



FEDERAL & STATE WORK STUDY PROGRAM REGULATIONS AND RESPONSIBILITIES

EMPLOYMENT AUTHORIZATION

Your Financial Aid Award Letter states the total amount of gross dollars you can earn through the Federal or State Work Study Program. Please advise your supervisor and arrange your schedule so that you do not exceed the stated amount. It is **your** responsibility to ensure that this award is not exceeded. **Gwynedd Mercy University will not be responsible for compensating you for hours worked in excess of your award.** The GMercyU Student Employment Authorization Form must be signed by you and your supervisor and returned to the Campbell Solution Center along with all other necessary hiring paperwork BEFORE beginning a job. You will not be paid for any hours that you work prior to completion of the authorization process.

Please note that GMercyU cannot guarantee a job or total earnings as awarded as work study is limited by the amount of funds received from the federal and state government.

EMPLOYMENT REQUIREMENTS

NEW Work Study Students must complete the following before starting any work on campus:

- Employment Information Session (online via student Blackboard accounts)
- Authorization Form (3 part form completed by student, FWS Coordinator and hiring supervisor)
- W-4 Form
- Statement of Understanding of Confidentiality
- Local Tax Form
- I-9 Form (requires identification – 1 form of picture id (student id or driver's license *and* **ORIGINAL** birth certificate or Social Security card, also acceptable would be a valid US passport)
- Employee Direct Deposit Enrollment Form
- GMercyU System Account Application (IT form)
- ACT 153 clearances as required by the State of Pennsylvania (background check and fingerprinting)

RETURNING Work Study Students must complete the following before starting any work on campus:

- Authorization Form
- Employee Direct Deposit Enrollment Form
- GMercyU System Account Application (IT form)
- ACT 153 clearances as required by the State of Pennsylvania (background check and fingerprinting)

These forms **must** be completed and returned to the Campbell Solution Center. Students have 2 weeks to report to their supervisor after the start of the semester. Students who do not report within the 2-week period will lose their eligibility for that position and will be placed on a waiting list for future positions.

ELECTRONIC PAYROLL SYSTEM (MyPaychex.com)

Wages are paid to students based on the information provided on the electronic payroll system via MyPaychex.com. Students are required to log in/out daily (i.e., start of each shift AND end of each shift). Departmental supervisors will review, at the end of each pay period, time submitted by students for accuracy and approval. Information will then be forward by the supervisor to the Payroll Department for compensation to students.

It is the responsibility of both students and supervisors to ensure that time worked is properly recorded on MyPaychex.com for accurate and timely compensation to student workers. Information should be reported to the Payroll Department, electronically, by supervisors on the 1st and 16th of each month. Paychecks will be directly deposited into your checking or savings account on the 7th and 22nd of each month. Electronic time reported/approved late will be paid in the next pay period. Any misrepresentation of hours constitutes fraud. Fraud is a felony. Investigations and prosecutions will be made if fraud occurs.

MAXIMUM HOURS

During the academic year, students should work no more than **10** hours per week. **Please be aware, depending on your FWS award, you may choose to work less than 10 hours per week to accommodate the academic year total award. Should you exceed the FWS total award, you are in jeopardy of not being reimbursed for extended hours worked. Please refer to the earnings reports that the FWS coordinator sends out periodically to check on earnings to date. Earnings to date are also reflected on your bi-monthly pay stub found in the HR section of MyPaychex.com.** You can work with your department supervisor to adjust your hours to accommodate your remaining award.

During holiday, vacation and summer periods, students may work no more than **35** hours per week. Students are NOT paid for lunch hours, holidays and time off.

PERFORMANCE

Federal Work-Study students are responsible for punctual, regular and efficient performance of job duties. Supervisors must be notified in advance of inability to report for work. Work-Study students assume all of the obligations of an employee; therefore, failure to provide satisfactory performance will result in a Corrective Action Plan and, if no improvement is noted, the result will be a loss of job.

TRANSFER REQUEST

Any student who wants to change jobs must discuss this action with his/her supervisor and the Student Employment Coordinator. We would prefer that you work through the semester but special circumstances will be considered. Adequate notice (generally two weeks) should be given. If the request is granted, the student must obtain a Transfer Request form from Financial Aid, which will require the current supervisor's signature.

CONTACT INFORMATION

Be sure to check your GMercyU e-mail regularly for important information related to work study.

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