 501(c)(3) Non-profits Governmental agency ISDs
<b>Patron</b>	Clients
<b>Focus</b>	Provide free or low-cost services
<b>Types of Services/Products</b>	job training health care housing childcare groceries counseling assistance paying utility bills
<b>Funding Sources</b>	Gift money, grants, volunteer service, fund raising events
<b>Website domain extensions</b>	.org; .gov

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**Alamo Employee Email Address**

As was explained to you by the Human Resources Partner at your college when you completed the Human Resources hiring processing (completed paperwork and presented IDs), you have been assigned a new Alamo email address with your student username, but the term *student* removed indicating that you are now also an Alamo student employee.

When you go to ACES and click on the mailbox icon at the top right, you will notice that you now have two mailboxes: one student mailbox and one employee mailbox. Ensure that you are diligent about checking both accounts to avoid missing important messages.

All correspondence from the Office of Workplace Learning will go to your Alamo employee and your personal email accounts.

**Family Educational Rights and Privacy Act (FERPA)**

*“Family Educational Rights and Privacy Act” of 1974, is commonly known as FERPA.* The Alamo Colleges District adheres and complies with the provisions outlined in the law. The law is designed to:

- Protect educational records.
- Establish the rights of students.
- Provide guidelines for the correction of inaccurate and misleading data.

As an employee of the Alamo Colleges, you as a work-study student will be held in compliance with the provisions of the law.

Depending on the job task, you as a work-study employee may come into a situation where FERPA law applies. Knowing what data is allowable or forbidden for release is vital; therefore, as a work-study employee you are responsible for learning the FERPA regulations. Data that may be released is called directory information. Such items are considered as directory information: Student’s name, dates of attendance, major, classification, enrollment status (full-time or part-time), previously attended institution(s), degree(s) awarded, academic honors/awards. Items that can never be identified as directory information are a student’s social security number or institutional identification number, address, telephone number, date of birth, race/ethnicity, citizenship, nationality, gender, grades, grade point average or class schedule. Students may place a directory hold on any or all this information by contacting the Student Services Department at their college. You as a work-study employee are responsible for learning the technical process at their work site to ensure you comply with the law.

**Additional information of FERPA and Alamo Colleges District policy and procedures can be found at:**  
<https://www.alamo.edu/about-us/compliance/ferpa/> .

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**Work Schedule**

**Work Hours**

A maximum of 19 work hours per week is allowed based on your specific financial award. Financial aid will inform you how many hours per week you are eligible to work.

**Work Schedule**

The work schedule is created by the supervisor and the student on the first day of employment. It is the responsibility of students to inform the supervisor of their class schedule, events, and other related obligations that arise during the semester. The employer is committed to working around the student's class schedule.

Students are not permitted to work during established, assigned, or scheduled class times or events. If work is done during such periods, written notice from the student and supervisor may need to be approved by the Office of Student Financial Aid before payment of wages is allowed.

**Work-Study 2025-2026 Student Holiday and Transition Periods**

The table below lists the days community work-study students are not required to work, unless they are offered employment, opt to work, and have sufficient federal funding to continue working.

August 25, 2025	First Day of Fall Semester/First Day of Work
September 1, 2025	Labor Day Holiday
October 31, 2025	Alamo Colleges Professional Development Day
November 27-November 30, 2025	Thanksgiving Break
December 13, 2025	Last day of Fall Semester/Last Day to Work
December 22, 2025-January 4, 2026	Winter Break/Alamo Colleges Closed
January 19, 2026	Martin L. King Holiday
January 20, 2026	First day of Spring Semester/First Day of Work
March 9-13, 2026	Spring Break
March 31, 2026	Cesar Chavez Holiday
April 3, 2026	Easter Holiday
April 24, 2026	Fiesta Friday
May 16, 2026	Last day of Spring Semester/Last day to Work
May 18, 2026-June 4, 2026	Spring-to-Summer Transition (Maymester)
May 18, 2026	First day of Summer Session/First day of Work
June 18, 2026	Juneteenth Holiday
July 6, 2026	Independence Day Holiday

**Request for Leave**

Requests for leave due to personal commitments or preparation for upcoming exams should be made to the supervisor or designated staff with a minimum of one week's notice to the employer. The supervisor should be notified promptly if absence due to illness must be taken.

**Beginning and Ending Dates**

Work-study students begin and end work on the first and the last day of classes each semester. Secured enrollment for the next semester is required for employment for the following semester.

**Meal and Comfort Breaks**

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Work-study students are eligible for 15-minute breaks and a 30-minute unpaid lunchbreak for every four hours worked. An hour unpaid lunch break is encouraged for students who work eight hours or more in one day. Students should consult with their supervisors to arrange for all breaks.

**Expectations of Work-Study Students**

Work-study students may receive orientation and/or onboarding by their employer. Students should commit to complying with their employers' policies and practices. Below are general expectations regarding workplace etiquette and behaviors that most employers expect new hires to exhibit.

