



Guide and Procedures for the Administration of the Federal Work-Study Program at the University of Puerto Rico

Vice Presidency for Student Affairs
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ARTICLE I - TITLE

This policy will be known as **Guide and Procedures for the Administration of the Federal Work-Study Program at the University of Puerto Rico.**

ARTICLE II –LEGAL BASE

This procedure meets the requirements of the Federal Department of Education in 34 CFR 675, which establishes the guidelines that regulate the Work-Study Program of the Federal Department of Education and Volume 6 (Chapter 2) of the **Federal Student Aid Handbook.**

ARTICLE III – PURPOSE OF THE DOCUMENT

The Purpose of this document is to establish a guide and procedures to be followed for the administration of funds from the Federal Work-Study Program at the University of Puerto Rico.

ARTICLE IV – DEFINITIONS

For the purposes of these Procedures, the following terms and phrases shall have the meaning set forth below unless the context clearly indicates otherwise:

1. Contract – Form that establishes the working conditions.
2. Attendance Sheet – Form in which the student records his/her attendance.
3. Financial Need – The financial need will be determined using the following formula: Cost of Attendance (COA)
- Expected Family Contribution (EFC) Awarded Aids
- Estimated Financial Assistance (EFA)
= Financial Need
4. Financial Aid Office – Office on each of the University of Puerto Rico campuses responsible for the administration of the different financial aid programs available.
5. Financial Aid Fiscal Office – Office on each of the University of Puerto Rico campuses responsible for the area of disbursements and maintenance of Federal, State, and Institutional Loan and/or Scholarship accounts. It assists students in receiving financial aid disbursements. Additionally, it conducts campaigns to guide students towards receiving their payments through Direct Deposit.
6. Financial Aid Officer¹ – Person authorized to verify that the information provided on the financial aid form is correct. If the information reported on the Financial Aid Application requires any correction, it must be evidenced by the student.
7. Procedure – Refers to the guidelines for the Administration of the Federal Work-Study Program at the University of Puerto Rico.
8. Work-Study Program – The Federal Work-Study Program (FWS) promotes part-time employment among college students with financial need to help cover their

¹ Except UPR Humacao which has an Administrative Officer/Coordinator of the Work-Study Program

educational expenses. The program encourages students who receive the aid to participate in community service activities.

9. Supervisor and/or Coordinator – Officer of the UPR System or person in charge² of directing and/or supervising, evaluating the tasks assigned to the participating students, and registering the hours of the participating students of the Work-Study Program. (If the campus has one)
10. University – University of Puerto Rico.

ARTICLE V – GUIDELINES FOR THE ADMINISTRATION OF THE WORK-STUDY PROGRAM

The University of Puerto Rico establishes as Guidelines for the Administration of the Work-Study Program that the funds of this program will be made reasonably available among all eligible students. To comply with this, it is established that the students who apply will be evaluated according to the following criteria:

1. Must have completed the Free Application for Federal Student Aid (FAFSA®) by the corresponding deadlines. If selected for verification, must have completed the required documents.
2. Verify the unmet economic need of each student according to his/her study costs. The total financial aid received by the student cannot exceed the unmet need. The Work-Study Program does not require priority for students of extreme financial need. (**Awarding Federal Work Study** - Volume 6, Chapter 2)
3. Comply with the criteria of the **Academic Eligibility Policy and Norms for Participation in the Financial Aid Program of the University of Puerto Rico**, established in Certification 55-2016-2017 of the Governing Board and its amendments.
4. Students who are registered to obtain a State Certification or Professional Credential must be enrolled at least half time (six credits) in each academic session. Students registered in programs leading to a degree and/or considered regular students do not necessarily have to be enrolled with an academic load of six (6) credits, it may be less. 34 CFR. 668.32
5. Students receiving Veterans Educational Benefits (GI-BILL) qualify for the Work-Study Program. Financial aid (GI BILL) is not included in financial need.

ARTICLE VI – FEDERAL PROGRAM PURPOSE

Under **Code of Federal Regulations** (CFR) section 675.1, the Federal Work-Study Program provides part-time employment for students attending institutions of higher education who need the income to help cover their post-secondary education expenses. In addition, it encourages students receiving aid under this Program to participate in community service activities or employment.

The Work-Study Program offers jobs in various departments within the Institution or outside of it. In both cases, there are jobs classified as community service. The Institution will reserve a minimum of 7% of its federal allocation to serve students in this service.

As far as possible, within the budget and quota, students participating in the Program are placed in jobs that complement and reinforce their educational program or career goals. The Program also seeks that the student acquires work experience that qualifies him/her for the world of work.

