



MOUNT MARTY
UNIVERSITY

2025-2026

Federal Work-Study

**Student / Supervisor
Handbook**

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INTRODUCTION

This handbook has been prepared for the benefit of Mount Marty University students, faculty and staff who work with the Federal Work-Study Program. It sets forth guidelines to clarify the working relationship between the student and the supervisor to promote better communication. It also explains the rights and responsibilities of students and their employers.

Students may participate in the Federal Work-Study Program if the student has been awarded Federal Work-Study by the Financial Assistance Office AND if they are maintaining satisfactory academic progress as a full-time student. Full-time status is 12 credit hours per semester.

Students must apply for financial assistance by completing the Free Application for Federal Student Aid (FAFSA) in order to qualify for federal work-study. Students cannot be placed in a position unless they have completed this process, regardless if they have had a position in previous years. Work study is awarded on a first-come, first-served basis.

If you have questions or suggestions concerning student employment, please direct them to:

Financial Assistance Office
Roncalli 100
(605) 668-1589

Lauren Svanda, Financial Assistance Director
Kelsey Hunhoff, Associate Director of Admission Operations & Financial Assistance

STUDENT EMPLOYMENT PHILOSOPHY

Work-Study is a student assistance program that provides part-time jobs for students with financial need. The purpose of the program is to provide students with employment which will assist them in meeting their academic expenses as well as learning knowledge of work ethics and responsibility.

JOB PLACEMENT

Students are placed in positions based on information provided on their Work-Study Application and feedback from position supervisors. Supervisors may require an interview to determine a student's fit for respective position. Notifications of job assignments are sent to students prior to the beginning of the fall semester. Students who will start during the spring semester will be sent notification of their position prior to the spring semester

EMPLOYMENT OPPORTUNITIES

There are many departments and offices where students may be assigned a position at Mount Marty University. The Financial Assistance Office staff will try to connect you with supervisors in your area of interest when possible. The following is a listing of departments where students may be placed:

America Counts Program**	English Department
America Reads Program**	Facility Services
Admission Office	Financial Assistance Office
Art Department	IT Support Services
Athletic Department	Lancer Locker
Benedictine Institute	MMU Library **
Biology Department	Music Department
Business Department	Nursing Lab
Business Office	President's Office
Campus Dining	Psychology Department
Career & Support Services Office	Registrar's Office
Center for Academic Excellence	Student Affairs
Chemistry Department	Theatre Department
Education Department	Theology / Philosophy Department
Education / Nursing – Master's Program	Watertown Location

** Indicates positions which include community service related duties.

GETTING STARTED

1. Accept your work-study award on LancerLink.
2. Complete and submit the Work-Study Application online at admission.mountmarty.edu/register/24-25workstudy.
3. The Financial Assistance staff will assign a position to students based on supervisor approval and send notification of their placement to the student before they arrive on campus. Supervisors may require an interview to determine students' fit in a position.
4. Students will accept / reject these placements online before they arrive on campus. Included within the online Work-Study Accept/Reject Form are the Student Responsibilities Agreement and MMU Confidentiality Agreement.
5. Immediately after accepting placement, students will need to complete the onboarding process/paperwork with Mount Marty's Human Resource Department:

NEW STUDENTS (incoming, transfer or returning student new to campus employment) – Students will complete the following in person with a MMU representative:

- I-9 -- **original** documentation (see attached sample at end of handbook) is presented to MMU representative. NO COPIES OR PHOTOGRAPH on a phone will be accepted.

NEW & RETURNING STUDENTS will complete/update the following via Paycor (MMU's payroll HR & payroll system):

- W-4
- Direct Deposit Form (required)

6. After the above is completed, the student will set up a work schedule for the semester with your supervisor. Be sure to take along your class schedule.

Students are expected to stay in their assigned position until they have earned the amount of their award. No change in employment may be made without the approval of the Financial Assistance Office.

