

Federal College Work Study Program Student Employment Manual

Drafted by HGTC's Financial Aid Office– Fall 2021

Table of Contents

- Program Overview
- Orientation
- Roles, Responsibilities, and Expectations
 - New Student
 - Return Student
 - Supervisors
- Satisfactory Academic Performance Requirements
- Work Study Application In-take
 - Onboarding Schedule
- Student Eligibility Determination (Financial Aid Related)
- Employment Periods
 - New Work Study Students
 - Current Work Study Students
 - Departmental Work Hours
- Work Study Assignments
 - Job Placement
 - Interview Process
 - Required HR Documentation
 - Confidentiality Statement
 - W-4 Form
 - Background Check
 - Direct Deposit Authorization
- Work Study Contracts
 - Assignment Changes
 - Contract Cancellations
- Work Study Pay Rates and Compensation
- Timekeeping and Payment Procedures
- Contact Information

Appendix

- Samples of FCWS Application and Contract Confirmation Pages
- CWS Contracts (On and Off Campus)
- Contract Cancellation Form
- CWS Timesheet
- Missed Punch Form

Program Overview

One of the most popular and beneficial programs available to aid and support students at Horry Georgetown Technical College is the Federal College Work Study Program. This program provides our students with supplemental income as they pursue their college goals. The most valuable long-term benefit of the program is the development of job skills and experience while in college with a refinement of workplace etiquette and professionalism, which supports career success beyond the campus. This manual outline general information to help you understand HGTC's Federal College Work Study Program, the requirements for participation, and the steps you must complete for job placement through work study.

The Federal College Work Study Program, legislated by the Higher Education Act of 1965, is subsidized by the Federal Government to provide part-time employment opportunities for qualified students. The institution agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, creed, religion, sex, or national origin. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts.

HGTC determines need-based financial aid awards after a review of information compiled from your Federal Application for Student Aid (FAFSA). To participate in work study, students must complete the FAFSA annually (www.fafsa.gov) and demonstrate an unmet financial need for work study eligibility. Eligible students who desire to cover educational expenses through part-time employment may work on or off-campus to achieve this goal.

Please review HGTC's Financial Aid information regarding eligibility and policies by clicking the following link: <https://www.hgtc.edu/admissions/financialaid/>

As of July 29th, 2021, HGTC cannot require vaccinations or mask wearing, however some of our campus partners requirements for their facility may differ. Please review all job descriptions pertaining to work study positions.

HGTC requirements may change if the Governor requires masks and vaccinations in the future.

Explained in the proceeding content are additional conditions and steps to complete the Work Study Program Process.

Orientation

All participating students and supervisors must complete the Work Study Orientation before we draft a contract. Students and supervisors must understand the policies, procedures, and responsibilities associated with a student worker's role. All participants must sign the manual's confirmation page, indicating they have read all requirements and understand the work study assistant's role and responsibilities. Participants must also attend a virtual orientation to complete this step in the process. The work study specialist(s) will notify all participating students and supervisors of the dates and times for virtual meetings.

Roles, Responsibilities, and Expectations

Participating Students

Our expectations of student workers align with the qualities of professionalism - strong work ethics, honesty, and the due diligence employers expect at other jobs in other industries. Your assignment is a real job with real expectations and responsibilities. As a student worker at this institution, you are a PT employee of the college. Our institution expects you to be a prompt, dependable, and responsible employee who works the hours allotted on your work contract. You should show good stewardship of the time and funds allocated to you, which are in place to support you along your academic journey. Students should notify their supervisors when delays, illnesses, or any unforeseen circumstances prevent them from coming to work or showing up on time. It is unacceptable to be a "no-show" for an appointment or to be absent from your workstation or area for extended periods during your workday.

Students should perform their job assignments with integrity by consistently demonstrating a serious and responsible attitude towards their work. This program offers to enrich your career and professional development through empowering employment opportunities and experiences that allow you to grow and learn. You are a representative of the college in whatever position you choose to accept; it is your mission to display good behavior, sound judgment, and respect towards your colleagues and supervisors. Always strive to be courteous to all students, faculty, staff, and visitors.

As a student worker, you represent the college's image throughout our campuses and within the local communities in our service areas. Student workers should strive to maintain a clean, neat, and well-groomed appearance when reporting to work. If you have any concerns or need to discuss professionalism expectations, please speak with your immediate supervisor, or contact the Financial Aid Office for assistance.

A student who fails to perform their assigned duties and follow the policies and procedures outlined by the Financial Aid Office, and participating departments of the program risks removal from the work study program.

