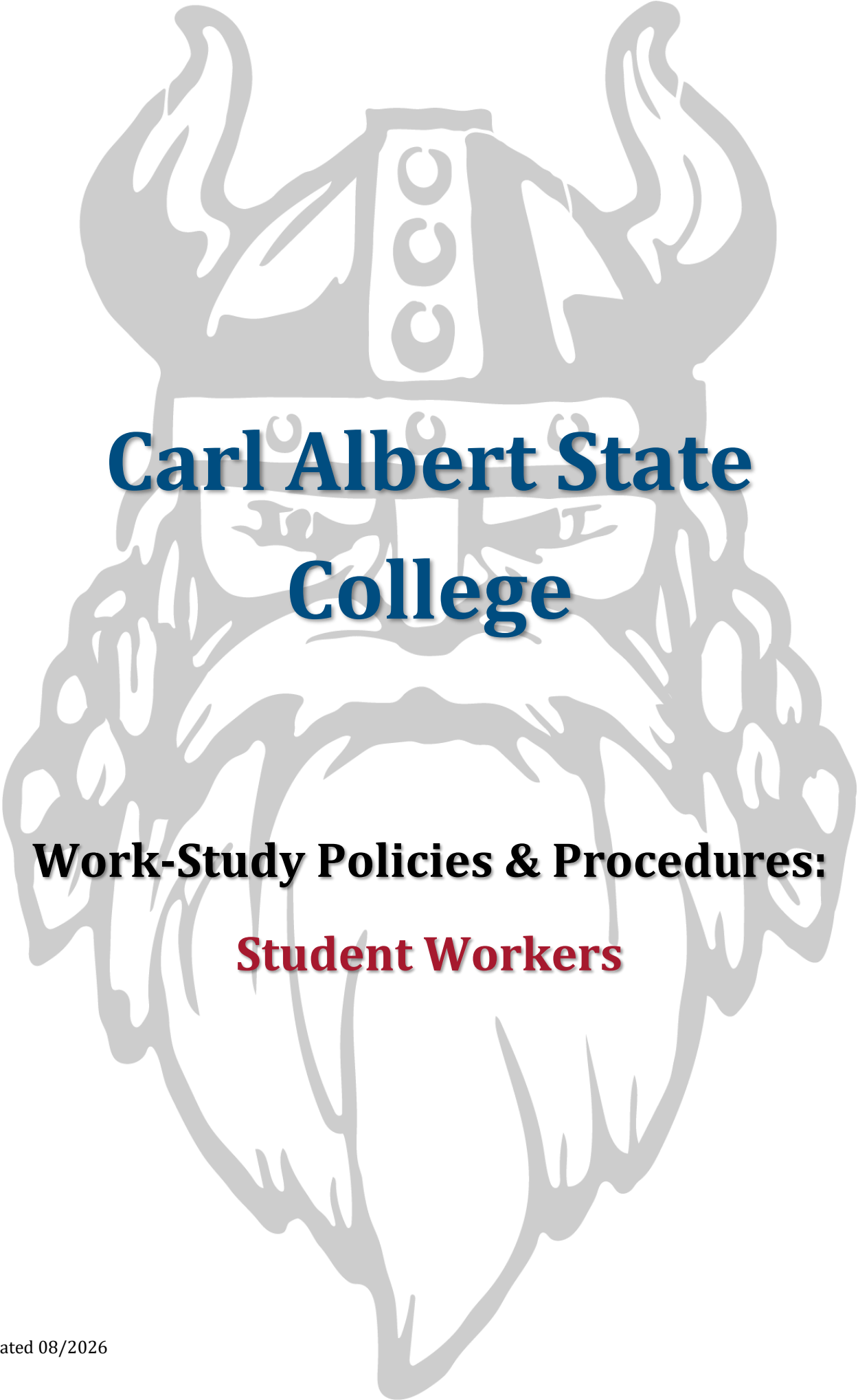




# **Carl Albert State College**

## **Work-Study Policies & Procedures: Student Workers**

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# Introduction

Carl Albert State College (CASC) offers part-time employment to students enrolled for the term in which they wish to work. There are two types of student employment available: Federal Work-Study and Institutional Work-Study. Students are limited to working a maximum of twenty (20) hours per week during periods of enrollment in which school is in session and will be paid \$9.00 per hour.

