



Office of Student Financial Aid
Haven-Warren Room 210

Division of Business

&

Financial Services

FEDERAL WORK-STUDY PROGRAM
HANDBOOK

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I. PURPOSE OF THE FEDERAL WORK STUDY (FWS) PROGRAM

Federal Work-Study (FWS) is a need-based, federally funded program designed to help students meet the cost of education. It provides students with part-time work on campus or off-campus community activities while enrolled at Clark Atlanta University.

To maximum extent practicable, the Clark Atlanta University Office of Financial Aid and Federal Work Study Coordinator will make every effort to match students for positions based on their course or study (major), talents, knowledge and supervisors need. Clark Atlanta University faculty and staff have an understanding that FWS students are students first and their jobs are secondary. Supervisors are to work around student's class schedules as much as possible. School comes first and FWS student cannot replace full-time employees. As a federal funded program, total compliance with regulations is essential for its continuation. Failure to comply with all federal regulations could result in the loss of or reduction in Federal Financial funds provided to the University.

II. FEDERAL WORK-STUDY PROCESS

A. Applying for Federal Work-Study

1. Federal Work Study students must have completed a FAFSA (free application for federal student aid).

B. Awarding Federal Work-Study

1. Our University initially awards Work Study through a system based random selection that awards about 175-200 students in Banner if they are PELL eligible and have their FAFSA's completed by **February 1st**. Eligibility must be met every year and with the random selection students will vary from one year to the next.

2. At our University we are able to place about 200 students, however about 3,000 of our students qualify so work study funding is very limited. In some cases, graduate students may be awarded work-study if they have no other options available within their graduate departments should a graduate professor request one and the students qualifies (has completed FAFSA, low etc., room in budget, and meeting SAP based on the grades and graduate program guidelines). Graduate Work-Study is a case by case basis and will be taken into consideration.
3. The FWS amount listed on a student Financial Aid Award is the maximum amount of FWS funds a student may earn. Once students obtain their FWS jobs they are paid on a bi-weekly basis for the hours they have worked, up to the amount of the award. Any funds unused will be forfeited.

C. Students Accepting Federal Work-Study

1. After being selected and awarded FWS in Banner, students then have the option to accept their Work Study award via Work Study Contract. The annual maximum award is \$4,200. Subject to change per federal regulation policies.
2. If they are offered work study, they will be notified via email in August by the Work-Study Coordinator or designated official in Financial Aid to attend the FWS Orientation which is held after the drop/add period of that academic year.

D. Off-Campus Community Service

The University has reserved an allocation of (7%) of FWS annual funding for students performing off-campus community service work at nonprofit agencies in areas of reading tutors for children,

afterschool programming and family literacy activities. Payment for reasonable amount of time spent in training and travel, in any award year will be factors into the FWS award amount, which is currently \$10/hour. Our off-campus community services positions are held at local approved nonprofit agencies.

Off-campus community service work at designated agencies must not impair existing service contracts, displace employees, fill jobs that are vacant because the employers' regular employees are on strike, and involve the construction, operation, or maintenance of any part of the facility used or to be used for religious worship or sectarian instruction or include employment for the U.S. Department of Education.

E. Student Application Process

1. If a student is awarded FWS it will appear on his/her award letter. The student will be sent an email requiring that they attend the Federal Work-Study Orientation held in September. A student employment application will be given to the student once they attend the Human Resources Work-Study Orientation held after the Federal Work-Study Orientation in September where they will be required to complete the application and return it to the Office of Human Resources Representative with required documents within the orientation session.

If Federal Work-Study is not listed on a student's Financial Aid Offer Notification email, then he/she **WAS NOT** awarded Federal Work-Study. Students who are not originally awarded work-study may inquire at the Office of Financial Aid to see if they qualify and if additional funds are available.

F. FWS Time Lines of Events:

February 1 Deadline to complete FAFSA for upcoming academic
year: July 1 FWS Coordinator emails FWS Supervisors the FWS
Requisition Form to request student workers

July 31 Completed FWS Requisitions are due back in the Office
of Financial Aid

Sept 1 Completion of FWS paperwork and interview process for
awarded students begins

In March, the Office of Financial Aid begins generating official Financial Aid Offer Notifications for the upcoming academic year.

III. ELIGIBILITY AND CONDITIONS OF FWS

A. FWS students must maintain eligibility throughout the academic year. (undergraduate student financial aid applicants and recipients must demonstrate that they are making measurable progress toward earning a degree by successfully completing a minimum of 67% of all academic hours of student attempted at the University and all hours accepted in transfer, including those hours attempted when the student did not receive federal student aid.)