² Applies to students assigned to Off-Campus Community Service

Students participating in the Work-Study Program may not:

1. Displace or replace any regular employee.
2. Be assigned to areas where they might engage in political, religious, or sectarian activities.
3. Have access to information protected by the FERPA or HIPPA Laws, regardless of the office in which they work.

The tasks assigned to the student will be carried out under the supervision of an authorized person and will be in accordance with his/her skills, knowledge and abilities.

ARTICLE VII – PROCEDURE WORK-STUDY PROGRAM

A. Recruitment

Based on the need of the campus, students will be recruited under one of the following options:

1. Evaluation through batch granting of the NEXT System. Students interested in the Program and who meet the established requirements will be checked.
2. Through a register of manual or electronic requests, according to the means defined by the Campus.

A.1 Registration and Selection of Renewals

This will include the names and identification numbers of student applicants for the Work-Study Program. They must meet the eligibility criteria set out in Article V. For students who have previously worked, previous performance will be considered, based on the evaluation and their punctuality in submitting the record of hours worked (payrolls). Those who do not meet the requirements set out in Article V will be removed from the list

B. Hiring

Hiring Process and Placement

1. The total funds assigned to the Program each year will be distributed among the Financial Aid Officers and/or the person in charge of managing the Program unless they are granted in BATCH by the NEXT System which makes the allocation of the funds according to the established population rules.
2. Each officer or person in charge of managing the program will evaluate the records of the applicants based on the established criteria. For students who are deemed eligible for the Program, the award will be reflected through the Portal. They will be notified via institutional email and/or by phone about the appointment for orientation and placement in the Program. Participants must complete the I-9 Form issued by the Department of Homeland Security to certify that they qualify to work in Puerto Rico, available on the NEXT portal.
3. The officer and/or person in charge will guide the student, clarify any doubts about the responsibilities and rules that govern the Program, and stress the importance of submitting the attendance and evaluation sheets on the dates set. He/she will also complete the documents required for hiring.
4. The student will have at least five (5) days to deliver the contract signed by him/her and his/her supervisor to the Financial Aid Office. The contract provides a clause in which the tasks to be carried out by the student will be established.
5. Once the contract is submitted, the attendance sheet will be available on the portal.

6. If the student decides to cancel his/her participation, he/she must complete the Program resignation form, which will be available on the Financial Aid Website or at the Financial Aid Office, and submit it to the person in charge along with the evaluation. As a second option, they can do it via email.
7. The Work-Study contract is annual. To continue participation the second semester, the NEXT System will check if the student meets the eligibility requirements to grant it. It is very important that the student verify the starting date for Work-Study for the second semester and check the Portal to see if he/she has been awarded aid.
8. To avoid conflicts of interest or the appearance of conflicts, no employee will have under their supervision or work in their office students who have any degree of kinship, for example: child, relative, among others.

C. Employers-Supervisors

1. If a student works off campus, a written agreement will be established between the Institution and the organization where the requirements will be established.

34 CFR 675.20 (b) There is an example of the contract content in the **Federal Student Aid Handbook**, Volume 6, Chapter 2: "The Campus Based Program."

Educational institutions at the post-secondary level can identify these services through formal and informal consultations with non-profit entities, government agencies and community-based organizations. These services include, among others:

- a. Health Care Centers
- b. Child Care Centers
- c. Education (Reading and Writing)
- d. Reading and Math Tutoring Services
- e. Public Welfare
- f. Transportation
- g. Public Security
- h. Social Services
- i. Crime Control and Prevention
- j. Recreation
- k. Rural Development
- l. Community Development
- m. Support Services for People with Disabilities

ARTICLE VIII – STUDENT RESPONSIBILITIES

1. Whenever unable to comply with the assigned work or schedule, the student will be responsible for notifying his/her immediate supervisor as soon as possible. In the event of absence or work interruption, the student may make up those hours in coordination with their supervisor, outside the schedule established between both parties.

The minimum number of hours to work in a day will be half hour (.5) hour and the maximum seven and a half (7 1/2), but not more than five (5) consecutive hours. The maximum allowed in a week will be twenty (20). This does not apply when classes are not in session. In the summer students may work up to 37.5 hours weekly.

