



Office of Financial Aid and Scholarships

Xavier South (Bldg. 40) Room 360 1 Drexel Drive

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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 (FWS) PROGRAM?

The Federal Work-Study (FWS) Program is a need-based Federal Financial Aid work program funded by the United States Department of Education. The program is designed to assist students in obtaining part-time employment with on campus departments and off-campus community service agencies.

Xavier University of Louisiana administers this program in accordance with the federal regulations, and policies issued by or on behalf of the Department of Education, as well as its own institutional policies.

QUALIFICATIONS

AWARDING CRITERIA

1. To receive initial consideration for the Work

- d. Meeting Satisfactory Academic Progress (SAP) requirements as stated in
2. After receiving, Federal Work Study Offer as a part of your Financial Aid package for the applicable year, student must:
 - a. Have submitted appropriate new hire documents to the Human Resources located at Xavier South, 4th Floor, Room 410.

Academic Standards for Employment

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

- a. Maintain enrollment during Fall and/or Spring semester.
- b. Catalog.
- c. Maintain Federal Financial Aid eligibility

DUAL EMPLOYMENT

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

Section 3: Getting Started

STEPS TO FOLLOW ONCE YOU'VE BEEN OFFERED FWS

1. Accept Work-study offer on your Banner Web account. For first-time Work-Study students, follow the email instructions to submit:
 - a. Employee Data Record Form
 - b. W-4 Form
 - c. L-4 Form Direct Deposit Form
 - d. I-9 Form (Form must be completed and signed in the Human Resources Office)

NOTE: All forms must be submitted to the Human Resources Office for processing as soon as possible. Forms are available in the Human Resources Office located in Xavier South 4th Floor Room 410.

2. Complete Xavier Work-Study Orientation and Banner Web Time Entry (WTE) training.
3. Sign your Work-study Contract with the Work-Study Coordinator. The Work-Study Contract is a notification of your offer allocation and your job placement.
4. Meet with the assigned Departmental Supervisors for job interview and acceptance of job Contract. -Study

be particularly alert to possible unsafe practices and/or procedures and report them immediately to their supervisors.

ATTIRE/DRESS CODE

Students should come to an agreement with his/her supervisor on appropriate attire during working hours.

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 on the Web Account.

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

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

VOLUNTARY SERVICES

Due to the Fair Labor Standards Act (FLSA), students currently not employed/employed are prohibited from volunteering at XULA. The FLSA prohibits a covered employer (including educational institutions) from accepting voluntary services from any paid/future paid employee. Students who are employed must be paid for all hours worked.

CONFLICT OF INTEREST

Students occur violations throughout the academic year, Students receive 3 or more violations may be terminated from the Xavier Work-Study program

NOTE: FWS offer has been cancelled the student is no longer allowed to work under FWS, and cannot volunteer.

GRIEVANCE PROCEDURE

Xavier University of Louisiana encourages its employees to seek a resolution of differences. To do this, an informal meeting may be conducted between the Supervisor and Student. The informal meeting must be documented in writing with signatures of the Departmental Supervisor and the student employee highlighting the discussion and solution(s). However, if a solution cannot be found, the employee has the right to make a formal appeal to the Associate Director of Financial Aid outlining the grievance and indicating any suggestions she/he may have regarding the resolution. The Director of Financial Aid, the FWS Coordinator, and the supervisor will discuss the matter and convey a final written decision to the parties involved. There may also be instances where the Associate Director of Financial Aid, FWS Coordinator, Supervisor, and Student may meet to discuss the matter thoroughly.

NOTE: department and brief comment regarding the correspondence.

TYPES OF JOBS AVAILABLE

ON CAMPUS/ OFF CAMPUS (FWSCS)

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, with a variety of work-study eligible departments. Our community service off campus positions includes working with nonprofit organization, public agency

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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.

Work-study students are considered temporary employees and do not qualify for fringe benefits including holidays and University closures. Students are prohibited to work during school closures, and are provided proper communication prior to the closure.

INJURY & ACCIDENT

If a student is injured or has an accident while performing their duties as a FWS student, the student must immediately notify the supervisor. Immediate first-aid treatment for the injury is available

A. If the student has earned all of his/her FWS offer before the end of the specified semester, The student may contact Coordinator about additional funds.

Q. Can Work Study students work if the University is closed?

A. Supervisors must email requesting student(s) to the Work Study Coordinator schedule and job duties prior to the day the university is closed for approve.