**Acceptable Behavior**

Visitors and clients to the employer's offices will view a work-study student as a professional who represents the employer. Self-monitoring of behavior is critical. Behavior that is acceptable in other settings, such as those in a social setting, are not always appropriate and may not be suitable in the workplace. Avoid behavior such as:

- checking phone messages
- making personal phone calls
- personal texting or posting
- scrolling on social media
- using earphones or headphones
- cleaning fingernails
- eating on the job
- grooming in public
- singing or humming
- speaking in slang
- using profanity
- yawning/coughing w mouth uncovered
- talking loudly
- being silly with co-workers

**Appropriate Dress**

Inquire about dress and grooming (including hairstyle) expectations when initially meeting with your supervisor. Work-Study students represent the employer and represent Alamo Colleges. Dressing appropriately for work, even for remote Zoom meetings, is critical.

**Attendance**

The employer depends on a student's regular work schedule, making regular attendance at work a priority. Punctuality arriving at work and returning from scheduled breaks is critical for the employer's ability to operate the organization. Any deviation from the regularly scheduled hours must be discussed prior to the change of hours with the supervisor. Explaining an absence or reason for tardiness after the occurrence is not acceptable professional behavior.

The supervisor recognizes that work-study students at times might need to deviate from their work schedule to get extra studying completed or to finish a class project. These requests must be discussed with the supervisor with sufficient notice, at least a week beforehand. If you need to be absent due to illness or emergency, you must speak with your supervisor or designee at least a half hour before the start of the scheduled work time.

**Confidentiality**

Students should avoid prying to discover information not needed to complete work-related tasks. Respect client and co-worker privacy by not reading, email, computer screens, messages or mail that is not shared. Additionally, refrain from discussing sensitive information with people external to the employer. Employer documents, files, and other written materials should not be taken from the

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premises. Work-study students should refrain from posting photographs on social media of clients, co-workers or of themselves at work.

**Consideration of Others' Time**

Be thoughtful of others' time when working. Avoid interrupting co-workers as they work. If the need arises to speak with someone who is busy, ask if they will approach you when they are free. While visiting with and chatting with co-workers is acceptable, students should be mindful when the conversation is no longer work-related and return to work, allowing the co-worker to return to his/her tasks. Work-study students should avoid keeping people waiting, whether for information or for a work deliverable. Acknowledge or help a visitor or customer who appears to be waiting or who has yet to be served.

**Considerate Office Behavior**

Students are encouraged to be considerate of the professionals with whom they work. Ensure that the office area remains organized and neat. Remove coffee mugs, soda cans and water bottles from the work area when they are empty. Refill the copier if it needs paper and unjam it if it becomes jammed. Replace staples in staplers after using if it becomes empty.

**Language**

In the workplace, students need to be thoughtful of language as they interact with co-workers, clients, and customers. Profanity is not appropriate regardless of the situation. Ask your supervisor how co-workers, clients or guests should be addressed to respect workplace preferences.

**Personal Business**

Take care of personal business, such as making or taking personal phone calls, texting, or sending emails before arriving at work or during your breaks, away from clients, co-workers, or guests

**Professional Relationships**

Through community work-study, one of the student's objectives is to meet and get to know professionals who may later offer a job, refer the student to another place of employment or who may agree to serve to as a reference. Every effort should be made to impress the professionals with whom the student makes contact.

Work to build and maintain a healthy working relationship with individuals at work. However, it is not acceptable for Alamo Colleges work-study students to

- socialize with co-workers other than for work-related events
- engage in communication with co-workers or supervisors for reasons unrelated to work (including oral or written communication; telephone calls; texting, instant messaging, email, chat rooms, Facebook, or other social networking sites; webcams; or photographs)
- become engaged in interpersonal relationships with co-workers or supervisors
- consume alcohol at work or at work functions, regardless of their age
- use or come to work under the influence of drugs
- engage in sexual behavior with co-workers or supervisors

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**Professional Telephone Etiquette**

Always maintain a pleasant tone regardless of the other individual’s tone. Refrain from eating or chewing gum while on the phone and keep “hold” times as brief as possible.

Answer the phone within 2-3 rings and identify yourself and the agency using a professional and pleasant tone.

Use phone message forms to record accurate and complete messages, name of person for whom the message was left, caller’s name, organization or department, phone number and date and time.

Proper telephone language:

<b>Instead of Saying ....</b>	<b>Say...</b>
You have to...You need to...Why didn't you...?	Will you please...Would you please...?
Your problem... Your complaint...	Your question, Your concern, This situation
I can't do that... or It's not my job	I'm not able to do that. Let me speak to my manager...
Hang on, Hold on	May I put you on hold?
Who's calling?	May I ask who is calling please?
I can't hear you, speak up!	I am not able to hear you. Can you please speak up?
I can't help you. You have to speak to someone else.	May I transfer your call so that they can help you?

**Supervision**

Work-study students are required to always have supervision and should always know how to reach out to their supervisor in the event guidance or information is needed. A work-study student should not be left physically unattended or “in charge” of the office.

**Tardiness**

Students are expected to arrive on time for their work-study assignment. If running late to work, call to notify the supervisor at least a half-hour before the scheduled start time, or as soon as possible. In remote settings, be sure to start on time and log on to Zoom meetings or calls on time.

**Welcome Visitors and Clients**

Treat everyone that comes into your workspace with respect and dignity. Always make individuals feel comfortable and welcomed.

