



THOMAS JEFFERSON

SCHOOL of LAW

Federal Work Study Program 2011-2012 Student Renewal Forms

Please complete renewal forms in packet by Friday, June 17th to prevent a delay in receiving any future FWS paychecks.

A hiring agreement must be completed for every position you intend to renew for the new fiscal year, July 1st, 2011.

These requirements must be completed in order for your FWS to be activated for the new fiscal year.

- 1) 2011 – 2012 FAFSA at www.fafsa.ed.gov.
- 2) Student Hiring Agreement
(requires supervisor signature)
Please note: Research Assistants do not need to obtain professor's signature. Jefferson Fellows need Admissions Office signature.
- 3) Certification of Intent to Enroll
- 4) Student Responsibilities and Document List
- 5) FWS Do's and Don'ts
- 6) Personnel Status Change Form
please complete current and new information, so that if checks or w-2's are mailed, you will receive them.
- 7) FWS Renewal Quiz



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Federal Work Study Program - Student Hiring Agreement

Student's Name: _____	Award Year: <u>2011 - 2012</u>
Student's Address: _____	Student ID#: _____
City, State, Zip _____	Phone Number: _____
FWS Agency: _____	Total Award: _____
Address: _____	Hourly Rate: _____
FWS Agency Contact _____	Start Date: <u> / /</u>
Email/Phone #: _____	Ending Date: <u> / /</u>

This Agreement entered onto between THOMAS JEFFERSON SCHOOL OF LAW, hereinafter called the Institution, the Agency, and the student (as indicated above) for the purpose of enabling students to participate in the Federal Work-Study Program, hereinafter called the Program, through employment offered by the Agency under the terms stipulated within this agreement and the Federal Work Study Agency Agreement. The Student, Agency, and Institution herein incorporate by reference all of the terms and provisions stated in the Thomas Jefferson School of Law Federal Work Study Agency Agreement between the Agency and the Institution. This agreement shall terminate on the date stated above as the end date or the 30th of June 2012 whichever is earlier, unless sooner terminated according to the employing agency's student employment policies.

Maximum Hours per week: The Agency shall not permit any student to work on any projects under this Program for more than 40 hours per week. The students enrolled in the Full-Time program of study may not work more than 20 hours per week during the FALL or SPRING semesters. The students enrolled in the Part-Time program of study may not work more than 30 hours per week during the FALL or SPRING semesters. **Students can not work more than 8 hours in a day and must take a half-hour break if working over 6 hours. Overtime is prohibited.** If funds permit, all students, regardless of program of enrollment, may work up to 40 hours per week during an inter-session, scheduled semester break, or during the SUMMER term.

Employment under the Federal Work Study program in no way vitiates the necessity to comply with Bar regulations limiting students enrolled in the Full-Time Program of study to a maximum 20-hour work week while classes are in session. **A student cannot earn credit for internship/externship and FWS at the same time.**

A student must be enrolled at least half time during a regular semester (Fall or Spring) in order to be eligible for FWS employment. A student may be employed under FWS during a period of nonattendance, such as a summer or equivalent vacation period. To be eligible for this employment, the student must be planning to enroll for the next regular session (i.e. FALL). The student's earnings during this period of non-attendance will be considered as financial assistance used to pay the cost of attendance for the next period of enrollment. The student must sign a statement that certifies their intent to enroll in the upcoming Fall Semester if employed under FWS during a Summer Session in which they are not attending classes. (*FWS Student Certification of Intent to Enroll*)

The Student and Agency will put forth a good faith effort to monitor earnings while working for the agency so that the amount of eligibility awarded will not be exceeded.

In the event of injury on the job, Worker's Compensation Coverage will be the exclusive remedy of the student.

The student will comply with the Agency's student employment policies.

_____	_____
Student's Signature	Student's Name
_____	_____
Agency's Authorized Signature	Contact Name & Title
_____	_____
Financial Aid Office Authorized Signature	Date FAO Processed Paperwork



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Federal Work Study Program – Student Certification of Intent to Enroll

Please choose the statement that applies to you. Please read and initial that you have read and understand the following:

_____ *I intend to enroll in at least 3 units at TJSL during the Summer 2011 Session. Please determine my FWS eligibility based upon my enrollment in (#) _____ of units during Summer 2011 at TJSL.*

_____ *I understand that I may be employed under FWS during a period of nonattendance, such as a summer or equivalent vacation period. To be eligible for this employment, I must be planning to enroll for the next regular session (i.e. FALL). My earnings during this period of non-attendance will be considered as financial assistance used to pay my cost of attendance for the next period of enrollment.*