## Contacts

|                                  |                                                                                                                                                                                                    |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Federal Work-Study:</b>       | Megan Loggains ( <a href="mailto:maloggains@carlalbert.edu">maloggains@carlalbert.edu</a> ) or<br>Crystal Armstrong ( <a href="mailto:cdarmstrong@carlalbert.edu">cdarmstrong@carlalbert.edu</a> ) |
| <b>Institutional Work-Study:</b> | Rena' Brooks ( <a href="mailto:trbrooks@carlalbert.edu">trbrooks@carlalbert.edu</a> )                                                                                                              |
| <b>Human Resources:</b>          | Tina Kingrey ( <a href="mailto:tkingrey@carlalbert.edu">tkingrey@carlalbert.edu</a> )                                                                                                              |
| <b>Payroll:</b>                  | Debbie Hunt ( <a href="mailto:dhunt@carlalbert.edu">dhunt@carlalbert.edu</a> )                                                                                                                     |

## Types of Work-Study & Eligibility

**Federal Work-Study (FWS)** is need-based, meaning students must show financial need based on their Free Application for Federal Student Aid (FAFSA) and Cost of Attendance (COA).

- FWS employment is funded by the U.S. Department of Education annually. Funds are limited so to be eligible for the FWS program, the student must complete the FAFSA and have financial need based on federal criteria.
- Hours are awarded based on the individual student's needs and may be adjusted during the semester due to changes in their financial aid awards.
- Students must maintain Satisfactory Academic Progress to remain eligible.
- Eligibility does not guarantee an employment position. Positions are available according to CASC need and funding.
- FWS is processed through the **Office of Financial Aid**.

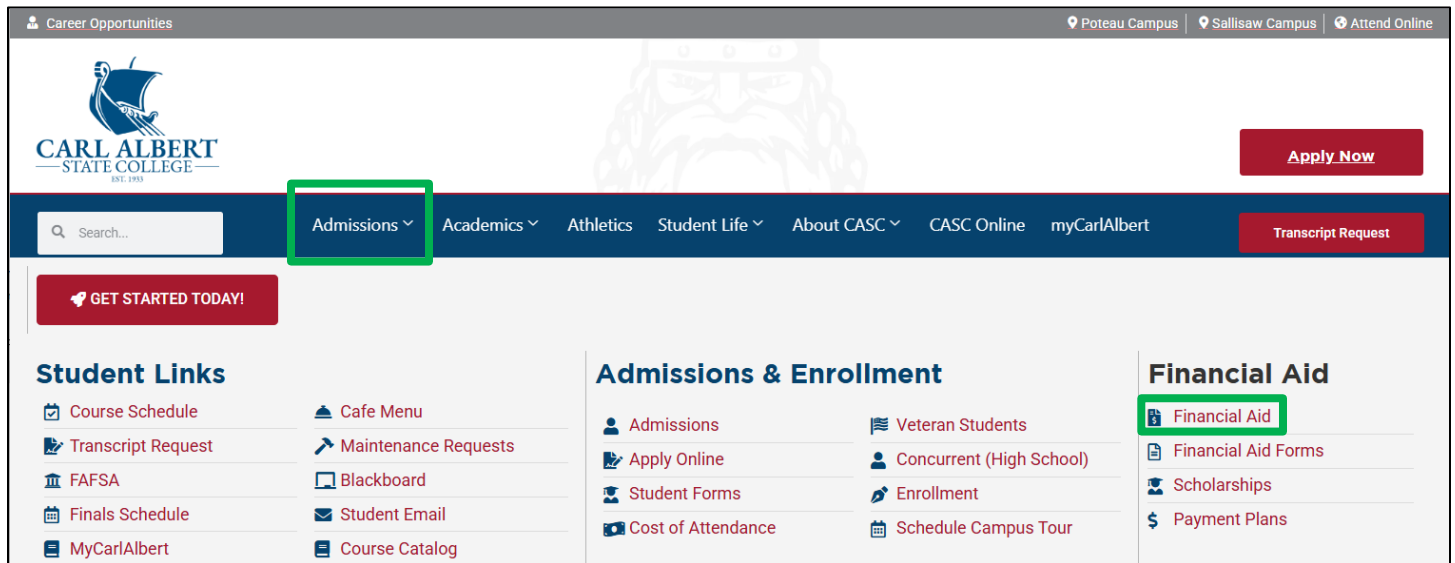
**Institutional Work-Study (IWS)** is not need-based and does not require a FAFSA. It is a part-time, on-campus job typically for those students who may not be eligible for participation in the Federal Work-Study Program.