Participating Supervisors

Our work study supervisors' expectations align with coaching and mentoring qualities – strong leadership, fluid communication, and patience to help students develop as productive members of the workforce. Your assignment is to assist and encourage students to learn new skills or elevate characteristics or strengths to make them successful on the job. You should show good stewardship of the time and funds allocated to your department, which is in place to support your department and the institution. As supervisors, you should provide the student workers with constructive feedback on their job performance and hold them accountable for your department's job duties and expectations – just as you would any other employee under your management. Supervisors should notify the Financial Aid Office work study specialist(s) when delays, illnesses, or any unforeseen circumstances prevent a student from starting an assignment, coming to work, or showing up on time. Students should be made immediately

aware of any areas that need improvement or that may jeopardize their work study assignment.

Here are a few essential guidelines that supervisors must be aware of if participating in the work study program:

- Participating students in your department are under the immediate supervision of the person who signs the work study agreement. This managing individual must monitor the work activities of the participating student.
- A work study student may not begin a work study assignment until all the work study onboarding process steps are complete.
- Supervisors must ensure that students are working the number of hours noted on the contract – no more, no fewer than approved.
- Student work study agreements are for a minimum of 10 hours per week and no more than 25 hours per week. No student should work more than 25 hours in a given week.
- Supervisors must approve time worked for each student using the Ultratime online timekeeping system.
- If students fail to punch time during their regular hours, supervisors must manually enter and approve time worked during that week. Supervisors should complete a **Missed Punch Form** to document the missed punches or punch errors and enter and approve all time worked for the month into UltraTime by the student's last working day of the month.
- If a student does not maintain satisfactory academic progress in their course of study or withdraws from school or if a student exhibits a consistent lack of professional behavior while on assignment (for example, work no-shows, constant tardiness, misrepresentation of hours worked, etc.), the supervisor can terminate the student from the work study assignment by completing the **FCWS Contract Cancellation Form**. Please contact the Financial Aid Office for a copy of the form. You should discuss the termination with the student before submitting the form. Complete the document, sign and date and obtain signature and date from the student worker, if possible.
- If a student is in jeopardy of not meeting satisfactory academic progress in their course of study or withdraws from school, you will receive a notification from the Financial Aid office alerting you of the student status.
- Supervisors should refer to the official work study contract for additional details related to each student assigned to your department.
- Work study students cannot participate in constructing, operating, or maintaining any part of building used for religious worship or sectarian instruction.
- As the supervisor, you are prohibited to allow your work study student to replace any full-time staff member that was eliminated for any reason.
- Please make sure your work studies always wear their official Horry Georgetown Technical College Student Assistant name badge while on duty. (Each on campus

supervisors is responsible for providing these badges to their work study while the Financial Aid Office will accommodate all off campus supervisors).

Enrollment Status

Federal regulation requires enrollment in at least one, three-credit hour course for students participating in the work study program during the semester of employment. Any student participating in the work study program who withdraws from their courses entirely while employed during the semester must inform the Financial Aid Office immediately. Our office will advise the student of the impact on work study as a result of withdrawal from academic courses.

Satisfactory Academic Performance Requirements

New Students:

As a new HGTC student, your first semester is a critical time for establishing your first college GPA. We can determine your eligibility for your first work study assignment based on your FAFSA and other information. You must maintain satisfactory academic progress during the semester if you want to remain eligible for financial aid and have an interest in a work study assignment. The Financial Aid office reviews your academic performance at the end of each semester to determine your status.

Please review HGTC's Financial Aid Policies regarding Satisfactory Academic Progress by clicking the following link: <https://www.hgtc.edu/documents/policys/Chapter9/9.6.2.1-procedure.pdf>

Returning Students:

Students are eligible to participate in the Federal College Work Study Program if they are making satisfactory progress in the program of study they pursue according to the standards, practices, and policies of the institution.

Students assigned to work study positions who fail to make satisfactory academic progress each semester cannot participate in the program until they reestablish satisfactory academic standing. Satisfactory academic progress reviews occur each semester of financial aid eligibility. Please review HGTC's Financial Aid Policies regarding Satisfactory Academic Progress by clicking the following link: <https://www.hgtc.edu/documents/policys/Chapter9/9.6.2.1-procedure.pdf>

As a returning student, if you have completed the FAFSA and meet the academic conditions outlined above, you may proceed to the next step in the process, which is completion of the work study application to determine your eligibility to participate in the program.

Work Study Application In-take Process (See Appendix Samples 1-3)

As stated above, all students interested in employment and financial assistance through the Federal College Work Study Program must file a Free Application for Federal Student Aid (FAFSA) as the first step in the process. The student must complete a new online work study application each semester.