STUDENT RESPONSIBILITIES

- If this is your first job on campus, complete the required paperwork/onboarding process with MMU's Human Resources Department.
- The student and supervisor will complete a work schedule at the beginning of each semester.
- Do not work during your scheduled class times.
- Report for work as scheduled and on time.
- Contact your supervisor if you need to rearrange your work schedule for a planned absence.
- If you will be absent due to illness, contact your supervisor as early in the work-day as possible
- If you call in, ALWAYS speak to your supervisor; do not let friends or family call in for you unless an emergency occurs.
- Confidentiality of student and university records is of utmost importance.
- Follow procedures and meet expectations set by your supervisor.
- Discuss any work-related problems you experience (schedules, job expectations, not enough hours, etc.) with your supervisor.
- If you experience a hostile work environment, harassment, or discrimination please contact the Financial Assistance Office, the Title IX Coordinator or a Deputy Title IX Coordinator directly.
- Keep record of your total earnings and work with your supervisor to ensure that you do not exceed your total awarded amount per semester. Upon earning the full amount of your award, you must not work any more hours in your department.
- If a student decides to resign from their assigned position, they are required to give at least a two-week advance written notice to the supervisor and to the Financial Assistance Office. The Financial Assistance Office is under no obligation to assign another position to student if they resign from their assigned position.

SUPERVISOR RESPONSIBILITIES

- Before allowing a student to work, make sure the student is authorized to work by the Financial Assistance Office and Human Resources.
- Set up a work schedule that does not interfere with the student's class schedule. Do NOT allow a student to work during their scheduled class time.
- Complete a job description for each work-study title in your department (e.g. dish room, line server, cook assistant). This is to be completed each academic year.
- Fully explain all duties associated with the position, as well as being responsible for training the student so that they can complete all assigned tasks.
- If a student fails:
 - to complete assigned duties in a satisfactory manner,
 - to show up at the assigned time, or
 - to conduct him/herself in a responsible manner,

The supervisor's responsibility is to counsel the student and complete a Job Performance Warning Form. Refer to discipline procedures.

- Monitor the number of hours each student works to ensure the student does not earn more than they are allocated. Students should also be given the opportunity to earn their allocated amount.
- Please contact the Director of HR if you would like to pay the worker once the allocated amount is reached. The department will be charged 100% of the wages. If a student is allowed to work beyond the semester award, the hours to be paid will be given to the Payroll & Benefits Administrator and processed with the next scheduled bi-weekly payroll.
- Inform the student of all special safety considerations pertaining to their job and work environment.
- Assist the student in properly completing time sheets. Refer to time sheet procedures in this manual.

DETERMINING NUMBER OF HOURS TO WORK EACH WEEK TO EARN FULL ELIGIBILITY

To determine the amount of hours per week a student can work to earn their full eligibility, please use the following calculation as a guide:

Yearly award ÷ 32 weeks (16 wks/semester) = total amount to earn per week

Total amount to earn per week ÷ pay rate per hour = hours to schedule per week

EXAMPLE:

$\$2000 \div 32 \text{ wks} = \$62.50/\text{week}$

$62.50 \text{ hrs} \div \$11.50/\text{hr} = 5.43 \text{ HRS/WK}$

For each semester (fall and spring terms), a student may earn up to 50% of their authorized award amount. Once a student has worked the maximum hours allowed, they will stop working. The supervisor's department will be responsible to pay all wages a student works over their allocation. Please contact the Director of Human Resources if the department will need the student to work more than the allocated amount. The additional hours will be submitted to the Payroll & Benefits Administrator and processed with the next scheduled bi-weekly payroll. The department will be charged 100% of the wages.

Students cannot use unworked hours from the Fall semester in the Spring semester. Also, students cannot transfer unused hours to other work-study students. However, supervisors may "lend" their students to another supervisor should the need arise. In that scenario, the student will have to have the hours available to work. They will not be awarded an additional amount of hours to work in a different department.