- IWS is funded by the departments that have specifically requested funds for the purpose of employing students. Funds are not available in all departments so there are fewer positions available.
- Students must be enrolled in a minimum of 6 credit hours per semester.
  - Exception: students working as IWS over the summer do not have to be enrolled in summer courses but must be enrolled in fall courses.
- Eligibility does not guarantee an employment position. Positions are available according to CASC need and funding.
- IWS is processed through the **Business Office**.

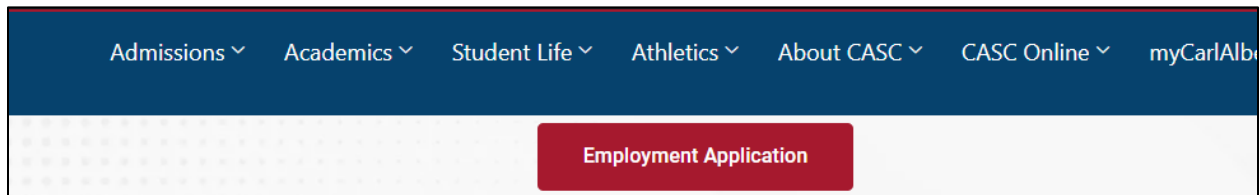
# Job Postings

Work-Study (WS) jobs are posted on the board outside of the Poteau financial aid office and on the Carl Albert State College (CASC).

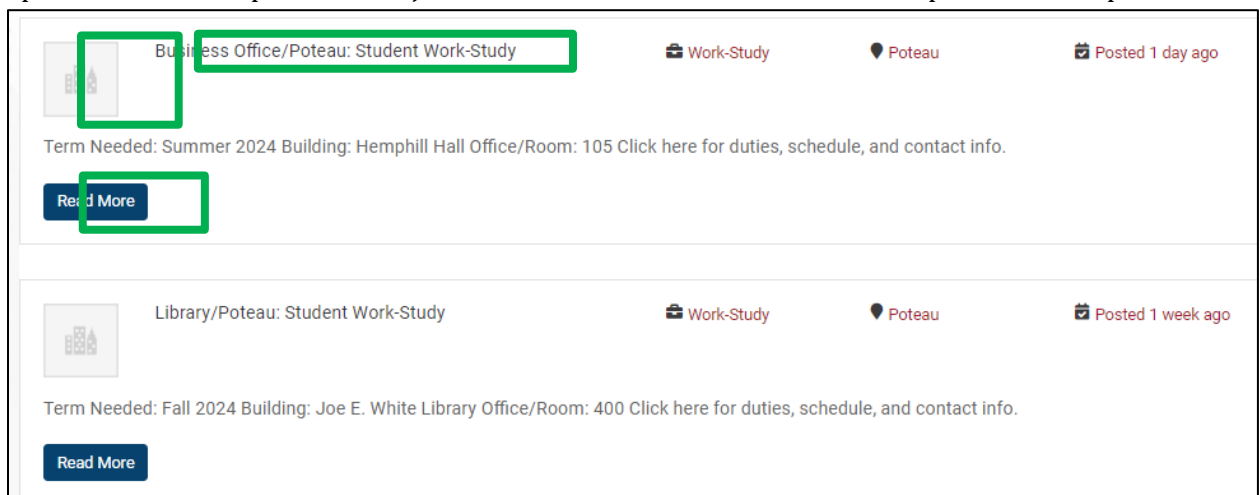
1. Click Admissions → Financial Aid → Student Work Study



2. Scroll down to the Work-Study Box and click **Learn More**. You can read about each type of work-study at the top of this page.
3. Below the general information, you will see the **Employment Application** link.