Students must also meet or comply with the following conditions:

- Enroll in at least one, three-credit hour course per semester
- Maintain satisfactory academic progress (no academic or financial aid suspensions)
- Submit an official HGTC work study application
- Participate in formal job interviews for the prospective on or off-campus positions
- Complete HR processing with satisfactory background check after job offer

The current work study application is available online through HGTC's Financial Aid Office webpage on the college's website. Click the link below to access the application:

Financial Aid Office – <https://www.hgtc.edu/admissions/financialaid/index.html>

Submitting a work study application is only the second step in the program's onboarding process. Completion of the work study form helps us to understand all conditions associated with your eligibility, including the maximum number of hours per week you can work and the duration of employment. Once you have submitted the work study application, the Financial Aid Office reviews the information to determine your eligibility. The work study specialist(s) notifies students of their qualification status and next steps in the process (interviews). ***Be sure to check your spam or junk mail folder in addition to your inbox so that you do not miss any emails from our offices.*** Under no circumstances is a student allowed to begin work for an on-campus department or off-campus community partner until we determine your eligibility, and the entire work study process is complete.

Work Study Onboarding Schedule

The work study onboarding process involves several HGTC departments and procedures that are time sensitive. Typically, the background check phase takes two weeks or more to complete. The entire work study onboarding process could take up to a month from application to contract. Students must understand the hiring cycles to avoid delays in the process and official entrance into the program. Students must have a completed FAFSA and be enrolled in at least one, three-credit hour course to apply. We highly recommend that you complete your FAFSA and respond to all requests or requirements before you submit your application to avoid any delays.

New students are eligible to begin work on the first day of classes each semester. Students hired in June 2021, can start working July 5, 2021. Reminder, students starting July 5, 2021 are required course enrollment for Summer 2021 and Fall 2021. New students starting for Fall 2021 not enrolled in summer courses, cannot start work any earlier than the first day of enrolled classes. For example, a student only enrolled in Fall 2021 classes (not enrolled in summer 2021 courses) cannot start working until August 23rd (first day of full fall classes) or September 13th (first day of late start fall classes).

New students starting Spring 2022 can start work January 10, 2022. Returning work study students can begin work on January 3, 2022, with prior permission from their supervisors. For the summer 2021 semester, students must complete a separate summer work study application to continue working after the Spring semester ends on May 10, 2022. The first day of work for the summer semester is May 11, 2022. Students interested in a work study position should apply at the beginning of the work study hiring cycle. Dates shown below apply to any student seeking work study employment. The hiring cycle calendars are below:

Fall 2021 Semester

Application Deadline

September 1, 2021
 October 1, 2021
 November 1, 2021

Month of Hire

October 2021
 November 2021
 December 2021

Spring 2022 Semester

Application Deadline

December 1, 2021
 January 3, 2022
 February 1, 2022
 March 1, 2022

Month of Hire

January 2022
 February 2022
 March 2022
 April 2022

Summer 2022 Semester

Application Deadline

April 1, 2022
 May 2, 2022

Month of Hire

May 2022
 June 2022

Deadlines and dates are subject to change or delay if students do not complete financial aid requirements (verifications, requests for documents, etc.) and submit electronic applications by the priority deadline (April 1st).

For the summer semesters, you must complete a separate Summer Financial Aid application to determine your remaining eligibility for financial aid during that term. The application is located on the Financial Aid channel on MyHGTC and under your financial aid requirements alerts for summer on MyHGTC. The summer application will appear for any student who is enrolled in summer courses.

Student Eligibility Determination (Financial Aid Related)

Students should complete the FAFSA as early as possible to avoid delays in determining your work study eligibility. Students who are eligible for federal financial aid should consider work study as an option for financial support. Students earn wages through the work study program, which is an allocation of their overall award of federal financial assistance.

Once you receive your overall aid award information from HGTC's Financial Aid Office, you must decide to accept or decline the offer of federal loans. Please keep in mind that federal loans, scholarships, or any type of financial aid you receive can affect your eligibility for the Federal College Work Study program. If you wish to discuss how your decision to accept or decline any federal loan offers impacts your total financial aid package and eligibility for work study, please contact the Financial Aid Office work study specialist(s). After the Financial Aid Office determines your eligibility, the work study specialist(s) receives your work study status (eligible or ineligible).

The work study specialist(s) contacts students about their eligibility status and their next steps in the hiring process after the work study application submission.

Employment Periods

There are three work study employment periods during the academic year – fall, spring, and summer. The Financial Aid Office processes contracts for each employment period. No work study agreement carries over into a new semester or period. Normally, fall contracts begin July 1st and run through the last day of the fall semester in December. Spring contracts begin or renew in January with a start date that depends on whether the participant is a current student or a new student. Summer contracts have a shorter duration than fall and spring contracts. The work period is mid-May through the end of June only. If a student is not enrolled in summer classes but enrolled in the upcoming fall semester, their start date is the first day of fall classes. All students interested in work study must go through the steps of the process, as outlined in the previous pages of the manual. However, the summer semester is handled differently and requires a few additional steps for current work-study. If a student was not in the program before the summer semester, they must go through the entire process, which includes the background check.

New Work Study Students: New participants who have never worked in the Federal College Work Study program must start with the completion of the college work study application. The application is the first step in the overall process.