Warmly welcome all visitors and clients when they enter your work area. Offer a handshake, if appropriate, and introduce the guest to the individual they have arrived to visit.

Immediately respond and pay attention to guests who are seeking assistance. Avoid talking while they speak and ask follow up questions only after they have described the reason for their visit.

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**Best Practices for the Hybrid and Remote Work-Study Student**

**Be self-disciplined**

Find a nook in your house that is free of distractions, supports a high level of energy, and offers good lighting to maintain focus throughout your workday.

**Separate work from home**

Keep all work-related business in your workspace. Refrain from wandering to other parts of your home while on a conference call or on Zoom.

**Maintain integrity**

Demonstrate integrity by doing the right thing: keep promises; communicate honestly; keep your appearance professional; stay focused on work; and claim only actual hours worked.

**Manage yourself**

To be a great hybrid or remote employee, you need to complete your tasks on time, without the direct supervision from a supervisor. Your self-management and self-discipline are critical.

**Create an appropriate workspace**

Find a distraction-free work environment that allows you to also have privacy for participating in meetings. Take note of the background that will be visible to the people in your Zoom meetings.

**Dedicate full attention to work**

Personal business such as personal phone calls, text messages, or emails should be addressed prior to clocking in. Taking breaks, completing homework or other tasks not related to work is not appropriate.

**Maintain communication**

Working hybrid or remote means that communication with colleagues will occur through technology. Become familiar with the platforms used by your employer. Respond promptly to all emails and attend all scheduled meetings.

**Be punctual**

Maintaining communication working remote means regular staff meetings, often via Zoom or another platform. Ensure that you attend meetings, you are punctual, and that you participate in the discussions as appropriate. Work to avoid interruptions during the meetings.

**Maintain a professional appearance**

When attending remote work meetings, dress and keep a professional appearance. Ensure that your hair, face and clothes are appropriate for the workplace. Go to *How to Look Good on Zoom* for tips.

**Use remote tools provided by the employer, right click on all red or blue underlining in Word**

Working remote may require that you learn how to use new technology tools. Your employer will teach you how to use these tools. Seek assistance from colleagues or go Google for assistance.

**Use of Alamo Laptops**

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If working remote requires you to have a laptop, you can check one out from your college IT department. They are outfitted with MS Office, Acrobat, and security software. Adobe Creative Cloud is available via request made to the Office of Workplace Learning. Contact IT at your college for assistance: NLC—210.486.5777; NVC—210.486.4777; PAC—210.486.3777; SAC—210.486.0777; SPC—210.486.2777

**Discipline**

If disciplinary action is required because of unsatisfactory performance, poor attendance, excessive tardiness or misconduct on part of the work-study student, the following process will be utilized:

1. The work-study student's supervisor will counsel the student about the behavior that is considered inappropriate, or which is negatively affecting the function of the agency. If the student's behavior does not improve, the supervisor will contact Alamo Colleges.
2. The work-study student's supervisor will contact the Office of Workplace Learning to discuss the issue and the steps that have been taken to remedy the situation. The Office of Workplace Learning will talk with the student to clarify the issue(s) and discuss an appropriate remedy.
3. If the issue is not resolved and the inappropriate behavior continues, a formal Disciplinary Notice is written by the Alamo Colleges Human Resources Office and discussed with the student. The notice will detail the problem, action to correct the problem, the time for resolution, and the consequence if the problem is not resolved. The Disciplinary Notice is shared with the Alamo Colleges Financial Aid Office.
4. If the Disciplinary Notice does not resolve the problem, the Alamo Colleges District Office of Human Resources will discharge the work-study student from employment.

Major offenses such as insubordination, assault, or theft, are grounds for immediate discharge with no Disciplinary Notice prepared.

A work-study employer does not need to follow the specific process outlined above to terminate a work-study student due to the Texas *at-will* employment doctrine. This means that if the employer wishes to dismiss the student from employment they may. The Office of Workplace Learning will not be able to reinstate the student, nor is required to provide employment with another community employer.

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**Compensation**

**Alamo Colleges Payroll**

Work-study students receive pay via the Alamo College’s payroll cycle which pays on a two-week lag.

If a student’s start date falls between the 1<sup>st</sup> and the 15<sup>th</sup> of the month, they will receive their first paycheck on the last day of the month. If a student’s start date falls between the 16<sup>th</sup> and the 30<sup>th</sup> of the month, they will receive their first paycheck on the 15<sup>th</sup> of the following month.

Students wait anywhere between 14 to 30 days before their first paycheck. After the first paycheck, students are paid every two weeks.

**Calendar**

Alamo Colleges operates a two week, bi-weekly pay period system. Each pay period runs from the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> to the last day of the month. Pay days are the 15<sup>th</sup> and the last day of the month. Pay will be on the day prior to a weekend or holiday, if pay day lands on a weekend or holiday.