- Grades of A- D or S are successfully completed hours as long as credit is earned.
- Grades of F, W, WF, WP, I, IP, U, NR, and ER or repeated courses are not successfully completed hours.
- Audited courses do not count as attempt of successful completion. (Eligible students cannot receive financial aid once they have attempted 150% of the number of hours required to complete an undergraduate degree program.

- B. FWS jobs are for the academic year (fall and spring semesters).
- C. FWS students are to be enrolled at least 6 credit hours per semester to participate in the program.
- D. Student must be employed in only one FWS position. The student cannot accept one job and transfer to another until the next semester.
- E. Once a student is terminated, he/she is ineligible for work-study for that semester. The student must be reviewed for the following semester.
- F. Students must be enrolled in a degree seeking program.
- G. Student cannot be in default on student loans.
- H. Student cannot have a previous balance, holds or pending documents.

IV. FEDERAL WORK-STUDY STUDENT EMPLOYMENT

A. Student Employment Requests

- Students referred for an interview must present a supervisor name for Work-Study Coordinator or designated official to contact unless an email request from the supervisor was sent to the coordinator. After the student is interviewed, the supervisor must complete and sign the contract with the student and return to the Office of Financial Aid.
- At no point, should a student be permitted to begin work without a Student Employment hire packet and contract being completed and returned to the Financial Aid Office.
- When the contract period expires, the student will no longer continue to earn Federal and/or Institutional work-Study wages, even if the entire amount awarded has not been earned. In

addition, if the student earns his/her total dollar amount before the expiration date of the contract, the student may no longer be paid out of the Federal Work-Study budget. The student must stop working or the department they are working in must cover it. Supervisors are sent an email informing them of the hours the students have remaining to work and that after those hours have been depleted, they must stop or the department is responsible for the overages.

V. FEDERAL WORK-STUDY STUDENTS RIGHTS

- A. Each FWS student has the right to:
 - 1. Receive information regarding his/her FWS award amount, rate of pay, and the average number of hours to be worked each week.
 - 2. A specific job description, as well as the supervisor's expectations and standards.
 - 3. A clearly defined work schedule that allows the student sufficient study time. Study time is not paid from Work-Study funds.
 - 4. Adequate training to perform assigned tasks.
 - 5. Regular supervision and review of work performed.
 - 6. A clear explanation of the procedures for submitting completed timesheets and receiving their pay.
 - 7. Instructions regarding procedures to be followed if the students cannot report for a scheduled work period.
 - 8. A procedure stating concerns related to the job or the supervisor.

VI. FEDERAL WORK-STUDY STUDENTS RESPONSIBILITIES

- A. University's General Expectations
 - a.) Student will only receive FWS funds for the hours actually worked. FWS students are NOT entitled to any unearned FWS monies.
 - b.) Pay for student FWS employment is not applied to the student account nor applied toward fees for subsequent semesters.

- c.) FWS students are not expected to be able to study during scheduled work hours.
- d.) FWS student's employees are expected to be prompt, reliable and cooperative.
- e.) FWS student employees must adhere to the policies set by the employing department.
- f.) FWS students must become familiar with information provided regarding the terms of the Federal Work-Study/Institutional award and with applicable University policies and procedures.
- g.) FWS students must understand the specific job responsibilities as well as the supervisors' expectations and standards.
- h.) FWS student employees cannot work during scheduled class meetings, even if a class meeting has been cancelled by the instructor. The student is expected to arrange his/her work schedule so that it does not conflict with his/her classes, labs, or other scheduled class activities.
- i.) FWS student's must report to the place of employment within (2) days of receipt of the Student Employment Referral and/or the Student Employment contract.
- j.) Arrange a mutually agreeable work schedule with the supervisors and work the regularly assigned hours.
- k.) If a student is participating in extracurricular activities, the practice hours are not to be counted as work-study hours and are not to be recorded on the work-study timesheet.
- l.) Notify the supervisor immediately if a scheduled work period must be missed.
- m.) Accurately record hours worked, submit completed timesheets with the proper time according to the schedule provided by the Payroll Office.
- n.) Ensure that his/her supervisor submits his/her work-study timesheets on the designated date. Perform assigned work tasks in an efficient and timely manner.
- o.) Work 15 hours or less per week and 30 hours or less bi-weekly as contract states.
- p.) FWS students may work until the last day of class for each

semester of the academic year unless their fund allotment has been exhausted per the student's contract allotted amount.