Current Work Study Students: Students who worked during the fall or spring semester in the same academic year and want to work during the summer period must meet the following conditions:

- Complete the Financial Aid summer application
- Receive a financial aid award for the summer semester which determines student's eligibility for the program if you did not have a package of financial assistance for fall and spring
- Enroll in at least three credit hours (one academic course)
- Be in good standing with the college (no academic or financial aid suspensions)

Departmental Work Hours

Typical work hours are 7:45 AM – 5:00 PM Monday through Thursday and 8:00 AM – 12:30 PM on Fridays for on-campus assignments. The standard workweek runs from Monday through Friday each week except when the college is closed. Off-campus jobs may vary depending on the employers, but typical hours fall within a standard workday and week. Students may be eligible for 10, 15, 20, or 25 hours per week, depending upon their financial aid need, job requirements, and the student's availability to work. Students should work the exact number of hours assigned; however, under certain circumstances and with prior arrangements between the supervisor and Financial Aid Office, it is permissible to vary work hours and schedules.

For example, if a student is assigned to work fifteen (15) hours per week but can work only 10 hours that week, the student may make up the 5 hours of lost time during the next week of work. The total number of hours (including any makeup hours) cannot exceed 25 hours in any week. The student cannot make up any lost hours for the month after the last week of the month.

Students cannot work when classes are in session. You may work between classes but not while you are supposed to be in class. The class schedule cannot overlap the student's work hours. If a student is released early from class or a class canceled during the student's assigned workday, the student must provide documentation that the regular class session dismissed early or did not meet.

Although students can work when there are no classes due to breaks (for example, Spring Break), no student should work when the college is closed unless the student and supervisor received special permission from the Financial Aid Office.

State Law mandates that any student who works an 8-hour day must punch out for a half-hour (30 minutes) break for the day. This law applies to on and off-campus assignments.

Work Study Assignments

Job Placement

The Financial Aid Office handles job placement for the Federal College Work Study Program. Students are afforded equal employment opportunities without regard to race, color, religion, sex, age, disability, national origin, or religion.

Most eligible students seek jobs at the beginning of the academic year for the fall and spring semesters for that year. Job placements continually happen throughout the year. The Financial Aid Office makes every effort to place the student, whenever practical, in assignments related to their academic interests or program, and qualifications. On the application, students select areas of work interests (departments or agencies), campus preferences, and provide information about the skills or qualifications they have related to the areas of job interests. Financial Aid will contact students about their eligibility status and coordinate suitable interviews for students based on the information provided on the application. Departments

communicate their student worker needs to the Financial Aid Office work study specialist(s). Typically, positions are first-come, first-served based on the need of the department. The duration of your work study placement depends on the number of hours you can work each semester. The institution or departments do not provide transportation for students to and from their work assignments.

Interviews

Hiring supervisors review the application information and select the candidates they wish to interview. The Financial Aid Office work study specialist(s) schedules appointments for interviews and directs students on location, time, and departmental contact. We expect you to show up for your scheduled interviews or contact the Financial Aid Office work study specialist(s), in advance, if there is a need to reschedule the meetings.

After the interview, departmental or agency contacts select the candidates they want to hire and notify the Financial Aid Office work study specialist(s) to continue the process. If we do not hear from a supervisor, our work study specialist(s) makes contact to find out the status of the selection process.

You may interview for as many positions as you like; however, you can only select one work study assignment should you receive multiple job offers.

Required HR Documentation

Students complete the Human Resources onboarding process online as the next step for employment verification. You must complete paperwork associated with this process and have a successful background check before you receive an official contract and start date. The documents HR requires for onboarding include:

- Statement of Confidentiality
- State and Federal employee withholding allowance certificate (W-4)
- Employment Eligibility Verification (I-9)
- Background Check
- Payroll Schedule/Direct Deposit Authorization
- Emergency Contact/ Employee Data Sheet
- Receipt of Policies & Procedures
- Equal Opportunity/ Non-Discrimination
- Policy & Procedures Disclaimer
- Compliance Training
- HGTC Emergency Manual & Safety Training
- Payroll Schedule /Direct Deposit Enrollment
- Managing COVID-19 in the Workplace
- Dress Code Policy

All students are required to complete these documents regardless of the office of employment. The documents listed above are forms that are required to complete or read and sign off. The I9 form is the only form that needs to be submitted in person and originals of the documents they (work studies) choose from the list of acceptable documents for employer verification.

- **Statement of Confidentiality:** The information related to the institution, students, staff, and college processes and procedures is sensitive and, often, proprietary. The student may learn a great deal about other students and school personnel from his/her work. Such information must be held in strict confidence and not discussed with others. The college prohibits the release of data to third parties (for example, parents, spouses, employers, etc.) either in person, email or by telephone. The confidentiality statement signed by the students acknowledges their understanding of the need for confidentiality while employed in your work study assignment.
- **W-4 Form:** Each student must file a W-4 form for payroll purposes. The college releases statements of wages withheld (W-2 forms) before January 31st. If a student leaves the school for any reason, including graduating or no longer attending, they must provide a name and address change form to the Payroll Department to avoid delays in the delivery of W-2 forms. The Federal & State W4's require a handwritten signature but the completed and signed forms can be uploaded to the onboarding portal.

