

2026-2027



**Federal Work Study
Handbook**

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MISSION

William Penn University provides the opportunity for an educational experience with a focus on leadership, technology, and the Quaker principles of simplicity, peace-making, integrity, community, and equality.

OPEN ARMS. OPEN MINDS.

At William Penn University our mission isn't simply a set of goals we hope to achieve. It's who we are at our very core. It's the belief that every individual has value and deserves access to a quality education. That it's our differences that really do make us stronger. Our Quaker principles are the pillars of true leadership in today's world.

CORE VALUES

Leadership: We will influence others to worthy action

Technology: We will master relevant technology

Simplicity: We will focus on essential ideas and values

Peacemaking: We will understand various viewpoints and be able to respectfully and peaceably embrace, negotiate, or decline those views

Integrity: We will create new and relevant knowledge and methods

Community: We will cooperate, communicate, and coordinate our efforts. We will also participate in communities beyond the University

Equality: We will create the opportunity for all to learn and share their experience

ABOUT THE FEDERAL WORK-STUDY PROGRAM

Federal Work-Study (FWS) is a federal funded program which provides part-time employment opportunities to eligible students to assist with the costs of post-secondary education. Students fill out a job application and are selected to go on interviews, as with any job. The program is designed to provide students with an opportunity for employment arranged around class schedules.

The FWS Program (FWS) at William Penn University (WPU) is designed to meet the needs of both the students and the institution by providing part-time employment in various departments and areas on campus and off campus at non-profit organizations, with at least one FWS student employed as a reading tutor for children of preschool and/or elementary age or with a family literacy program. Off-campus positions must first be approved by the Financial Aid Office, and a contract signed.

Money earned in the FWS program is given to the student in the form of a paycheck and is designed to help the student pay for other educational expenses. Work-study funds will not show as a credit towards your university bill unless the student chooses to apply it. To receive FWS money, students must work at an hourly wage position. The FWS program offers no sick leave, compensatory time, vacation pay, holiday pay, or overtime pay.

Supervisors have the primary responsibility of supervising any student employee who is assigned to their department. They also ensure that the student is following all procedures outlined in this handbook. WPU does not prescreen or perform background checks on any of the student workers.

COMMUNITY SERVICE

WPU is required to utilize at least 7% of its FWS funding in community service positions with at least one FWS student employed as a reading tutor for children of elementary and/or junior high age with a family literacy program. Community service jobs allow FWS eligible students to engage in the Oskaloosa community. Community service programs may be located on or off campus. Community services are defined as services designed to improve the quality of life for community residents and are available to the public.

ELIGIBILITY

Students interested in the FWS program must apply each year by completing a Free Application for Federal Student Aid (FAFSA). The resulting federal need analysis aids in determining eligibility for work study. **NOTE: Students cannot complete the FAFSA earlier than October 1st and are encouraged to apply no later than March 1st each year for the upcoming school year. The school year begins the first day of the fall term and usually ends the last day of the spring term.**

Students are given financial aid on an individual basis. The financial aid provided to the student is the maximum amount that may be earned by the student during the specified school year period. Financial Aid Offers are subject to revision and may increase or decrease because of changes to the student's situation, and/or availability of funding.

POSTING JOBS

The FWS Coordinator will reach out to supervisors via email or phone in August to request job descriptions for their desired jobs. A link will be provided for supervisors to upload their job descriptions. The FWS Coordinator will review job descriptions to ensure all regulations for the program are being upheld. The FWS Coordinator is also responsible for updating all FWS Contracts with off-campus employers annually in August.

The number of students a department may hire is determined from the Departmental Budget Request that was submitted and approved the previous spring.

HIRING PROCESS

Students who are interested in applying for FWS positions should log onto their WPU Student Portal and check under Financial Aid to see if they have FWS as part of their Financial Aid Offer. If they do, they should log onto <http://www.wmpenn.edu> and search for the Federal Work-Study Program under the Admission and Aid tab. All completed job descriptions for applicable jobs will be posted on the first day of classes in August.

Students are encouraged to check back regularly, as more jobs may become available. Students should contact the supervisor listed to set up an interview. The student should take their class schedule and any applicable athletic schedule to the interview. **PLEASE NOTE: Students may not work during times of registered classes.**

It is the supervisor's responsibility to select qualified students and conduct interviews with them. The supervisor will notify all interviewed students of their decision. The supervisor should inform the student of job responsibilities and discuss specific skills required. The supervisor should also discuss work hours and the student's class schedule. Students may not work during scheduled class times. A student may not begin work until the hiring process has been completed and the student's eligibility for FWS has been confirmed. Once a student is chosen, the supervisor should instruct the student to report to the Financial Aid Office.

