



Federal Work Study On-Campus Supervisor Information Sheet

Office of Financial Aid, 25 Hall Street, Concord, NH 03301

Phone: (603) 513-1392 Fax: (603) 513-1386

<http://my.granite.edu/finaid.htm>

Getting Started:

- Complete and submit the GSC Job Description On-Campus Work Study form to the Office of Financial Aid (OFA)
 - The Office of Financial Aid will contact supervisors if the Job Description form is incomplete
- The OFA has defined the following pay scale for all on campus employment
 - All positions with the exception of a tutor will pay at \$10 per hour
 - Tutor positions will pay at \$11.00 per hour
- The maximum work study award is initially set at \$3000 for 2016-17 aid year. *The OFA will review this amount periodically through the year and may be subject to change.*
- The OFA will advertise your position on the website or assist in finding eligible students. Please verify that work study candidate is eligible for funds before beginning the hiring process.

Hiring Process:

- Interview the candidate.
- Provide all interviewed candidates (whether hired or not) with the link to the annual GSC Security Report and upon request, provide a paper copy. The Security Report can be found by going to <http://my.granite.edu/safety-security> under the Clery Act.
- Complete the 2016-17 On-Campus FWS Employment Authorization form with the hired student. Submit to the OFA for approval before the student begins work.
- All work study students are required to undergo a background check. Inform students that they will receive an email request from our background check vendor, HireRight. Continued employment with GSC is contingent upon successful completion of the background check. Failure to complete the background check process will result in termination of work study employment with the college.
- If the student has not worked for GSC in the past three years an I-9 form (located on the GSC portal) is required to be completed and sent to Anne DuBois. (Paperwork may be faxed for processing however Anne does need the originals.)
- Once GSC Payroll has received the approved Employment Authorization form from the OFA and the I-9 from HR, a WISE account will be created. GSC Payroll will notify you when the WISE account is ready. At that time the student may begin work.
- Send a copy of the work-study appointment letter (template found on the GSC HR site under the 'Forms for Managers' section at <http://my.granite.edu/hr-forms-resources>) confirming hourly rate, schedule of getting paid, hours per week and work schedule.
- Contact the Registrar's Office for FERPA/GBLA/Red Flag training. All student employees are required to complete these trainings annually.
- The student employee must setup a Wise account at <https://wise.unh.edu>. Follow the on screen instructions for a new account. Supervisors are required to train students on time entry, submission and approval.

- Once the WISE account is set up, the student must complete their W4 form online using the WISE account.
- If a Banner account is necessary, supervisors need to apply for an account at: <http://my.granite.edu/staff-change-form> . Once an account is created, Banner security access is granted from the Registrar's Office.
- Students are required to meet with their direct supervisor for orientation to include a description of responsibilities and expectations, work schedule and general information on the facility where work will be performed.

General Information

- Work study positions are intended to provide part time employment to GSC students. They cannot be permitted to work more than 25 hours per week.
- Students must work under direct supervision at a GSC campus location (or USNH Concord).
- When scheduling a work study student's hours take into consideration their course schedule and academic progress. (If a student is on financial aid probation or academic plan, work hours will be limited to up to 10 hours per week).
- Students who are not enrolled in classes for a given term should not be working (with the exception of summer).
- Students who do not plan to attend classes in the next term should end employment as of the last day of the term they are currently enrolled in.
- Notify the OFA of any changes in student employment or contact us with any questions.

Deactivation process

- If a student has a break of more than one payment period, supervisors are responsible for terminating all computer access.
- If you are aware that a student is not returning to work, you are required to terminate computer access immediately (within 24 hours). To terminate computer access, complete the GSC Staff Departure form located on the portal (Banner and AD Account). <https://granite.tfaforms.net/283259>
- Be sure student has logged all earned time in Wise.
- Collect any issued keys.
- Notify the OFA of the student's departure.