Time sheets are submitted by **8am on the 16<sup>th</sup> and the 1<sup>st</sup> of each month.**

2025-2026 Payroll Periods			
	Payroll #	Pay Period	DF and WTE Time Sheets Due before 8am
Summer 2025	July		
	14	1-15	7/16
	15	16-31	8/1
	August		
	16	1-15	8/16
Fall 2025	17	16-31	9/1
	September		
	18	1-15	9/16
	19	16-30	10/1
	October		
	20	1-15	10/16
	21	16-31	11/1
	November		
	22	1-15	11/16
	23	16-30	12/1
Spring 2026	December		
	24	1-15	TBD
	1	16-31	TBD
	January		
	2	1-15	1/16
	3	16-31	2/1
	February		
	4	1-15	2/16
	5	16-28	3/1
	March		
	6	1-15	3/16
7	16-31	4/1	
April			
8	1-15	4/16	
9	16-30	5/1	
May			
10	1-15	5/16	
11	16-31	6/1	
Summer 2026	June		
	12	1-15	6/15
	13	16-30	7/1

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**Pay**

The minimum hourly rate for all work-study jobs is \$16.29 per hour, \$16.78 after September 1, 2025, with some employers offering supplemental pay over the minimum wage. Each job posting includes the hourly rate being paid for that position.

**Timesheet**

Students will keep two timesheets:

- (1) The Alamo Colleges Web Time Entry (WTE) system is used to generate paychecks. Accessed it through ACES, the WTE timesheet is updated each day the student works.
- (2) The Dynamic Forms (DF), signed by the supervisor, verifies the hours worked. Accessed by clicking on [DF Time Sheet](#), this time sheet is also updated every work day.

It is the student's responsibility to ensure that both the WTE and DF timesheets **indicate the same daily hours and the same total hours worked.**

Each month, the student submits BOTH the WTE and DF timesheets before **8am** and on the **16<sup>th</sup>** and on the **1<sup>st</sup>**. For the WTE, the student clicks on Submit for Approval, and for the DF time sheet the student signs the time sheet and clicks on Submit Form. The DF time sheet is routed to the supervisor.

The supervisor has until 5pm on the **16<sup>th</sup>** and the **1<sup>st</sup>** to sign the time sheet which is routed to the Office of Workplace Learning for approval.

**Students who fail to submit the WTE and DF timesheets on time will receive a warning on the first incident, a final warning on the second incident, and will be terminated on the third incident.**

**Accessing Web Time Entry (WTE) and Dynamic Forms (DF) Time Sheets**

Steps to access WTE:

1. Log onto [www.alamo.edu](http://www.alamo.edu)
2. Select the ACES link on the top margin of the page
3. Sign in using your ACES User ID and Password
4. Click on the Employee Tab
5. Click on Web Services
6. Click on the Employee Link
7. Click on the Time Sheet link
8. Select the current Pay Period

**Accessing Web Time Entry (WTE) and Dynamic Forms (DF) Time Sheets (cont.)**

Steps to access DF:

1. Click on [DF Time Sheet](#)
2. Sign in using your ACES User ID and Password; Go through the MFA
3. Access time sheet and fill in required details (ensure supervisor's email address is correct)  
NOTE: For the Position Number and FOAP see the table below
4. Fill in your hours each workday and click on Save Progress
5. Each month before 8am on the 16<sup>th</sup> and on the 1<sup>st</sup>, click on Submit Form.

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**FOAP and Position Number per College**

<b>FOAP and Position Number per Campus</b>		
<b>College</b>	<b>Position</b>	<b>FOAP</b>
SAC	W19994	C00001 251225 899013 61027 4010
SPC	W29994	C00002 251225 899014 61027 4010
PAC	W39994	C00003 251225 899015 61027 4010
NVC	W49994	C00004 251225 899016 61027 4010
NLC	W59994	C00005 251225 899017 61027 4010

**Payroll Contact Information**

If a student has an issue with their paycheck or timesheet, they may contact [mtrevino114@alamo.edu](mailto:mtrevino114@alamo.edu) with their concern. The Alamo Colleges Payroll Office will be contacted to resolve the student's issue.

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**Employment Status**

**Continuing Employment**

Work-study students may continue at the same position in subsequent semesters. The student and employer must maintain work-study program eligibility and the position is offered to the student. Below are the requirements to continue employment from semester to semester.

<b>Term</b>	<b>Eligibility Requirements</b>	<b>Notes</b>
<b>Fall</b>	<ol style="list-style-type: none"> <li>1. Meet SAP<sup>[1]</sup> criteria               <ol style="list-style-type: none"> <li>a. 2.0+ cumulative GPA</li> <li>b. 67% cumulative completion rate<sup>[2]</sup></li> <li>c. ≤99 attempted college hours</li> </ol> </li> <li>2. FAFSA application/requirements completed for the academic year; FAFSA fall award available.</li> <li>3. Enrolled in ≥6 POS<sup>[3]</sup> hours.</li> </ol>	<ul style="list-style-type: none"> <li>• Summer-employed students need not reapply.</li> <li>• August 15<sup>th</sup>: student &amp; employer notified of student's continued eligibility for fall.</li> <li>• Student may continue or change positions.</li> </ul>
<b>Spring</b>	<ol style="list-style-type: none"> <li>1. Meet SAP criteria               <ol style="list-style-type: none"> <li>a. 2.0+ cumulative GPA</li> <li>b. 67% cumulative completion rate</li> <li>c. ≤99 attempted college hours</li> </ol> </li> <li>2. FAFSA spring award available.</li> <li>3. Enrolled in ≥6 POS hours.</li> </ol>	<ul style="list-style-type: none"> <li>• Fall-employed fall students need not reapply.</li> <li>• January 1<sup>st</sup>: student &amp; employer notified of student's continued eligibility for spring.</li> <li>• Student may continue or change positions.</li> </ul>
<b>Summer</b>	<ol style="list-style-type: none"> <li>1. Meet SAP criteria               <ol style="list-style-type: none"> <li>a. 2.0+ cumulative GPA</li> <li>b. 67% cumulative completion rate</li> <li>c. ≤99 attempted college hours</li> </ol> </li> <li>2. FAFSA application/requirements completed for <i>upcoming</i> academic year. FAFSA summer award available.</li> <li>3. Enrolled in ≥6 POS hours.</li> </ol>	<ul style="list-style-type: none"> <li>• Employed spring students need not reapply.</li> <li>• May 31<sup>st</sup>: student &amp; employer notified of student's continued eligibility for summer.</li> <li>• Student may continue or change positions.</li> <li>• Summer enrolled students, not enrolled for the fall, may work until June 30<sup>th</sup> only.</li> </ul>