DOCUMENTS NECESSARY TO BEGIN WORKING/RECEIVING PAY

If hired, the student will need three important documents to ensure their participation in FWS. They are as follows:

- Work Authorization Form - provided by the supervisor of the job or the Financial Aid Office
- I-9 and W4 Form - provided by the supervisor of the job or the Financial Aid Office
- Two forms of ID - provided by the student to Payroll, Penn Hall, Room 224

The student will need to complete a Work Study Authorization Form, along with a current 1-9 and W4. The supervisors should have these documents. The supervisor and student will complete the Work Authorization Form and take the form to the Financial Aid Office for approval and final signature. The original will be maintained in the student's financial aid file with a copy of the job description.

The student will be given two copies, one for their records and one to take to Payroll, along with their I-9 and W4 forms, to receive their timecards. A copy will be sent to the hiring supervisor by Financial Aid.

HOURS WORKED

Each student employee should be assigned a set schedule by their supervisor. At the first meeting between the supervisor and the student, the supervisor should have the student print off their class schedule from their student portal. Using this schedule, the supervisor will schedule work hours for the student at times that are available and that meet the work needs of the department. The student is required to update the supervisor if something changes. WPU encourages students work no more than 10 hours a week to ensure funding lasts the semester. Students should not work more than 20 hours per week. Under no circumstances may a work-study student work during times they are scheduled to be in class, even when class has been cancelled.

JOB TRAINING

Training is a vital part of preparing the student employee for the job. Training provides an opportunity to welcome the student employee and should include an overview of the area and the department, departmental responsibilities, and how the student employee fits into the "big picture." The supervisors are responsible for ensuring the student employees are introduced to co-workers and have a clear understanding of their duties and responsibilities.

EXAMPLE OF HOURS PER WEEK

This is an example for a work study student that is given the full FWS for the year (\$1,250 per semester or \$2,500 for the year). The hours listed are a close approximation based on 15 academic weeks per semester. It is WPU's policy for federal work-study student employees to NOT exceed ten hours per week. Students cannot earn more than the amount listed on the Financial Aid Offer.

<u>AWARD DOLLAR</u>	<u>AVG PAY PER HOUR</u>	<u># OF HOURS PER WEEK</u>
\$1,500	\$10.00	Approximate 9.4

It is the supervisor's responsibility to monitor the hours worked by the employees. Hours must be monitored for the following reasons:

1. To ensure that the student is working the hours throughout the semester to meet the needs of the department.
2. To ensure that the hours a student has worked in the department match the number of hours indicated on the timecard.
3. To ensure that a student does not work more than the amount provided on the Financial Aid Offer to the student.

Though the student is also responsible for monitoring hours, an accurate accounting of hours should be made available by the supervisor. If the supervisor has any questions about the total number of hours a student has worked, they should contact Crystal Curry, Payroll Officer, at phone number (641) 673-1035.

RATE OF PAY

The rate of pay is established through the Business Office and may vary from job to job. No job will pay less per hour than the state of Iowa minimum. Current pay is \$10/hour for all departments without prior approval from Payroll.

TIMECARDS

A new timecard should be picked up in the Business Office by each supervisor every Thursday. On-campus students must indicate hours worked by using a time clock unless other pre-approved arrangements have been made between the supervisor and Payroll. A completed timecard for an on-campus FWS student employee should have all the following elements:

- **Total Time Worked** - A total of the time recorded on each card should be written and circled at the bottom of the timecard by the supervisor. If student employees use more than one timecard per week, each card should have the total time recorded and circled at the bottom of the card. Timecards need to include the student's name and department name.
- **Student and Supervisor Signatures** – Students must sign the timecard prior to giving it to the supervisors. The supervisors must sign each card once the time has been checked and tabulated. These signatures verify that the time on the card accurately represents work completed by the student. The supervisors deliver the card to Payroll on Monday at noon.

The amount of federal work-study funding available to the student is the maximum amount that the student may earn during any given semester. The allowed amount of work study funding is subject to revision, increase or decrease because of changes to the student's situation and/or availability of funding.

PAYROLL

The FWS program provides payment on an hourly rate basis only. Hourly wage is no less than Iowa minimum wage. The Business Office determines the rate of pay per position.

ON-CAMPUS positions submit hours worked by using the timecard system and expect all students and supervisors to use this method of calculation. If another method is desired, supervisors must make a request to Payroll. All methods will require a student signature, as well as a supervisor signature. The Business Office must have a current W4, I-9, and two forms of ID on file to issue paychecks.

