

# FWS Supervisor Handbook

# 2012- 2013

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Thank you for participating in the FWS Program as a supervisor! Please read through this handbook and keep it as a reference guide, using it to answer any questions prior to contacting the FWS Coordinator or the Payroll Offices.

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## FWS Hiring Process

This is an outline of the steps and procedures that are followed from initial contact with the student, all the way through the hiring process. Please pay close attention to **your responsibilities as a FWS Supervisor** in assisting Payroll, HR, and the FWS Coordinator through the process of hiring a FWS Student for your department.

- SCC student expresses interest in FWS Program
- SCC student is referred to FWS Coordinator
- FWS Coordinator verifies SCC student's eligibility for FWS
- If eligible, FWS Coordinator gives the student an
  - Application for Temporary or Student Employment and a
  - Consent for Release of Background Information form
- After the application is turned in and the background check clears, the student is asked to come in and complete a hire packet with the FWS Coordinator (except for the I-9).
- After the student turns in all paperwork, they are ready to be interviewed.
  - The FWS Coordinator will give you the student's contact info.
  - You will then contact the student to arrange the interview date and time.
  - After the interview, if you wish to hire the student, please let the student know and discuss a start date with them.
  - The student has not completed all paperwork at this point so they are not ready to start work.
- You will then inform the FWS Coordinator of the agreed upon start date in an email.
- The FWS Coordinator will contact the student and explain that they must report to the FWS Coordinator on the hire/start date. **The student cannot work if they miss this meeting. (If the student is on another campus or at an off-campus site, the FWS Coordinator will send the form to that location so the student does not have to travel.)**
- The I-9 will be completed at this point. The FWS Coordinator will then email the supervisor, letting them know that the student has completed all paperwork and can begin working.

## **Changes for 2012-13**

FWS employees are considered part-time employees of the college. Therefore, laws regarding the hours worked each week that went into effect on July 1, 2012 will apply to FWS students. Because of the reduction in the amount of time you may work year, our administration has approved a pay increase for FWS students. The new guidelines and pay increases are described below.

- FWS students will be paid \$7.50 per hour for on-campus assignments.
- Reading/math tutors at the elementary schools and adult education programs will be paid \$8.00 per hour.
- FWS students will no longer be permitted to work during the months of July and December. You may work your maximum hours based on your specific eligibility, but no student in the FWS program will work during July or December.

## **Reading/Math Tutors**

Beginning with the Fall 2012 semester, students will have the option to be placed in local elementary schools as reading and math tutors. These positions have the following eligibility requirements:

- Students must have successfully completed ENG 101.
- Students must have successfully completed MAT 110 or MT 120.
- Students must complete any and all paperwork and/or employment conditions set forth by the elementary school or adult education program. This may include but is not limited to an additional background check, immunizations, testing, or training.
- Students must meet all other eligibility requirements for FWS.

## **Financial Workshops, Resume Writing, Job Hunting**

Beginning with the Fall 2012 semester, all FWS students are required to complete a workshop on Financial Planning, Resume Writing, and Job Hunting. These workshops will be offered on campus throughout the semester. You must attend one of each.

FWS students working during the fall are required to have a completed resume by the end of October. FWS students who begin in the spring are required to have a completed resume by the end of March. Final resumes should be emailed to the FWS Coordinator. Failure to comply will result in termination of your FWS assignment.

## **I have been assigned a student worker through the FWS program, what do I do now?**

### **Initial Tasks:**

- Talk with your FWS Student and outline the specific job duties so they know what is expected of them. You should also give them a copy of the job description.
- Also, discuss the hours and class schedule with your FWS Student to determine a work schedule. If you will need your FWS Student to work during any breaks (Spring break, Fall break, or finals week), please tell them and add those hours to the schedule. Once you have the work schedule finalized, your FWS Student should type it into a Word document and email it to [Loretta.johnson@kctcs.edu](mailto:Loretta.johnson@kctcs.edu).
- Then review the FWS calendar and instructions for completing the time sheet with your FWS Student. (Make sure the time sheets are completed correctly, sign them, and then scan or fax them to Loretta Johnson at 606-864-3875 by the due date listed on page 9 of this handbook.)
- Assist the student in completing their Checklist and let them know who will sign timesheets in your absence. Make sure to give them the contact information for that person.

