



Indiana University of Pennsylvania

Service Learning Handbook

5th Edition

July, 2007



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IUP Service Learning Office Location

Location: Pratt Hall, Suite 302
 201 Pratt Drive
 Indiana University of Pennsylvania 15705-1091

Hours: 8:00 am to 4:00 pm (Monday - Friday)

Telephone: (724) 357-2235

Fax: (724) 357-4079

E-mail: dstipcak@iup.edu

Internet: www.iup.edu/servicelearning

What is the Federal Work-Study Program?

The Federal Work-Study (FWS) program is a federally funded work program, which provides on and off-campus employment to eligible undergraduate and graduate students with financial need. While the program offers a variety of job opportunities, a student is encouraged to seek community service work and/or work related to a student's course of study. A FWS award is included in the student's financial aid package. Student eligibility is determined by Financial Aid. A FWS award is not deducted from a student's tuition and a student is only paid for those hours actually worked.

As a work-study student, you benefit in several ways:

- Pay for education and personal expenses
- Improve time management skills
- Help build your resume
- Obtain reference for future employment

How Often Must I Apply to the Service Learning Program?

To participate in the Service Learning Program, you must apply and be approved once during the academic year (fall/spring). If you would like to take part in the Service Learning Program during the summer months, you must apply for a summer federal work study award through the Financial Aid Office, and you must reapply to the Service Learning Program. No hours will be paid for summer work study until you have been approved.

Type of Work-Study Jobs Available Through This Office

Federal Work-Study employment through IUP's Service Learning Office may involve **public interest work** for

- the university (on-campus)
- federal state, or local government agencies

private nonprofit organizations (off-campus)

Public interest work is considered to be work performed for the national or community welfare.

Work performed to benefit a particular interest, individual, or group is not permitted.

Work is NOT eligible for work-study employment if:

It primarily benefits the members of a limited membership organization such as a credit union, fraternal or religious order, or a cooperative

A student's political support or party affiliation is taken into account in the hiring process

It impairs existing service contracts

It displaces regular employees

It fills jobs that are vacant because regular employees are on strike

It involves the construction, maintenance, or operation of any part of facility used or to be used for religious worship or sectarian instruction

It involves any partisan or nonpartisan political activity associated with a faction in an election for public or party office

It involves work for an elected official outside the regular administration of federal, state, or local government

It involves lobbying on the federal level

It includes employment for the U.S. Department of Education

How to Obtain a Federal Work-Study Job

A student may use his/her FWS award to work off-campus for federal, state or local government agencies, and private nonprofit organizations. The federal government requires a 2.0 GPA to be eligible for employment. However, an agency has the right to require a higher GPA.

A student must make an appointment to visit the Office of Service Learning to fill out an application, provide proof of Federal Work Study funding and enrollment at IUP, and sign a Student Responsibilities contract. The Office of Service Learning will set up an interview for the student with an agency of interest to the student. Students will be notified by the Office of Service Learning of the results of the interview. At that time the student will need to arrange to meet with the Office of Service Learning to complete the paperwork for payroll. The agency supervisor and the Office of Service Learning will assign a start date for the student. *Only after the necessary paperwork is completed may the student begin to work.* Failure to submit the necessary paperwork to Student Payroll will result in no pay for hours worked prior to approval! There will be no exceptions for back pay.

Individual employment counseling is available both in the Service Learning Office and Career Services Office for any student who wants to speak with someone about employment opportunities. This service is by appointment ONLY!!!

Clearances

Some agencies will require a criminal background check and child abuse clearances. While some agencies will pay for the clearances, other agencies will place this responsibility on the student.

What Should Students Do When They Are Offered a Position?

Once a student has been offered a position at an approved agency, he/she will need to meet with the Service Learning Office to complete the hiring process for IUP Student Payroll Services. **ANY HOURS WORKED OUT OF CONTRACT WILL NOT BE PAID BY THE SERVICE LEARNING OFFICE.**

Community Service

Work-Study students are encouraged to pursue employment that is community service related. Community service positions contribute to the improvement in the quality of life for area residents by helping solve problems related to their needs. Job categories that are considered community service include:

Health care, child care, literacy training, education (including tutorial service), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement.

Support services to enrolled students with disabilities

Activities in which a student serves as a mentor for purposes such as tutoring, supporting educational and recreational activities, and counseling, including career counseling.

The U.S. Department of Education has clarified the issue of the acceptability of indirect community service positions as follows:

Students may be employed in community service positions that provide either direct or indirect services to the community. For example, it is acceptable for a Federal Work-Study student to be employed in a clerical position for a food bank. It is not required that the student be involved in delivering services directly.

