

COLLEGE WORK STUDY
PROGRAM

2023-2024 Student Employment
Handbook

*Student
Financial Aid
Office*

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WELCOME and CONGRATULATIONS!

We are excited that you've decided to begin a learning enriched experience as a Work-Study Employee. The Federal Work-Study Program is designed to assist you the student to earn money while you attend classes during the semester and develop leadership qualities. In short, you are important to accomplishing our institutional mission and goals.

This Work Study Handbook is your guide to the policies, procedures, guidelines and general information about the Federal Work-Study Program. These guidelines have been developed to meet the needs of the program's student workers and their supervisors.

The Program has recognized the importance of part-time employment as a supplement to the student's financial resources, personal education growth and preparation for the future working world. As a result The Student Financial Aid Offices have developed a number of increasing opportunities for students to earn their Work Study awards throughout the campuses and support offices.

We truly appreciate your involvement in this program. It is our hope that this handbook provides you with basic information that allows us to create a positive and effective partnership.

Sincerely,

The Office of Student Financial Aid.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

*"Family Educational Rights and Privacy Act" of 1974, is commonly known as **FERPA**. All Alamo Colleges adhere and comply with the provisions outlined in the law. The law is designed to:*

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

As an employee of the Alamo College, you as a work-study student will be held with complying 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, each you as a work-study employee is 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), previous institution(s) attended, 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 of this information by contacting the Student Services Department at their college. You as a work-study employee is responsible for learning the technical process at their work site to ensure compliance with the law.

Addition information on FERPA and Alamo College's policy and procedure can be found at: <https://www.alamo.edu/about-us/compliance/ferpa/>.

WORK SCHEDULE

Work Hours

A maximum of nineteen (19) work hours per week are allowed based on the student's financial need as demonstrated by the Student Aid Report.

The work schedule is determined between the supervisor and the work-study student. The immediate supervisor is encouraged to initiate the work-schedule discussion on or before the first day of work by asking the student about their class schedule, upcoming events and other related educational obligations that may arise during the semester.

Students are not permitted to work during established, assigned, or scheduled class times or events. If work is done during such periods, written justification from the student, supervisor and class professor will be required and must be submitted for approval to the Student Financial Aid advisor at the campus.

Requests for leave should be made to the supervisor or designated staff in advance, if at all possible, or the department policy and procedure governing such action must be followed.

Beginning and Ending Dates

Work-Study students may begin work on the first day of classes of the semester, if eligibility is met. The final day to work each semester is the last day of the academic semester. Only students with a secured enrollment for the subsequent semester may be considered for employment for the following semester.

Meal and Comfort Breaks

Work-study students are eligible for a fifteen (15) minute break and a thirty (30) minute unpaid lunch break for every four (4) hours worked. An hour unpaid lunch break is encouraged for students who work eight (8) hours or more in one day. Supervisors are to clarify meal and break times that meet the needs of both the agency and the students. Students may not work more than ten (10) hours in one day shift.

Pay Rate

The hourly rate for all work-study jobs is \$14.37 per hour. Starting September 1, 2023 the pay rate will increase to \$15.33 per hour as approved by the Alamo Colleges Board.

Enrollment

All students must maintain enrollment in at least six (6) credit hours. These enrollment hours must all be listed within your Degree Plan (CPOS).

EXPECTATIONS OF WORK-STUDY STUDENTS

Work-study students working on campus or with a District support office are expected to maintain a high level of professionalism. Your supervisor should establish and set forth all expectations for their work study students. This is to include work attire, performance, call-out process ETC... Below are general expectations regarding workplace etiquette and behaviors that most employers expect new hires to exhibit.

Acceptable behavior

As an employee of an on-campus department of support office, students, staff and visitors will view a work-study student as a professional who represents the department. 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.

Appropriate Dress for Your Work Setting

Inquire about dress and grooming (including hairstyle) expectations when initially meeting with your supervisor to discuss your work schedule. Remain mindful that work-study students represent the department.

Attendance

The departments and the students served depend on a regular schedule, making regular attendance at work a priority. Punctuality, arriving at work and returning from scheduled breaks are critical for the operation of the department. 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 event 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 or several days beforehand.