### **What are my FWS Student's responsibilities?**

You (the supervisor) must review the job description with the FWS Student and give them appropriate training. Your FWS Student will be responsible and accountable for:

- Accurately reporting their time on the time sheets
- Being on time to work
- Dressing appropriately (please see "What should I wear to work?")
- Conducting themselves in a professional manner
- Complying with the computer usage and confidentiality agreements
- Calling you (the supervisor) if they are going to be late or absent
- Remaining at their work station unless asked to do something else
- FWS Students are also **not** permitted to take personal phone calls or text while at their work station.

### **Student Evaluations**

FWS Supervisors are required to complete an evaluation of their FWS Student's performance each semester. The evaluation will be reviewed with the FWS Student and the student will be asked to sign it. Evaluations will be used to determine continued eligibility in the FWS Program.

If the FWS Student does not agree with the evaluation, they may email the FWS Coordinator.

### **What are my responsibilities as a FWS Supervisor?**

You are responsible for reviewing the job duties with your FWS Student and training them if needed. You are also responsible for:

- Ensuring that your FWS Student has the appropriate resources to perform the job
- Assisting with the completion of time sheets
- Making a schedule of work hours and days, considering their class schedule
- Reviewing all other expectations with them during the first week (dress code, etc.)
- Getting the time sheets to the FWS Coordinator by the dates listed in this handbook and
- Ensuring that the hours worked are accurate (no hours listed for weekends or holidays)
- Contacting the FWS Coordinator if there are any problems with the FWS student

### **Can my FWS student work during the summer?**

The last day to work during the summer is June 30. No FWS students will work during July. Students may return to work the week before classes start in August.

### **Can my FWS student work the week before classes start, finals week, Spring Break or Fall Break?**

Yes, if they have enough funds they can work up to 20 hours per week. The last day to work during a fall semester is the last day of November 30. The last day to work during the spring semester is June 30.

### **Do FWS Students have to work the maximum hours?**

No, you may set the work schedule with your FWS Student. The FWS Student may be approved for 20 hours per week but only able to work 15. This is acceptable. **Make sure to send the FWS Coordinator a copy of the work schedule when you finalize it with your FWS Student.**

### **What if my FWS Student does not use all the funds they were awarded?**

The remaining funds can be used during the next semester of that same aid year. For example, if they are awarded \$5000 for the 2011-2012 aid year (which includes Fall 2011, Spring 2012, Summer 2012), and only earn \$1000 during the Fall 2011, they will have \$4000 to use during Spring and Summer 12, provided they continue to meet eligibility requirements.

**My FWS Student says their Self-Service award has \$2500 for Fall and \$2500 for Spring FWS.**

**What does this mean?**

- If a FWS Student starts in the Fall, their total award for the aid year is split equally between Fall and Spring. Summer awards are not included until they register for summer classes and are approved for summer FWS.
- The total earnings for the aid year cannot exceed the total award for the aid year. Therefore, they may have a total award of \$5000 for the aid year, but the actual earnings will depend on their class schedule and availability, as well as your (the supervisor's) needs. They may earn \$3000 during the Fall semester, but this means they will only have \$2000 to use during the Spring and Summer (if they are eligible to participate).

**Can my FWS Student quit anytime?**

FWS Students must give at least 2 weeks notice in writing to you (the supervisor) and to the FWS Coordinator if they decide to leave the position. If they do not give 2 weeks notice, they will not be considered for future FWS placement.

**What can I do if I have problems with my FWS Student or their job performance?**

Please contact the FWS Coordinator immediately.

**What should my FWS Student do if they are going to be late or absent?**

FWS Students should contact their supervisor immediately. Excessive tardiness is grounds for dismissal. Please make sure your FWS Student has your contact info (email, phone number).

**I am not sure how to assist with filling out the time sheet.**

Please see pages 7—10 for instructions on how to complete time sheets, and when they are due to the FWS Coordinator.