4. You can view the list of current job postings and see a snapshot of the term needed and location of the position. Click the picture icon, job name, or **Read More** button to view specifics of the position.



5. "Click here for duties, schedule, and contact info." will give you the job posting form from the supervisor with that position's duties and the supervisor's contact information.

## Business Office/Poteau: Student Work-Study

 Work-Study

 Poteau

 Posted 1 day ago

**Term Needed:** Summer 2024

**Building:** Hemphill Hall

**Office/Room:** 105

[Click here for duties, schedule, and contact info.](#)

**Job Features**

|              |                                              |
|--------------|----------------------------------------------|
| Job Category | Federal Work-Study, Institutional Work-Study |
|--------------|----------------------------------------------|

### Work-Study Job Posting Request

Semester/Year: ☐ Fall: \_\_\_\_\_ ☐ Spring: \_\_\_\_\_ ☒ Summer: 2024

Type of WS: ☒ Federal ☐ Institutional

Department (Dept#): Business Office/Payroll (2610)

Campus: ☒ Poteau ☐ Sallisaw ☐ Off Campus

Building: Hemphill Office/Room #: 105

Job Duties/Responsibilities: Filing, scanning, light computer duties, assisting students with questions they might have

| Schedule:<br>(Possible working hours) | Sunday | Monday    | Tuesday   | Wednesday | Thursday  | Friday | Saturday |
|---------------------------------------|--------|-----------|-----------|-----------|-----------|--------|----------|
|                                       | OFF    | 8:00-4:30 | 8:00-4:30 | 8:00-4:30 | 8:00-4:30 | OFF    | OFF      |

Supervisor Name: Deidra Mattox

Email: dmmattox@carlalbert.edu

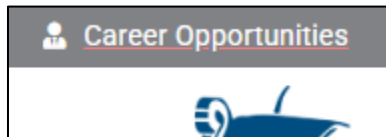
Phone #: 918-647-1325

Other Information (if applicable): Hours are flexible depending on student class schedule.

# Student Application Process

## 1. Apply for CASC work-study employment.

- If the student is a returning work-study, a new employment application is not required but may be submitted if the you had a change in personal information (name, address, experience, etc.).
- View the steps above the find the **Employment Application** or Go to carlalbert.edu THEN
  - Click **Career Opportunities** in the top left corner.

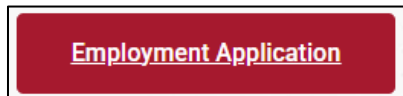


OR

- Scroll over **About CASC** then under **Employment**, click **Career Opportunities**



- THEN scroll down and click on the **Employment Application**.



- Choose **“Workstudy”** as the type of application and enter the department or position you want to apply for

A screenshot of the 'CASC Employment Application' form. The title 'CASC Employment Application' is at the top. On the right is the CASC logo. Below the title, there are two radio buttons: 'Employee' and 'Workstudy', with 'Workstudy' selected. Below this is a yellow highlighted section with the label 'Position/Department Applying For\*' and a text input field containing 'Business Office/Any'.

v.

- Check** with the Office of Financial Aid to see if you qualify for Federal Work-Study (FWS) (FAFSA is required) or Institutional Work-Study (IWS). *See Page 3 for more details on each type of WS.*
- Go** to the department you want to work for:
  - Introduce yourself and ask if they are still hiring.
  - Let them know what kind of work-study you qualify for (Federal/Institutional).
  - If they want to hire you, the supervisor of that department must then submit a **Student Work-Study Payroll Authorization-Termination** to the appropriate WS Coordinator.
- Wait** to hear from Human Resources (HR) to schedule orientation and complete employee paperwork.
  - Once orientation is complete, HR will notify you, the Department Supervisor, and the WS Coordinator to let them know when you may begin working.
- Work** with your supervisor to schedule your working hours and train for your new position!  
**No student may begin working until they have completed all paperwork and orientation AND the coordinator and supervisor have been notified by HR of an official start date.**

## Work Information

**No student should be working during their scheduled class time** unless supporting documentation for class cancelation is submitted to and approved by their direct supervisor before the scheduled work time.

