

# Work Study Program

2011-2012

# What is Work-Study?

- Work-Study is a financial assistance award from the Federal Government.
- Not everyone is eligible. Check your status at [shuawards.sacredheart.edu](http://shuawards.sacredheart.edu).



- No student can work more than 15 hours per week while school is in session.

# Online Resources

The screenshot shows the Sacred Heart University website. At the top left is the university's logo and name. To the right is a search bar and a list of quick links: CALENDAR, CHECK EMAIL, PUBLIC SAFETY, QUICK LINKS, CONTACT US, and JOBS AT SHU. Below this is a navigation menu with categories like ABOUT SHU, MISSION, ACADEMICS, ADMISSIONS, CAMPUS LIFE, THE ARTS, ATHLETICS, and GIVE TO SHU. A breadcrumb trail reads: Home → Admissions → Financial Assistance → Full-Time Undergraduate Students → Work-Study & Student Employment. The main content area features a banner for 'FULL-TIME UNDERGRADUATE STUDENTS' with an image of students and buttons for 'APPLY ONLINE NOW' and 'LOGIN TO MY ACCOUNT'. Below the banner, the page is titled 'WORK-STUDY & STUDENT EMPLOYMENT'. A paragraph explains that Work-Study is a form of financial aid awarded by the federal government. Below this are several links: 'Student Guide' (Learn about the Work-Study Program & how to obtain a Work-Study position), 'Work Application' (Required for all students working on campus), 'Work-Study Job Search' (Available jobs for 2011-2012), 'Request for Direct Deposit' (Download the direct deposit form), and 'Supervisor Guide' (Learn more about the process of hiring students). On the left side of the page, there is a sidebar with a 'BACK TO:' section for 'Full-Time Undergraduate Students' and a list of links: Application Process & Deadlines, Scholarships & Grants, Loans & Financing Options, Work-Study & Student Employment (with sub-links for Work-Study Guide for Students, Work-Study Application, and Work-Study Guide for Supervisors), Tax Incentives & Deductions, Forms, Cost of Education, and SHU Awards - Check Your Award Status. At the bottom of the sidebar is contact information for Financial Assistance: Curtis Hall - Office 101, 5151 Park Avenue, Fairfield, CT 06825, Ph: 203-371-7980, Fax: 203-365-7608, and sfa@sacredheart.edu.

- Visit [www.sacredheart.edu/workstudy.cfm](http://www.sacredheart.edu/workstudy.cfm)
  - Student Guide
  - Work-Study Application
  - Job Search
  - Direct Deposit Form

# Getting Started

- Complete and return the Work-Study Application, which includes:
  - Department of Homeland Security I-9
  - Federal Form W<sub>4</sub>
  - State of CT W<sub>4</sub>
  - Adequate Identification
    - Signed Passport
    - or
    - Driver's License and Signed Social Security Card
  - Direct Deposit Form
- Once your application is complete you will receive a **Referral Form** from the Office of Financial Assistance

# Referral Form

## 2010-2011 WORK-STUDY REFERRAL - -

May 25, 2011

Big Red - ID# 1234567

You received this Referral form because your paperwork for work-study is complete.

If you are *NEW TO WORK-STUDY* or a *RETURNING STUDENT*, and need to search for a job, you can access the Work-Study Job Search list at:

[http://www.sacredheart.edu/pages/1879\\_work\\_study\\_job\\_search.cfm](http://www.sacredheart.edu/pages/1879_work_study_job_search.cfm)

**\*\*NEW>>>IN ORDER TO ENSURE JOB AVAILABILITY, ALL STUDENTS WILL NEED TO SECURE A POSITION BY NOVEMBER 1<sup>st</sup> AFTER WHICH JOB AVAILABILITY AND WORK-STUDY AWARDS WILL NOT BE GUARANTEED\*\***

Click on departments you are interested in and contact information is available there for you to call, email or visit to arrange for an interview. Once a job is established, this form must be completed and returned to Student Financial Assistance ASAP.