B. Proper Office Attire:

Requirements for attire are determined at the discretion of the employing department and should be communicated at the time of the job offer. If the student employee is dressed inappropriately, the employer has the right to express the concern and ask for the student's compliance, which can include dismissing the student from the work site for that day. (<http://www.cau.edu/compliance-office/files/9.5.1%20Dress%20code%20policy.pdf>)

C. Absenteeism

IF the FWS student is unable to report to work as scheduled, notification must be made to the supervisors or the department head, preferable one hour before but no later than 30 minutes after the scheduled start time. FWS students must call in each day of absence unless granted and authorized in advance. If FWS student is absent three days without calling in, the student may be terminated from their department. Excessive unexcused absences or tardiness (more than three) are grounds for termination by the department as well as FWS program for the remainder of the academic year. Work missed due to unexcused absences can only be made up at the discretion of the supervisor, providing hours worked do not exceed 15 hours per week. <http://www.cau.edu/compliance-office/files/9.5.4%20Absenteeism%20and%20Tardiness%208-13-19.pdf>

D. Confidentiality

The student employee must act in a professional manner in dealing with college records and other information with regards to the other students by virtue of his/her work. Breaches of confidentiality and other acts of dishonesty are justifiable reasons for termination from

the Federal/Institutional Work Program. The student will be required to sign a confidentiality agreement before beginning work (See Exhibit A).

E. Telephone and Computer Courtesy

Proper telephone etiquette is required of all employees. Telephone calls should be answered promptly and courteously. If you are responsible for answering the telephone, check with your supervisor to see if there is a particular greeting that should be used. Students are prohibited from excessive use of the telephone for personal business. Unless it is an emergency, students, should not receive personal phone calls nor place personal phone calls while at work. Students should not use computers for social websites (Facebook, Twitter, Instagram, etc.) or personal emails while at work, only work related activities online.

VII. SUPERVISORS RESPONSIBILITIES

A. Hiring FWS Student Employees

1. Supervisors must send a Student Employment Request Form and a detailed job description to the Federal Work-Study Coordinator via email or in person. A job description must be attached. Supervisors must keep in mind when submitting a job description that some of the students are entering the work place for the first time and may or may not have had any job experience.
2. Correspondence is forwarded to all departments each semester (before semester starts and during) reiterating Federal Work-Study procedures.
3. Supervisors are not to hire more FWS student workers than they need or have been approved. Employing too many students will result in students not receiving a meaningful work experience or not being able to work the minimum hours required.
4. Requests for student employees will not be filled by telephone or fax. Only in person and email.

B. General Responsibilities of Supervisor:

Supervisors will:

1. Ensure students do not work when they are scheduled for class or lab time.
2. Not use students for personal services. (Federal regulations and University policies prohibit FWS students from performing personal services (errands on and off campus) for their supervisors or other University employees).
3. Cannot employ more FWS student workers than available department work.
4. Contract the OSFA when anticipating changes in the department's needs, so temporary reassignments of student workers can be explored.
5. Ensure FWS students do not work more than 15 hours per week.
6. Do not approve FWS student timesheets for hours not worked (to do so would be in violation of University policies and federal regulations).
7. Provide the FWS student with orientation/training; or the opportunity to develop new skills (supervisors are required to train and orientate new FWS students on the requirements and expectations of their offices).
8. Arrange a mutually agreeable work schedule with your student employee that does not conflict with his/her class, lab, study or activity schedule.
9. Accurately and legibly complete all forms associated with your student employee. Forward appropriate documents to the Office of Student Financial Aid.
10. Monitor the total hours worked by the student for each pay period. Make certain his/her maximum hours (15) and earnings are not exceeded.
11. Explain clearly the job and performance expected of each student and provide sufficient opportunity for questions, answers and clarification.
12. Provide a job description to each student employee.

13. Discuss with the student his/her performance level (both satisfactory and/or unsatisfactory) in carrying out job duties as needed.
14. Provide assistance where needed to improve the work performance of the student. Students who repeatedly do not meet the expectations of the department should be recommended for termination in consultation with the Federal Work-Study Coordinator.
15. Accurately review the student employee's timesheet or electronic time entry each bi-weekly pay period for accuracy before certifying (signature or electronic approval) the work hours submitted as hours worked.
16. Be responsible for submitting timesheets and web time-entry approvals on time. Paper timesheets should be submitted in a sealed envelope. Timesheets submitted after the due date and time will be submitted for the next pay period. If students do not adhere to the specified deadlines, they must wait until the next pay period to receive back pay. No manual checks will be issued due to late submission of time sheets.
17. Do not take timesheets directly to payroll. All timesheets go to the Work-Study Coordinator in the Office of Financial Aid first for review, accuracy and record keeping purposes and then submitted to payroll for processing.
18. Designate someone to sign timesheets or approve time online in their absence. The designated official should be knowledgeable about the student employees work schedule and hours worked for that pay period.