If you are going 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

Work-study students should avoid prying to discover information not needed to complete a work-related task. Respect student's and co-workers' privacy by not reading faxes, email, computer screens, or mail that is not shared. As a member of a department, refrain from discussing student's, individuals, cases or sensitive information outside of the department. Additionally, department documents, files, and other written materials should not be taken from the premises.

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

Language

In the workplace, students need to be thoughtful of language as they interact with co-workers, visitors and students. Profanity is not appropriate regardless of the situation. Writing and

speaking in complete sentences prevents miscommunication. Always address co-workers, visitors and students by their last name, unless invited to refer to them by their first name.

Personal Business

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

Professional Relationships

As a Work-Study student, 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.

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 should not be left physically unattended or "in charge" of the department.

If you as a work study are ever left unsupervised or asked to par-take in full-time employee duties **please contact the work study financial aid advisor at your home campus immediately.**

Tardiness

Students are expected to arrive on time to 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.

Office Updates

Work study work and assignments for the Fall 2022 and Spring 2023 semesters will be transiting back to in-person, remote and hybrid work. Supervisors must ensure students have all access and technology equipment needed to complete their assignments. Supervisors will establish a method to ensure students are supervised and work is accounted for while students are working remotely.

Work Study Students who will be working in person or hybrid are not allowed to preform or be used in a full time/part time Alamo Colleges or vendor employer. This is not limited to

- Working in the office by themselves unsupervised
- Used to clean and sanitize offices, tables, phones, walls etc other than the student's assigned work space.
- Used in a janitorial role
- Used to set up or take down event equipment

COMPENSATION

Calendar

The Alamo College operates under a two-week, bi-weekly pay period system. Each pay period runs from the 1st through the 15th and the 16th to the last day of the month. Pay days are every 15th of the month and the last day of the month. Pay will be on the day prior to a weekend or holiday should the 15th or end of the month land on a weekend or holiday.

WTE Calendar Due Dates			
Pay Period	Due Date	Pay Date	Payroll Sequence
8/16/2022-8/31/2023	9/5/2023	9/15/2022	SL17
9/1/2023-9/15/2023	9/19/2023	9/29/2022	SL18
9/16/2023-9/30/2023	10/3/2023	10/13/2023	SL19
10/1/2023-10/15/2023	10/17/2023	10/31/2023	SL20
10/16/2023-10/31/2023	11/2/2023	11/15/2023	SL21
11/1/2023-11/15/2023	11/17/2023	11/30/2023	SL22
11/16/2023-11/30/2023	12/4/2023	12/15/2023	SL23
12/1/2023-12/15/2023	12/8/2023	12/20/2023	SL24
12/16/2023-12/31/2023	1/4/2024	1/12/2024	SL1
1/1/2024-1/15/2024	1/17/2024	1/31/2024	SL2
1/16/2024-1/31/2024	2/2/2024	2/15/2024	SL3
2/1/2024-2/15/2024	2/20/2024	2/29/2024	SL4
2/16/2024-2/28/2024	3/1/2024	3/08/2024	SL5
3/1/2023-3/15/2023	3/19/2024	3/28/2024	SL6
3/16/2024-3/31/2024	4/3/2024	4/15/2024	SL7
4/1/2023-4/15/2024	4/17/2024	4/30/2024	SL8
4/16/2024-4/30/2024	5/02/2024	5/15/2024	SL9
5/1/2024-5/15/2024	5/17/2024	5/31/2024	SL10
5/16/2024-5/31/2024	6/4/2024	6/13/2024	SL11
6/1/2024-6/15/2024	6/18/2024	6/27/2024	SL12
6/16/2024-6/30/2024	7/02/2024	7/15/2024	SL13
7/1/2024-7/15/2024	7/17/2024	7/31/2024	SL14
7/16/2024-7/31/2024	8/02/2024	8/15/2024	SL15
8/1/2024-8/15/2024	8/19/2024	8/30/2024	SL16
8/16/2023-8/31/2023	9/04/2024	9/13/2024	SL17

Timesheet

Timesheets are used to record the hours and amount of hours worked. A Web Time Entry (WTE) submission via your ACES is required for a paycheck to be generated after each pay period. Work-study students must complete an electronic timesheet on a daily bases to avoid misreporting of actual hours worked. The completed WTE timesheet must be submitted within two (2) business days of the end of a pay period. The department supervisor will review for accuracy and approve the student's WTE submission before the deadline of each pay period.

