



Uniting the Heart & Science of Healthcare

Federal Work-Study Handbook

2026-2027



ROSEMAN UNIVERSITY
OF HEALTH SCIENCES

TABLE OF CONTENTS

Introduction to Work-Study

Introduction	2
Compliance	2

Eligibility

Employer Eligibility	3
Student Eligibility	3
Applicant Placement	4

Becoming Employed

Student Jobs	5
Employer Specific Documents	5

Pay & Performance

Wages	6
Work Hours per Week	7
Work Schedule	7
Pay Periods & Timecards	7
Rest Periods	8
Employee Benefits	8
Dress Code	8
Pay Changes	8

Transfers & Terminations

Transfers	8
Terminations	9
Performance Improvement Policy	10
Approval of Terminations	10

Responsibilities

Program Responsibilities	11
Student Employees	11
Supervisors	11
Record Keeping	12

Addendums

Work-Study Student Rights & Responsibilities	13
Emergencies & Incident Reporting	14

Introduction to Work-Study

Introduction

The Federal Work-Study (FWS) Program provides part-time employment for students with financial need (as defined by the US Department of Education and federal financial aid regulations), allowing them to earn money to help pay educational expenses. The program encourages community service and work related to the student's course of study, where possible. This handbook contains information about the employment policies and practices of the FWS Program. We expect each employer and employee to read this handbook carefully, as it is a valuable reference for understanding your job and how the FWS Program operates.

Compliance

Since the FWS Program is federally funded, compliance with the program's regulations is essential for continuation. ***Compliance is the responsibility of all members of the on-campus and off-campus community, so it is important to become familiar with the requirements listed herein.*** It takes everyone's cooperation and understanding to develop and carry out a successful FWS Program. Failure to comply with all federal regulations could result in the loss or reduction of federal financial aid funds provided to Roseman University and loss of Off-Campus Employer participation.

Eligibility

Employer Eligibility

To be considered for participation in the FWS Program at Roseman University of Health Sciences, interested off-campus agencies must complete and review the Information for Agency/Organization Participation Form and a Memorandum of Understanding (MOU) prior to being eligible to participate in the program. These forms can be found on the financial aid page of www.roseman.edu. Roseman University will provide a standard MOU for all agencies to review and sign prior to participation.

Student Eligibility

To qualify for Federal Work Study, a student must:

- Complete the Free Application for Federal Student Aid (FAFSA) and demonstrate financial need. Financial Need is generally determined by subtracting the Student Aid Index (SAI) from the FAFSA, from Roseman's Cost of Attendance for the academic year of the program. If the number is negative, there is no financial need, and the student would not be eligible for FWS funds.
- A new FAFSA is required each academic year to work in an FWS position.
- Be enrolled at Roseman and have begun attendance in the degree program.
- Maintain Satisfactory Academic Progress (SAP) in the program.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security number.

Renewing your eligibility each year

A FAFSA needs to be submitted every year to renew your FWS eligibility. FWS eligibility may vary each year and is dependent on the information provided on the FAFSA such as, other types of aid you receive (including loans), family income, and non-work-study income during the previous year.

FWS Award

Occasionally, changes in policies, regulations and financial need may cause a student's financial aid award to be adjusted or reduced. To prevent an over-award situation, which may result from this change, the Work-Study Award may also have to be adjusted accordingly. In the event of any changes, you will be notified by the Financial Aid Office.

Student earnings do not need to be repaid.

Unused earnings do not roll over to the following year.

FWS Award Period

The award period is the period during which students may earn their FWS award. Students may not begin their work-study job before the start of the award period or continue to work after the award period ends. Students may not work while they are withdrawn from school.

Applicant Placement

Jobs will be posted within 48 hours of the employer notifying the Financial Aid Office. The student must apply for the position with the employer, who will schedule an interview with the student. Once an interview has been conducted, the employer will decide whether the student is the best candidate for the position. The student should be notified no later than three (3) business days following the completion of all interviews, regarding the status of their employment application. If the student is hired, the student will be emailed a link to the Workday HR system to complete a new hire packet. The Financial Aid Office will notify the student when Human Resources has completed all necessary paperwork to begin employment; this process generally takes 2-3 weeks to complete once the new hire packet has been completed. Off-campus employers may have additional requirements before the student's actual start date.

Becoming Employed

Student Jobs

Job openings are sent via email to students enrolled in the positions preferred program. For more information regarding positions of interest students should contact the Financial Aid Office. Interviews will be arranged directly between the employer and the student.

