

Student Work-Study Policies & Procedures - Students

Job Postings

Jobs are posted on the board outside of the Poteau financial aid office and on the Carl Albert State College (CASC) website ([Employment Opportunities](#)).

Student Process of Applying

1. Apply for CASC work-study employment.
 - a. This can be done [online](#) through the CASC website.
 - b. Click on the “Employment Application” and choose “Workstudy” as the type of application.
 - c. If the student is a returning work-study, a new application is not required.
2. Once you find a department interested in hiring you, check with the Office of Financial Aid to see if you qualify for Federal or Institutional Work-Study then let the department supervisor know.
 - a. The supervisor of that department must then complete a **Student Work-Study Authorization-Termination** form.
 - b. The authorization must be filled out completely (typed, not handwritten) before being submitted to the WS Coordinator in the financial aid office.
3. The WS Coordinator will review the Authorization Form to double check eligible hours and signatures.
 - a. When it is determined that the form is complete, a copy of the authorization is sent to HR.
4. HR will do their side and then contact you directly to schedule orientation.
 - a. This will include employee paperwork, timesheet instructions, etc.
5. Once orientation is complete, HR will notify the Department Supervisor and the WS Coordinator to let them know when the student can begin working.

No student may begin working until they have completed all paperwork and orientation & the coordinator and supervisor have been notified of an official start date.

Student Work Information

No student should be working during the students’ scheduled class time unless supporting documentation for class cancellation is included with the timesheet.

On-Campus Work

Students hired for on-campus positions are expected to work within normal CASC operating hours; Monday-Thursday 8:00AM-4:30PM, Friday 8:00AM-4:00PM. Exclusions to this rule are listed below and include departments/programs that typically have operational hours outside of the standard CASC hours.

- Students or Supervisors wishing to work outside of normal hours should contact the FWS Coordinator to receive approval for such work.

Exclusions: Library, Stivers Center, Athletics (Baseball, E-Sports, Softball, Wrestling), Cafeteria, and Physical Plant

Off-Campus Work

Students hired for off-campus work are expected to work within the schedule set by their Supervisor. CASC does not provide transportation for these positions and the off-campus employer is not required to. Students are

expected to manage their own transportation as well as ensure their off-campus hours do not interfere with their own school work.

Work When In-Class Instruction is Moved to Virtual Due to Inclement Weather

If campus is declared closed due to inclement weather, even if classes are still considered in session virtually, students are not expected or permitted to travel to and work on campus. Conditions may apply to off-campus work as well so students are expected to keep in contact with their supervisor.

Work Over Breaks

Any student wanting to work over a break will need to submit a **Request for Semester Break & Make-up Hours** form signed by their supervisor **before** the timeframe requested.

- “Breaks” include any day campus is considered closed as well as the time between the ending/beginning dates of the Spring/Summer and Summer/Fall semesters.
 - Ex. Thanksgiving Break; May 13 (Spring end) and June 1 (Summer begin)

Time Entry

Student Work-Study time entry must be submitted via Self-Service no later than the 1st of the month.

Time entry will be reviewed for appropriate hours worked. Late entries are not guaranteed immediate payment for that time worked and may need to be paid on a later payroll.

- View the Self-Service training video here:
 - [Work-Study Student Self-Service Training Video](#)
- Off-campus students will enter their time via Self-Service to be reviewed by Financial Aid AND submit a paper timesheet signed by their off-campus supervisor to the Office of Financial Aid.
 - Timesheets are found online under [Employment Opportunities](#).

Terminations

A termination should be completed when:

- A student is told to stop working by the WS Coordinator, Department Head, or Supervisor
 - This does not apply when students must temporarily cease working due to reallocation of department hours.
- A student does not plan to return the next semester, whether to the school or that department
- A student switches departments they work for (but not if departments are sharing a student’s hours)

New Authorizations will not be approved until a Termination has been received for previous students.

Types of Work-Study & Eligibility

Federal Work-Study (FWS) is need-based, meaning students must show financial need based on their Free Application for Federal Student Aid (FAFSA) and Cost of Attendance (COA).

- FWS employment is jointly funded by the US Department of Education and Carl Albert State College (CASC). FWS funds are limited. To be eligible for the FWS program, the student must complete the FAFSA and have financial need based on federal criteria.

- Students are limited to working a maximum of twenty (20) hours per week during periods of enrollment in which school is in session.
- Hours are awarded based on the individual student's needs and may be adjusted during the semester due to changes in their financial aid awards.
- Students must maintain Satisfactory Academic Progress to remain eligible.
- Eligibility does not guarantee an employment position. Positions are available according to CASC need and funding.
- FWS is processed through the **Office of Financial Aid**.

Institutional Work-Study (IWS) is not need-based, it is a part-time, on-campus job typically for those students who may not be eligible for participation in the Federal Work-Study Program.

- The IWS positions are funded by the departments that have funds allocated for the purpose of employing students. Funds are not available in all departments so there are fewer positions available.
- Students must be enrolled in a minimum of 6 credit hours per semester.
- Students are limited to working a maximum of twenty (20) hours per week during periods of enrollment in which school is in session.
- IWS is processed through the **Business Office**.

Other Notes & Policy Violations

- No work-study student can work in a position in which someone in their immediate or extended family is the supervisor for that department.
 - This means that the person who signs the authorization and the timesheet as the supervisor cannot be related to the work-study student.
- All work-study related forms are available at carlalbert.edu/employment-opportunities
- **Students, Department Heads, and Department Supervisors caught violating any of the above policies may be required to reduce hours or give up hours depending on the severity of the violation.**

