



Financial Aid Office

Work-Study Handbook

FY26

2025-2026

Table of Contents

TABLE OF CONTENTS	1
VISION STATEMENT.....	2
NON-DISCRIMINATION STATEMENT.....	2
INTRODUCTION	3
WHAT IS WORK-STUDY?.....	4
Limitations of Work-Study Funding and Employment.....	4
Employment Period	4
FEDERAL WORK-STUDY (FWS).....	5
Overview	5
Eligibility.....	5
STATE WORK-STUDY (TEXAS WORK-STUDY)	6
Overview	6
Eligibility.....	6
WORK-STUDY AWARDS AND PAY.....	7
WORK-STUDY HIRING PROCESS.....	8
TRANSFERRING TO ANOTHER DEPARTMENT.....	9
RIGHTS AND RESPONSIBILITIES.....	10
Students Responsibilities	10
TSC Policies and Procedures Dress Code.	11
Supervisor Responsibilities	11
TIMECLOCK PLUS AND PAYROLL.....	12
TimeClock Plus Procedures	12
Payroll and Payment.....	13
ATTENDANCE POLICIES	14
General Attendance	14
Tardiness.....	14
Lunch Break.....	14
Abandonment/Involuntary Resignation	14
EVALUATIONS AND TERMINATIONS	15
Evaluations	15
Terminations	15
REQUESTING A WORK-STUDY.....	17
CONTACT INFORMATION	17

Mission Statement

The mission of the Financial Aid Office at Texas Southmost College is to assist students in obtaining on-campus employment experience during their education at our institution. Work-Study is a beneficial program that allows students to gain valuable skills, experiences, and networking opportunities to prepare for the job market after graduation.

This program will help you reduce your need for student loans, leave you with less debt, and let you explore careers.

Vision Statement

Our vision is to provide exceptional customer services to students and their families by embracing emerging technologies and eliminating financial barriers to higher education by providing federal, state, institutional, and other sources of financial aid.

Non-Discrimination Statement

Texas Southmost College (TSC) is committed to providing equal access to educational opportunities and financial assistance for all students. The Financial Aid Office does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, or any other characteristic protected by law in its policies, procedures, or programs.



Introduction

The purpose of the Financial Aid Office is to provide students and their parents with information about federal, state, institutional, and other sources of financial aid. The Financial Aid Office serves as the administrator for these varied funds, which involves personnel in diverse activities such as consumer awareness and application services, program awarding, certification and eligibility monitoring, fund requests, reconciliation and reporting, and continuing with post-attendance services dealing with default prevention and management.

Ultimately, the Financial Aid Office provides aid to eligible students who, without such aid, would be unable to attend college. The awarding and distribution of such funds are managed in a fair and equitable manner.

This handbook is designed to provide students and supervisors with the policies and procedures of the Texas Southmost College (TSC) College Work-Study (CWS) Program and to address frequently asked questions. It outlines the standards established by the College to guide all participants in the program. Students and supervisors are responsible for reading this handbook, becoming familiar with its contents, and complying with all program, departmental, and institutional policies. Professional conduct is expected at all times to ensure a respectful and productive work environment.

If a student has questions or concerns regarding program guidelines, job responsibilities, or a workplace conflict, the student should first discuss the matter with their supervisor. If additional clarification is needed or the issue remains unresolved, the student should schedule an appointment with a Financial Aid Specialist.

The information contained in this handbook is current at the time of publication; however, policies and procedures are subject to change. All active CWS student employees and their supervisors will be notified of any updates or revisions to the program.

What is Work-Study?

The College Work-Study (CWS) Program is a need-based financial aid program that provides eligible undergraduate students with part-time employment to help offset educational expenses. Positions are designed to support academic success with flexible schedules that accommodate class attendance and coursework.

Students earn wages up to their authorized award amount and are paid bi-weekly. Positions may align with students' academic programs or career interests and are available in various departments across campus.

Note: Participation in Work-Study is not automatic or guaranteed. Employment depends on eligibility, funding availability, and successful hiring by a department.

Work-Study Programs at TSC:

- Federal Work-Study (FWS)
- Texas Work-Study (State Work-Study)

Limitations of Work-Study Funding and Employment

The Financial Aid Office ensures that a student's total financial assistance does not exceed their demonstrated financial need. If a student receives additional aid—such as scholarships, state grants, student loans, or sponsorships—the Work-Study award may be reduced or canceled to prevent an over award and maintain compliance with federal and state regulations.

