



**2024-2025**  
**Federal Work-Study Manual**  
**for Students & Supervisors**

# General Information

## Program Overview

The Federal Work-Study Program is administered by Western Dakota Technical College's (WDTC's) Financial Aid Office and Student Accounts. Federal allocations provide funding for the program, which is designed to create employment opportunities tailored to the unique needs of college students. Whenever possible, work-study employment will consider the academic and professional interests of the student: course work and other academic requirements will always receive first priority.

Work-study employment is available for enrolled students during the academic year and during the summer for any students planning to enroll in the following academic year. Incoming students with a fall schedule in place are eligible to work during the summer prior to their fall semester at WDTC.

Federal Work-Study funds are offered to students as part of a comprehensive financial aid package. Students must complete the Free Application for Federal Student Aid (FAFSA) and show financial need in order to qualify for a Federal Work-Study offer. However, unlike other financial aid sources, funds from work-study are only given to the student as they are earned from employment in a work-study specified position. Students who obtain work-study employment will be paid every other week based on a specified hourly wage rate. Note: work-study earnings cannot be automatically applied to billable college expenses on behalf of the student.

## Obtaining Employment

The WDTC Financial Aid Office assists students in securing Federal Work-Study positions; however, placement in a work-study position is not guaranteed. The Financial Aid Office has a list of current employment opportunities. The Financial Aid office will confirm eligibility and contact the student to communicate next steps.

### Application Process

- Financial Aid emails all eligible students at the beginning of each semester.
- Eligible students interested in working will complete the Federal Work-Study Request Form (this form is included with the email to all eligible students).
- Financial Aid will reach out to students as submitted forms are received to schedule interviews with potential supervisors.
- The student will receive a confirmation next steps email verifying the interview time.

Once a hiring agreement has been reached, the supervisor will notify the Financial Aid Office stating they want to move forward with hiring. The Financial Aid Office will then contact the student to schedule an appointment with HR and complete the hiring process. Students cannot begin working until all required forms and trainings have been completed and the student and supervisor receive an email from the Financial Aid Office stating they are cleared to start working.

## Steps After Offered a Position

Once the supervisor has notified the Financial Aid Office they want to move forward with hiring the student, the Financial Aid Office will schedule an appointment with the student and HR to complete the necessary forms/hiring process.

All students need to review and complete work-study paperwork with the Human Resources Office prior to starting work each academic year. All work-study employees must submit the following forms:

- FWS Employee (HR New Hire paperwork)
  - Driver's License (HR will make a copy)
  - Social Security Card (HR will make a copy)
  - Direct Deposit Information – Bring a voided check or a letter from your banking institution that has your routing and account number.
  - Signed Compliance Training Form
  - FWS Emergency Contact Form
  
- FWS Employee (HR Continuing Hire paperwork)
  - Verify Direct Deposit Information
  - Signed Compliance Training Form

The student must complete a federal and state background check through the WDTA Human Resources Office. The state background check may take one to two business days to be processed. The student may begin work after the state background check is cleared, but continuation of the work-study job will be contingent on the cleared results of the federal background check. It may take several weeks to receive the federal results.

## Scheduling and Employment Responsibilities

It is the responsibility of the student and the supervisor to arrange appropriate work schedules and position duties when reaching a hiring agreement. However, there are several program guidelines that must be followed when making these decisions.

**Weekly Hour Limit** – Students are not authorized to work during scheduled classroom hours. Students are only authorized to work around their course schedules and are encouraged to work at least a minimum of 5 hours per week and not exceed 20 hours per week. Most students work an average of 10-20 hours per week. Students cannot work during scheduled class time, even if the class is cancelled for the day. Students are not allowed to work over 8 hours per day.

**Student Allocation Limit** – student employees may not earn more than the amount offered during an assigned employment period. Students are responsible for tracking their own earnings and ensuring that their total gross wages will not exceed the dollar amount.

The following formula can be used to determine the average number of hours that can be worked per week without exceeding the grant amount:

$$\frac{\text{Accepted Grant Amount}}{\text{Assigned Wage Rate} \div \text{Number of Weeks in Employment Period}}$$

Note: students are not required to earn all or even part of their work-study allocation.

## **The Payroll Process**

Federal Work-Study students at WDC are employees of WDC. The Student Accounts Office processes timesheets weekly.

Student employees are responsible to report hours worked by submitting completed timesheets weekly to their supervisor as indicated on the Time Period Schedule. The schedule is provided to students in the hiring packet.

Per federal requirement, supervisors will approve the timesheet (verify hours, sign, and date) and deliver the timesheet to Student Accounts. (The supervisor may email the approved timesheet to the Students Accounts Office if preferred.) Students need to work with their supervisor on the process that works best so the supervisor can turn the student's timesheet in weekly on Friday by 4:00 p.m.

Students will receive a paycheck for each pay period in which their timesheet was submitted. Paychecks for timesheets submitted after the listed due date will be available on the next scheduled pay period. Students are encouraged to bank through direct deposit or notify the Human Resources/Payroll Office to make other arrangements if necessary. Blank timesheets are available for pickup in Enrollment Services. Note: there is a minimum two-week lag between timesheet processing and payment.

The on-campus wage rate for Federal Work-Study employment is \$13.00-15.00 per hour. The off-campus wage rate is \$16.00 per hour. These wage rates are subject to change in order to ensure compliance with federal and state minimum wage laws.

## **Important Guidelines and Regulations**

1. If a student has a fall schedule in place and an offer with work-study on it, they may begin on, or after, July 1st. The academic year employment period begins on July 1 and ends on June 30.
2. As employees of WDC, Federal Work-Study students are expected to behave in the same responsible and professional manner as any WDC employee. All applicable employment laws should be followed and proper communication with supervisors for all matters is encouraged.
3. It's very important that the student take this responsibility seriously and treats the position as any other employment opportunity. Attendance is required and communication is vital.

4. Termination and dismissal actions are the responsibility of the direct supervisor. The supervisor should follow the guidelines of WDTC Human Resources when terminating a student's position & notify Financial Aid upon students' dismissal.
5. Federal Work-Study employees are expected to maintain confidentiality with personal and other protected information at all times.
6. Students who work more than 6 consecutive hours must take a minimum 30-minute unpaid break. Meal or other break times should not be reported as hours worked on the timesheet.
7. Timesheets are to be completed in pen and submitted to the Student Accounts Office by the supervisor by Friday at 4:00 p.m. for each week the student worked. Completed timesheets can be sent in via email to Student Accounts.
8. Work hours may not be scheduled during a student's classes (including cancelled classes), and every allowance should be made for non-scheduled academic requirements. Students are asked to submit a copy of their academic schedule to their supervisor(s) each semester.
9. A student employee should never work without supervision, and one work-study student cannot supervise another (work-study employees are not intended to replace a position).
10. Work-study wages may be used for an internship, but a student is not allowed to "double-dip" and be paid through both work-study wages and the employer for the same work.
11. Students are responsible for tracking their own earnings and ensuring that the earned wages do not exceed the accepted dollar amount for the current employment period. Students and supervisors will receive a weekly update of the hours allocated and how many hours are left in their Federal Work-Study account.
12. WDTC is not authorized to provide specific guidance for completing tax-withholding forms. Students are encouraged to discuss tax withholding with their parents and/or a paid tax advisor.

**Contact Information:**

Financial Aid Office

605-718-2988

[FinAid@wdt.edu](mailto:FinAid@wdt.edu)

Student Accounts Office

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