TIMECARDS

An electronic timecard is a legal document recording hours worked by a student.

- At the beginning of the academic year, the student must have all paperwork completed in Paycor before a time sheet can be issued.
- At the end of the pay period, review and approve the timecard on Paycor. Both the student and supervisor signatures approvals are required in order for a paycheck to be processed.
- Submit a timecard, even if a student does not work any hours. If a student did not work, the supervisor will simply approve zero hours.
- Timecards must be approved by the student by 5:00pm on the last Friday of the pay period. Supervisors must approve timecards by noon on Monday following the end of the pay period. If this should change because of a holiday, there will be a notice sent by way of email to the supervisor indicating when time sheets are due.
- Late time sheets will be paid with the following pay period's batch of timesheets.

PLEASE NOTE: THE LAST DAY FOR SUBMITTING TIME SHEETS FOR THE ACADEMIC YEAR IS THE LAST DAY OF CLASSES. DEPARTMENTS WILL PAY FULL WAGE FOR TIME SHEETS RECEIVED AFTER THAT DATE.

PAYMENT

After timecards are approved online, they will be reviewed for accuracy and processed by the Payroll & Benefits Administrator. Timecards must be approved by both the student and supervisor for payment to be processed.

Students must use direct deposit as pay method. Direct deposit payments are deposited into a savings or checking account as indicated by the student on their Direct Deposit Enrollment form in Paycor. Paystubs are viewable through Paycor.

Work Study/student employment earnings are taxable. All student workers will be issued a W-2 Wage and Income Statement by the Business Office by January 31st of each year.

WAITING LIST

If a student is not originally assigned a Work Study or campus employment position, they can ask to be placed on a waiting list. Once the academic year has begun and if there are openings, the Financial Assistance Office will contact students on the waiting list in the order placed on the list. If a student has been assigned a position on campus and decides to resign that position, they can ask to be placed on a waiting list. Students who have not been placed in a position have priority in placement over students who have declined their first position. The Financial Assistance Office has the right to make exceptions due to specific job requirements as specified by supervisors.

WORKING DURING PERIODS OF NON-ENROLLMENT

Students are allowed to work during periods when classes are not in session. Periods of non-enrollment include Thanksgiving break, Christmas break, Easter break and Spring break. If a student works during a break that occurs within a semester (e.g. Spring break), their earnings will be counted towards that semester's earnings. Students are not allowed to work more than 40 hours/week.

Christmas Break - No student will be allowed to work from the end of the fall term through December 31st. Students are allowed to work during Christmas break after January 1st. All money earned during this break will be counted toward spring semester earnings. A student working during the Christmas break is required to be registered for the spring semester.

Summer Employment – Summer employment requires a Summer Financial Assistance application to be completed by the student. This form is available in the Financial Assistance Office in March. Positions vary from one year to the next and are based on availability of funds. A student applying for summer positions must qualify for Federal Work Study before they will be considered for a position. A student working during the summer must be registered for the fall semester.

REHIRING STUDENTS

Once a student has been hired in a department, they may remain in that department as long as the student is eligible for student employment and the supervisor determines their fit as satisfactory. A student will not be placed in the same department if they are not eligible for student employment or if they have been terminated by their supervisor through one of the following procedures:

- a. Student Employment Discipline Process,
- b. Memo sent to the student by the supervisor indicating termination with a copy sent to the Financial Assistance Office,
- c. Conversation with the student with documentation sent to the Financial Assistance Office. A student will also not be placed in the same department if the student requests another area at the end of the year. Extenuating circumstances will be reviewed on a case by case basis.

POSITION RESIGNATION

Once a student has been placed in a position, they are expected to stay in that position the entire academic year. If a student decides they do not want to work in their position, they will need to give a two-week written notice of resignation to their supervisor and to the Financial Assistance Office. The student can be placed on a waiting list for another position, but students who have not been placed in a position will be placed before a student who has resigned their first position. If a student resigns their position, the Financial Assistance Office is under no obligation to locate another position. The Financial Assistance Office has the right to make exceptions due to specific job requirements as specified by position supervisors.