Once employment is confirmed with a work-study employer, students must complete the New Hire Process in Workday. This will include:

- Student Confidentiality Agreement
- W- 4 Form
- Employee Info/Emergency Contact
- Direct Deposit Form (students are encouraged to apply for direct deposit).
- EEO Form
- Students must complete the I-9 form in-person with the HR Office before the first authorized day of employment
- Students must present original identification documents at the same time

Employer Specific Documents:

- The Financial Aid Office will inform you of any additional requirements

Pay & Performance

Wages

Students employed under the FWS Program are never paid on a salary, commission or fee basis (this includes variable pay rates of any kind). They are paid on an hourly basis for *time spent on the job or during orientation/training periods*.

Employees are not eligible to receive FWS funds for hours worked:

- more than the student's FWS award;
- prior to the start or after the end of the Award Period;
- beyond 25 hours per week*

*Or the maximum hours communicated by the Financial Aid Office

FWS funds can never be used by the employer to:

- Provide benefits such as sick leave, vacation or holiday pay because FWS students are not eligible for benefits
- Pay the employer's contribution to Social Security, Worker's Compensation, retirement or any other welfare or insurance programs.

A department may, at its discretion, choose to pay the employee within the minimum/maximum range. However, according to Federal College Work-Study Guidelines, a student's pay must be appropriate and reasonable. Therefore, if an employer feels a position merits a higher pay than the Roseman University's FWS maximum they must submit a detailed job description along with the requested pay rate to the Financial Aid Office. Since a student must travel for employment to off-campus agencies, the wage is usually elevated above the documented wage. Off-Campus employers are encouraged to hire students at a fair wage that is commensurate with their job duties. The Financial Aid Office will deny any wage that does not appear to meet that requirement. At least two (2) weeks must be allowed to research this request for a higher pay rate.

Work Hours Per Week

Total work hours per week are contingent upon the amount awarded. A FWS student may not work in excess of twenty-five (25) hours per week in any week, even during break periods.

NOTE:

- Work-Study hours are also limited by the amount of the award. If the student exceeds the amount of award, participation in the program will not be permitted during the remainder of the year.
- When the student's earnings are nearing the full award amount, the FWS Coordinator will make a reasonable effort to notify the student. However, it is the students' responsibility to track their earnings to ensure the authorized award amount is not exceeded. Please contact the FWS Coordinator to verify the year-to-date FWS earnings that have been applied against your award.

Work Schedule

Prior to employment, the employer and the student will determine an agreeable work schedule. It is the responsibility of the employee to notify the employer if he/she is unable to meet the agreed upon work schedule. This notification must be made prior to the intended absence or as soon as possible if the absence was unexpected. If the student has academic problems during the term that may affect his/her work schedule, the student must notify his/her employer so hours may be changed or arranged accordingly. It is ultimately the employer who establishes the work schedule and determines any changes.

Pay Periods/Timecards

Each student employee will submit their time worked in the Workday payroll system meeting the following criteria:

- Time worked should be entered into Workday daily.
- Rest periods do not have to be entered.
- Meal breaks must be entered into Workday and a 30-minute meal break **MUST** be taken if total hours worked are more than 6 on any given day.
- For corrections on a clock-in or clock-out, or missed clock in, the employee must contact the FWS Coordinator with the correct date and time no later than 9am on the following morning.
- To ensure timely payment of wages, all established deadlines must be met.
- Falsification of time worked can lead to disciplinary action up to, and including, termination.

All pay periods for Work-Study employees are bi-weekly. Each paycheck will reflect hours worked for the preceding two weeks. The student should clock in when reporting to work and clock out upon leaving.

A payroll calendar identifying the pay periods and pay days is posted on the Roseman website under Human Resources. If the student employee fails to clock in/out on Workday, they will be given a warning. If the student employee continues to do so, they will be subject to disciplinary action up to, and including, termination.

Paychecks can be directly deposited into the students' bank account if they complete a direct deposit form, this is highly suggested. Paper checks are released in the Bursar's office on alternate Fridays. Students must have identification to pick up a paycheck.

Rest Periods

For every four (4) consecutive hours of work, the employee is permitted to take a rest period, not to exceed ten (10) minutes. These rest periods are to be taken away from the work area and are scheduled and controlled by the supervisor to ensure office continuity. A student that works more than 6 consecutive hours **MUST** take an unpaid lunch break of at least 30 minutes.

Employee Benefits

Work Study employees do not earn vacation, sick leave or holiday pay due to the irregular nature of employment. Work Study Program employees are not eligible to apply for a leave of absence.

Dress Code

The Work Study Program does not establish a dress code for student employees. However, depending upon where the student is employed, a dress code may be required. The employer should review dress code requirements with Work Study employees prior to hiring.