Employment Period

- **Summer 2 2025:** June 14, 2025, thru August 8, 2025
- **Fall 2025:** August 9, 2025, thru December 19, 2025
- **Spring 2026:** January 5, 2026, thru May 01, 2026
- **Summer 1 2026:** May 02, 2026, thru June 12, 2025

Federal Work-Study (FWS)

Overview

TSC awards Federal Work-Study funds based on financial need, fund availability, and institutional policies. Eligibility is determined using FAFSA information, enrollment status, and compliance with Title IV requirements. Awards cannot exceed the student's demonstrated financial need and may be adjusted if:

- Additional financial aid is received
- Enrollment changes
- The student fails to meet Satisfactory Academic Progress (SAP)
- The student becomes otherwise ineligible

Students may earn wages up to their authorized award and must stop working once the award is exhausted, unless a revised award is approved.

FWS is authorized under Title IV, Part C of the Higher Education Act and administered by the U.S. Department of Education.

Eligibility

Student must:

- Submit a Free Application for Federal Student Aid (FAFSA) each year.
- Be a U.S. citizen or eligible noncitizen.
- Meets the relevant eligibility requirements for Title IV, HEA program assistance.
- Demonstrate financial need
- Meet [Satisfactory Academic Progress \(SAP\)](#) requirements.
- Be enrolled in at least one course applicable to their degree for fall and spring semesters.
Effective 6/14/25, A student may be employed in at least one class under the active program of study. See Volume 6, Chapter 2 for more information (subject to change).
- Be enrolled in at least 1 credit hour per summer session, if employed during the summer.
Effective 5/1/22, A student may be employed in an FWS job during a period of nonattendance, such as a summer term, before the student begins attendance in a program for the first time. Such students must be enrolled during the next enrollment period, have a FAFSA completed, and have a financial need for that period—his/her current FWS earnings must be used to cover expenses for it and will count as estimated financial assistance. See Volume 6, Chapter 2 for more information (subject to change).

State Work-Study (Texas Work-Study)

Overview

Funded partially by the State of Texas and administered by THECB, the State Work-Study program provides part-time employment opportunities to eligible students attending Texas institutions.

TSC awards funds based on financial need, fund availability, and institutional policies. Eligibility is determined using FAFSA, enrollment status, and compliance with state program requirements. Awards may be adjusted or canceled if financial need changes or eligibility requirements are not met.

Students may earn wages up to their authorized award and must stop working once funds are exhausted unless a revised award is approved.

Eligibility

Student must:

- Submit a Free Application for Federal Student Aid (FAFSA) each academic year.
- Be a U.S. citizen or eligible noncitizen.
- Meets the relevant eligibility requirements for Title IV, HEA program assistance.
- Have financial need, as defined by work-study program regulations.
- Meet [Satisfactory Academic Progress \(SAP\)](#) requirements.
- Must be resident of Texas.
- Be registered with Selective Service or be exempt
- Be enrolled at least **half-time** and be seeking an associates or certificate.

Work-Study Awards and Pay

Work-Study awards are based on a student's demonstrated financial need, calculated as the difference between the total cost of attendance and the Student Aid Index (SAI) determined by the FAFSA and other current financial aid. For Federal Work-Study (FWS), there is no set maximum award; however, total earnings cannot exceed the student's authorized award.

Awards may be adjusted or canceled if a student's financial need changes due to additional aid, enrollment changes, or other circumstances. Students earn wages as they work, and payments follow Texas Southmost College's payroll schedule. Work-Study earnings are issued via paycheck (direct deposit) and are not applied to tuition or fees. Work-Study funds are not processed through the Cashier's Office; payroll deposits wages directly into the account provided during the hiring process with Human Resources.

Students selected for a Work-Study position will be able to view their award through Self-Service. Acceptance of the award is not required to begin employment. Once the CWS Referral Form is created in Colleague, students will receive an email notification to review their award. No further action is required from the student at that time.

The Work-Study pay rate is \$11.00 per hour, and students may not work more than the hours approved per week, as listed on their College Work-Study Referral Form.

A student's Work-Study award may decrease if financial aid from another source increases, enrollment changes, or other circumstances affect financial need. Total financial aid awarded cannot exceed the student's demonstrated need, so students cannot receive more aid than they are eligible for.