Students who would like to be employed under the FWS program DURING A SUMMER SESSION in which they are NOT ENROLLED must agree with and WRITE THE FOLLOWING STATEMENT IN THE SPACE PROVIDED BELOW:

During the Summer of 2011, I would like to maintain employment under the Federal Work Study Program. It is my intention to enroll at least half time in the upcoming Fall Semester. If at any time I determine that I will not be enrolling at least half time in the upcoming Fall Semester, it is my responsibility to notify TJSL Financial Assistance Office and my employer. I understand that I will no longer be eligible to maintain employment under FWS from that point forward. Failure to notify TJSL and my employer of any changes in my plans could be considered a violation of ethical standards and/or fraud.

My signature below certifies that I have read, understood, and agree to the above statements.

Signature: _____ Date: _____

Student's Name: _____ TJSL ID #: _____



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Federal Work Study Program – Student Responsibilities and Document Checklist

Please read and initial that you have read and understand the following:

- _____ I understand that I must maintain satisfactory academic progress, as defined in the TJSL Student Handbook, in order to participate in the FWS program. My employment may be terminated if my GPA falls below 2.0 and/or upon graduation, withdrawal or dismissal from TJSL. I must be enrolled at least half-time status during Fall and Spring Semesters
- _____ I understand that I may be employed under FWS during a period of nonattendance, such as a summer or equivalent vacation period. To be eligible for this employment, I must be planning to enroll for the next regular session (i.e. FALL). My earnings during this period of non-attendance will be considered as financial assistance used to pay my cost of attendance for the next period of enrollment.
- _____ I understand that this is an employment opportunity and that I will be paid only for hours actually worked. In addition understand that I may not work for more than the maximum hours per week as specified on the Hiring Agreement.
- _____ I understand that it is my responsibility to coordinate my work schedule with my supervisor and to meet this schedule to the best of my ability and if I am unable to work, I will be expected to notify my supervisor in advance.
- _____ I understand that at no time may I work more than the number of hours indicated on my hiring agreement and that I am required to take at least a half hour break if working more than 6 hours per day
- _____ I understand that it is my responsibility to monitor my earnings to avoid exceeding the amount of my award. I also understand that I may NOT be paid for hours that exceed my gross award amount.
- _____ I understand that I will be paid bi-weekly. It is my responsibility to complete my time sheet, including all required signatures and submit it to the Financial Assistance Office by 10am on or before the required date. If my time sheet is completed incorrectly/inaccurately or submitted late, I may not be paid until the following pay period. (No Exceptions)
- _____ I understand that my job classification is as a non-exempt temporary employee and I am not eligible for benefits, I will not accrue vacation time, sick leave, or paid holidays
- _____ I understand that a FWS position is a JOB. I should give my employer a two week notice prior to resigning my position. I further understand that I may be discharged by my employer for poor performance, misconduct, excessive absences, tardiness, or at will
- _____ I understand that timesheets can only be accepted and processed for the current month. The Financial Aid Office will not accept and/or process timesheets older than 2 weeks
- _____ I understand that if I change my home address, I must complete a Personnel Status Change Form with the Financial Aid Office.
- _____ I understand that I can not get paid for hours worked prior to submission of the completed FWS Student packet
- _____ I understand that I can not work more than 8 hours in a day, over 40 hours in a week, and/or every single day in a work week.

My signature below certifies that I have read, understood, and agree to the above statements.

Signature _____ Print Name: _____

Date: _____

Federal Work Study Do's and Don'ts

Do:

- Turn in your timesheet before or by 10am on scheduled due date.
- Complete your timesheet with correct pay periods and have required signatures.
- Report work hours with the time of day (i.e. 8am, 8pm)
- Write legibly and in blue or black ink only.
- Take a half hour lunch break if you work more than 6 hours.
- Review your FWS spreadsheet every pay period to track your current balance.
- Review the current Payroll Schedule or emails from the Financial Aid Office and keep an eye on early due dates.
- Report work hours on correct pay periods.

Don't:

- Work in excess of 8 hours in one day.
- Work in excess of 40 hours in any one work week.
- Work 7 days in a row in any one work week.
- Obtain an unauthorized agency signer for your timesheet.
- Turn in a timesheet if you have not been activated to work thru the program or if you have exhausted your award.
- Combine more than one pay period on a timesheet.

My signature below certifies that I have read, understood and agree to the above statements.