Background checks: The background check may take two weeks or longer to clear through our HR Department. Students who pass the background check successfully can move to the next step in the process. If there is an issue with your background check that delays the onboarding approvals, HR will notify you via certified mail with an explanation and call for action. Students who have background check issues have ten days to provide information to the Human Resources department that may result in your successful clearance. If you are not able to pass the background check or provide an acceptable explanation, the work study offer becomes null and void.

Payroll Schedule/Direct Deposit Enrollment: Students must submit a voided check to the HR department to authorize a direct deposit of work study payroll. If a student does not have checks, they may provide an official memo from their banking institution to implement a direct deposit draft into the account of their choice. If the student elects not to receive a direct deposit into an account, then the institution sends a manual check to the mailing address provided by the student.

Work Study Contracts (See Appendix Samples 4-11)

The onboarding process is incomplete until the student and supervisor sign the work study agreement. Students and supervisors receive email notifications from the Financial Aid Office when the process is complete.

All participants in the Federal College Work Study Program must complete a new online FCWS agreement each semester. The Financial Aid Office issues a new agreement after all capturing all signatures.

The FCWS agreement will include, but is not limited to, the following information:

- Statements regarding policies and regulations for work study
- The contract period for the current work study assignment/semester
- Allowable hours of work per week and month
- Approved Individual Pay Rate for the position
- The total amount of wages payable for the semester

The number of hours assigned per agreement is based on the student's eligibility to work according to their class schedule, departmental need for work study assistance, the supervisor's request for work study support, and availability of student work study funds according to their financial aid award. Specific provisions or exceptions apply if a supervisor requests that a student needs to work more than their contracted hours per week to support the department. The Financial Aid Office will review, discuss, and approve all exceptions.

No student should begin work without an FCWS agreement signed and dated by both the student and supervisor. No student should work beyond the ending date of their FCWS contract agreement. The Financial Aid Office cannot draft an FCWS agreement if a student has significant holds on their account, such as balances, attendance not verified, or transfer monitoring.

Assignment Changes

Students cannot change their work study assignments without approvals from the Financial Aid Office. Each student can work only one work study position at a time. Multiple contracts within the same semester are not allowed (for ex., you cannot have an agreement to work in the Library and TechCentral at the same time). If you wish to change your work study placement or assignment for any reason, please contact the Financial Aid Office work study specialist(s) to discuss the matter.

Contract Cancellations (See Appendix Sample 12)

Work study contract cancellations discontinue student assignments in the event there are circumstances that hinder job performance, or the student demonstrates unsatisfactory progress or behavior in the workplace. A sample of the contract cancellation form outlines the information that each supervisor must complete for processing. Students and supervisors must sign the form to acknowledge the dismissal. If a student is unable to sign the form, the Federal College Work Study Coordinator will review and sign the cancellation to acknowledge the dismissal.

Work Study Pay Rates and Compensation

The rate of pay is at least the federal minimum wage. The hourly rate for positions on-campus is \$10 per hour, and off-campus is \$12 per hour. The Financial Aid Office assesses job descriptions related to special pay rate considerations that require more detailed knowledge and expertise to perform the job. The unique criteria include, but are not limited to, GPA requirements, additional skills necessary to perform job duties and travel to multiple campuses and college-related events to perform work. Students receive pay once a month, on the 15th of the month following the month worked. For example, students receive a check on February 15th for all hours worked in January.

The institution will disburse compensation for work performed by the work study student under this agreement. All payments due as an employer's contribution under State or local workers' compensation laws, under Federal or State social security laws, or under other applicable laws, will be made by the institution.

Work study students become eligible for a pay increase after three consecutive semesters of work. The student must exhibit satisfactory job performance without incident throughout the three semesters of employment for consideration. Supervisors may complete a pay increase request form and submit to the Financial Aid Office for review and approvals. Supervisors would contact Financial Aid Office work study specialist(s) to receive a copy of the pay increase request form.

FICA and Medicare Tax Withholdings

The IRS provides a Safe Harbor to eligible student employees attending higher education institutions and exempts them from paying Medicare and Social Security taxes. The Internal Revenue Service (IRS) established certain federal guidelines (Revenue Procedure 2005-11) for eligible student employees from paying FICA taxes. In order to maintain eligibility for FICA exemption, each student employee must comply with the following federal guidelines below:

- Work 25 hours or less per week
- Enroll in at least 6 or more credit hours per semester

Any student employee exceeding 25 hours per week in a pay period is required to pay FICA taxes from each paycheck for the currently enrolled semester.

If a student employee is enrolled less than half time, which is fewer than six hours, or withdraws below half time credit hours, he or she is required to pay FICA taxes from each paycheck during the currently enrolled semester.