VIII. FWS STUDENT WORK TERMINATIONS AND SUSPENSIONS

A. Terminations

Violation of confidentiality, unacceptable office conduct, theft, excessive tardiness or absences working under the influence of alcohol and drugs, and other violations of the University policies for

employees or students are all justifiable reasons for terminating a student's employment. The supervisor should provide advance notice of the reason(s) for termination and effective termination date in writing to the student. This should also be forwarded to the Federal Work-Study Coordinator. Consultation with the Human Resources Office prior to termination may be appropriate.

Students involved in destruction of property, theft, falsification/forgery of timesheets or web time entry are other offenses that are grounds for immediate termination from the FWS program. Possible prosecution may be necessary; it can be reported to the University's Compliance office, General Counsel and possibly to the U.S. Department of Education, and/or the Office of the Inspector General for investigation.

1. Termination as a result of unsatisfactory performance.
2. If student is not performing his/her job satisfactorily the following steps can be taken:
 - Oral warning
 - Verbal warning
 - Termination

B. Suspensions

Students may be suspended from the Federal Work-Study Program until the next academic year or indefinitely for the following reasons:

1. Involuntary termination from 2 positions/departments
2. Failure to submit timesheets for more than (2) pay periods.
3. Failure to complete and/or update the application process.

Good communication between student and supervisor is essential in order to make the job satisfying for both. Students are expected to conduct themselves in the same manner as any other staff member.

Expectations of employees in the workplace will be provided to FWS employees prior to the first day of work. The Financial Aid Office does not become directly involved in a problem between a student and supervisors unless a solution cannot be reached by the two of them. After every effort has been made to reach an acceptable solution, the Financial Aid Office may be contacted for a meeting with all parties.

IX. FWS STUDENTS COMPENSATION

A. Paychecks and Direct Deposits

Student employees may have paychecks direct-deposited into an account at a financial institution of their choice. Direct deposit forms are available through Human Resources. Student employees without a direct deposit account shall have monies applied to their CAU PAW card via the Bank Mobile. For initial setup for payment onto the card, forms and instructions are available in Human Resources. Additionally, student employees may also receive a paper check as an option.

Direct Deposit Form: This form provides the University with necessary information to deposit your pay directly into your bank account or onto the CAU PAW Card. For the initial setup of direct deposit into your bank account, the student employee must bring a voided check along with the Direct Deposit form to the Human Resources Office. (See attached appendix) For deposits on the CAU PAW Card, the student must complete the necessary information on Bank Mobile Card Site (Bankmobilevibe.com), and bring the completed form to Human Resources.

B. Balance and Unused Work-Study Awards

Unused Work-Study earnings cannot be carried over from one employment period to the next.

C. Taxes

The student, during the application process, should complete Federal and State Income Tax forms. Federal and State taxes are deducted from a student's wages at the students' request. (see appendix)

D. Time Reports

1. A student's timesheet (see Appendix A) must be submitted to the OSFA Work-Study Coordinator in a sealed envelope by the supervisor. Copies of timesheets are retained by Payroll and Federal Work-Study Coordinator.
2. Hours reported by an employee should be reviewed thoroughly and signed by supervisor each pay period as well as the student.
3. Assuring the students' timesheets and web time entry is completed and submitted should be top priority for supervisors and student workers.
4. Timesheets must be neat, legible, and filled out completely in ink (blue/black preferred).
5. Whenever the students' timesheet is complete the supervisor will receive it, scan back via email. If there is a concern or a correction needed there needs to be an explanation. The timesheet must be reviewed, corrected and returned.

X. THE ELECTRONIC PERONNEL ACTION FORM

The office of Student Financial Aid- FWS Coordinator will enter appropriate employment Work-Study date through Banner EPAF.

- A. To activate the FWS position (budget code, start and end dates, pay rate etc.), the EPAF identifies data of awarded students which has been

entered through banner web using the EPAF function (see Appendix A for EPAF basics on data entry process).

APPENDIX A



On-Campus Federal Work-Study Program, Clark Atlanta

Student **JANE DOE (900123456)** is eligible for participation in the Federal Work-Study program and is being assigned to the pertaining department that has been listed with the Office of Financial Aid.

Department _____ Supervisor's Printed Name _____

PLEASE READ THE FOLLOWING CONDITIONS OF EMPLOYMENT

IN SIGNING, THE STUDENT AND SUPERVISOR AGREE TO:

- Working a maximum of **15 hours per week** in 5 hour increments per day at \$8.50 an hour.
- Work **up to an awarded total of \$4200** in FWS funding for the Fall/Spring 20XX/20XX semesters combined and that the maximum amount I have been awarded is the total amount that I am eligible to earn from actual hours worked and not an amount that I am guaranteed to receive. Anything unused will be forfeited. If I use my funds up prior to end date, my end date will be at that time.
- Adhere to the policies and procedures as set forth in the federal work study student guide and to abide by the policies and procedures of the department where I am assigned. This is stated within the student- employment packet issued to me by the Office of Human Resources.
- Work the Hours agreed upon between my supervisor and me (not to exceed the maximum hours shown above). I also agree to accurately complete my timesheet by recording my time in and out on a daily basis and by only recording the actual hours worked.
- Submit timesheets by 5p.m. on Fridays bi-weekly (calendar will be given to students and supervisor) or be paid the following pay period.
- Inform my supervisor and the FWS Coordinator at least 1 week in advance if I decide to voluntarily terminate my contract in the department listed above.
- Federal Work- Study being provided to assist me with my educational expenses, and that the first priority from my earnings will be to pay the institution any balance that is due to my account.
- Not being compensated under the Federal Work Study Program for any hours worked over the maximum weekly hours allowed nor will I be paid for any overtime, sick leave, vacation, school holidays or hours conflicting with my class schedule or after the date this contract concludes XX/XX/XXXX.

- Falsification of hours worked and or forgery of my supervisor’s signature of a federal offense and shall be immediate grounds for termination from the Federal/Institutional Work Study Program and disciplinary actions as set forth by Clark Atlanta University’s Office of StudentAffairs.
- This contract being revoked by my supervisor or the FWS Coordinator at any time if (1) fail to abide by the guidelines set forth in this contract or the Federal/ Institutional Work Study Student Guide. (2) the funds are inefficient to continue operation of the program as indicated above, or (3) the Office of Student Financial Aid determines I am ineligible for continued employment. I further understand that the Institutions cannot be held liable for the revocation of this contract.

Student is authorized to begin working XX/XX/XXXX - XX/XX/XXXX.

Student: _____ DATE: _____

Supervisor: _____ DATE: _____

Human Resources: _____ DATE: _____

FWS Coordinator: _____ DATE: _____



Federal Work-Study Program, Clark Atlanta University

Off-Campus Community Service

Student **John Doe (900123456)** is eligible for participation in the Federal Work-Study program. The goal of this agreement is to encourage students receiving federal student financial assistance to participate in community service activities (such as mentoring and tutoring) that will benefit the nation and engender in the students a sense of social responsibility and commitment to the community. Our student's safety while traveling within the city of Atlanta and adjoining neighborhoods are of the most importance to Clark Atlanta University. To this regard in signing this agreement the FWS Coordinator is verifying that the facility is within reasonable proximity from campus, that a conversation has taken place to stress safety precautions and traveling arrangements to both the student and potential supervisor. In signing this agreement, both student and supervisor understand and agree to all terms listed throughout this entire contract and take full responsibility to ensure measures of safety and travel to and from the facility are foremost discussed, arranged and agreed upon before the student begins employment and Clark Atlanta University is only the medium to provide federal funding for the position and cannot be held liable for unforeseen events that take place off-campus while the above student is employed and in agreement with all facets on this contract as validated by the supervisor & student signatures below.

PLEASE READ THE FOLLOWING CONDITIONS OF EMPLOYMENT

IN SIGNING, THE STUDENT AND SUPERVISOR AGREE TO:

- Working a maximum of **15 hours per week** in 5 hour increments per day at \$10 an hour.
- Work **up to an awarded total of \$4200** in FWS funding for the Fall/Spring 20XX-20XX semesters combined and that the maximum amount I have been awarded is the total amount that I am eligible to earn from actual hours worked and not an amount that I am guaranteed to receive. Anything unused will be forfeited. If I use my funds up prior to end date, my end date will be at that time.
- The student being 18 years or older, will utilize either public transportation/personal vehicle or carpooling with fellow employed CAU/AUC students to the off campus venue, will work M-F between the hours of 8a and 8p with the options of weekends (with prior consent from the FWS Coordinator)
- Adhere to the policies and procedures as set forth in the federal work study student guide and to abide by the policies and procedures of the department where I am assigned. This is stated within the student-employment packet issued to me by the Office of Human Resources.

- Work the Hours agreed upon between my supervisor and me (not to exceed the maximum hours shown above). I also agree to accurately complete my timesheet by recording my time in and out on a daily basis and by only recording the actual hours worked.
- Submit my timesheet by 5 p.m. on Fridays bi-weekly (calendar will be given to students and supervisor) or be paid the following pay period.
- Inform my supervisor and the FWS Coordinator at least 1 week in advance if I decide to voluntarily terminate my contract in the department listed above.
- Federal Work- Study being provided to assist me with my educational expenses, and that the first priority from my earnings will be to pay the institution any balance that is due to my account.
- Not being compensated under the Federal Work Study Program for any hours worked over the maximum weekly hours allowed nor will I be paid for any overtime, sick leave, vacation, school holidays or hours conflicting with my class schedule or after the date this contract concludes XX/XX/XXXX.
- Falsification of hours worked and or forgery of my supervisor's signature of a federal offense and shall be immediate grounds for termination from the Federal/Institutional Work Study Program and disciplinary actions as set forth by Clark Atlanta University's Office of Student Affairs.
- This contract being revoked by my supervisor or the FWS Coordinator at any time if (1) fail to abide by the guidelines set forth in this contract or the Federal/ Institutional Work Study Student Guide. (2) the funds are inefficient to continue operation of the program as indicated above, or (3) the Office of Student Financial Aid determines I am ineligible for continued employment. I further understand that the Institutions cannot be held liable for the revocation of this contract.