OFF-CAMPUS positions submit hours worked at the end of each week via email from the supervisors to WPU Payroll Officer, Crystal Curry, at email curryc@wmpenn.edu. If needed, Crystal can be reached at (641) 673-1035. Off-campus locations must also submit the original time sheets containing the supervisor's and the student's signatures.

The Business Office issues paychecks bi-weekly.

PAY SCHEDULE

The pay schedule is posted on Payroll's door in Penn Hall, Room 204, and below.

Supervisors are responsible for turning in time cards by noon the day the time card is due.

First Date of Work-Study: 08/24/2026

Last Date of Work-Study: 05/07/2027

Fall

Month	Time Card Due	Payday	Dates Included
August	08/24/2026	08/28/2026	08/15-08/21
September	09/07/2026	09/11/2026	08/22-09/04
	09/21/2026	09/25/2026	09/05-09/18
October	10/05/2026	10/09/2026	09/19-10/02
	10/19/2026	10/23/2026	10/03-10/16
November	11/02/2026	11/06/2026	10/17-10/30
	11/16/2026	11/20/26	10/31-11/13
December	11/30/2026	12/04/2026	11/14-11/27
	12/07/2026	12/09/2026	11/28-12/04

Spring

Month	Time Card Due	Payday	Dates Included
January	01/25/2027	01/29/2027	01/09-01/22
February	02/08/2027	02/12/2027	01/23-02/05
	02/22/2027	02/26/2027	02/06-02/19
March	03/08/2027	03/12/2027	02/20-03/05
	03/22/2027	03/25/2027	03/06-03/19
April	04/05/2027	04/09/2027	03/20-04/02
	04/19/2027	04/23/2027	04/03-04/16
May	05/03/2027	05/07/2027	04/17-04/30
	05/10/2027	05/12/2027	05/01-05/07

CALCULATING HOURS

Use the Equivalent time chart to convert minutes to hundredths.

Minutes	Tenths	Hundredths		Minutes	Tenths	Hundredths
01	.0	.02		31	.5	.52
02	.0	.04		32	.5	.54
03	.0	.05		33	.5	.55
04	.0	.06		34	.5	.56
05	.0	.08		35	.5	.58
06	.1	.10		36	.6	.60
07	.1	.12		37	.6	.62
08	.1	.14		38	.6	.64
09	.1	.15		39	.6	.65
10	.1	.16		40	.6	.66
11	.1	.18		41	.6	.68
12	.2	.20		42	.7	.70
13	.2	.22		43	.7	.72
14	.2	.24		44	.7	.74
15	.2	.25		45	.7	.75
16	.2	.26		46	.7	.76
17	.2	.28		47	.7	.78
18	.3	.30		48	.8	.80
19	.3	.32		49	.8	.82
20	.3	.34		50	.8	.84
21	.3	.35		51	.8	.85
22	.3	.36		52	.8	.86
23	.3	.38		53	.8	.88
24	.4	.40		54	.9	.90
25	.4	.42		55	.9	.92
26	.4	.44		56	.9	.94
27	.4	.45		57	.9	.95
28	.4	.46		58	.9	.96
29	.4	.48		59	.9	.98
30	.5	.50		60	1	1.00

CONVERSION CHART

SATISFACTORY ACADEMIC PROGRESS

The federal government requires students to maintain satisfactory progress toward their degree to remain eligible for financial aid. William Penn University evaluates all students, regardless of whether they apply for federal financial aid via the Free Application for Federal Student Aid (FAFSA). The following standards apply to all federal, state, and institutional funds. Satisfactory Academic Progress (SAP) is achieved when a student maintains both the required grade point average (GPA) and the required pace (completion rate) toward their degree.

At William Penn University, the minimum standards are established for all undergraduate and graduate students who wish to establish or maintain financial aid eligibility. These standards apply to a student's entire academic record at William Penn University, including transfer credit hours accepted by William Penn University from another institution. William Penn University evaluates students' transcripts at the end of each term (fall, spring, and summer) to ensure compliance with the SAP policy.

For more information, please review the most up to date version of the Financial Aid Guide located on the William Penn Website [Financial Aid - William Penn University](#)

ABSENTEE AND LATE POLICY

Students are required to report promptly and regularly for work as scheduled. Students are required to know their start times. If a student is unable to report on time as scheduled, the supervisor must be notified in advance of the reporting time so that necessary arrangements can be made. Any absence or tardiness will not only jeopardize the student's earnings but may be a consideration for future employment with William Penn University. Unexcused absences during a semester will result in automatic dismissal by the supervisor.