Pay Changes

The employing department must initiate all pay changes. These requests must be written via a Work-Study Merit Increase Form. Increases in pay are considered on MERIT and MUST be justified in writing. The increment is not to exceed 10% of the hourly rate. Raises should not be requested until the student has been continuously employed by the department for a minimum of four (4) months, has proven capable of the required skills, or has shown significant ability to understand the department's required technology. Merit increments are contingent upon student's FWS allotment balance and the student's job-related experience. All pay changes are contingent upon available funding, the student's remaining award, and the Director or Assistant Director's approval. The pay increase shall not be implemented until the Merit Increment has been approved.

Transfers & Terminations

Transfers

Student employees may transfer FWS jobs if there is a justifiable reason for doing so and only if there is an available FWS position in the desired department/location, whether the change is the choice of the employer or the student employee. If a student is able to secure a position that is more related to his/her chosen profession and/or interest, the current job situation should be evaluated carefully before a final decision is made to request a transfer.

Transfers are completed only after

- a student has had an interview with the new employer
- has notified the Financial Aid Office.
- Students will not be permitted to transfer a position until they have fulfilled the obligation of informing their current employer/site of their intent to leave their employment.
- The student's earnings from the prior position will be deducted from the original FWS award amount. A FWS student cannot work more than one FWS job at a time.

Terminations

There are three (3) broad categories under which a student may be terminated:

- the student may be terminated by the Work Study Program
- the student may voluntarily terminate employment
- the employer may initiate an involuntary termination

In all cases, employees' problems are to be handled following Human Resources policy. If serious misconduct is the reason for dismissal, the student will be barred from receiving FWS awards in the future.

Types of Termination

The Work Study Program terminates a student who has earned enough to meet his/her financial need for the academic year. A student will also be terminated when they graduate, are withdrawn or taking a leave of absence; if satisfactory academic progress is not maintained during the course of study; or if the minimum course load is not maintained. Both student and employment department will receive notification in writing of termination when initiated by the Financial Aid Office. Reason for termination and effective date will be given. Once a department has been notified that a student is no longer eligible to continue employment, they will not be reimbursed for any hours worked beyond the notification.

Voluntary Termination

The student will be terminated upon request. Such a request should be presented to the employer two (2) weeks prior to the effective date. It is preferable for the request to be in written form. The employer must notify the Work Study Office when this occurs.

Involuntary Termination

Involuntary termination results when the employee:

- does not perform in a satisfactory manner
- has committed a minor offense,
- has committed a major offense such as theft, insubordination, gross misconduct, etc.,
- has excessive unexplained absences, walking off the job, or after an absence without permission or notice (i.e., no-call, no-show), except when an emergency situation prevents giving such a notice.

A student involuntarily terminated has the option to pursue the issue with the Financial Aid Office and Human Resources.

Excessive absenteeism (whether scheduled or unscheduled), chronic tardiness, and/or repeated absences without timely notification to your supervisor are grounds for disciplinary action, up to and including termination.

If you are absent for three consecutive days without properly notifying your supervisor, it is assumed that you have voluntarily abandoned your position. You will be removed from the payroll.

Performance Improvement Policy

Except in cases of serious misconduct, the following procedures should be followed when dealing with performance or behavior issues. The steps are designed to encourage student employees to succeed and to correct the students' conduct and work performance.

The first step is verbal counseling of the employee regarding unsatisfactory performance. The employer will document the discussion. In most cases, no further action will be required. If, however, the unsatisfactory performance has not been corrected, the employee should receive a written warning emphasizing the importance of the situation, describing the deficiency, specifying the time to correct the deficiency, and describing that the consequence of failing to correct the deficiency will be termination. A reasonable time of four (4) weeks is considered appropriate between the written warning and final termination. When the decision is made by the employer to terminate the employee, the employer will submit all documentation to the FWS Coordinator.

Approval of Terminations

To protect both the employee and the University, disciplinary involuntary termination of a student employee is reviewed and approved by the Director of Financial Aid in consultation with Human Resources. Students have the right to appeal employment decisions that they believe are unjust, improper, unmerited, etc.

Responsibilities

Program Responsibilities

Every effort will be made to assist the student in obtaining part-time employment; however, employment is not guaranteed. Information and counseling will be provided to students and supervisors who have questions or concerns regarding FWS employment. Procedures and policies will be clarified upon request, and alternatives discussed. It is the student's responsibility to download the Work-Study Handbook from the Roseman website.

The Financial Aid Office makes every effort to provide an update if a student is near his or her maximum award amount. **However, the student is responsible for keeping an accurate account of the student's earnings to date.**

Student Employees

The student is expected to earn the entire FWS award. However, earning the amount awarded **cannot be guaranteed**, as the student's work schedule and rate of pay may not permit the student to earn his/her entire award. Any funds unearned at the end of the award period will be forfeited. The award is the total gross dollar amount a student may earn during the award period. The student and supervisor share responsibility for keeping track of the student's monthly earnings in order to avoid an over- award situation. The Financial Aid Office will periodically review past and projected earnings and, if the student is not on track to earn their full award, their award may be reduced and reallocated to other students.