Work-Study Award Amount: \$1000      Hourly Wage: \$8.25  
Recommended hours per week: 4      Maximum hours per year: 121

Once you have earned your entire work-study award, you will no longer be paid. It is your responsibility, with the assistance of your supervisor, to monitor your hours to ensure you do not exceed the amount awarded.

Expected Start Date: 9.6.11      Department: Financial Aid

Supervisor's Name: (PLEASE PRINT LEGIBLY) Gail Marks

Supervisor's Signature: Gail J. Marks      Date: 9/6/11

**\*\*NEW>>>ALL STUDENTS WILL BE PAID ON A BI-WEEKLY BASIS\*\***

Funds will be directly deposited into a checking or savings account.  
Print and complete the *Payroll Direct Deposit Authorization* form at the following web address:  
[http://www.sacredheart.edu/download/741\\_direct\\_deposit\\_0708.pdf](http://www.sacredheart.edu/download/741_direct_deposit_0708.pdf)  
*Direct deposit forms only need to be completed for new accounts or updating information.*

For more information, please review the *Work-Study Guide for Students* at the following web address:  
[http://www.sacredheart.edu/pages/13582\\_work\\_study\\_guide\\_for\\_students.cfm](http://www.sacredheart.edu/pages/13582_work_study_guide_for_students.cfm)

Student's Signature: Big Red      Date: 9/6/11

Confidentiality Agreement: The information contained in this email transmission from Sacred Heart University Office of Student Financial Assistance contains information which is confidential and/or legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of action in reliance on the contents of this e-mail violates Office of Student Financial Assistance policies. If you have received this e-mail in error, please immediately notify us by telephone so that we can arrange for the e-mail deletion and appropriate transmission of this message.

- Total Award
- Recommended Hours per Week
- Start Date
- Student Signature
- Supervisor Signature

# Work-Study Job List

The screenshot shows the Sacred Heart University website. The header includes the university logo and name, a search bar, and navigation links for CALENDAR, CHECK EMAIL, PUBLIC SAFETY, QUICK LINKS, CONTACT US, and JOBS AT SHU. Below the header is a navigation menu with categories like ABOUT SHU, MISSION, ACADEMICS, ADMISSIONS, CAMPUS LIFE, THE ARTS, ATHLETICS, and GIVE TO SHU. The main content area features a banner for 'FULL-TIME UNDERGRADUATE STUDENTS' with an 'E-NEWSLETTER SIGN-UP' form and a 'WORK-STUDY JOB SEARCH' section. The job search section contains a notice about the 2011-2012 school year and a list of department links.

**SACRED HEART UNIVERSITY**

Home → Admissions → Financial Assistance → Full-Time Undergraduate Students → Work-Study & Student Employment → Work-Study Guide for Students → Work-Study Job Search

**Financial Assistance**  
**FULL-TIME UNDERGRADUATE STUDENTS**

**E-NEWSLETTER SIGN-UP**  
Enter E-mail Address  
▶ APPLY ONLINE NOW  
▶ LOGIN TO MY ACCOUNT

**BACK TO:**  
[Work-Study Guide for Students](#)

- ▶ Application Process & Deadlines
- ▶ Scholarships & Grants
- ▶ Loans & Financing Options
- ▶ **Work-Study & Student Employment**
  - Work-Study Guide for Students**
    - Work-Study Job Search**
    - Work-Study Application
    - Work-Study Guide for Supervisors
- ▶ Tax Incentives & Deductions
- ▶ Forms
- ▶ Cost of Education
- ▶ SHUwards - Check Your Award Status

**WORK-STUDY JOB SEARCH**

The job search and application process does not begin until the start of the 2011-2012 school year on September 6th, 2011. No student is permitted to apply for any position or contact supervisors regarding any job posting until that date.