PLEASE REMEMBER TO WRITE YOUR HOURS IN THE APPROPRIATE LINE ON THE TIME SHEET. If your FWS student is working in an on campus assignment, their hours are written under the WKS line. If they are working as a reading/math tutor, the hours go on the AMR line. If they are working in a community service position, the hours go on the WKS-CS line.

## COMPLETING YOUR TIMESHEET

DO NOT USE PENCIL WHEN COMPLETING YOUR TIMESHEET.

ALL CHANGES TO TIMESHEETS MUST BE INITIALED BY EMPLOYEE AND SUPERVISOR.

DO NOT USE WHITE OUT ON TIMESHEETS.

Enter the following information at the top of the timesheet.

Dept Name=	Example (Fitness Center or Admissions)
College Name =	SCC/(work location)
Employee Name =	Your name
Employee ID =	PeopleSoft Student ID# (9 digits)
Social Security# =	DO NOT USE
Position# =	DO NOT USE
Pay Period Begin Date =	1 <sup>st</sup> or 16 <sup>th</sup> of each month
Pay Period End Date =	15 <sup>th</sup> or 30 <sup>th</sup> / 31 <sup>st</sup> of each month Except February (28 <sup>th</sup> )

Even though you have to turn in your timesheet earlier and you get paid on the 30<sup>th</sup> of the month, the 31<sup>st</sup> goes on that time sheet (16th-31st).

Date Top row of numbers for first pay period of the month (1 thru 15)  
Bottom row of numbers for the second pay period of the month (16 thru 31)  
It is helpful to draw a line through the row of numbers that does not apply to the current pay period.  
It is helpful to mark an X in the Saturday and Sunday dates of the pay period.

Put the total number of hours you work each day under the corresponding date. If you are under the Work Study program put your hours in the WKS row. If you are under the Work & Learn program put your hours in the W&L row or if you are in the Ready to Work program put your hours in the RTW row. The last block (Total) should add up to the total number of hours you worked in the pay period. **\*If you make a mistake cross it out (do not scribble make one line) thru your mistake and make your correction. This must be initialed by yourself and your supervisor.\***

If you work more than 5 hours straight you must take at least a 30 minutes lunch break. You are not paid for your lunch break.

All hours recorded on timesheets should be in fifteen minute intervals. Examples are as follows:

(One hour = 1.00, fifteen minutes = .25, thirty minutes = .50, forty five minutes = .75)

Example work from 8:00am to 10:15am equals 2.25 hours

The Employee signs in the bottom right hand corner.

Take to your supervisor for their signature. Please discuss with your supervisor who is to sign your timesheet in their absence. Timesheet must have both signatures.

Timesheets need to be turned in to the Work Study Office on dates that are sent out by the FWS Program Coordinator. Timesheets turned in after the payroll is final will be paid in the next pay period.

Sometimes we will accept a faxed time sheet so the payroll time frame can be met. If that is the case you need to immediately put the original signed timesheet in the mail to the Work Study Office. The payroll department must have the original for our files.

Pay days are the 15<sup>th</sup> and 30<sup>th</sup> of each month. If these days fall on a weekend you will be paid on the Friday before.

Direct deposit forms are included in your packet of forms. You may have your paycheck direct deposited to your Higher One account (The student logs into their Higher One account online, there should be a hyperlink for them to choose giving them the routing and account information for their card. **The student should print out this page to use like a voided check for account verification purposes, and attach it to and complete the KCTCS direct deposit form.**

If you are working under the Federal Work Study program and Ready-To-Work, you MUST keep your hours separate. RTW hours go on a green timesheet and Work study hours go on a purple timesheet.

Payroll is located in Meece Hall in Room 111. Payroll statements (check stubs) are now located on the web! The website address is [www.somerset.kctcs.edu](http://www.somerset.kctcs.edu). Use your PeopleSoft ID and password to log in to the self-service and view your pay check online. Other options provided by the self-service are as follows:

- Direct Deposit Information (you can change your own direct deposit info)
- W-4 & K-4 Tax Information (you can change your Federal or State Tax info)
- View W-2/W-2c forms and print them
- W-2 Reissue Request (you can request a reissue of your W-2 from past years)

If you need any help with the Self Service Payroll Options please contact the Payroll Department: Mary Poynter 606-451-6623, Lora Acrey 606-451-6624.

