

Work-Study Agreement

Please PRINT CLEARLY and Complete ALL Fields. Incomplete forms will be returned.

Section A: To be completed by the Work-Study Student:

Student's Name: _____ Student ID#: _____ Aid Year: _____
 Agreement is for: Fall & Spring Fall Only Spring Only Summer Only Work-Study Award: \$ _____
 Student's Email: _____ Student's Phone #: _____

Have you participated in the Work-Study Program at NOVA within the last 12 months? Yes No
 If not, then a complete [employment packet](#) must be submitted with this form to the Campus Work-Study Coordinator along with original documentation for the I-9 Employment Eligibility Form. The last page of the I-9 form provides a list of acceptable documentation. Also, if there has been more than a 30-day break in your employment and you are being rehired then a new I-9 form must be completed (a new Direct Deposit Form, W-4 and State Tax Withholding Form should also be submitted if this information has changed).

Student's Signature: _____ Date: _____
 Your signature indicates acknowledgement and acceptance of all Work-Study Program policies including the policies listed in the addendum.
 All policies, procedures, job listings, forms and contact info for Campus Work-Study Coordinators are online at www.nvcc.edu/workstudy.

Section B: To be completed by the Work-Study Supervisor:

Supervisor's Name: _____ Supervisor's NOVA ID#: _____
 Name of Supervisor's Office: _____ Supervisor's Phone #: _____
 Intercampus Mail Address: _____ Supervisor's Email: _____
 Supervisor's Budget Code (Fund, Department, Campus, and Account Code): _____

Earnings above the maximum approved award for each applicable semester will be charged to the supervisor's department.

Will the student need an NVCC LAN account/employee email for IT access beyond submitting time in HRMS? Yes / No

If a LAN account is needed the student must complete [GLS Security Awareness Training](#). Additional IT access requires a [105-045 Form](#).

Has this student worked in your office before? Yes No If not, then [Job-X](#) must be used to complete the hiring process.

5-Digit Job ID from Job-X Position Description: _____ (List the Job ID from the original Job-X position description for rehires).

Supervisor's Signature: _____ Date: _____
 Your signature indicates acknowledgement and acceptance of all Work-Study Program policies including the policies listed in the addendum.

Average # of Hours per Week: _____ = (Total Work-Study Award Amount) ÷ (Number of Weeks Left in the Applicable Semester)

Enter the expected work schedule agreed upon for the semester (i.e. 9am - 3pm on Mon., 10am - 12pm and 2pm-4pm on Tues., etc.):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Scheduled Work Hours								

After Section A and B are completed, the student must return this form to the Campus Work-Study Coordinator.

Section C: To be completed by the Campus and College Financial Aid Office (CFAO) Work-Study Coordinators:

Campus Work-Study Coordinator's Name: _____ Campus: _____

W-S Type: Federal Work-Study FWS Community Service NVCC Work-Study International Work-Study

Is this a transfer to a new supervisor/department? Yes / No If so, please provide all the info for the **new** supervisor on this form.

Campus Work-Study Coordinator's Signature: _____ Date: _____
 Your signature indicates the employment packet (if any) is complete and the work-study placement spreadsheet was updated.

Hourly Rate (determined by the CFAO Work-Study Coordinator): \$10 per hour (During first year of work-study employment)
 \$11 per hour (Starting in the fall after two full semesters of employment)

CFAO Work-Study Coordinator's Signature: _____ Date: _____
 Your signature indicates the CFAO approved the student for work-study, the award posted in SIS, and the budget spreadsheet was updated.

This form should be processed by Human Resources only if received directly from the CFAO Work-Study Coordinator.

Work-Study Policies

(This is an addendum to the Work-Study Agreement.)

Before students can start working each semester they must:

- 1) Complete the work-study employment packet if they have not participated in the work-study program within the last 12 months. If the student worked during the last 12 months, but there has been more than a 30-day break in employment then a new I-9 form is required.
- 2) Accept the work-study awards posted on their MyNOVA accounts for the semester(s) they want to work.
- 3) Enroll in at least 6 required credits for the semester they want to work (consortium, non-credit, and dual-enrollment courses do not count).
- 4) Wait until the first day that students are allowed to work for the semester (if approved before the semester begins). Supervisors will be notified via email regarding the first date that students can start working each semester.
- 5) The supervisor must have received an approved copy of the Work-Study Agreement (NVCC Form 125-175) for the applicable semester that was signed by both the Campus and CFAO Work-Study Coordinators.
- 6) The student must be listed on the supervisor's HRMS under "Manager Self Service > Time Management > Report Time > Timesheet." The supervisor must enter the student's Empl ID and then click "Get Employees" to confirm that the student is listed on their HRMS.
- 7) If the student is being hired by the supervisor for the first time, then the supervisor must have received a confirmation email from Human Resources indicating the student's employment was processed by HR. You may email dataops@nvcc.edu if this confirmation is not received within five business days after receiving confirmation from the CFAO Work-Study Coordinator that the student was approved.