Work-Study Hiring Process

Hiring a Work-Study student is a collaborative process involving the student, the hiring department, the Financial Aid Office, and the Office of Human Resources. Students may not begin working until all steps are completed and official authorization is granted.

1. Review and Apply

Students must review available Work-Study positions and complete the CWS Application located on the [Financial Aid Website](#) under the Work-Study tab.

- A minimum of three references is required.
- A resume must be uploaded in PDF or Word format (photos are not accepted). Incomplete applications may be declined.

2. Eligibility Review

The Financial Aid Office reviews each application to verify eligibility.

- Ineligible students will receive an email notification from Adobe with an explanation.
- Eligible applications are placed in the applicant pool for departmental review.

3. Interview Process

Hiring departments review applications and schedule interviews in accordance with the College Work-Study Employment Procedures.

Supervisors conduct professional interviews, assess qualifications, and contact listed references.

4. Departmental Submission to Financial Aid

Once a candidate is selected, the hiring department submits a complete hiring packet to the Financial Aid Office, which includes:

- CWS Application and resume
- Interview questions and evaluation forms
- Reference check documentation
- Confidentiality agreement(s)
- Criminal Background Check authorization form

5. Financial Aid Award and Referral

The Financial Aid Office awards the student in the system and prepares the College Work-Study Referral Form, which outlines the approved number of hours and maximum earnings per semester. The completed packet is forwarded to Human Resources.

6. Human Resources Review and Onboarding

The Office of Human Resources conducts a Criminal Background Check (CBC). Upon clearance:

- a. HR signs the CWS Referral Form and notifies the student.
- b. The student schedules an appointment to complete employment paperwork and must provide:
 - i. Driver's License, State ID, U.S. Passport, or Permanent Resident Card
 - ii. Official Social Security Card
 - iii. Voided check for direct deposit

7. Authorization to Begin Work

Human Resources completes onboarding and issues the "Authority to Report to Work" form. The student must submit this form to the hiring department before beginning employment.

8. Supervisor and Student Documentation

Supervisors receive electronic forms for review and signature. Supervisors must:

- a. Review all forms with the student prior to signing
- b. Agree to the terms of employment
- c. Electronically sign all required documents

Students must electronically sign all forms. Finalized documents are automatically distributed to all relevant offices.

Students are not permitted to begin working until all required approvals and documentation are completed.

Transferring to Another Department

Work-study student employees may request to transfer to another Work-Study position or to a part-time position at Texas Southmost College (TSC). However, students must complete the full hiring process again. Please refer to the Work-Study Hiring Process section of this handbook for detailed procedures.

Students requesting a transfer must:

- Transfer at the end of a payroll period. (Refer to the official Payroll Calendar for applicable deadlines [Time Cards Calendar Draff FY26.xlsx](#).)
- Ensure the current supervisor submits a CWS Termination Form to the Financial Aid Office prior to the transfer.



Students may hold only one position at TSC at any given time, including both Work-Study and non-Work-Study part-time positions. Employment in a new position may not begin until all required approvals and documentation are completed.

Rights and Responsibilities

Students Responsibilities

As employees of Texas Southmost College (TSC), Federal and Texas Work-Study students are expected to conduct themselves in a responsible and professional manner and comply with all institutional policies and applicable employment laws.

Work-Study students are expected to:

- Maintain confidentiality of all personal, academic, and protected information at all times.
- Receive and understand a clear description of job duties and supervisor expectations.
- Clock in and out using TimeClock Plus from their designated work location only. Clocking in/out from a different device may result in a corrective action.
- Review and approve recorded hours in TimeClock Plus daily.
- Work only the approved hours listed on the College Work-Study Referral Form and never exceed authorized limits.
- Take a minimum 30-minute unpaid break when working more than six consecutive hours and clock out during all breaks.
- Avoid abusing rest or coffee breaks (subject to supervisor discretion and HR policies).
- Never work during scheduled class times.
- Never work without proper supervision, and not supervise other student employees.
- Not volunteer extra hours or work without authorization.
- Prioritize academic responsibilities.
- Arrive on time and perform assigned duties efficiently.
- Notify their supervisor promptly in the event of illness or absence.
- Protect login credentials and not share usernames or passwords.
- Refrain from using cell phones, headphones, or AirPods during work hours unless authorized.
- Address workplace concerns first with their supervisor and, if unresolved, contact the Human Resources Office.
- Maintain enrollment in at least one class from your active program of study per semester; dropping below this requirement may result in termination from the program.
- Follow all institutional ethical, privacy, and dress code policies.