The student is to meet his/her work schedule and be on time. Each student is expected to perform his/her work assignments in a satisfactory manner. Students may not "fill in" for another student at work. It is the student's responsibility to notify the supervisor in sufficient time if he/she is to be absent. Each employee is responsible for the accuracy of the time reported as worked.

Supervisors

It is essential that the supervisor clearly explains the performance expectations to each student employee and provide sufficient opportunity for questions and clarification if needed. If the student is not performing in a satisfactory manner, the supervisor needs to contact the Financial Aid Office.

The supervisor is expected to develop a work schedule with the student employee that will allow reasonable earnings of the Work-Study award.

All employee related problems should be discussed directly with the student involved and the Financial Aid Office.

Recordkeeping

According to federal guidelines the University is ultimately responsible for making sure that payment for work performed is properly documented and that each student's work is properly supervised.

Responsibility of other Units

Roseman's Accounting Unit will be responsible for distributing W2's to each student.

The Roseman Payroll Unit keeps records of the Work-Study Timecards, these are considered official University records for audit purposes; therefore, all copies must be retained by the department and kept readily accessible for at least five (5) years.

Work-Study Students Rights & Responsibilities

- Students should report to work on time, notify the supervisor when they will be late or absent, and dress appropriately for the work location (dress code should be discussed during the interview).
- When asking for time off, students should consider the employer's needs as well as their own.
- In addition, some Federal Work Study positions may require access to confidential information, abuse or misuse of such authorization is grounds for termination.
- Students cannot earn more than the Work-Study award unless additional work-study funds are available for award.
- It is the student's and employer's responsibility to monitor earnings to be sure they do not exceed the award amount.
- If a problem develops on the job, the first point of contact should be the supervisor.
- If the problem cannot be resolved, the student should contact the Financial Aid Office.
- There is no guarantee that the Work-Study award can be replaced with another type of aid or that the student can secure another FWS position.
- Students agree to abide by the regulations and policies as outlined in the Work-Study Handbook.
- Failure to follow these policies and regulations may result in the cancellation of the FWS award and the loss of their Work-Study position.
- Acceptance of a position through Work-Study implies a commitment to the employer for at least one term.

Emergencies & Incident Reporting

Accident/Incident Reporting Procedures for FWS Student Employees

Your safety and welfare while working at your Federal Work Study position is a primary concern for the University. The law requires that the University, as your employer, provides insurance in order for you to receive treatment if you are injured or become ill because of your employment. Therefore, it is important that you make yourself familiar with reporting procedures should you be involved in an incident while at your work study job.

The reporting procedures are outlined below:

1. Follow the reporting protocol as directed by the FWS employer.
2. If medical treatment is required;
go to www.travelers.com/claims, click on 'Claim Center' and then click 'Workers Comp Support' and then 'Find a Network Medical Provider'.
3. If it is a medical emergency, call 911 or have someone take you to the nearest emergency room. Be sure to inform the service provider that this is a work-related injury.
 - a. If medical treatment is received, you must provide a written release from the treating physician to Roseman University's Office of Human Resources when you are able to return to your regular duties.
 - b. If you are unable to return to work immediately or will have physical restrictions requiring temporary light duty, a doctor's note will be required clearly stating the limitations and expected return to full duty.
4. As soon as reasonably possible (at least within 24 hours after the accident), complete one of the following: Nevada employees – Notice of Injury or Occupational Disease or Utah employees – Worker's Compensation Employer's First Report of Injury or Illness. The on-site supervisor will also be responsible for completing a section of the form. These forms can be found on the Student Portal under FWS or <http://www.roseman.edu/financial-aid/fws-for-employers/forms-for-employers>. The completed report can be e-mailed to hroffice@roseman.edu or faxed to Roseman Human Resources at 702-968-1616.
5. Verbal notification must also be made directly to Roseman University Human Resources.
Contact:

Monday – Friday from 8 a.m. to 5 p.m. PST

Saralyn Wilkins at 702-968-1611

Evenings, Weekends, Holidays, and Campus Closures

Saralyn Wilkins at 801-200-1105

IMPORTANT NOTE – If you are involved with other types of serious issues while on the job, such as harassment (sexual or otherwise), discrimination, or retaliation, go directly to step 4 above.

Then complete the Incident Report Form found at <http://www.roseman.edu/students/financial-aid/federal-work-study/information-for-fws-students/>. If you are an employer, please proceed to <http://www.roseman.edu/students/financial-aid/federal-work-study/information-for-employers/>.