Students must stop working when any of the following situations occur:

- Their enrollment drops below 6 credits required for their degree or certificate during the semester they were approved to work.
- They fail to meet the Satisfactory Academic Progress (SAP) requirements.
- They have earned their full work-study award listed on MyNOVA for the applicable semester.
- They are notified by their supervisors or the Financial Aid Office that they must stop working.
- If a summer work-study student earns the full "Summer 1" work-study award before the end of June, the student must stop working at that point. Any unearned "Summer 1" work-study award and "Summer 2" work-study award can then be earned in July when students are allowed to resume working and throughout the rest of the summer semester until the last day of summer final exams.
- **Students must stop working on the last day of final exams of the semester they were approved to work.** The only exception is for students who were approved for a Fall & Spring work-study award (as shown on MyNOVA); these students may continue working after the Fall Semester ends if they are registered for at least six required credits for the following Spring Semester and they continue to meet the SAP requirements after Fall grades post. Any unearned portion of a Fall Semester work-study award can be earned during the Spring Semester if students remain eligible, but students are not allowed to earn more than their Fall Semester work-study awards during the Fall Semester. Any unearned portion of a Fall/Spring work-study award **cannot** be earned after the last day of Spring final exams. A new Work-Study Agreement (NVCC Form 125-175) must be completed **and** approved for the Summer Term in order for the student to participate in the Summer Work-Study Program. If the Summer Work-Study Agreement is approved, then a Summer work-study award will be posted on the student's MyNOVA account and the supervisor will receive an approved copy of the Summer Work-Study Agreement.

A supervisor's department budget may be charged if:

- A student's earnings exceed the student's approved work-study award during the applicable semester. **Please keep track of earnings.**
- The supervisor allows a student to start working before the student is eligible to start working.
- The supervisor allows a student to continue working after the student is no longer eligible. Please see the requirements listed above.
- A student continues working after the student's Work-Study Agreement ends.
- Timesheets are approved after the work-study agreement has ended and it is too late to charge the wages to the work-study program.

General Policies:

- Work-study students are not allowed to work more than 20 hours per week.
- A student cannot have any other paid position at NOVA while participating in the work-study program (including a P-14 position, student-hire position, faculty/staff position, or a special assignment).
- New supervisors must submit a 105-45 Form to get access to the Manager Self-Service screens in HRMS. Supervisors may email dataops@nvcc.edu in order to get timesheets approved before they have access to HRMS.
- All work must occur on NOVA premises or at official sites designated in writing by the College Financial Aid Office.
- Work hours cannot conflict with class time and students must clock out for personal time, to eat, or to study.
- Students may not work from home or in any other instance where they cannot be supervised.
- All work-study awards are contingent on the student's continued eligibility, funding, and approval by HR and the CFAO.
- Job-X must be used to hire new work-study students and to hire work-study students who are transferring from another department.
- Per the Human Resources Department, students should submit their hours in the HRMS system at the end of each day they work.
- If the supervisor approves the timesheet after the [date due in payroll](#) then the student will not be paid until the next pay-date.
- *If a student stops working for any reason, the supervisor must immediately report this to the Work-Study Coordinator and the supervisor must submit a [105-021 Form](#) to terminate the student if the student will not resume working by the beginning of the next pay period.*
- *To convert a work-study student to a Student-Hire or P-14 the supervisor must submit the [NVCC form 125-300](#) to the Campus Work-Study Coordinator if the student has participated in the work-study program within the past 12 months. HR also requires the EWP to be submitted in NATS and a competitive search to be performed to convert a student to a P-14 on a permanent basis. Please work with your HR Business Partner and Campus Work-Study Coordinator to convert a work-study student to a P-14.*

More information and additional policies are provided in the [Work-Study Handbook](#) and at www.nvcc.edu/workstudy. If you have questions or concerns regarding the Work-Study Program please contact your [Campus Work-Study Coordinator](#).