The Following are common errors found on timesheets:

1. Supervisor's signature missing.
2. Hours reported do not add up to correct total for that pay period.
3. Timesheets are not legible.
4. Employee signature is missing or illegible.
5. Pay period begin and end dates are wrong.
6. Employee ID number is missing.



**When is my timesheet due?**

Timesheets are due to the FWS Coordinator on the dates listed below. They will be filled out before the pay period ends so you must estimate the hours worked. If you cannot attend work on one of those days, email the FWS Coordinator immediately so your timesheet can be adjusted. If you wait until the due date to mail the timesheet, your paycheck could be delayed.

<b>Pay Period</b>	<b>The FWS Coordinator must have your timesheet on this date</b>
August 1—15, 2012	August 14
August 16—31, 2012	August 29
September 1—15, 2012	September 13
September 16—30, 2012	September 27
October 1—15, 2012	October 12
October 16—31, 2012	October 29
November 1—15, 2012	November 14
November 16—30, 2012	November 29
December 1—15, 2012	December 7
January 1—15, 2013	January 14
January 16—31, 2013	January 29
February 1—15, 2013	February 14
February 16—28, 2013	February 27
March 1—15, 2013	March 14
March 16—31, 2013	March 28
April 1—15, 2013	April 12
April 16—30, 2013	April 29
May 1—15, 2013	May 14
May 16—31, 2013	May 29
June 1—15, 2013	June 13
June 16—30, 2013	June 27

## 2012-13 KCTCS Closings and Holiday Schedule

### KCTCS Designated Holidays

- Independence Day
- Labor Day
- Presidential Election Day
- Thanksgiving Day
- Day after Thanksgiving
- Martin Luther King Day
- President's Day
- Good Friday (1/2 day)
- Memorial Day

### Institutional Closing Dates (2012-13)

	Day of Week	Date
Institutional Closing	Monday	December 24, 2012
Institutional Closing	Tuesday	December 25, 2012
Institutional Closing	Wednesday	December 26, 2012
Institutional Closing	Thursday	December 27, 2012
Institutional Closing	Friday	December 28, 2012
Institutional Closing	Monday	December 31, 2012
Institutional Closing	Tuesday	January 1, 2013
Institutional Closing	Wednesday	January 2, 2013
Institutional Closing	Thursday	January 3, 2013
Institutional Closing	Friday	January 4, 2013

### **What should my FWS Student wear to work?**

Each department can set their own dress code. However, all students are expected to dress neat, clean, modest and appropriate. No shorts. No low-cut tops. No low-riding pants. Please discuss your preferred dress code with your FWS Student.

### **Can my FWS Student do homework on the job?**

This is entirely up to you. They will be expected to follow your rule on this. Please discuss your expectations and requirements with them.

### **Can my FWS Student be terminated from this job?**

YES. Here are a few of the reasons for immediate dismissal:

- Violating the Confidentiality Agreement
- Violating the Computer Usage Agreement
- Inappropriate dress or conduct (please contact FWS Coordinator)
- Tardiness or not showing up for work (please contact FWS Coordinator)
- Insufficient performance of job duties (please contact FWS Coordinator)
- Failure to meet SAP/MTF requirements
- Failure to attend 3 workshops and submit a resume

### **What is FWS Student Employment Week?**

FWS Student Employment Week is celebrated nationally during the week of April 9-13, 2012. This is a week set aside for FWS Supervisor and SCC to show their appreciation of the hard work and efforts from the FWS Students in assisting us with fulfilling the mission of the college. Events will vary each year. However, an outstanding student and supervisor will be chosen from each SCC location. Students and supervisors will be asked to complete surveys to determine who will receive the awards.