A productive work environment is essential for students enrolled in the Work-Study Program. Participants in this program should be aware that they do not receive grants or gift aid; rather, they are required to work to earn their work-study awards. It is important to emphasize that if students do not fulfill their work obligations, they will not receive the funds that have been allocated to them.

TSC Policies and Procedures Dress Code.

“An employee’s appearance and hygiene is a reflection of TSC’s character. Employees are expected to dress appropriately for their work responsibilities and positions. Generally, TSC encourages all employees to dress in a “business casual” fashion. Fridays are “denim days” and appropriate jeans are allowed when worn with a TSC-sanctioned t-shirt or school colors”.

Supervisor Responsibilities

Supervisors play a critical role in ensuring compliance with program guidelines and supporting student success. Supervisors must:

- Ensure all student employees are supervised by a full-time department employee.
- Follow established procedures when requesting and hiring a Work-Study student.
- Clearly communicate the following before employment begins:
 - Work schedule (aligned with the student’s class schedule) and **provide a copy**
 - Pay rate
 - Job expectations and duties
 - Applicable policies and procedures
 - Expected duration of employment
- Ensure students electronically sign all required hiring and referral forms during the first week of employment.
- Provide training on job duties and the proper use of TimeClock Plus.
- Assign and manage student work schedules (students may not create their own schedules).
-  Ensure that students do not work during their scheduled class times. In general, work-study students are not permitted to work while classes are in session. Exceptions may be allowed if a class is canceled; however, **any exception must be documented and submitted to the Financial Aid Office on the same day** (e.g., emails from professors).
- Monitor, verify, and approve student hours daily in TimeClock Plus.
- Follow the official Payroll Calendar for part-time employees [Time Cards Calendar Draff FY26.xlsx](#).
- Maintain a separate file for each student employee, including referrals, schedules, evaluations, and documentation.
- Ensure compliance with all guidelines outlined in the College Work-Study Handbook.
- Provide regular feedback and complete a performance evaluation at the end of each semester.

Both students and supervisors share responsibility for maintaining professionalism, accountability, and compliance within the College Work-Study Program.

Guide our Work-Study students! Supervisors act as teachers who train, motivate, communicate, guide, and evaluate student employees.



Failure to comply with the CWS Supervisor's Responsibilities may result in the closure of all work-study positions in your office.

TimeClock Plus and Payroll

Texas Southmost College (TSC) pays Work-Study and other student employees bi-weekly, following the TSC Payroll Calendar (Part-Time Employees) Schedule B. All Work-Study students are required to approve their hours in TimeClock Plus by 10:00 a.m. on the payroll due date as indicated on the payroll schedule.

TimeClock Plus Procedures

1. Students must **clock in and out using TimeClock Plus** from a computer in their assigned work area. Clocking in or out from a different device may result in corrective action.
2. Students must **approve hours daily** for each day worked during the payroll cycle.
3. Supervisors must review hours worked to ensure they align with the student's approved work schedule.
4. Both the student and supervisor must **approve hours daily** in TimeClock Plus.
5. Students are responsible for monitoring their approved hours to avoid exceeding their Work-Study award.

Payroll and Payment

- **First Paycheck:** The initial paycheck is a paper check, available at the Cashier's Office in the Oliveira Student Services Center.
- **Direct Deposit:** After the second pay period, students will be paid via direct deposit if they have provided bank information and completed the **Direct Deposit Authorization Form** in Human Resources.
- **Paper Checks:** Students without direct deposit will continue to receive paper checks at the Cashier's Office.

Supervisors are responsible for reviewing all worked hours in TimeClock Plus for accuracy before approval. If hours are **not approved by the deadline**, the student may not receive payment until the following payroll date.

If **TimeClock Plus is unavailable** or the supervisor cannot access the student's work-study file, they should contact Payroll via email for guidance and instructions.

The payroll schedule can be found in the [TSC Bi-Weekly Payroll Calendar](#) (2025–2026).