**Job List for 11-12**  
Click on a department below to learn more about the positions offered in each department.

- [Academic Affairs](#)
- [Accounts Payable](#)
- [Admissions](#)
- [Alumni Relations](#)
- [Athletic Communication](#)
- [Athletic Event Management/Game Day Operations](#)
- [Athletic Training](#)
- [Athletics](#)
- [Audio Visual](#)
- [Band](#)
- [Benefits Office](#)
- [Biology Department](#)
- [Business Office](#)
- [Campus Operations](#)
- [Campus Ministry](#)
- [Career Development](#)
- [Chemistry](#)
- [Club Sports](#)
- [College of Arts & Sciences](#)
- [College of Education & Health Professions](#)
- [Communications/Media Studies Department](#)

- Available at [www.sacredheart.edu/joblist.cfm](http://www.sacredheart.edu/joblist.cfm)
- Once you have your referral form, it's time to apply for jobs!

# Work-Study Job Fair

- Date: Thursday, September 8<sup>th</sup>, 2010
- Time: 11 a.m. – 2 p.m.
- Location: Pitt Center Board Room
- Attire: Business Casual (recommended)
- Supplies:
  - Referral Form (required)
  - Resume (recommended)

# Applying for Jobs

- Review the job list and choose 3-4 job interests.
- Make appointments with supervisors.
- Begin your job search as soon as possible
  - More popular jobs fill up quickly.
- As jobs are filled they will be removed from the website or listed as "CLOSED."

# Getting Started

- Complete your **Referral Form** with your supervisor, in ink, and return it to:

*Student Financial Assistance*

*Curtis Hall Room 101*

*Monday – Thursday 8:30 a.m. – 7:00 p.m.*

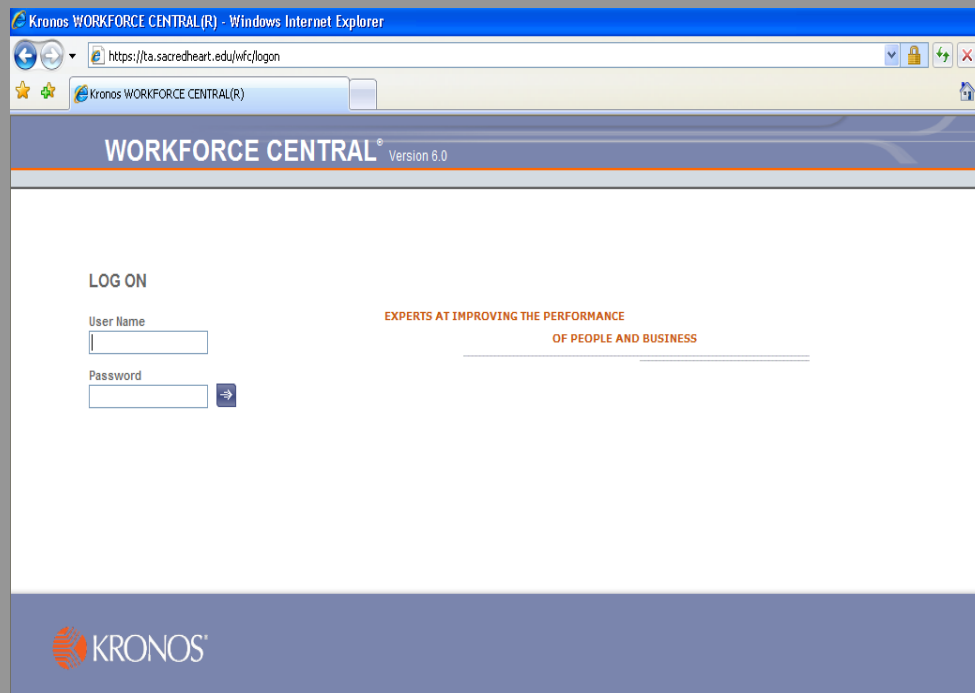
*Friday 8:30 a.m. – 4:30 p.m.*

- Without your **Referral Form**, you will not be paid for any hours worked.