### On-Campus Work

Students hired for on-campus positions are expected to work within normal CASC operating hours;

**Fall/Spring Terms:** Monday-Thursday 8:00AM-4:30PM, Friday 8:00AM-4:00PM.

**Summer Term:** Monday-Thursday 8:00AM-4:30PM

Students or Supervisors wishing to work outside of normal hours should contact the WS Coordinator to receive approval for such work. Exclusions to this rule are listed below and include departments/programs that typically have operational hours outside of the standard CASC hours.

- Ex: Academic Resource Center (ARC), Library, Stivers Center, Athletics (Baseball, Esports, Softball, Wrestling), Cafeteria, and Physical Plant

### Off-Campus Work

Students hired for off-campus work are expected to work within the schedule set by their supervisor. CASC does not provide transportation for these positions and the off-campus employer is not required to.

Students are expected to manage their own transportation as well as ensure their off-campus hours do not interfere with their own school work and class times.

### When In-Class Instruction is Moved to Virtual Due to Inclement Weather

If campus is declared closed due to inclement weather, even if classes are still considered in session virtually, students are not expected or permitted to travel to and work on campus. Conditions may apply to off-campus work as well so students are expected to keep in contact with their supervisor.

### Working Over Breaks

Any student wanting to work during a scheduled break in the semester will need to submit a **Request for Semester Break & Make-up Hours** form signed by their supervisor **before** the timeframe requested.

- “Breaks” include any day campus is considered closed to students, such as Thanksgiving Break, as well as the time between the ending and beginning dates of the Spring/Summer and Summer/Fall semesters.
  - Ex. May 13 (Spring term end) and June 1 (Summer term begin)

### Time Entry & Payment

**Student Work-Study time entry must be submitted via Self-Service no later than the 1<sup>st</sup> of the month.** If the 1st falls on a weekend, this should be done before the weekend.

- **Students** need to be entering their actual hours worked **daily** so you aren't guessing at the end of the week or month what they actually worked.
- **Supervisors** need to be approving student hours **at least weekly** to make sure no one is entering more time than authorized. Keep in touch with your supervisor to make sure your time gets approved!
- View the Self-Service training video here:
  - [Work-Study Student Self-Service Training Video](#)

**Off-campus student workers** will enter their time via Self-Service to be reviewed by Financial Aid **AND** submit a paper timesheet signed by their off-campus supervisor to the Office of Financial Aid. Students may submit a copy of their time entry used by their off-campus employer as long as the dates and times worked are clear.

**Approved work will be paid on the 12th of the month.** If the 12th falls on a weekend payment will be the Friday before. Payments will be delayed until the next month if time is not entered and approved in the appropriate time-frame.

## Authorizations

Your supervisor will complete a payroll authorization:

- Before you begin working for the first time.
- Every new academic year (Fall).
- Every Summer.
- If you switch to another department.

## Terminations

Your supervisor will complete a payroll termination when or if:

- You are told to stop working by the Work-Study (WS) Coordinator, Department Head, or Supervisor.
  - This does not apply when students must temporarily cease working due to reallocation of department hours.
- You do not plan to return to work, whether to the school or that department.
- You switch to another department.

## Other Notes & Policy Violations

- No student can work in a position in which someone in their immediate or extended family is the supervisor for that department.
  - This means that the person who signs the authorization and the timesheet as the supervisor cannot be related to the work-study student.
- All work-study related forms are available at [carlalbert.edu](http://carlalbert.edu) under Admissions → Financial Aid → Student Work-Study.
- **Students, Department Heads, and Department Supervisors caught violating any of the above policies may be required to reduce hours or give up hours depending on the severity of the violation.**