COMMUNITY SERVICE LOCATION:

Boys & Girls Club of Metro Atlanta
 1835 Henry Thomas Drive
 Atlanta, GA 30315
 (404) 624-0816
 Supervisor: Joshua Dickerson

Student is authorized to begin working XX/XX/XXXX - XX/XX/XXXX.

Student: _____ DATE: _____

Supervisor: _____ DATE: _____

Human Resources: _____ DATE: _____

FWS Coordinator: _____ DATE: _____



CLARK ATLANTA UNIVERSITY TEMPORARY
ACKNOWLEDGEMENT FORM

I acknowledge that I have reviewed and understand the University Temporary Employee's guidelines. I, the undersigned, do hereby acknowledge and affirm that I am employed at Clark Atlanta University as a temporary employee of the University. I further affirm and understand that I am exempt from all employee benefits offered by Clark Atlanta University. I further affirm and understand that as a temporary employee, I am not entitled to annual, sick leave, personal or holiday pay.

NAME (PRINT)

SIGNATURE

DATE

ORIGINAL FILE

COPY BENEFITS



CLARK ATLANTA UNIVERSITY
DEPARTMENT OF HUMAN RESOURCES

| | | |
|--|---------------------------------------|--|
| PERSONAL DATA AND EMERGENCY CONTACT CHANGE FORM (Please complete only the items to be changed) | | |
| PLEASE INDICATE STATUS | | |
| <input type="checkbox"/> Current Employee | <input type="checkbox"/> New Employee | <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Student |
| Last Name | First Name | Middle Name |
| Social Security# | Employee ID# 900 | Day Time Telephone |

| | | | |
|----------------------------------|---------------------------------|----------------------------------|--|
| <i>INFORMATION TO CHANGE</i> | | | |
| New Last Name | First Name | Middle Initial | |
| Street Address | | | |
| City | State | Zip Code | Telephone Number <input type="checkbox"/> Cell <input type="checkbox"/> Home |
| Current Marital Status | | Name of Supporting Document | |
| <input type="checkbox"/> Married | <input type="checkbox"/> Single | <input type="checkbox"/> Divorce | <input type="checkbox"/> Separated |

| | | | |
|--------------------------------------|------------|--------------|------------------|
| <i>EMERGENCY CONTACT INFORMATION</i> | | | |
| Last Name | First Name | Relationship | |
| Street Address | | | |
| City | State | Zip Code | Telephone Number |
| <hr/> | | | |
| Last Name | First Name | Relationship | |
| Street Address | | | |
| City | State | Zip Code | Telephone Number |

| | |
|--------------------|------|
| Employee Signature | Date |
|--------------------|------|



CLARK ATLANTA UNIVERSITY
Department of Human Resources

Dear New Employee,

The Internal Revenue Service (IRS), the U.S. government tax authority, has issued strict regulations regarding the taxation and reporting of payments made to non-United States citizens. As a result, Clark Atlanta University may be required to withhold U.S. Income tax and file reports with the IRS in connection with any payments made to you. Before Clark Atlanta University can make any payments to you, certain information and forms must be provided in order to make correct tax withholding and reporting decisions.

The United States Government has special tax codes that relate to non-citizens of the U.S. These tax codes make a distinction between "Resident Aliens" and "Non-resident Aliens" (NRA), which are based upon the individual's visa type, green-card status, and number of days in the country. Generally, individuals who qualify as Resident Aliens are subject to the same tax laws as U.S. citizens. Non-resident Aliens are subject to a separate set of tax laws, which address their special circumstances and any tax treaties that exist between the U.S.A. and their home country. These laws require that NRAs complete different tax forms from U.S. citizens, and they receive different year-end tax forms from CAU. Information on these U.S. tax laws can be found on the IRS website or by contacting the IRS (CAU cannot legally provide tax advice to individuals).

For your convenience, Clark Atlanta University allows you to provide this information and complete the necessary forms via the Internet from any web-accessed computer using the GLACIER Online Tax Compliance System.

