



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

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Vice Presidency for Student Affairs

Revised February 2025





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

### 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 **US Department of Education Code of Federal Regulations in 34 CFR 675**, which establish 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. **Student Aid Index (SAI)** – The **student aid index (SAI)** is an index number based on a formula which fluctuates from -1500 to 999999. The SAI number helps the university to determine how much financial aid the student can receive.
4. **Cost of Attendance (COA)** - Estimated total cost of attendance of a student for one academic year in an educational institution before applying aid received. It includes tuition (cost per credit), fees, housing, meals, books, materials, transportation and other education-related expenses.

5. **Other Financial Aid (OFA)** – This refers to all of the scholarships, grants, loans and other aid granted by the institution at the time the student's need is determined.
6. **Financial Need** – Financial need will be determined by the following formula:
  - Cost of Attendance (COA)
  - Student Aid Index (SAI)
  - Other Financial Aid (OFA)= Financial Need
7. **Financial Aid Office** – Office at each of the units of the University of Puerto Rico responsible for administering the financial aid programs. This office is also responsible for providing information on different financial aid available.
8. **Financial Aid Fiscal Office** – Office at 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 provides students with means to receive disbursements of financial aid. In addition, it develops campaigns to guide students to receive their payments through Direct Deposit.
9. **Financial Aid Officer<sup>1</sup>** – 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.
10. **Procedure** - Refers to the **Guidelines for the Administration of the Federal Work-Study Program at the University of Puerto Rico**.
11. **Work-Study Program** - The Federal Work-Study Program (FWS) promotes part-time employment among college students with financial need to help them cover their educational expenses. The program encourages students who receive the aid to participate in community service activities.
12. **Supervisor and/or Coordinator** – Officer of the UPR System or person in charge<sup>2</sup> of directing and/or supervising, evaluating the tasks assigned to and recording the work hours of the student participants of the Work-Study Program. (If the campus has one)
13. **University** – University of Puerto Rico.

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<sup>1</sup> Except UPR Humacao which has an Administrative Officer/Coordinator for the Work-Study Program

<sup>2</sup> Applies to students assigned to external community service

## 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, they must have completed the required documents.
2. Verify the unmet financial 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. Under the **Code of Federal Regulations** (34 CFR. 668.32), those enrolled in regular programs do not require a minimum academic load.
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 – PURPOSE OF THE FEDERAL PROGRAM

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 off-site. In both cases, there are jobs classified as community service. The Institution will reserve a minimum of seven percent (7%) of its federal allocation to serve students employed 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 and help them acquire work experience that will train them for the workforce.

## **ARTICLE VII – PROGRAM RULES**

The tasks assigned to the students will be carried out under the supervision of an authorized person and be in line with their skills, knowledge, and abilities. Participants in the Work-Study Program must comply with the following provisions:

1. Students cannot occupy positions that replace permanente employees of the institution.
2. They cannot occupy positions that involve participation in partisan political activities, nor in tasks related to the construction, operation, or maintenance of buildings intended for religious worship or sectarian instruction.
3. They cannot be assigned to tasks that pose a risk to their health or safety.
4. They cannot have access to information protected by FERPA or HIPPA laws regardless of the office in which they work.
5. They cannot miss their classes or other academic commitments to fulfill their work hours.

## **ARTICLE VIII – WORK-STUDY PROGRAM PROCEDURE**

### **A. Recruitment:**

Recruitment for the Work-Study Program will be carried out according to the needs of the unit using one of the following options:

1. Evaluation through Group Granting of the NEXT System: An electronic batch process will be carried out to evaluate all students. Students who meet the established requirements will be selected and assigned to the Program, within the available funds.
2. Register of manual or electronic requests: The method opted for by the unit will be used to register requests, whether manually or electronically.

### **B. Hiring Process**

1. Distribution of Funds: The funds allocated annually to the Program will be distributed among the Financial Aid Officers and/or person in charge of managing the Program, unless they are allocated as a group by the NEXT System.