STUDENT EMPLOYEE DISCIPLINE PROCEDURE

In order for student employment to be a legitimate resource on campus, certain procedures must be put in place to ensure accountability. Student workers must realize that with any job there are certain expectations. If expectations are not achieved, workers run the risk of not only losing their job but jeopardizing their opportunities for future employment. This discipline procedure should be used as a tool for communication. It is important to emphasize to students and supervisors the importance of discussing problems informally before beginning a formal process.

1st WARNING -- Supervisor completes a Job Performance Warning form indicating the date of the incident and an explanation of what occurred. Both the student and supervisor are required to sign the form. If the student is unavailable to sign the form (e.g. warning being given for not showing up to work), this must be indicated on the student signature line by simply writing N/A. Copies of the completed Warning Form must be provided to: student, supervisor & Financial Assistance Office. It is the supervisor's responsibility to distribute the copies to the appropriate parties.

2nd WARNING -- If after the first warning, the student's behavior continues to not meet expectations, a second Job Performance Warning form must be completed. Both student and supervisor signatures are required. Supervisor must distribute copies to the appropriate parties.

3rd WARNING (TERMINATION) -- If after the second warning, the student's behavior still does not meet expectations, a third and final warning is issued indicating the date of the incident and an explanation of what occurred. The third warning results in termination of the student employee. Both student and supervisor signatures are required. The supervisor must distribute copies to the appropriate parties. Upon receipt of the third notice, the Financial Assistance Office will send a notice to the student of his/her termination. Once a student is terminated, the Financial Assistance Office will be under no obligation to place the student in another position.

If an agreement regarding corrective actions cannot be reached during this process, the Financial Assistance Office may facilitate a meeting between the supervisor and student

A student employee may be discharged at any time, without regard to the preceding steps, if he or she commits an offense for which immediate discharge is specified as a penalty or if, in the supervisor's judgment, the employee's continued presence or continued absenteeism would be contrary to the well-being of the department or the university.



Date: _____

Position: _____

Circle one: 1st Notice 2nd Notice 3rd Notice/Termination

Supervisor's explanation:

Student Name

Student Signature

Department

Supervisor Signature

Provide copies of this completed form to:
1. Student
2. Supervisor
3. Financial Assistance Office

FORMS

There are many forms mentioned throughout this manual that must be completed or used in the Work-Study/campus employment program.

- 1) Work-Study Application
 - a) All students will need to complete this online form each year
 - b) <https://slate.to/pg4kFMj6>
 - c) Determines student interest in work-study position(s).

- 2) Work-Study Accept/Reject Position Form/Student Responsibilities Form & Confidentiality Agreement
 - a) All students will need to complete this online form each year
 - b) <https://slate.to/kuiNTUmx>
 - c) Confirms placement and reinforces need for students to be good employees & confidentiality in departments

- 3) Employment Eligibility Verification, I-9 Form
 - a) New students fill this out upon accepting an employment position
 - b) Will need to present ORIGINAL forms of identification (examples provided on the form) to the Human Resources Department

- 4) Employee Withholding Allowance Certificate, W-4
 - a) New students fill this out upon accepting an employment position
 - b) Completed via [Paycor Employee Self Service](#).

- 5) Direct Deposit Enrollment Form
 - a) All students fill this out if not already done previously.
 - b) Facilitates paychecks to be deposited directly into the student's savings or checking account
 - c) Completed via [Paycor Employee Self Service](#)

- 6) Timecard
 - a) All students keep track of hours worked, approved by student and supervisor at the end of each pay period
 - b) Complete via [Paycor Employee Self Service](#)

- 7) Job Performance Warning Form
 - a) Used to communicate to student areas for improvement