Note: Falsifying or inflating time reports is a **federal offense** and will result in **permanent termination** from the Work-Study Program. Students must accurately clock in and out each workday to ensure that only actual hours worked are recorded.

Attendance Policies

General Attendance

Texas Southmost College (TSC) maintains normal working hours of 8:00 a.m. to 6:00 p.m., though schedules may vary depending on the work location and job responsibilities. Supervisors will provide employees with their specific work schedules.

Employees are expected to adhere to their schedules and notify their supervisor in advance if they will be late or absent. In emergencies, notification should occur as soon as practicable. Chronic absenteeism or failure to communicate absences may result in disciplinary action. Employees who need to leave early for illness or other reasons must inform their supervisor before departure; unauthorized early departures may also lead to disciplinary action.

Tardiness

Employees are expected to arrive on time and prepared to work. Arriving late is considered tardy. While TSC understands that unforeseen situations may occasionally cause lateness, excessive tardiness is prohibited and may result in disciplinary measures.

Lunch Break

Work-Study students **should not work more than six consecutive hours** without taking a minimum 30-minute meal or lunch break. Breaks, including lunch, should not be recorded as hours worked on the timesheet, and students must clock out during these periods.

Abandonment/Involuntary Resignation

An employee who is absent for more than three (3) consecutive scheduled workdays without approval or notification to their supervisor is considered to have abandoned their position. This policy applies both during regular employment and when returning from vacation or approved leave.

Evaluations and Terminations

Evaluations

Supervisors are required to evaluate student employees at the **end of each semester**. The evaluation process includes:

1. Completing the **“College Work-Study Employee Evaluation”** form.
2. Assessing the student’s overall **job performance**.
3. Modifying the student’s duties if necessary.
4. Sharing the evaluation with the student, highlighting:
 - Areas for improvement
 - Accomplishments and successes
5. Ensuring the form is **electronically signed** by both the student and supervisor.
6. Submitting the completed evaluation **to the Financial Aid Office** by the end of each semester.

Terminations

Voluntary Termination (Resignation)

Students may terminate their Work-Study employment at any time. Guidelines include:

- Students are encouraged to provide **at least one week’s written notice** to their supervisor.
- Supervisors must complete and submit the **“College Work-Study Termination Notice”** to the Financial Aid Office **on the same day** as the termination.

Involuntary Termination (Job Performance Issues)

Supervisors must use the **Work-Study Warning Notice** available in teams to follow a **progressive counseling process** before terminating a student for job performance issues:

1. **Verbal Warning** – Privately explain how the student is not meeting expectations. Work with the student to develop an improvement plan and allow a reasonable period to improve. Document the verbal warning on the Work-Study Warning Notice form.
2. **First and Second Written Notifications** – If performance does not improve, provide written notices that detail specific performance deficiencies and a clear deadline for meeting expectations.
3. **Termination Notice** – Prepare a termination notice and submit it to Human Resources for approval along with all Work-Study Warning Notices:
 - Verbal warning documentation
 - Copies of the first and second written warnings
 - Draft termination notice
4. **Termination Meeting** – Once HR approves:
 - Meet with the student and an **impartial witness** to inform them of the termination.
 - Clearly outline performance issues without engaging in arguments.
 - Maintain confidentiality regarding the termination.
5. **Acknowledge Positive Attributes** – Mention any positive contributions made by the student, if applicable.
6. **Submission of Termination Forms** – Submit the completed “**College Work-Study Termination**” form along with all supporting documentation to the Financial Aid Office on the same day.

Requesting a Work-Study

College departments can request Work-Study student employees through the **Financial Aid Office** by following these steps:

1. The department emails the Financial Aid Office at financialaid@tsc.edu to request Work-Study positions.
2. Financial Aid will respond with the **“Work-Study Job Request Form.”**
3. The department completes the form and follows the instructions provided.
4. The department is placed on a waiting list for Work-Study allocation.
5. Once the College Work-Study budget is approved, Financial Aid determines the number of positions assigned to each department.
6. The Financial Aid Office will **advertise the vacancies**.
7. All submitted Work-Study applications will be made available for supervisors to **review and select candidates**.

Contact Information

For any questions regarding the Work-Study Program, you may contact our Financial Aid office at:

Telephone: 956-295-3600
Fax: 956-295-3621
Email: financialaid@tsc.edu
Webpage: [Financial Aid - Texas Southmost College](#)