DISCIPLINARY POLICIES AND PROCEDURES

An employee may be reprimanded for violations of departmental and/or college policies and procedures. WPU is committed to the constructive resolution of problems. It is our expectation that communication is likely to resolve most misunderstandings. However, in the event the problem persists, the following process will be implemented:

- Step One: An informal discussion of the problem and the changes required will be held between the student and the supervisor.
- Step Two: If the problem persists, the supervisor needs to communicate the problem again and document it in writing.
- Step Three: The supervisor has the option of terminating the student's assignment in the department.

Documentation of the written warnings and notice of termination will become part of the student's permanent file. Upon termination, the student will continue to be held responsible for all remaining financial obligations to WPU. Once a student has been terminated from the FWS Program, there is no obligation to rehire the student.

Documentation of written warnings and notice of termination will become part of the student's permanent file.

GRIEVANCE PROCEDURES

If the student has a work-related issue while performing FWS they should:

- Step One: The student should discuss it with the supervisor.
- Step Two: If the issue persists, the student and/or supervisor should discuss it with the FWS Coordinator. The FWS Coordinator will investigate by conducting interviews with parties involved and referencing WPU policy to determine the best course of action. The WPU FWS Coordinator will then advise the student and/or supervisor of the plan.
- Step Three: If the plan does not take care of the grievance, the student should report this to the WPU FWS Coordinator so the plan can be reviewed, and corrections can be made as needed.

PROCESS FOR TERMINATION OF EMPLOYMENT

A student employee may be dismissed for violations of department and/or college policies and procedures. Upon termination, the student employee will continue to be held responsible for all remaining financial obligations to WPU and there is no obligation of the university to rehire the student.

CAUSES FOR IMMEDIATE TERMINATION

1. Dishonesty
2. Theft
3. Violation of a Confidentiality Contract
4. Misrepresentation of hours worked on timecards
5. Fraudulent timecard procedures
6. Flagrant disregard for policy and procedure
7. Completion of financial aid year
8. Failure to successfully complete the FAFSA, including verification

APPEALING TERMINATION

Any student wishing to appeal termination must submit a formal typed (or legibly handwritten) appeal to the FWS Coordinator within ten class days from the date of termination. If an appeal is not submitted within ten class days, the student loses the right to appeal.

1. Step One: The student submits a formal typed (or legibly handwritten) appeal to the FWS Coordinator within ten class days of termination.
2. Step Two: The FWS Coordinator reviews the appeal within five days of the submission.
3. Step Three: The FWS Coordinator will schedule a meeting where the student and supervisor will be given an opportunity to present information concerning the case. Though a student is not required to present a formal verbal appeal, the student and the supervisor are expected to be present to answer any questions regarding the student's termination.
4. Step Four: The FWS Coordinator will present results as to upholding or overturning the termination. The decision will be based on the information from the student's work record, formal written appeal, and verbal testimony presented in the meeting.
5. Step Five: The FWS Coordinator will follow-up with a letter outlining the final decision. Copies of the letter will be sent to the student and the supervisor, and it will be placed in the student's permanent employment file. The FWS Coordinator's decision is binding.

GENERAL GUIDELINES FOR SUPERVISORS

- Develop accurate job descriptions for the position and review them with the student employee upon hiring them.
- Conduct interviews with each student in a similar manner for comparison to choose the right student employee for the job.
- Agree upon work hours with the student by reviewing their class schedules prior to the student starting the job.
- Provide thorough training to the student employee within the first week of employment.
- Inform students employees of changes in procedures, scheduling, or working conditions as soon as these changes arise.
- Correct unsatisfactory behavior as soon as you are aware of it and explain to the student employee what they did incorrectly and how they should correct it.

GENERAL GUIDELINES FOR STUDENTS

- Students should fulfill an assignment for the entire academic year. Failure to complete the number of hours given to the student will affect earnings that were anticipated. WPU is not obligated to provide an alternate type of assistance/aid.
- Students cannot work during regularly scheduled class times. They also cannot work after they have completed their total dollars for the semester.
- Students cannot record time when traveling to or from an athletic event.
- Students need to submit a schedule to their supervisor one week prior to finals week or vacations so the necessary schedule arrangements can be made.
- Students need to notify the supervisor and FWS Coordinator if they wish to resign or decline work study financial aid. This should be done at least one week prior to resigning their current position.
- Students wishing to be reassigned need to secure a position with a new supervisor and complete a new Work Authorization Form with the supervisor for the new position. This new Work Authorization Form needs to be processed with Financial Aid. The FWS Coordinator will evaluate the new request based on the student work history, departmental budgets, overall student placement, and departmental needs. A student cannot begin work until receiving the approval of the Coordinator of Student Employment.
- FWS employees are not allowed to bring their children to their place of employment while working.