

Xavier University of Louisiana

Federal Student Employment Manual

This handbook serves to provide answers to most frequently asked questions. For additional information, please contact the Office of Student Financial Aid and Scholarships located at Xavier South.

Xavier South (Building #40)
3rd floor Room 360
1 Drexel Drive
Lobby Hours:

Monday Friday
8:30 a.m. 4:30 p.m.

Telephone Number:
504-520-7835
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The objective of this handbook is to provide policies, procedures and frequently asked questions to students regarding the Federal Work-Study Program that is administered by the Office of Student Financial Aid and Scholarships at Xavier University of Louisiana.

Students interested in Federal Work-Study should become familiar with all aspects and responsibilities pertaining to the Federal Work-Study Program.

WHAT IS THE FEDERAL WORK-STUDY PROGRAM?

Federal Work-Study (FWS) is a federally funded financial aid employment program. Xavier University of Louisiana (XULA) and students participating in the FWS Program are required to adhere to the rules and regulations, established by the Department of Education, which governs this program. Through the FWS program, students are able to work part-time while enrolled in school to help finance their college education.

QUALIFICATIONS

Awarding Criteria

1. To receive initial consideration for the Work-Study Program, students must:
 - a. Be admitted into an eligible degree-seeking undergraduate, graduate, professional program.
 - b. File a FAFSA (Free Application for Federal Student Aid). A new FAFSA application must be filed each academic year. Note: It is important that you file your FAFSA early because funds are awarded after determination
 - c. Must have financial need.
 - d. Meeting Satisfactory Academic Progress (SAP) requirements as stated in

Academic Standards for Employment

In order to remain eligible for work-study, you must:

- a. Maintain enrollment of at least half-time during Fall and/or Spring semester.
- b. Catalog.
- c. Maintain Federal Financial Aid eligibility (See Financial Aid Counselors for additional information.)

Dual Employment

- a. Student workers are prohibited from simultaneous employment with more than one employment position at Xavier University. NO EXCEPTIONS.

- a. 20 hours a week maximum and 10 hours a week minimum.
- b. One hour (1) off-

SUPERVISION

Due to safety concerns, XULA requires all student employees to be supervised at all times by a full-time staff or faculty employee.

approving hours earned as documented in Web Time Entry (WTE) for payroll.

Section 5: Earnings & Wages

WEB TIME ENTRY

Effective January 2015, the Federal Work-Study Program has adopted the use of Web Time Entry (WTE) for student payroll purposes. WTE is a web based timesheet located Web Account.

New Hire students will receive an onboard online training in regards to WTE prior to the start of work. Hours will be - - designated computers located in your departments.

Note: Some Departments may utilize paper timesheets for internal purposes.

FAIR LABOR PRACTICES

Labor Law requires that all supervisors give students a sixty (60) minute break after they have worked six (6) consecutive hours in a day. These breaks are not paid. If a timesheet is submitted for 6 consecutive hours or more without a break, the Payroll Office will deduct sixty (60) minutes from the total hours for that day.

Student employees are only paid for time worked. Students do not receive paid vacation days, sick days, personal days, holidays or benefits. Students do not get paid breaks or paid lunches.

All time off should be discussed in advance and approved by the supervisor. Students are expected to contact their direct supervisor to report tardiness or absences. If the supervisor does not have sufficient work for the student, the student should cease working for the day and log out of Web Time Entry (WTE).

For purposes of State Unemployment Insurance, work-study employment is temporary, does not contain any provisions for fringe benefits or holiday pay, and is contingent

upon available funds. Work Study students are an exempt class under the Employment and Training Law and does not qualify for unemployment insurance.

VOLUNTARY SERVICES

HANDLING SEPARATION INCLUDING TERMINATION

TYPES OF JOBS AVAILABLE

ON CAMPUS/OFF CAMPUS

The Federal Work-study Program emphasizes employment in civic education and work related to your course study, whenever possible. Xavier University of Louisiana offers both on campus and off campus job positions.

On campus positions are located on the main campus. Off campus job positions usually includes working with a nonprofit organization or public agency and the work performed must be in the public interest.

Non-Enrollment summer awards are separate from the award year.

- Students should initiate the request for Summer Non-Enrollment by contacting their departmental supervisor. Eligible students will be notified by the Financial Aid Office to come sign a Non-Enrollment contract.

Students are allowed to work up to 35 hours per week during Non-Enrollment summer period. One (1) hour off-clock lunch breaks are required when working 6 consecutive hours daily.

Section 8: Other

AFFIRMATIVE ACTION

Xavier University of Louisiana affirms a commitment to freedom from discrimination for all members of the University community. The University expressly prohibits discrimination against any person on the basis of race, religion, national origin, marital status, gender, age, disability, political affiliation, or sexual orientation. Harassment is a form of discrimination. The responsibility for and protection of this commitment extends to students, administration, faculty, and staff. It encompasses every aspect of employment, every student, and community activity.

CONFIDENTIALLY

The University expects its employees (including FWS students) to be the most prudent in discussing ANY University business with others. Most, if not all work within Xavier University of Louisiana may be regarded as confidential, and it is in the best interest of the University and its employees if that work is not discussed indiscriminately with others who are not directly involved with it. Confidential University matters should not be the subject of casual conversation at ANY time. Matters concerning University finances, student/faculty information, and other such private or personal subjects should be held in the strictest confidence. Disregard for confidentiality can (and most often will) result in disciplinary action by the FWS Staff and University personnel.

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that ensures the confidentiality of student records. Student employees of Xavier University of Louisiana are required to become familiar with the basic provisions of FERPA and acknowledge their understanding of its terms by completing the FERPA form online (prior to working). This will ensure