### **What happens when the FWS Coordinator does an on-site visit?**

One on-site visit by the FWS Coordinator is required each semester. The FWS Coordinator will:

- Review the students' performance on the job
- Discuss the student's job performance with the supervisor
- Discuss the supervisor's performance with the student
- Answer any questions from the students and supervisors

## How is my Unmet Need and FWS Award determined?

The Cost of Attendance (COA) is the total estimated cost for a student to attend Somerset Community College. It is broken down into Fall and Spring semesters below (based on 16 weeks each term):

	<b>Fall</b>	<b>Spring</b>	<b>Total Est. COA for Aid Year</b>
<b>Books</b>	\$500	\$500	\$1000
<b>Room &amp; Board</b>	\$2095	\$2095	\$4190
<b>Personal Expenses</b>	\$400	\$400	\$800
<b>Transportation</b>	\$1025	\$1025	\$2050
<b>Tuition</b>	\$1620	\$1620	\$3240
<b>Totals</b>	<b>\$5,640</b>	<b>\$5,640</b>	<b>\$11,280</b>

Unmet need is calculated by subtracting EFC first and then all resources such as Pell, Third Party, CAP, Loans, KEES, Scholarships , etc. from the total COA.

Notice how the unmet need is calculated here:

$$\mathbf{11,280 - 200 - 5550 - 1900 - 650 = \$2980 \text{ (Unmet Need for the aid year)}} \\ \mathbf{(COA) \quad (EFC) \quad (Pell) \quad (CAP) \quad (KEES)}$$

Once your Unmet Need is determined, it is used as a guide to award FWS funds. This means that if your unmet need was \$2980, and we considered that it would take \$2700\* to pay 20 hours per week (for 15 weeks) plus 37.5 hours for 1 week, then \$2700 would be awarded in FWS funds, thereby reducing your unmet need to \$280 for the aid year. (\*Calculated at the maximum pay rate of \$8 per hour. On-campus positions pay \$7.50.)

### Here is another scenario to include loans:

If your Unmet Need is \$2980 and you decided to take out loans, the loan amount would reduce your Unmet Need. For example, if you wanted to take out a loan for \$1000 your Unmet Need would be reduced to \$1980. You then decided that you were interested in FWS. If you meet all the eligibility requirements, your maximum FWS award would be \$1980.

# KCTCS Self-Service

**You can change your personal information directly from your computer. Follow these steps to view your Self-Service:**

1. Log onto PeopleSoft (employees.kctcs.edu)
2. Click “Self-Service” under the menu in the left corner
3. Choose either Personal Information or Payroll and Compensation

**Through Self-Service you can update your:**

- Name
- Address
- Phone number
- Emergency contact
- Ethnicity
- Email addresses and
- Marital status

**You are also able to:**

- View an improved PDF pay check.
- Review your Benefits and Compensation information.
- Submit a new W-4 or K-4 with updated tax information.
- Print your current year W-2.
- Request a re-issue of a prior year (2009 or before) W-2 form.
- Edit your direct deposit information.

**For additional information on Self-Service, please contact the Human Resources Department.**

**Kimberly Greene, HR Assistant**

**Phone: 606-451-6620**

**Email: [Kimberly.greene@kctcs.edu](mailto:Kimberly.greene@kctcs.edu)**

## KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

### 2.19.5 Rest Periods

Employees are not required to work more than four hours without being permitted a paid rest period of fifteen minutes. Rest periods are in addition to regularly scheduled meal periods. These rest periods shall be scheduled as nearly as possible to the middle of each four-hour work period. The rest period may be taken in three five-minute intervals if deemed appropriate by the supervisor and arranged in advance. The scheduling of rest periods shall be arranged with the supervisor and communicated to coworkers in the area when applicable in order to maintain departmental and service objectives. No reduction in salary shall be made for these rest periods. These compensable rest periods may not be offset against other working time.

Employees scheduled to work a seven and one half hour day are permitted two fifteen minute rest periods, one near the middle of the shift before a meal period and one near the middle of the shift after a meal period.

### 2.19.6 Meal Periods

Each employee shall be granted a reasonable period of time for daily meal periods. The meal period shall be scheduled as nearly as possible to the middle of the work day or shift of more than five hours. Employees shall not be required or permitted to take a meal break sooner than the third hour of work or later than the fifth hour of work. Thirty to 60 minutes is considered adequate time for a bona fide meal period and employees are required to take a minimum of 30 minutes for meal period. The scheduling of meal periods shall be arranged with the supervisor and communicated to coworkers in the area when applicable in order to maintain departmental and service objectives. Employees shall not perform work-related duties during meal periods. Meal periods are not counted as hours worked.