Both on-campus and off-campus jobs can qualify as community service work. However, on-campus jobs must involve a program, project, or service that is provided to the general public in the local community. On-campus jobs that serve only the campus community do not qualify as community service employment.

All off-campus jobs including community service jobs require a contract, which contains a description of the jobs and the conditions for employment.

How many hours can a student work per week?

A student's primary responsibility is his/her academic achievement and work cannot be a priority. The Office of Service Learning permits work study students to work up to 25 hours per week when classes are in session. When classes are not in session, a student may work 40 hours per week unless otherwise notified.

Federal Law states the following:

After FOUR consecutive hours of work, students may take a 15 minute PAID break.

After FIVE consecutive hours of work, students may take a 30 minute UNPAID break.

After EIGHT consecutive hours of work, students may take a 1 hour UNPAID break

May a Student have two Work-Study Jobs?

There are special circumstances in which a student may qualify to obtain a second Work-Study position. Students who may be eligible for a second position are assessed on an individual basis.

How is a Work-Study Student Paid?

Federal regulations require that the electronic reporting of weekly hours **must** be supported by a listing of clock hours. A work-study student is required to sign in and out with the employing department or agency at the beginning and end of each work period. The hours worked each pay period must be submitted to the Service Learning Office via an original timesheet, signed and dated by the on-site supervisor, for the payment of wages. No copies or faxes of timesheets will be accepted. Students are also required to record their work hours electronically. Late submission of time sheets or time not electronically recorded will result in a delayed paycheck. Failure to submit hours in a timely fashion may result in dismissal from the program.

Work-Study wages are subject to the same federal, state, and local income taxes as any other earned income. Students enrolled in classes and working for the university, however, are exempt from the 6.20% Social Security (FICA) Tax and 1.45% Medicare Tax deducted from their gross pay.

A work-study student **cannot** be paid for:

Lunch

Sick time

Other time off

Receiving instruction in the classroom, laboratory, or other academic setting

A work-study student is paid every other Friday for hours submitted for the previous pay period.

All paychecks are sent to the Service Learning Office and are available for pickup by students starting at 9:00 am on payday.

Paychecks MUST be received by the student to whom they are addressed. Student Identification Card or other valid photo ID is required for pickup.

Fraud and/or Forgery

Fraud and/or forgery with regard to information provided concerning hours worked will be reported to the University's Office of Student Conduct. Students will be required to pay back the amount of money received for misrepresented hours, they will be dismissed from the Service Learning Program and their federal work study award will be revoked. A waiver form stating that a student understands the consequences of fraud and/or forgery is required to be enrolled in the Service Learning Program.

Instructions for Time Entry On Line

Instructions for On Line Time Entry can be found by logging onto <http://www.iup.edu/payroll/Student/stuhb.doc>. You must log your hours onto URSA before the midnight Sunday deadline as noted on the payroll schedule. Failure to do so will result in a delayed paycheck.

Timesheets

A copy of the Service Learning timesheet is attached to the back of this handbook. You must use the Service Learning timesheet when submitting your hours. Other versions of this timesheet will be rejected. You may copy this timesheet as often as needed; however, when submitting your time, you must turn in a timesheet with original signatures. No faxes or Xerox copies will be accepted. Timesheets are due by the midnight Sunday deadline as noted on the payroll schedule. If a timesheet is not submitted, you cannot be paid!

Anticipated hours are not acceptable. Timesheets must be approved by your supervisor at the close of the pay period. If a timesheet is submitted with anticipated hours, it will be void and you will not be paid for that pay period until a corrected timesheet is submitted.

Payroll Schedule

A copy of the payroll schedule for the 2007-08 academic year is attached. This schedule outlines:

- the dates included within each pay period
- the midnight Sunday deadline to submit your timesheet to the Office of Service Learning and submission of hours on line
- the date on which you will receive your paycheck

Direct Deposit of Paychecks

If a student prefers, the university's payroll office will deposit work-study wages into the student's bank account instead of issuing a paycheck. To initiate this service, complete the *Direct Deposit Authorization Form*, which is available on the payroll Office's website at www.iup.edu/payroll. For future information, call the Payroll Office at 724-357-2511 or e-mail stu-pay@iup.edu.

The Student Payroll Office is located at:

Sutton Hall, Room G-8
1011 South Drive
Indiana, PA 15705

Benefits

A work-study student is not eligible for benefits such as sick pay, vacation pay, holiday pay, or unemployment compensation, but is eligible for Workers' Compensation under the provisions of Pennsylvania law. Workers' Compensation covers expenses for medical care and certain benefits for loss of pay resulting from injuries or occupational diseases sustained in the course of employment, and which are job-related. **A supervisor must be informed immediately of on-the-job injuries.**

Attendance

It is the student's responsibility to report to work on time for every scheduled shift. If you cannot work because of an illness or an emergency or will be late for work, you must notify your supervisor **as early as possible**, before the shift begins.