Currently, FICA taxes are 7.65% of a student employee's gross wages. The FICA tax deduction will continue throughout the current semester for any student employee not meeting FICA Exemption federal guidelines. If you have any questions, please contact our Payroll Department at (843) 349 – 5204 for assistance.

Timekeeping and Payment Procedures (See Appendix Sample 13)

The college utilizes Ultratime - a web-based timekeeping platform. On-campus work study students must clock in and out of their workday using this system. Ultratime is accessible on any computer on campus via MyHGTC. Off-campus students utilize the CWS timesheet – a formatted Excel document for recording college work study hours worked. The Financial Aid Office work study specialist(s) provides the supervisor with this document, which is on MyHGTC. Off-campus work study students must submit their CWS timesheets to the Financial Aid Office at the end of each month. Off-campus supervisors must review time recorded, and both the student and supervisor must sign and date the form before submitting to Financial Aid Office.

Missed Punches in Ultratime (See Appendix Sample 14)

On-campus students should use the Missed Punch form until they receive access to Ultratime system. Please allow 5-7 business days from the submission of your contract in the Financial Aid Office for log-in access to the system. If a student cannot access Ultratime after seven business days, please contact the Financial Aid Office for assistance.

Supervisors should manually enter hours recorded on the Missed Punch forms into Ultratime to ensure students receive accurate pay for the total number of hours worked during the month. For all off-campus work study students, please submit your Missed Punch forms and CWS timesheet to the Financial Aid Office after the off-campus supervisor reviews, signs, and dates the timesheet. The Financial Aid Office needs all timesheets on the last day of each month or no later than the 1st day of the new month for processing. For example, if you are submitting a November timesheet, and your last working day is November 30th, which happens to fall on a Friday, you may submit your timesheet to Financial Aid on the next business day (the Monday following).

The Financial Aid Office cannot process any CWS timesheet that is illegible, inaccurate, or unsigned. The student and supervisor must correct the issue(s) immediately to avoid delayed payment.

Contact Information – Questions, Concerns, Suggestions

If you have any questions, concerns, or suggestions regarding the automated work study process, please contact the Financial Aid Office via email workstudy@hgtc.edu

APPENDIX

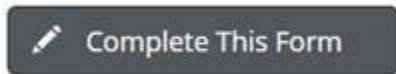
Process Notifications and Document Screenshots for Reference

Sample 1: The work study application is accessible on the Financial Aid Office page on the college’s website and the Financial Aid Office channels on MyHGTC. Work Study students see this welcome message which begins the application process.

Welcome to Dynamic Forms

Let's get started, Helen.

The Work-Study Application form needs to be completed.



You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

Sample 2: Screenshot of Work Study Application (appears after clicking the “Complete This Form” button).



Horry Georgetown Technical College Federal College Work Study Application 2020-2021

Federal Work Study Requirements

You must meet the following minimum requirements for participation in the Federal College Work Study Program:

- Complete the 2020-2021 FAFSA to determine award eligibility
- Be enrolled in at least one curriculum course (3-credit hours) and be in good academic standing
- Have an unmet student financial aid need as determined by your FAFSA and amount of financial aid award

Applicant Contact Information-- REQUIRED

First Name: *Helen	Last Name: *Orning	Mi:	Student H#:
Wavenet Email Address (Required)		Other Email Address (secondary):	
Cell Phone Number:		Alternate Phone Number:	

Applicant Qualifications-- REQUIRED

Have you completed a FAFSA for 2020-2021?

Which semester(s) do you want to work (check all that apply)?

- Fall
 Spring
 Summer

Are you enrolled in at least one course (3 credit hours)?

What is your major?

Sample 3: Screenshot of the Work Study Application Submission Alert (appears after submitting the application).



Dear Student,

Thank you for completing the Federal College Work Study Application. Once your application has been reviewed and your eligibility has been determined you will be contacted by the Financial Aid Office.

Thank you!
Horry Georgetown Technical College

Sample 4: Screenshot of On-Campus Contract Alert. Here is the message that pops up on the screen once the student has completed the first portion of the on-campus contract.



Dear Student,

Thank you for completing the first portion of your Federal College Work-Study On-Campus Contract. Once the Financial Aid Office has filled in the details of your contract, you will receive another email from ngwebsolutions. You will need to review the final details of your contract, sign, and then submit the form.

Just as a reminder, you CANNOT begin your work-study assignment until this process is complete.

Thank you!
Horry Georgetown Technical College

[View Form PDF](#)

Sample 5: Screenshot of Contract Details Alert. Here is the email that students receive once the on-campus contract is drafted and signed by Financial Aid. Students should click the link to continue the process.

Dear Student,

The Financial Aid Office has filled in the details of your contract. Please login, review the details of your contract, sign, and then submit the form. Once the form has been completed by your supervisor you will receive another email from ngwebsolutions notifying you that your completed contract is being processed.