2. Students who are registered to obtain a State Certification or Professional Credential must be enrolled at least half time (six credits) in each academic session. Students enrolled in regular programs and/or considered regular students do not necessarily have to be enrolled with an academic load of six (6) credits, it may be less.
34 CFR. 668.32
3. Comply with all institutional regulations and the terms of the contract.
5. Not participate in the program which pays student wages using institutional funds. ("Programa de Jornal")
6. Ensure that the attendance sheets are delivered to the corresponding person or office according to the dates set. They must be free of erasures.
7. Record and sign in ink the times of entry and exit on his/her attendance sheet at the time they occur.
8. On the attendance sheet, hours that coincide with class schedules, participation in rehearsals and artistic group activities, and athlete practices and competitions cannot be recorded.
9. Discuss the evaluation of the tasks performed every semester with the supervisor.
10. Request guidance on:
 - ✓ Program Requirements and Rules
 - ✓ Payment Dates
 - ✓ Rules of the Assigned Area
11. Once the aid has been granted, the student will not be able to request a change of work unit.

ARTICLE IX-RESPONSIBILITIES OF THE SUPERVISOR AND/OR COORDINATOR

1. Guide the student in the tasks to be performed, rules and procedures, dress code, safety and any other information related to the work area.
2. Train the student in the tasks to be carried out.
3. Assign tasks based on his/her student status, ensuring that these tasks are not intended for the personal benefit of the supervisor.
4. Guarantee that the students under their charge can work the hours that were assigned to them according to the schedule set. In the event of absence or work interruption, the student may make up those hours in coordination with their supervisor, outside the schedule established between both parties.
5. Ensure that the student files a resignation from the Program at the Financial Aid Office when they determine that they cannot fulfill what was agreed upon in the contract. The resignation must be accompanied by the evaluation.
6. Those students who require manual assistance must verify the total hours worked and sign the attendance sheet, including the date, as soon as each work period ends. Check that the assigned hours are not exceeded. The attendance sheet must be free of erasures and crossed-out text. It must also include all of the required signatures, both the student's and that of the supervisor and/or coordinator.
7. The supervisor can hand deliver the attendance sheet once the work period has concluded. It must be delivered on or before the day set to process the corresponding payment for the hours worked.
8. The coordinator must record the attendance hours in the portal on the date set by the Fiscal Office.

9. Evaluate the student when required, discuss the evaluation with him/her, and submit the evaluation with the required signatures to the appropriate office, no later than the established deadline.
10. Keep track of hours worked. It is the responsibility of each office to ensure compliance with the assigned hours. If the office does not comply, it will be responsible for making the excess payment to the student.
11. If the office fails to comply with the established responsibilities, it may be excluded as a Program participant.

ARTICLE X - REMUNERATION

1. The student will earn the current state or federal minimum wage, whichever is higher. It is the prerogative of each campus to establish a higher amount.
2. There will be no discounts for social security, income tax, or Medicare.
3. The student will receive the payment according to the calendar set by the Fiscal Financial Aid Office.

ARTICLE XI – SUMMER WORK-STUDY PARTICIPANTS WHO ARE NOT ENROLLED AND DEMONSTRATE THEIR INTENT TO ENROLL THE FOLLOWING SEMESTER

According to federal regulation 34 CFR 675.25 and the **Federal Student Aid Handbook** Volume 6, Chapter 2, “Earning for Periods of Nonattendance:”

Any student who documents his/her intention to study in the next period of enrollment through pre-registration and the Free Application for Federal Student Aid (FAFSA) for the corresponding academic year can participate in Work-Study in the summer without being enrolled. The net income will be taken as a resource in the following academic period.

Net income will be determined by taking earnings less work-related costs. For these purposes, lunch and transportation will be considered as established during the corresponding academic year:

Lunch	\$10.00
Transportation	\$ 12.02
Total daily cost	\$22.02

Formula:	Example:
Related Costs	\$22.02 (Lunch and Transportation)
<u>x assigned hours/workday</u>	x \$10.67 (80 hrs. assigned/7.5 workday)
= Costs related to their contract.	= \$234.95

Formula:	Example:
Hours Worked	80
<u>X Minimum Wage</u>	x \$10.50
= Amount Earned	= \$840

Formula:	Example:
Amount Earned	\$840
- <u>Related Costs</u>	- <u>\$234.95</u>
= Amount allocated to resources in the next academic period.	= \$605.05

ARTICLE XII - VALIDITY

This process is subject to revision according to the changes established by the Department of Education.

UDPR

University of Puerto Rico
Central Administration
Vice Presidency on Student Affairs

Guide and Procedure for the Administration of the Federal Work Study
Program at the University of Puerto Rico

We, the directors of Financial Aid of the University of Puerto Rico, certify that we agree
to establish this policy in our corresponding campuses and units.



Sra. Yolanda I. Rivera Rolón
UPR - Medical Science Campus



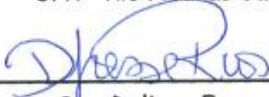
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