# While Working...

- Remember to clock-in and clock-out using the electronic timecard (Kronos).
- Hours must be approved by your supervisor on a **weekly** basis in order for you to be paid on a **bi-weekly** basis.

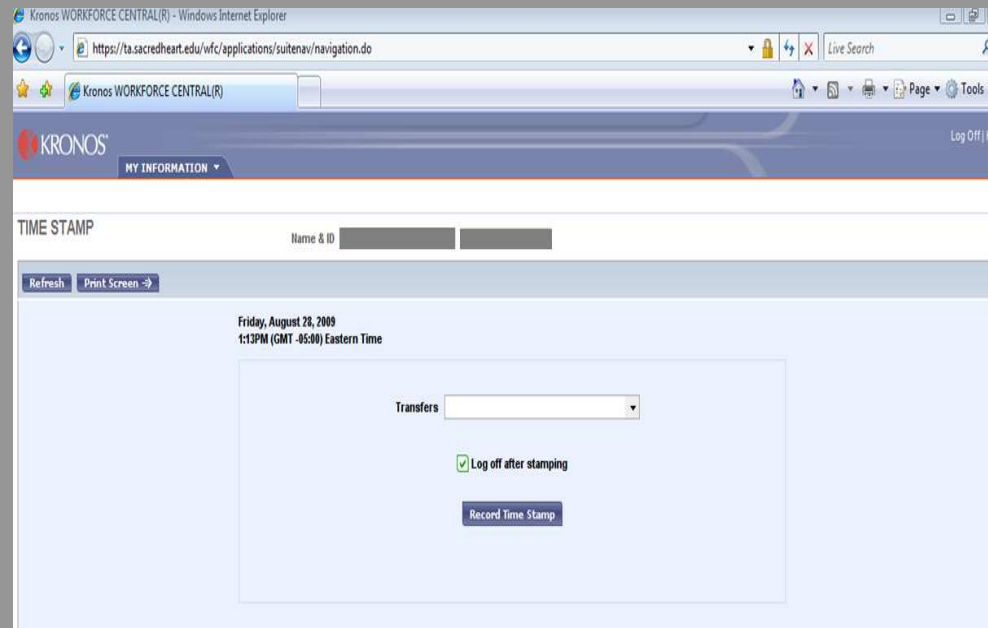
# Electronic Timecard



The screenshot shows a web browser window titled "Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer". The address bar contains "https://ta.sacredheart.edu/wfc/login". The page header displays "WORKFORCE CENTRAL® Version 6.0". The main content area features a "LOG ON" section with two input fields: "User Name" and "Password". A blue arrow button is positioned to the right of the password field. In the background, the text "EXPERTS AT IMPROVING THE PERFORMANCE OF PEOPLE AND BUSINESS" is visible. The Kronos logo is located in the bottom left corner of the page.

- Your hours are recorded using **Kronos**, an electronic timecard system.
- Access Kronos by visiting "My SHU" and clicking on Kronos, or by clicking "Quick Links," and then choosing Kronos.
- To log-on, enter your SHU username and password.

# Recording Your Timestamp



- Simply click “Record Timestamp” to record your time-in, and then again to record your time-out.

# Reviewing Your Hours

- If you would like to review your hours:
  - Click "My Reports" on the left toolbar
  - Choose "Time Detail"
  - See the "Kronos Instruction Sheet" on My SHU

The screenshot displays the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The URL is <https://ta.sacredheart.edu/wfc/applications/suitenav/navigation.do>. The interface shows the 'MY REPORTS' section with a 'Print Screen' button and a list of available reports: 'Accrual Balances and Projections', 'Schedule', and 'Time Detail'. The 'Time Detail' report is selected, showing a 'Return' button and the following information:

Time Period: Previous Pay Period  
Dates: 8/16/2009 - 8/22/2009  
Printed: 8/28/2009