**Last Day of Employment**

- Work-study students may work till the last day of the semester, unless the student's work-study award has been met prior to that date.
- Employment during times of non-enrollment must be approved by the Office of Financial Aid.

<sup>[1]</sup> Satisfactory Academic Progress

<sup>[2]</sup> Completed hours ÷ attempted hours

<sup>[3]</sup> Program of Study (degree plan)

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**Student Terminating Employment**

DO NOT STOP WORKING WITHOUT FIRST NOTIFYING THE OFFICE OF WORKPLACE LEARNING.

- Work-study students can terminate their work-study employment.
- To terminate employment, the student will first discuss the matter with the Office of Workplace Learning.
- The student may find that taking a leave of absence may be a solution. Staff will discuss leave of absence with the employer if the student wishes to stop working for a period of time.
- If the student has no option but to vacate the position, the staff member will assist the student with notifying the employer.
- If appropriate and suitable, the student may apply for a different position or to work on-campus.

**Transferring Jobs**

There is no method to “transfer” work-study positions. A work-study student must fully terminate their employment with the original position before an application for a new job can be accepted. The new application for a new position will be considered along with other applications for the same position. No guarantee can be made to any student on the selection for a job, nor can a promise of employment be made for a job by any representative of Alamo Colleges or an community work-study employer.

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**On-the-Job Injury**

If you experience an injury on the job during course and scope of your job duties, the injury needs to be reported to your direct supervisor *immediately*. Your supervisor will in turn report the injury to Alamo Colleges Office of Workplace Learning and the Office of Enterprise Risk Management.

The Office of Enterprise Risk Management will provide the required approval if you need to seek medical care. For *pre-approved* medical care, go to your nearest Texas Med Clinic (<https://www.texasmedclinic.com>). Before you are seen by a doctor let them know that you are an Alamo Colleges District student employee and that this visit needs to be filed as workers compensation. You will not need to pay for the visit.

In the event that you need to get immediate approval for medical care and you are not able to reach your supervisor, email the Office of Enterprise Risk Management directly at [dst-erm@alamo.edu](mailto:dst-erm@alamo.edu) or at 210-485-0999 to obtain approval to seek medical care.

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**Requesting Documents**

Alamo Colleges work-study students may occasionally need to access employment documents. Below are two sources of documents which are utilized by students. If you need any other type of documents, contact our office for assistance.

**Verification of Employment**

If you need verification of employment to present for housing or assistance services, submit your request to [dst-VOE@Alamo.edu](mailto:dst-VOE@Alamo.edu). Submit your full name and your Banner ID when making your request.

**W-2**

You can print your W-2 by going to ACES, click on Employee, click on Web Services, and then click on the Employee tab. Look down the menu to find Tax Forms.

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**Alamo Colleges District Policies**

It is the policy of the Alamo Colleges District to provide an educational, employment and business environment free of discrimination, harassment, and retaliation based on protected criteria. Students and employees are responsible for maintaining an educational environment free of discrimination, harassment, retaliation and complying with all policies. Alamo Colleges District is committed to promoting the goals of fairness and equity in all aspects of its operations and educational programs and activities. The policies addressed in this document are subject to resolution using the Civil Rights Complaint and Resolution Procedure H.1.2.1, regardless of the status of the parties involved, whether members of the campus community, students, student organizations, faculty, administrators, or staff.

To request a complete version of the policies below or to report a concern regarding any of these policies, contact either:

Office of Workplace Learning Director, Martha Trevino at [mtrevino114@alamo.edu](mailto:mtrevino114@alamo.edu)

**1. College District Policy on Nondiscrimination**

Alamo Colleges District adheres to all federal and state civil rights laws banning discrimination, harassment, and retaliation in public institutions of higher education and the workplace. Alamo Colleges District will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, any other protected category under applicable local, state or federal law, or persons who have opposed discrimination or participated in any complaint process on campus or before a government agency. Students and employees are required to comply with this policy. Retaliation in any form for having brought a complaint or report of discrimination or harassment based on any protected criteria, including sex and gender, is expressly prohibited.