Web Time Entry (WTE)

The method of recording work hours is an online system known as the Web-Time Entry (WTE) Program.

Work-study students will access their timesheets by following these steps:

- Log onto www.alamo.edu
- Select the ACES link on the top margin of the page
- Sign in using your ACES User ID and Password
- Click on the Employee Tab
- Click on Web Services
- Click on the Employee Link
- Click on the Timesheet link
- Select the current Pay Period

A tutorial video on the WTE Process is available:

- Log onto www.alamo.edu
- Select the ACES link on the top margin of the page
- Sign in using your ACES User ID and Password
- Click on the Employee Tab
- Scroll down the middle of the page to find the tutorial videos.

Payroll Contact Information

If you are having issues with you timesheet, inform your department supervisor. The supervisor will contact the campus Financial Aid advisor. The Financial Aid advisor will try to resolve the issues themselves. If unable to resolve the Financial Aid advisor will contact the payroll office.

Direct Deposit

Students are eligible to establish direct deposit to receive their wages. Students should have established this when they initially met with the HR partner to sign new hire paperwork. But if direct deposit was not set up at that time, students may complete the direct deposit form (located at the end of this book). Submit that form along with either

- A voided check or,
- Students banking information from the bank on their letter head.

Submit these 2 forms in person or via fax to the Alamo Colleges Payroll department. Payroll Fax 210-486-9151.

Holidays

Aug 28, 2023	First Day of Fall Semester
Sept 4, 2023	Labor Day
November 23 – 26 2023	Thanksgiving Break
Dec 16, 2023	Last day of Fall Semester/Last Day to work
December 16, 2023 - January 15, 2024	Fall-to-Spring Transition/Alamo Colleges Closed
Jan 15 2024	Martin Luther King Jr. Day
Jan 16 2024	First day of Spring Semester/First Day of work
March 11 -17, 2024	Spring Break/ Alamo Colleges Closed
March 29-31, 2024	Easter Holiday/ Alamo Colleges Closed
April 26, 2024	Fiesta Friday / Alamo Colleges Closed
May 11, 2024	Last day of Spring Semester/Last day to work
May 12, 2024 - June 2, 2024	Spring-to-Summer Semester Transition
June 3, 2024	First day of Summer Session/First day of work
July 4, 2024	Independence Day / Alamo Colleges Closed

EMPLOYMENT STATUS

Continuing Employment

Work-study students may continue within the same position in subsequent enrollment periods as long as they and the employer maintain work-study program eligibility and the employers offer the position again.

- Most work-study awards are made for the Fall and Spring semesters. Some awards may be made for only one semester. The Student Financial Aid Office can verify and confirm the award to both the student and supervisor.
- A separate award is made for the summer sessions, based on a student's eligibility.
- A new FAFSA must be completed, submitted, and processed each academic year to confirm continued student need and eligibility for the work-study program.
- Work-study students may work only during the terms in which they are enrolled in a minimum of six college hours
 - Fall semester: August-December
 - Spring semester: January-May
 - Summer Sessions: June-August

End of Job Date Termination

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

Student Terminating Employment

- Work-study students can terminate their work-study employment at any time.
- To initiate a termination, a written notice by the student must be submitted to the department supervisor and the Financial Aid advisor.
- The work-study student inputs the appropriate information on the student Web Time Entry electronic timesheet.
- If eligible, the student may re-apply for a different work-study position during the same semester.

Summer Employment Requirements

Summer employment is offered from overall residual Federal funding but is not guaranteed.

- Students must have enrollment in summer sessions for a minimum six (6) college hours and all enrolled courses must be within the students Degree plan.
- Have on file a completed FAFSA for the upcoming academic year
- Completed any enrollment and or verification requirements for the upcoming academic year
- Maintained Satisfactory Academic Progress (SAP) after the Spring semester.
- Submitted a Summer Aid Application.

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 any representative of Alamo Colleges make a promise of employment for a job.

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.

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

Alamo Colleges 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.

8. 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.*

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

The Alamo Colleges 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...

FORMS TO BE SUBMITTED

The Alamo Colleges District is transitioning to online forms to cut back on paper waste.