Just as a reminder, you CANNOT begin your work study assignment until this process is complete.

Thank you!
Horry Georgetown Technical College

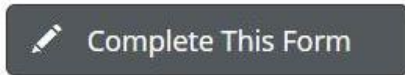
[Click here to complete your section of the form.](#)

Sample 6: Screenshot of Work Study Campus Contract Alert. Below is a screenshot of what the student will see after clicking the link to review the contract details and to sign their contract once Financial Aid completes their portion. This step is completed before the contract goes to the supervisor.

Welcome to Dynamic Forms

Let's get started, Helen.

The Work-Study On Campus Contract form needs to be completed.



You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

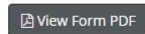
Sample 7: Contract Completion Thank You Alert: Below is a screenshot of the pop up screen that the student will see after completing their portion of the on-campus contract.



Thank you for reviewing and signing the Federal College Work-Study On Campus Contract. Once your supervisor has completed his/her portion, you will receive notification from Taheisha Harris regarding completion of the process.

Just as a reminder, you CANNOT begin your work study assignment until this process is complete.

Thank you!
Horry Georgetown Technical College



Sample 8: Contract Completion Thank You Email: Here is a screenshot of the email that is sent to the student once they have completed their portion of the contract.

Thank you for reviewing and signing the Federal College Work Study On Campus Contract. Once your supervisor has completed his/her portion, you will receive notification from Taheisha Harris regarding completion of the process.

Just as a reminder, you CANNOT begin your work study assignment until this process is complete.

Thank you!
Horry Georgetown Technical College

Sample 9: Supervisor Email Notification. Here is a screenshot of the email the supervisor receives after the student reviews and signs their contract.

Dear Supervisor,

You are receiving this email because your Horry Georgetown Technical College work study student needs your help in completing his/her Work Study Contract. As the supervisor, your assistance is required to continue processing your work-study student's contract.

Please follow these simple steps:

1. Log in or create a new account (if this is your first time). Once logged in, please proceed to Pending / Draft Forms, scroll down to the Forms You Need to Complete section, and click Complete the Form link to cosign this form.
2. Review the information in the form that was already completed by your work-study student and Horry-Georgetown Technical College. You will not be able to update the student or college portion of the form.
3. Complete the supervisor portion of the form.
4. Sign electronically and submit.

YOU MUST COMPLETE the supervisor portion and sign electronically for the form to be processed. The contract is time-sensitive; any delay gathering signatures will result in a delay in student start date. Just as a reminder, your work study CANNOT begin their work-study assignment until this process is complete. If you have any question or issues with the form, please contact Taheisha Harris at taheisha.harris@hgtc.edu.

Thank you!

Financial Aid Office
Horry Georgetown Technical College

[Click here to complete your section of the form.](#)

Sample 10: Supervisor Thank You Email. Here is a screenshot of the email that is sent to the supervisor once they have completed their portion of the contract.

Thank you for completing your portion of the Federal College Work Study Contract. You will receive notification from Taheisha Harris regarding completion of the process.

Just as a reminder, your work-study CANNOT begin their work study assignment until this process is complete.

Thank you,
Horry Georgetown Technical College

Sample 11: Student Notification of Supervisor Contract Completion: Here is a screenshot of the email the student will receive once the supervisor completes their portion of the on-campus contract.

Dear Student,

Your supervisor has completed your Work Study On-Campus Contract. Once the agreement has been processed in the Financial Aid Office you will receive the contract for your records.

Just as a reminder, you CANNOT begin your work study assignment until this process is complete.

Thank you,
Horry Georgetown Technical College

Please visit your Dynamic Forms home page by clicking [here](#).

Sample 12: Contract Cancellation Form (contact Financial Aid for forms)

HGTC Federal College Work Study Program



Federal College Work Study Contract Cancellation Form

Student Employee and Action Information	
Employee Name: [redacted]	Date: [redacted]
Employee H#: [redacted]	Job Title: [redacted]
Manager: [redacted]	Department: [redacted]
Last Date of Employment: _____	
Reason for Action (Check all that apply)	
Disciplinary Reason: <input type="checkbox"/> Absenteeism <input type="checkbox"/> Falsifying Documents/Records <input type="checkbox"/> Inappropriate Use of Computers/Equipment/Dept Resources <input type="checkbox"/> Inappropriate Work Behavior <input type="checkbox"/> Rudeness toward Co-workers/Student Faculty & Staff <input type="checkbox"/> Substandard Job Performance <input type="checkbox"/> Tardiness/Unauthorized Leave (Late arrival/Early leave) <input type="checkbox"/> Violation of Institutional Policies <input type="checkbox"/> Violation of College/Dept. Safety Rules	
Other Reasons: <input type="checkbox"/> Student Submitted Resignation (personal issues, etc.) <input type="checkbox"/> Lack of Commitment (not enough work for students, not enough hours for work, etc.) <input type="checkbox"/> Lack of Unmet Need (new scholarship, awards reduce unmet need, decided to accept loans, etc.) <input type="checkbox"/> Unsatisfactory Academic Progress <input type="checkbox"/> Withdrawal from College <input type="checkbox"/> Other: _____	
Explanation	
Details of the Issue: 	
Acknowledgement of Contract Cancellation	
<i>By signing this form, you confirm that you understand the information on this form. You also confirm that you and your manager have discussed the information and dismissal. Signing this form does not necessarily indicate that you agree with this cancellation.</i>	
Student/Employee Signature	Date
Primary Supervisor Signature	Date