In order for you to access GLACIER you will need a password. Please complete the information below and return to the Human Resources Department within seven working days, after which a password will be e-mailed to you.

Thank you in advance for your immediate attention to this matter.

(Please complete the information below, detach and return to Human Resources)

| |
|--|
| Name _____ |
| Home Department _____ |
| E-Mail Address _____ |
| Contact Phone Number _____ |
| Office Phone Number _____ |
| Are You A United States Citizen? <input type="checkbox"/> Yes or <input type="checkbox"/> No |

Please Return to Human Resources, Harkness Hall, Room 218

Non-Resident Alien 1

Form W-4 (2019)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2019 if both of the following apply.

- For 2019 you had a right to a refund of all federal income tax withheld because you had no tax liability, and

- For 2019 you expect a refund of all federal income tax withheld because you expect to have no tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line F. Credit for other dependents. When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

| Form W-4 Department of the Treasury Internal Revenue Service | | Employee's Withholding Allowance Certificate | | OMB No. 1545-0074 2019 |
|---|--|--|--|---|
| 1 Your first name and middle initial | | Last name | | 2 Your social security number |
| Home address (number and street or rural route) | | 3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate." | | |
| City or town, state, and ZIP code | | 4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/> | | |
| 5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) | | | | 5 |
| 6 Additional amount, if any, you want withheld from each paycheck | | | | 6 \$ |
| 7 I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption. | | | | |
| • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and | | | | |
| • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. | | | | |
| If you meet both conditions, write "Exempt" here <input type="checkbox"/> | | | | |
| Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete. | | | | |
| Employee's signature (This form is not valid unless you sign it.) | | | | Date |
| 8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.) | | | | 9 First date of employment |
| | | | | 10 Employer identification number (EIN) |

For Privacy Act and Paperwork Reduction Act Notice, see page 4.

Cat. No. 10220Q

Form **W-4** (2019)



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

| | | | | |
|---|-----------------------------|-------------------------|--------------|------------------|
| Section 1. Employee Information and Attestation (<i>Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.</i>) | | | | |
| Last Name (Family Name) | | First Name (Given Name) | | Middle Initial |
| Other Names Used (if any) | | | | |
| Address (Street Number and Name) | | Apt. Number | City or Town | State |
| | | | | Zip Code |
| Date of Birth (mm/dd/yyyy) | U.S. Social Security Number | E-mail Address | | Telephone Number |
| | □□□-□□-□□□□ | | | |

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (*See Instructions*)
- A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (*See Instructions*)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

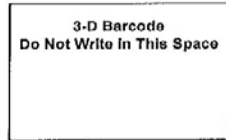
2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (*See Instructions*)



| | |
|------------------------|--------------------|
| Signature of Employee: | Date (mm/dd/yyyy): |
|------------------------|--------------------|

Preparer and/or Translator Certification (*To be completed and signed if Section 1 is prepared by a person other than the employee.*)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

| | | | |
|--------------------------------------|--|-------------------------|----------|
| Signature of Preparer or Translator: | | Date (mm/dd/yyyy): | |
| Last Name (Family Name) | | First Name (Given Name) | |
| Address (Street Number and Name) | | City or Town | State |
| | | | Zip Code |



Employer Completes Next Page



**CLARK ATLANTA UNIVERSITY
DIRECT DEPOSIT AUTHORIZATION FORM**

- Complete this form
- For checking accounts - You MUST attach a voided personal check OR a direct deposit authorization form from your bank with account number and bank routing number information. (no handwritten forms accepted.)
- For savings accounts - You MUST attach a direct deposit authorization form from your bank with account number and bank routing number information. (no handwritten forms accepted.)
- Return the completed form to the Human Resources Department
- Your direct deposit should begin within two pay periods after we receive your completed form.

TO BE COMPLETED BY EMPLOYEE

New Enrollment Staff Faculty Student
 Cancel Enrollment _____ Change Enrollment Add to Current

 Bank Name

900 _____
 ID # _____ DAY TIME TELEPHONE NUMBER _____

| | |
|--|------|
| Name - Please print name as it appears on your account | Bank |
|--|------|

| | | | | |
|------------------------|-----------------------------------|---------------------------------|----------------------------------|-----------|
| Primary Account | ACCOUNT TYPE | | Deposit | |
| | <input type="checkbox"/> Checking | <input type="checkbox"/> Saving | 100% <input type="checkbox"/> or | Amount \$ |

| | |
|-----------|-----------|
| Routing # | Account # |
|-----------|-----------|

Is this an international account Yes No

| | |
|---|------|
| Name - Please print your name as it appears on your account | Bank |
|---|------|

| | | | | |
|-----------------------|-----------------------------------|---------------------------------|----------------------------------|-----------|
| Second Account | ACCOUNT TYPE | | Deposit | |
| | <input type="checkbox"/> Checking | <input type="checkbox"/> Saving | 100% <input type="checkbox"/> or | Amount \$ |

| | |
|-----------|-----------|
| Routing # | Account # |
|-----------|-----------|