A work-study student is expected to plan academic, personal, and work schedules that do not conflict. Potential conflicts should be discussed well in advance with the supervisor. Tardiness and failure to provide adequate prior notice of absence (as determined by the supervisor) are considered grounds for termination by the employing department or agency.

Changing Jobs or Leaving the Serve-Study Program

An employed student who intends to withdraw from the program or who wishes to change jobs must inform the onsite supervisor, as well as the Service Learning Office. **A student is expected to give at least two weeks notice before leaving a position.** This allows the agency or department the necessary time to adjust the work schedules or remaining employees in order to offset the staffing shortage.

A student may change agencies within the Service Learning program only after they have received clearance from the Service Learning Office. He/she must make an appointment to meet

with a Service Learning coordinator and repeat the interview process. **A student will not be paid for hours worked at a new position if they fail to follow the above procedure.**

Withdrawal from the program will not jeopardize a student's chances of receiving Work-Study eligibility in the future years.

Dismissal from the Service Learning Program

Students are required to submit their work hours on line **AND** turn in an original timesheet to the Service Learning Office, 302 Pratt Hall, by the midnight, Sunday deadline. Failure to meet either deadline will result in a delayed paycheck. **Noncompliance of this requirement will result in dismissal from the Service Learning Program.**

The agency reserves the right to dismiss students from their agency if students are noncompliant. This includes a student's work, dress, language or other actions as deemed inappropriate by the agency.

Grievance Procedures

A work-study student and supervisor are encouraged to discuss any work-related problems. Experience has shown that most minor disagreements can be resolved by honest, non-confrontational discussion of the problem. An attempt should be made to informally resolve the disagreement between the student and the immediate supervisor. If the problem cannot be resolved within the department, the student should make an appointment with the Office of Service Learning to discuss the problem.

Nondiscrimination Statement

Indiana University of Pennsylvania is committed to equal opportunity and affirmative action for its students, employees and applicants. The university is committed to providing equal educational and employment rights to all persons without regard to race, color, sex, religion, national origin, age, disability, ancestry, or sexual orientation.

IUP Student Payroll Schedule for 2007-2008

Pay #	Pay Period		Deadline for Time Submission*		Pay Date
18	8/4 - 08/17/07		8/20/2007		8/31/2007
19	8/18 - 08/31/07		9/3/2007		9/14/2007
20	9/1 - 09/14/07		9/17/2007		9/28/2007
21	9/15 - 09/28/07		10/1/2007		10/12/2007
22	9/29 - 10/12/07		10/15/2007		10/26/2007
23	10/13 - 10/26/07		10/29/2007		11/9/2007
24	10/27 - 11/09/07		11/12/2007		11/23/2007
25	11/10 - 11/23/07		11/26/2007		12/7/2007
26	11/24 - 12/07/07		12/10/2007		12/21/2007
1	12/8 - 12/21/07		12/24/2007		1/4/2008
2	12/22 - 1/4/08		1/7/08		1/18/08
3	1/5 - 1/18/08		1/21/08		2/1/08
4	1/19 - 2/1/08		2/4/08		2/15/08
5	2/2 - 2/15/08		2/18/08		2/29/08
6	2/16 - 2/29/08		3/3/08		3/14/08
7	3/1 - 3/14/08		3/17/08		3/28/08
8	3/15 - 3/28/08		3/31/08		4/11/08
9	3/29 - 4/11/08		4/14/08		4/25/08
10	4/12 - 4/25/08		4/28/08		5/9/08
11	4/26 - 5/9/08		5/12/08		5/23/08
12	5/10 - 5/23/08		5/26/08		6/6/08
13	5/24 - 6/6/08		6/9/08		6/20/08
14	6/7 - 6/20/08		6/23/08		7/4/08
15	6/21 - 7/4/08		7/7/08		7/18/08
16	7/5 - 7/18/08		7/21/08		8/1/08
17	7/19 - 8/1/08		8/4/08		8/15/08
18	8/2 - 8/15/08		8/18/08		8/29/08
			*Due by 11:59 pm		



I understand that the Service Learning Program is a federally funded program. I understand that misrepresentation of hours and acceptance of federal funds due to misrepresentation of hours will result in some or all of the following consequences:

- I will be dismissed from the Service Learning Program
- My Federal Work Study award will be revoked
- I will be liable to pay back the money I received for misrepresented hours
- I will be reported to the IUP Judicial Board
- I may be prosecuted by the Attorney Generals Office

Print Name

Diane Stipcak, Service Learning Coordinator

Signature

Date



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Print Name

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