**2. College District Policy on Disability Discrimination and Accommodations**

Alamo Colleges District is committed to full compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity, such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

**3. College District Policy on Discriminatory Harassment**

Students, staff, administrators, and faculty are entitled to a respectful working and educational environment, and Alamo Colleges District is committed to providing a work and educational environment free of harassment based on protected class.

- Sexual Harassment

Federal and Texas law regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. Sexual harassment consists of: Unwelcome sexual advances,

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requests for sexual favors, and other verbal, visual, or physical conduct of a sexual/gender nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, educational environment, or academic status, (2) submission to or rejection of such conduct by an individual is used as the basis of employment, educational, or academic decisions affecting such individual, or (3) such conduct is sufficiently severe, pervasive or persistent that it has the effect of unreasonably interfering with an individual's work, educational environment, or academic performance by creating an intimidating, hostile, or offensive working, educational, [residential] and/or social environment.

- **Consensual Relationships – Employees, Officials**

The College District seeks to maintain a professional educational and work environment. Romantic or sexual relationships between trustees and students and between employees and their subordinates or students over whom they exercise authority are prohibited regardless if they result in sexual harassment.

- **Sexual Misconduct**

Sexual misconduct is a broad term used to encompass unwelcome conduct of a sexual nature that is prohibited by Title IX and Alamo Colleges District. Sexual Misconduct includes, but is not limited to, behaviors often described as sexual harassment, sex/gender discrimination, sexual assault, rape, stalking, and relationship violence (including domestic and dating violence).

4. **College District Policy on Other Civil Rights Offenses**

The following conduct is prohibited by College District Policy:

- a) Threatening or causing physical harm
- b) Intimidation
- c) Hazing
- d) Bullying
- e) Violence between those in an intimate relationship
- f) Dating Violence
- g) Domestic Violence
- h) Stalking
- i) Hate Crimes

5. **College District Policy on Retaliation**

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a complainant or for assisting in providing information relevant a claim of harassment is a serious violation of College District policy and will be treated as another possible instance of harassment or discrimination.

6. **Recognizing the Signs of Abusive Behavior and How to Avoid Potential Attacks**

Alamo Colleges District is committed to a safe and supportive learning and working environment for all students, staff, faculty, and visitors. We are dedicated to creating an environment that fosters safety for all by preventing and responding to incidents that are disruptive, threatening, abusive or violent.

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7. **Safe and Positive Options for Bystanders**

A bystander is someone who sees a situation but may or may not know what to do, may think others will act or may be afraid to do something. Intervening in abusive or potentially violent behavior first requires an ability to identify the warning signs and then consider whether the situation demands action. Before getting involved, the priority is to evaluate safe and positive ways to act to prevent or intervene. If the situation is already violent or is escalating quickly, do not directly intervene. Call the police.

8. **Civil Rights Harassment/Discrimination & Sexual Violence Primary Prevention & Awareness**

The Alamo Colleges District Board of Trustees recognizes that prevention is a primary tool to help eliminate complaints of civil rights-based harassment, discrimination, and retaliation conditions. Therefore, the Chancellor or designee shall take all necessary steps to prevent and eliminate sexual harassment.

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**Employee Training and Professional Development**

**Employer Required Training**

All student employee training, orientation, or onboarding required by an community work-study employer must be conducted after the student has been hired and is on payroll. Paid trainings must be done within the approved number of hours students are authorized to work per week. You cannot be required to complete any assignments after hours while off the clock.

**Alamo Colleges Community Work-Study Student Training**

Alamo Colleges requires all community work-study students to complete three different training components which are described below. Specific instructions on how to access the required training is found on the next page. Please note, that Onsite/Hybrid student training requirements are different than the Remote student training. Each type of student will complete *only* the training designed for them. Onsite/Hybrid students may not complete training designed for remote students, and vice versa.

**1. Student Handbook** (completed before start date)

This Community Work-Study Student Handbook must be read to ensure that you understand what is expected of you and you know how to access resources. You are required to complete the Handbook Assessment (link on page 25) and score a 90+ (retakes are available) **before** starting employment.

**2. Onboarding** (completed within the first month of start date)

The **Onsite/Hybrid** work-study student is required to attend a four-hour highly interactive and dynamic onboarding session on the last Friday of the month immediately after being hired. These hours are paid, and lunch is provided.

NOTE: Ignore mails from Alamo Talent ([dst-AlamoLearn@alamo.edu](mailto:dst-AlamoLearn@alamo.edu)) regarding “Work-study Student Employee Orientation,” a four-hour unpaid on-line orientation program. This is not required training.

The **Remote** work-study student is required to attend a two-hour zoom orientation. The session highlights the role of a work-study student and the benefits derived from the experience. This paid session requires that the student be stationary during the session and have the screen on the entire session.

NOTE: Ignore mails from Alamo Talent ([dst-AlamoLearn@alamo.edu](mailto:dst-AlamoLearn@alamo.edu)) regarding “Work-study Student Employee Orientation,” a four-hour unpaid on-line orientation program. This is not required training.