Signature: _____ Date: _____

**THOMAS JEFFERSON SCHOOL OF LAW
PERSONNEL STATUS CHANGE NOTICE**

Name: _____

Effective date _____

Active Resignation Terminated LOA Return from LOA

EE # (HR use): _____

Transfer Promotion Retired Deceased Rate change Personal data change

		CURRENT INFORMATION	NEW INFORMATION
S T A F F	Name		
	Address		
	City / State / Zip		
	Phone		
	Marital Stat. / No dep		
M A N A G E R	Department Name		
	Department Number		
	Job Title		
	Supervisor		
	Classification	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Regular <input type="checkbox"/> Temp	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Regular <input type="checkbox"/> Temp
	Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> HRS/WK:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> HRS/WK:
		<input type="checkbox"/> Estimated end date (if Temp):	<input type="checkbox"/> Estimated end date (if Temp):
	Rate type	<input type="checkbox"/> Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Student <input type="checkbox"/> Adjunct	<input type="checkbox"/> Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Student <input type="checkbox"/> Adjunct
	Rate 1	/ pay: _____ / hrs: _____	/ pay: _____ / hrs: _____
	Rate 2	/ pay: _____ / hrs: _____	/ pay: _____ / hrs: _____
H R	Worker comp code		
	Vacation code		
	Supervisor code		LTD: _____

COMMENTS:

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Department Head: _____ Date: _____

Dean / Dean's Rep: _____ Date: _____

Human Resources: _____ Date: _____

HR/Payroll processing

**THOMAS JEFFERSON SCHOOL OF LAW
FEDERAL WORK STUDY
2011 PAYROLL SCHEDULE**

PP#	BEGIN	END	DUE @ 10am	PAY DATE
1	12/25/10	01/07/11	01/10/11	01/14/11
2	01/08/11	01/21/11	01/24/11	01/28/11
3	01/22/11	02/04/11	02/07/11	02/11/11
4	02/05/11	02/18/11	* 2/16/11 *	02/25/11
5	02/19/11	03/04/11	03/07/11	03/11/11
6	03/05/11	03/18/11	03/21/11	03/25/11
7	03/19/11	04/01/11	04/04/11	04/08/11
8	04/02/11	04/15/11	04/18/11	04/22/11
9	04/16/11	04/29/11	05/02/11	05/06/11
10	04/30/11	05/13/11	05/16/11	05/20/11
11	05/14/11	05/27/11	*5/25/11*	06/03/11
12	05/28/11	06/10/11	06/13/11	06/17/11
13	06/11/11	06/24/11	06/27/11	07/01/11
14	06/25/11	07/08/11	07/11/11	07/15/11
15	07/09/11	07/22/11	07/25/11	07/29/11
16	07/23/11	08/05/11	08/08/11	08/12/11
17	08/06/11	08/19/11	08/22/11	08/26/11
18	08/20/11	09/02/11	* 8/31/11 *	09/09/11
19	09/03/11	09/16/11	09/19/11	09/23/11
20	09/17/11	09/30/11	10/03/11	10/07/11
21	10/01/11	10/14/11	10/17/11	10/21/11
22	10/15/11	10/28/11	10/31/11	11/04/11
23	10/29/11	11/11/11	11/14/11	11/18/11
24	11/12/11	11/25/11	*11/22/11*	12/02/11
25	11/26/11	12/09/11	12/12/11	12/16/11
26	12/10/11	12/23/11	* T B D *	12/30/11

* Timesheets must be turned in early due to upcoming holiday. *
Work hours must be estimated and approved by your supervisor.

Student and supervisor signatures are required for processing.

Research Assistants do not need professor's signature on timesheets.

Timesheets received after 10am will be processed for the next pay period.

Federal Work Study Renewal Quiz

If you are renewing your FWS paperwork, then you should be an expert and receive a perfect score.

1. How many hours is a part-time student allowed to work in a week?
2. How many hours is a full-time student allowed to work in a week?
3. What happens if you submit a timesheet after the deadline time?
4. For pay period 11/12/11 – 11/25/11, when is the timesheet due?
5. Can you work more than 8 hours in a day as long as you take at least a half hour break?
6. Which is a requirement to work thru the FWS Program? Circle all that apply.
 - a. complete the FAFSA
 - b. be eligible
 - c. complete the FWS Student Packet
 - d. be enrolled at least 3 units
 - e. all of the above
7. Will your timesheet be accepted and processed if it is written in pencil?

My signature below certifies that I have read, understood and agree to the FWS rules and procedures.

Signature: _____ Date: _____