SAMPLE FORM!
DO NOT USE!

Sample 13: CWS Excel Timesheet (Off-Campus Work Study. Spreadsheet available on MyHGTC)

HORRY-GEORGETOWN TECHNICAL COLLEGE						
<i>College Work Study Time Sheet</i>						
Date	Day	In	Out	In	Out	Number Hours
	Monday					0.00
	Tuesday					0.00
	Wednesday					0.00
	Thursday					0.00
	Friday					0.00
	Sat/Sun					0.00
Weekly Total						0.00
Date	Day	In	Out	In	Out	Number Hours
	Monday					0.00
	Tuesday					0.00
	Wednesday					0.00
	Thursday					0.00
	Friday					0.00
	Sat/Sun					0.00
Weekly Total						0.00
Date	Day	In	Out	In	Out	Number Hours
	Monday					0.00
	Tuesday					0.00
	Wednesday					0.00
	Thursday					0.00
	Friday					0.00
	Sat/Sun					0.00
Weekly Total						0.00
Monthly Total:						0.00

Name
H#
Month/Year
Department
Campus

INSTRUCTIONS:

- Time sheets should be completed daily, including all hour increments (1 hour = .25 increments, 15 minutes = .25, 30 minutes = .50, 45 minutes = .75 increments).
- Time sheets must be submitted to your immediate supervisor at the end of the last working day of each month. Supervisors must submit the time sheet to payroll by the 5th of the following month.
- **LATE TIME SHEETS WILL RESULT IN A MONTHLY PAYROLL CORRECTION.**
- Any Change (i.e., sick days, leaves, write out, etc.) must be initiated by the employee and approved by the supervisor.
- Employees are not to work in excess of 40 hours per week, or overtime must be paid. For these purposes, a week is defined as 7 consecutive days (Monday - Sunday). A request for overtime must be approved by the appropriate VP prior to the overtime.

Supervisor's Signature	Date
<i>I certify that I have verified the accuracy of the hours listed on this time sheet. I understand that knowingly approving time that which has not been worked may be cause for audit and that in consequence I may be subject to disciplinary action up to and including termination.</i>	
PLEASE SIGN IN INK IN A COLOR OTHER THAN BLACK TO VERIFY THIS IS AN ORIGINAL COPY!	

Employee's Signature	Date
<i>I certify under penalty of perjury that the time entries recorded on this time sheet are correct and I further certify that the hours recorded are an accurate reflection of the hours worked by me during the pay period. Submitting fraudulent time entries may be subject to disciplinary action up to and including termination.</i>	
PLEASE SIGN IN INK IN A COLOR OTHER THAN BLACK TO VERIFY THIS IS AN ORIGINAL COPY!	

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Sample 14: Missed Punch Form (forms available on MyHGTC)

Horry Georgetown Technical College
Time Card/ Missed Punch Notification Form

Employee Name: _____

Department: _____

It is the employee's responsibility to inform their supervisor/manager immediately when they have missed a punch on the time clock.

Date	Time In	Time Out	Reason for Missed Punch

Employee Signature: _____

Date: _____

Supervisor/Mgr. Signature: _____

Date: _____

Date Received: _____

Correction Entered By: _____

Date: _____

I acknowledge the above information as true and correct. I agree with the contents listed above and approve of this time to be submitted to payroll for payment to myself for time worked to date.

* Note: This form must be submitted to the Supervisor/Manager by noon on the last day of the pay period. It is your responsibility to submit this on time on a weekly basis to your Supervisor/Manager.

If for any reason this form is not filled out properly it may result in paycheck discrepancies.

Acknowledgement Receipt of the Federal College Work-Study Program Student Employment Manual

Finally, I understand that the contents of this Federal College Work Study Program Student Employment manual are simply policies and guidelines, not a contract or implied contract with supervisors or students. The contents of the Federal College Work Study Program Student Employment Manual may change at any time by HGTC's Financial Aid Office.

Please read this manual carefully to understand these conditions of the work study program before you sign this document.

Please submit your acknowledgement receipt of this program to the Financial Aid Office.

Student/Supervisor Handwritten Signature:

Handwritten Date:

Student/Supervisor Handwritten Name (Please Print):