**3. End-of-Semester Summit I & II** (at the end of fall and spring semesters)

The **Onsite/Hybrid** work-study student is required to attend these paid two-hour onsite End-of-Semester Summits every semester they are employed. A variety of topics relevant to college students will be presented. Lunch is provided; the student may log up to 21 work hours those weeks.

The **Remote** work-study student is required to attend these paid online two-hour End-of-Semester Summits every semester they are employed. A variety of topics relevant to college students will be presented. The students must have their screen on and be stationary during these sessions. The student may log up to 21 work hours those weeks.

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Directions for Accessing Training

Training Item	Due Date	Type of Community Work-Study Employee																						
		ONSITE/HYBRID	REMOTE																					
<b>Student Handbook</b>	<b>Before Start Date</b>	Community Work-Study students are required to read this Handbook and score a 90+ on the Assessment. You may retake the assessment to attain the required 90+. The link for the assessment is at the end of the Handbook.	Community Work-Study students are required to read this Handbook and score a 90+ on the Assessment. You may retake the assessment to attain the 90+. The link for the assessment is at the end of the Handbook.																					
<b>Onboarding</b>	<b>First Month of Employment</b>	<p><b>The College Classroom-to-Career Onboarding</b> This session is attended once, your first semester employed. You should attend the session held immediately after your start date. Sessions are held on:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="text-align: center;"><b>Fall 2025</b></td> <td style="text-align: center;">Sept 26</td> <td style="text-align: center;">9:00am –1:00pm</td> <td style="text-align: center;">Site: TBA</td> </tr> <tr> <td style="text-align: center;">Oct 24</td> <td style="text-align: center;">9:00am –1:00pm</td> <td style="text-align: center;">Site: TBA</td> </tr> <tr> <td rowspan="2" style="text-align: center;"><b>Spring 2026</b></td> <td style="text-align: center;">Feb 27</td> <td style="text-align: center;">9:00am - 1:00pm</td> <td style="text-align: center;">Site: TBA</td> </tr> <tr> <td style="text-align: center;">Mar 27</td> <td style="text-align: center;">9:00am - 1:00pm</td> <td style="text-align: center;">Site: TBA</td> </tr> </table> <p>You will receive an email reminder a week before the session(s).</p> <p>LUNCH is provided; You may log up to 23 work hours the week you attend.</p> <p>Email <a href="mailto:dst-careerprep@alamo.edu">dst-careerprep@alamo.edu</a> if you have a non-negotiable schedule conflict. If you do not attend the Onboarding, you may be suspended from work until you complete Onboarding.</p>	<b>Fall 2025</b>	Sept 26	9:00am –1:00pm	Site: TBA	Oct 24	9:00am –1:00pm	Site: TBA	<b>Spring 2026</b>	Feb 27	9:00am - 1:00pm	Site: TBA	Mar 27	9:00am - 1:00pm	Site: TBA	<p><b>The College Classroom-to-Career Onboarding (REMOTE)</b> This session is attended once, your first semester employed. If you are hired after the scheduled session, you will attend this session in the fall semester.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="text-align: center;"><b>Fall 2025</b></td> <td style="text-align: center;">Oct 17</td> <td style="text-align: center;">9:00am - 11:00pm</td> <td style="text-align: center;">Site: Zoom</td> </tr> <tr> <td style="text-align: center;">Mar 20</td> <td style="text-align: center;">9:00am - 11:00pm</td> <td style="text-align: center;">Site: Zoom</td> </tr> </table> <p>You will receive an email reminder a week before the session.</p> <p>You may log up to 21 work hours the week you attend.</p> <p>To attend, you must (1) have your screen on and (2) be stationary for the duration of the session.</p> <p>Email <a href="mailto:dst-careerprep@alamo.edu">dst-careerprep@alamo.edu</a> if you have a non-negotiable schedule conflict. If you do not attend the Onboarding, you may be suspended from work until you complete Onboarding.</p>	<b>Fall 2025</b>	Oct 17	9:00am - 11:00pm	Site: Zoom	Mar 20	9:00am - 11:00pm	Site: Zoom
		<b>Fall 2025</b>		Sept 26	9:00am –1:00pm	Site: TBA																		
Oct 24	9:00am –1:00pm		Site: TBA																					
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	Mar 27	9:00am - 1:00pm	Site: TBA																					
<b>Fall 2025</b>	Oct 17	9:00am - 11:00pm	Site: Zoom																					
	Mar 20	9:00am - 11:00pm	Site: Zoom																					
<b>End-of-Semester Summits</b>	<b>End of Each Semester Employed</b>	<p><b>Onsite/Hybrid Work-Study Student Summit, I &amp; II</b> This session takes place at the end of every semester. Plan to attend every semester you are employed. You can choose between attending the early or late session. The sessions are held on:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="text-align: center;"><b>Fall 2025</b></td> <td style="text-align: center;">Nove 14</td> <td style="text-align: center;">10am -12pm <b>or</b> 12pm – 2pm</td> <td style="text-align: center;">Site: TBA</td> </tr> <tr> <td style="text-align: center;">Apr 10</td> <td style="text-align: center;">10am -12pm <b>or</b> 12pm – 2pm</td> <td style="text-align: center;">Site: TBA</td> </tr> </table> <p>You will receive an email reminder a week before the session(s).</p> <p>LUNCH is provided; you may log up to 21 work hours the weeks you attend.</p> <p>Email <a href="mailto:dst-careerprep@alamo.edu">dst-careerprep@alamo.edu</a> if you have a non-negotiable schedule conflict. If you do not attend the Onboarding, you may be briefly suspended from work.</p>	<b>Fall 2025</b>	Nove 14	10am -12pm <b>or</b> 12pm – 2pm	Site: TBA	Apr 10	10am -12pm <b>or</b> 12pm – 2pm	Site: TBA	<p><b>Remote Work-Study Student Summit, I &amp; II</b> This session takes place at the end of every semester. Plan to attend every semester you are employed. The sessions are held on:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="text-align: center;"><b>Fall 2025</b></td> <td style="text-align: center;">Nove 7</td> <td style="text-align: center;">10am -12pm</td> <td style="text-align: center;">Site: Zoom</td> </tr> <tr> <td style="text-align: center;">Apr 3</td> <td style="text-align: center;">10am -12pm</td> <td style="text-align: center;">Site: Zoom</td> </tr> </table> <p>You will receive an email reminder a week before the session(s).</p> <p>You may log up to 21 work hours the week you attend. To attend, you must (1) have your screen on and (2) be stationary for the duration of the session.</p> <p>Email <a href="mailto:dst-careerprep@alamo.edu">dst-careerprep@alamo.edu</a> if you have a non-negotiable schedule conflict. If you do not attend the Onboarding, you may be briefly suspended from work.</p>	<b>Fall 2025</b>	Nove 7	10am -12pm	Site: Zoom	Apr 3	10am -12pm	Site: Zoom							
<b>Fall 2025</b>	Nove 14	10am -12pm <b>or</b> 12pm – 2pm		Site: TBA																				
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<b>Fall 2025</b>	Nove 7	10am -12pm	Site: Zoom																					
	Apr 3	10am -12pm	Site: Zoom																					