2. **Evaluation and Records:** The officer or person in charge of managing the Program will evaluate the applicants' records using the established criteria. For eligible students, the award will be reflected through the Portal. Students will be notified of their appointment to receive orientation via institutional email and/or by phone. Students must complete Form I-9 *Employment Eligibility Verification* issued by the Department of Homeland Security.
3. **Guidance:** The officer and/or person in charge will provide guidance and clarify any doubts regarding the Program responsibilities and regulations, including the submission of attendance sheets or cards and performance evaluations on the established dates. They will also complete the documents required for hiring.
4. **Contract Delivery:** The student will have at least five (5) días to deliver the contract signed by him/her and his/her supervisor to the Financial Aid Office. The contract will include a clause detailing the tasks that the student will carry out.
5. **Attendance Sheet:** Once the contract is handed in, it will be available in the portal.
6. **Resignation from the Program:** If the student wants to resign he/she must complete the resignation form available on the web page or at the Financial Aid Office and hand it in to the person in charge. In those units where the form is not used, the student may carry out this procedure by sending an email to the person in charge.
7. **Continuation of the Program:** To continue participation in the second semester, the NEXT System will check if the student complies with eligibility requirements. If eligible, it will be reflected in his/her portal.
8. **Conflicts of Interest:** To avoid conflicts of interest or the appearance of conflicts, no employee may supervise or have responsibility over students with whom they have a **direct family relationship** (son, daughter, siblings, spouse, relative, among others.)
9. **Performance Evaluation:** This document can be considered for continuation of the program in a subsequent term. In cases of resignation or suspension from the program, it is imperative to complete this evaluation.

## ARTICLE IX – JOB OPPORTUNITIES AND COMMUNITY SERVICE

### A. Jobs Available

The Work-Study Program offers jobs in various departments of the Institution, as well as in external organizations, as long as they meet the requirements of the Program.

## B. Community Service

It is a federal requirement that at least seven percent (7%) of the allocation be dedicated to jobs classified as community service. These services are designed to improve the quality of life of the residents of the communities, especially those of low income, and address specific issues related to their needs.

Examples of these services include:

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

## C. Off-site Work

When the student works off-site, the Institution and external organization must formalize a written agreement. This agreement will specify the responsibilities of both parties and comply with what is established in the **Code of Federal Regulations**, 34 CFR 675.20(b.) An example of the contract content can be found in the **Federal Student Aid Handbook**, Volume 6, Chapter 2.

## ARTICLE X – STUDENT RESPONSIBILITIES

1. **Schedule Compliance:** Whenever unable to comply with the assigned work or schedule, the student will be responsible for notifying his/her immediate supervisor. In the event of absence or work interruption, the student may make up those hours outside the schedule established by coordinating with their supervisor.
2. **Limit of Hours Worked:** The minimum time allowed to work in a day will be half an hour (.5) and the maximum seven and a half (7.5) hours, no more than

five (5) consecutive hours. The maximum work hours allowed weekly will be 20. In the summer, students can work up to 37.5 hours weekly.

3. **Academic Load:** Students who are enrolled to obtain a State Certification or Professional Credential must be enrolled at least part-time in each academic term. According to the **Code of Federal Regulations** (34 CFR. 668.32), those enrolled in regular programs do not require a minimum academic load.
4. **Regulatory Compliance:** The student must comply with all institutional regulations and contractual conditions.
5. **Exclusion of Program Paying Wages Using Institutional Funds (“Programa Jornal”):** Students cannot participate in the Federal Work-Study Program and the work program which pays students wages using institutional Funds (“Programa Jornal”) simultaneously.
6. **Mechanism for Recording Attendance:**
  - **Attendance Sheet**
    - Register and sign, in ink, the hours of entry and exit free of corrections.
    - Hours worked which coincide with class schedules, participation in rehearsals and artistic group activities, practices, and athletic competitions cannot be recorded.
  - **Attendance Card**
    - Must be signed in ink and free of corrections.
    - Hours worked which coincide with class schedules, participation in rehearsals and artistic group activities, practices, and athletic competitions cannot be recorded.
7. **Permanent Assigned Work Area:** Once aid is granted, requests for changes will only be accepted under exceptional circumstances.
8. **Will have a right to:**
  - ✓ Request guidance on:
    - Program Requirements and Rules
    - Payment Dates
    - Rules of the Assigned Area
  - ✓ Be informed of and discuss the evaluation of tasks performed with his/her supervisor.