Is this an international account Yes No

| | |
|---|------|
| Name - Please print your name as it appears on your account | Bank |
|---|------|

| | | | | |
|----------------------|-----------------------------------|---------------------------------|----------------------------------|-----------|
| Third Account | ACCOUNT TYPE | | Deposit | |
| | <input type="checkbox"/> Checking | <input type="checkbox"/> Saving | 100% <input type="checkbox"/> or | Amount \$ |

| | |
|-----------|-----------|
| Routing # | Account # |
|-----------|-----------|

Is this an international account Yes No

****NOTIFY HUMAN RESOURCES IMMEDIATELY IF YOU CLOSE OR CHANGE BANK ACCOUNT****

I hereby authorize Clark Atlanta University to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository name(s) below, hereinafter called depository, to credit and/or debit the same as such:

EMPLOYEE SIGNATURE: _____ DATE: _____

The authority is to remain in full force and effect until the university has received written notification from me of its termination in such time and in such manner as to afford the university and depository a reasonable opportunity to act on it.

Student's Name: _____ jane doe _____ **Student's Number:** _____ 90000123 _____
Pay Period Start Date: _____ 10/28/2013 _____ **Pay Period End Date:** _____ 11/8/2013 _____
Print Supervisor's Name: _____ john doe _____ **Supervisor's Email:** _____ jdoe@cau.edu _____
Department/Project _____ physics _____ **Supervisor's Tel. Ext.:** _____ 1324 _____

| | | TIME | | | | | | | |
|----------|------------|-------|-------|---|-------|----|-----|-------|--------------|
| Week 1 | Date | In | Out | In | Out | In | Out | Lunch | Total |
| Monday | 10/28/2013 | 12:00 | 16:30 | | | | | | 4.50 |
| Tuesday | 10/29/2013 | 12:00 | 16:30 | | | | | | 4.50 |
| Wed. | 10/30/2013 | | | | | | | | 0.00 |
| Thurs. | 10/31/2013 | 12:00 | 14:00 | | | | | | 2.00 |
| Friday | 11/1/2013 | 12:00 | 13:00 | 14:00 | 16:30 | | | | 3.50 |
| Saturday | | | | | | | | | 0.00 |
| Sunday | | | | | | | | | 0.00 |
| | | | | Week 1 Total | | | | | 14.50 |
| Week 2 | | In | Out | In | Out | In | Out | Lunch | Total |
| Monday | 11/4/2013 | 12:00 | 16:30 | | | | | | 4.50 |
| Tuesday | 11/5/2013 | 12:00 | 16:30 | | | | | | 4.50 |
| Wed. | 11/6/2013 | | | | | | | | 0.00 |
| Thurs. | 11/7/2013 | 12:00 | 14:00 | | | | | | 2.00 |
| Friday | 11/8/2013 | 12:00 | 13:00 | 14:00 | 16:30 | | | | 3.50 |
| Saturday | | | | | | | | | 0.00 |
| Sunday | | | | | | | | | 0.00 |
| | | | | Week 2 Total | | | | | 14.50 |
| | | | | Total Authorized and Approved Work Hours | | | | | 29.00 |

Instructions:

1. Record time using the 24-hour clock (e.g. 2:15 pm will be reflected as 14:15) in fifteen minute intervals.
2. The time sheet will automatically calculate the time work for three in/out periods per day and total the hours worked.
3. If you work more than 5 continuous hours, you are required to take a 30-minute lunch break.
4. Timesheets must be signed by the student and supervisor, and are due to the Financial Aid Office, Work-Study Coordinator by 5pm every other Friday on the date established for processing.
5. No student is allowed to work over 15 hours per week without prior written approval from the department's senior manager (VP or higher) and the Work-Study Coordinator.

6. Departments with more than one hourly student worker shall submit all timesheets in a batch
7. The supervisor is responsible for ensuring that all hourly student workers submit accurate & timely timesheets for each pay period.
8. Falsification of a timesheet is a serious offense and will result in automatic termination from the Work-Study Program and possible other disciplinary actions, which could include dismissals from this educational institution.

Jane Doe

Original Student's Signature

John Doe

Original Supervisor's Signature

FEDERAL WORK- STUDY TIMESHEETS DUE FRIDAYS BY 5 PM.

Please review the BW Payroll Calendar deadlines to ensure timely submission.

<https://www.cau.edu/division-of-finance/2020-BW-Payroll-Calendar-Deadlines.pdf>

EPAF BASICS FOR FWS