1. Before a department may hire a student, the department work study supervisor must complete the on-Campus job description and submit to the Financial Aid advisor at their campus, unless you are a District support office, you will submit this form to the District work study contact.
 - a. <https://proone.proed.org/adobesign/proDocDocumentRequest/?formId=6225>
2. Once the department has selected the student they would like to hire, a student agreement must be submitted to the Financial Aid advisor at their campus, unless you are a District support office, you will submit this form to the District work study contact. This form will indicate to the Work Study advisor the student you are interested in hiring and allow the Financial Aid office and HR office to set up the student's Employee Tab. Students may not begin to work until the department receives a start date from Financial Aid.
 - a) <https://proone.proed.org/adobesign/proDocDocumentRequest/?formId=6226>

**Alamo College District
Work Study Handbook
Student Handbook**

Work-Study Time Sheet

Name: _____ Banner ID: _____

Organization: _____

Hourly Rate: _____ Position No: W FOAP: _____
(Enter FOAP only if it is different than assigned FOAP)

Pay period start Date: _____ Pay Period End Date: _____

Timesheets must be completed to the nearest quarter hour. Please refer to the schedule below to calculate minutes.
15 Minutes= .25 hour 30 Minutes = .50 hour 45 Minutes= .75 hour

Date 202_	Month	Day	Time Worked				Daily Totals Use Decimals	Weekly Totals Use Decimals
			In	Out	In	Out		
SAT								
SUN								
MON								
TUE							_____	
WED								
THU								
FRI								
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SAT								
SUN								
MON								
TUE								
WED								
THU							_____	
FRI								
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SAT								
SUN								
MON								
TUE								
WED								
THU							_____	
FRI								

TOTAL HOURS WORKED THIS PAY PERIOD _____

We hereby certify that this time sheet is a true statement of the hours worked.

Signature of Employee

Date

Signature of Supervisor

Date

Direct Deposit Authorization Form College Work-study Employee Payroll & Expense Reimbursements

Return Form to:

Payroll Department
2222 N. Alamo Street
SAN ANTONIO, TX 78215

Section I- Please Print

Employee Name: _____

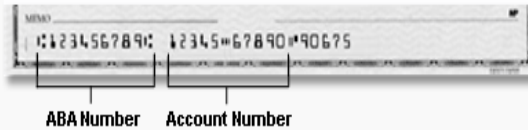
Employee Address: _____

City, State, Zip: _____

Email Address: _____

Section II- Checking or Savings

Your routing number is the 9-digit number located in the bottom left corner of your check.



Your account number is the set of numbers appearing just after the routing number or to the right of the check sequence number. Although your Account Number may contain spaces and symbols, do not type them.

Section III- Attachments

TYPE OF TRANSACTION: <input type="checkbox"/> START <input type="checkbox"/> CHANGE <input type="checkbox"/> CANCEL	TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS _____ BANK ACCOUNT NUMBER	_____ ROUTING NUMBERS-CODE
FINANCIAL INSTITUTION	CITY, STATE, ZIP CODE	Banner ID: _____

STAPLE VOIDED CHECK, DEPOSIT SLIP OR LETTER ON BANK LETTERHEAD OF YOUR CHECKING ACCOUNT.

Section IV- Certification & Authorization

Depositor's Disclaimer:

By signing and submitting this document, the employee authorizes Alamo Community College District (AC) to electronically deposit funds to the specified bank account or the Payroll Pay Card in payment for REGULAR PAYROLL, **STUDENT REFUND** or expense reimbursements tendered to the District (at AC's discretion, may not include supplemental payroll runs). If the employee is not entitled to funds deposited to the account, AC is further authorized to direct the financial institutions to reclaim those funds.

This authorization is to remain in full force until AC has received written notification of the employee's desire for termination or change.

By signing this document, I fully acknowledge Federal Reserve Electronic Transfer Services will be used to transmit deposits. It is understood a deposit is not guaranteed until the actual funds are received by my financial institution. If applying for the Payroll Pay Card, I acknowledge I will receive and agree to be bound by the terms and conditions of the bank deposit agreement and will be subject to AC negotiated fees.

Vendor/ Employee Signature: _____ Date: _____

Signer's Printed Name: _____ Signer's Printed Title: _____