Name: [Redacted] ID: [Redacted] Pay Rule: Student  
Primary Account(s): 9/11/2008 - forever FIA/FIA05150ATDS/KRONOSSTUEMP/21622695109/1-1-

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	\$Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sun 8/16										0:00
Mon 8/17		8:24AM		4:29PM				8:05	8:05	
Tue 8/18		8:24AM		4:31PM				8:07	16:12	
Wed 8/19		8:22AM		4:30PM				8:08	24:20	
Thu 8/20		8:24AM		4:37PM				8:13	32:33	
Fri 8/21		8:31AM		4:28PM				7:57	40:30	
Sat 8/22									40:30	
<b>Totals</b>						0.00	0.00	40:30	40:30	

Account Summary

Account	Pay Code	Money	Hours
FIA/FIA05150ATDS/KRONOSSTUEMP/21622695109/1-1-	Regular		35:00
	Unpaid		5:30

Pay Code Summary

Pay Code	Money	Hours
Regular		35:00
Unpaid		5:30
<b>Totals</b>	0.00	40:30

# Supervisor Approvals

- If you need to make any changes on your timecard, you must contact your supervisor to do so.
- At the end of each pay period, an e-mail is automatically sent to your supervisor.
- Your supervisor then approves your timecard, releasing it to Payroll.

# Getting Paid

- It may take up to 2 weeks for your paycheck to be processed.
- Checks are distributed every other Friday outside of the Faculty Lounge
  - 9 a.m. – 1 p.m.
  - The next student pay date is this Friday, September 9<sup>th</sup>
- Direct Deposit is also available to students that complete the Payroll Direct Deposit Authorization.
  - It will take one pay cycle for direct deposit to become effective.

# Direct Deposit Form

**PAYROLL DIRECT DEPOSIT AUTHORIZATION**  
(RECOMMENDED)

NAME \_\_\_\_\_  
(please print)

Student ID# \_\_\_\_\_  
(if known)

\_\_\_\_ NEW REQUEST      \_\_\_\_ CHANGE OF INFORMATION

ACCOUNT INFORMATION

FINANCIAL INSTITUTION \_\_\_\_\_

TRANSIT ROUTING NUMBER

ACCOUNT NUMBER \_\_\_\_\_

\_\_\_\_ CHECKING ACCOUNT\*      \_\_\_\_ SAVINGS ACCOUNT\*

If possible, please provide a copy of a voided CHECK/DEPOSIT SLIP solely for the purpose of verifying the account number and the financial institution's transit routing number.

\_\_\_\_ FULL DEPOSIT      \_\_\_\_ PARTIAL DEPOSIT \$ \_\_\_\_\_

I authorize my employer to initiate/change deposits of funds, to which I am entitled, automatically to my account. If funds to which I am not entitled are deposited to my account, I authorize my employer to direct the Financial Institution to return said funds.

I understand it may take up to three pay periods before the checks are deposited, in the meantime, I will receive a paper check.

In the event this account closes, I must contact the payroll department immediately. Failure to do so may result in a delay of up to three weeks to receive a paper check.

\_\_\_\_ I will pick up the Direct Deposit stub during indicated check distribution hours.

\_\_\_\_ Mail the Direct Deposit stub to my permanent address.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Responsibilities

- As a work-study student, it is your responsibility to:
  - Perform duties adequately, responsibly, and in accordance with the job description
  - Dress appropriately for the job
  - Report on time
  - Maintain confidentiality at all times

# FERPA

- The Family Educational Rights and Privacy Act requires the following:
  - Students must not release student information to anyone, unless their position specifically requires them to do so.
  - Students must avoid acquiring any information they do not need to do their job, and they cannot exchange student information they have learned while performing their job.

# Final Reminder

- If you completed your work-application, a referral was/will be sent to your SHU e-mail account on Wednesday, September 8<sup>th</sup> around 4 p.m.
- If you did not receive your referral form, please visit the Office of Financial Assistance.

**Thank You!**



**Any  
Questions?**