

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	WORK STUDY	Procedure Number:	5-6-103.1
Institutional Authority:	Vice President of Student Services		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	5-6-103		

Approved:


President


Vice President of Student Services

Date

Adopted: 07/01/2004

Date

Revised: 02/22/2010

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

- I. Procedure for Establishing a Federal Work-study (FWS) Position:
 - A. Departments submit a College Work Study Request to Human Resources by the deadline (Fall: May 15th and Spring: November 1st – if funds are available).
 - B. Based on the Federal allocation, the Financial Aid Office will notify the Committee of the available funds and any changes in Federal law (e.g. minimum wage requirements) or Title IV procedures. The Committee will review the information, make program change recommendations and submit a rank-ordered list of recommended positions to the Executive Staff.
 1. The Committee shall consist of:
 - a. One (1) representative from each College Division (Education Division, Administrative Services, the Office of the President, Student Services, and Training and Business Development), and

- b. Ex officio representatives including the Director of Human Resources (or designee), the Coordinator of the Work Study Program, and the Director of Financial Aid (who shall serve as Committee chairperson).

- C. The Executive Staff approves all recommendations and positions to be funded.

II. Procedure for Filling FWS Position:

- A. Human Resources advertises the position;
- B. Financial Aid Office gives a FWS Award letter to the student;
- C. Student picks up interview sheet (referral form) and takes to Department Supervisor; and
- D. Department Supervisor interviews student and, if hired, completes referral form and sends student to Human Resources to complete a New Hire Packet.

III. Responsibilities:

A. Supervisors

1. Determine department requirement(s) for student workers and submit College Work-study Request to Human Resources by deadline.
2. Interview and hire (completing Referral Form and returning it to Human Resources) student worker.
3. Keep track of hours worked for student worker(s). Supervisors should not permit the student to exceed awarded hours as any excess hours must come from the department's budget.
4. Maintain student timesheets and submit to Financial Aid Office in accordance with established Human Resources schedule.

B. Financial Aid Office

1. Determine eligibility of student(s) for FWS and provide Student with Award Letter.
2. Keep track of hours worked by student through the timesheets provided by the supervisor. Verify the timesheets for accuracy.

3. Notify supervisors when student is approaching hourly limit.
4. Answer student questions concerning hours paid on the paycheck.
5. Manage the FWS program for Aiken Technical College.

C. Human Resources/Payroll Office

1. Provide supervisors/department heads with College Work-study Request Form(s) as needed.
2. Advertise FWS openings.
3. Maintain Referral Forms and New Hire Packets.
4. Payroll will key in time form Control Sheet.

D. Work-study Committee

1. Review, semi-annually, the College Work-study requests.
2. Rank orders the requests and submits to the Executive Staff for funding decision.
3. Provide oversight to ensure FWS Program is compliant with Federal statutes.