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**Updating your Resume**

The objective for engaging in community work-study is for you to begin to build your resume and to gain relevant work experience. You are strongly urged to add your new position on your recently reviewed and finalized resume, under the “Experience” section and list your role at your new job. You will also want to include accomplishments as you experience those on the job.

Another area in which you can add to your resume is to add a new section, “Additional Training,” and begin to add the training you have/will complete while employed as a work-study student. Below is a sample of how you would add the new section and list the training required to participate in the community work-study program. As you will see, working work-study off campus begins to provide you with experiences you will use to build your resume.

For the **Onsite/Hybrid** Work-Study Student  
Additional Training

Fall 2025	The College Classroom-to-Career Onboarding	4 hours	Alamo Colleges District
Fall 2025	End-of-Semester Student Summit I	2 hours	Alamo Colleges District
Spring 2026	End-of-Semester Student Summit II	2 hours	Alamo Colleges District

For the **Remote** Work-Study Student  
Additional Training

Fall 2025	The College Classroom-to-Career Onboarding	2 hours	Alamo Colleges District
Fall 2025	End-of-Semester Student Summit I	2 hours	Alamo Colleges District
Spring 2026	End-of-Semester Student Summit II	2 hours	Alamo Colleges District

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**Forms**

Students must submit the required forms as indicated. A link for each is found below for easy access.

**1. Community Work-Study Student Handbook Quiz**

You are required to make at least an 18 on the quiz. Retake it until you get the requisite score.

\*This requirement MUST be completed before your first day of employment.

**2. Community Work-Study Code of Conduct**

The Code of Conduct outlines the expectations of community work-study students.

\*This requirement MUST be completed before your first day of employment.

**3. Community Work-Study Releases**

Read and sign each of the releases listed below. You may opt out of the last two releases, but a signature is still required.

\*This requirement MUST be completed before your first day of employment.

**a. Notice of Required Training**

Students are required to attend and participate in professional training.

**b. Timesheet Submission**

**c. Right of Consent**

This form gives permission for your voice or image to be used in a marketing campaign.

**d. Text Reminder Consent**

Give our office permission to text you when we have sent you an important email.

**e. Exiting Alamo College**

Inform our office when you will exit Alamo Colleges.

**4. DF Time sheet**

Students will keep two timesheets: WTE and DF. WTE is accessed via ACES and DF through the link below. Students must ensure that both the WTE and DF timesheets are aligned.

\*Both time sheets are due before **8am** on the **16<sup>th</sup>** and on the **1<sup>st</sup>** of each month.

	<b>Document</b>	<b>Due</b>	<b>Links</b>
1.	Community Work-Study Student Handbook Quiz	Before start date	<a href="#">CWS Handbook Quiz 2025-2026</a>
2.	Community Work-Study Code of Conduct	Before start date	<a href="#">CWS Code of Conduct 2025-2026</a>
3.	Community Work-Study Student Releases a. Notice of Required Training b. Timesheet Submission c. Right of Consent d. Text Reminder Consent e. Exiting Alamo College	Before start date	<a href="#">CWS Releases 2025-2026</a>
4.	DF Time Sheet	8am on the 1 <sup>st</sup> and 16 <sup>th</sup> of each month	<a href="#">DF Time Sheet 2025-2026</a>