## ARTICLE XI – RESPONSIBILITIES OF THE SUPERVISOR AND/OR COORDINATOR

1. Initial Guidance: Offer the student complete guidance on the tasks to be carried out, rules and procedures, safety, and any other information relevant to the tasks to be performed.
2. Training: Train the student in the tasks to be carried out.
3. Task Assignment: Assign tasks according to their status as a student, avoiding activities which imply personal benefits for the supervisor or exceed the participant's reasonable capacities.
4. Schedule Compliance: Ensure that students can work the hours they were assigned in accordance with the established schedule. In case of absence or interruption of work, they can make up for those hours outside the established schedule by coordinating with their supervisor.
5. Resignation Process: Ensure that the student submits his/her resignation from the Program to the Financial Aid Office when he/she determines that he/she will not be able to fulfill the contractual agreements. The resignation must include the corresponding evaluation.
6. Method for Recording Attendance:
  - For manual attendance sheets, the hours worked must be checked at the end of each work period ensuring that they are complete, free of corrections, and within the limit of the assigned work hours.
  - All attendance sheets or cards must include the required signatures, the student's and supervisor's or coordinator's as appropriate.
  - Ensure that the attendance sheets or cards are delivered to the corresponding person or office in accordance with the established dates.
7. Registration on the Portal: The personnel in charge must record the hours worked on the date established by the Financial Aid Fiscal Office.
8. Performance Evaluation: It will be discussed with the student and submitted, with the required signatures, to the appropriate office no later than the established deadline.
9. Control of Hours Worked: It is the responsibility of each office to ensure compliance with the assigned hours. The office where the student works will assume the payment for any hours worked in excess.

10. If the established responsibilities are not met, the office may be excluded as a participant in the Program.

## ARTICLE XII - 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. Payments will be made in accordance with the calendar established by the Financial Aid Fiscal Office.

## ARTICLE XIII - SUMMER WORK-STUDY PARTICIPANTS

In accordance with the **Code of Federal Regulations**, 34CFR 675.25 and the **Federal Student Aid Handbook** Volume 6, Chapter 2, "*Earning for Periods of Nonattendance*." Any student who is not enrolled in the summer session but wishes to participate in the Program must:

- ✓ Document his/her intention to study the following semester through pre-registration.
- ✓ Complete the **Free Application for Federal Student Aid (FAFSA®)** for the next academic year.

The net income generated from the hours worked in the summer will be taken as a resource for the next academic term. The net income will be determined by taking the earnings minus the 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
<b>Total Daily Cost</b>	<b>= \$22.02</b>

Formula:	Example:
Related Costs	\$22.02 (Lunch and Transportation)
x Assigned Hours/Working Day	x \$10.67 (80 hrs. assigned/7.5 working day)
= Costs Related to their Contract.	= \$234.95

Formula:	Example:
Hours Worked	80
x Minimum Wage	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 term.	= \$605.05

## ARTICLE XIV - VALIDITY

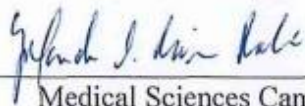
This process is subject to revision in accordance with the changes established by the US Department of Education.

**University of Puerto Rico  
Central Administration  
Vice Presidency for Student Affairs**

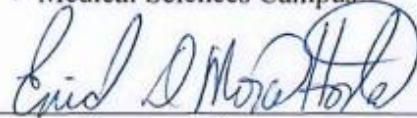
**Guide and Procedure for the Administration of the  
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Academic Year 2025-2026

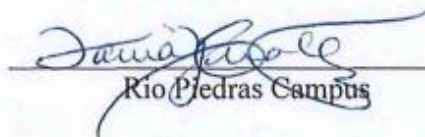
We, the Financial Aid Administrators and the Vice Presidency of Student Affairs at the University of Puerto Rico, certify that we agree to establish this Process in our corresponding units.



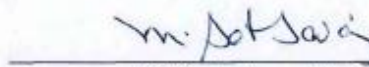
Medical Sciences Campus



Mayaguez Campus



Rio Piedras Campus



UPR at Aguadilla



UPR at Arecibo



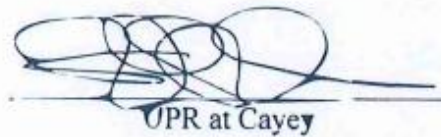
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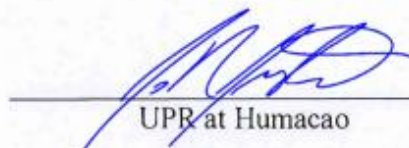
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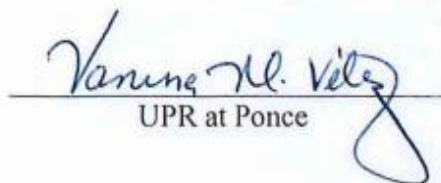
UPR at Carolina



UPR at Cayey



UPR at Humacao



UPR at Ponce



Financial Aid Director  
Vicepresidency of Student Affairs