



2026-2027 Federal and Texas Work-Study Handbook

Student and Supervisor Policies & Procedures

Effective July 1, 2026

Responsible office	Financial Aid Office
Applies to	Federal Work-Study and Texas College Work-Study
Audience	Student workers, on-campus supervisors, and approved off-campus supervisors
Review cycle	At least annually and whenever applicable law, guidance, payroll procedure, or College policy changes

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This handbook summarizes operational requirements. Applicable federal or state law, Board policy, the Galveston College Employee Handbook, and written instructions issued by Financial Aid or Human Resources control when a conflict exists.

Contents

1. Purpose, scope, and controlling authority
 2. Work-study programs at Galveston College
 3. Student eligibility
 4. Applying, interviewing, hiring, and onboarding
 5. Work-study authorization, wage rate, and earnings limit
 6. Employment standards and workplace expectations
 7. Work schedule, class schedule, weekly hours, and breaks
 8. Timekeeping and payroll
 9. Confidentiality, FERPA, information security, and College property
 10. Safety, injuries, discrimination, complaints, and accommodations
 11. Eligibility changes, transfers, resignation, and termination
 12. Student worker responsibilities
 13. Supervisor responsibilities
 14. Off-campus work-study positions
 15. Quick reference contacts
- Appendix A. Student onboarding checklist
- Appendix B. Supervisor checklist and job description standards
- Appendix C. Student and supervisor acknowledgement
- Appendix D. Authority and reference sources
- Appendix E. Required Training and Completion Verification

Five rules that prevent most work-study compliance problems

1. Do not begin work before written clearance. 2. Do not work during scheduled class time. 3. Record actual hours in ADP each day. 4. Do not exceed 19.5 hours in a Sunday through Saturday workweek or the authorized earnings limit. 5. Supervisors must review and certify each time record before payroll closes.

1. Purpose, Scope, and Controlling Authority

This handbook establishes the operating requirements for student workers and supervisors participating in Galveston College work-study programs. It is designed to support accurate hiring, scheduling, supervision, timekeeping, payroll, confidentiality, safety, and continued eligibility.

1.1 Scope

- The handbook applies to Federal Work-Study and Texas College Work-Study.
- The handbook applies to on-campus and off-campus positions.
- The handbook supplements, but does not replace, the Galveston College Employee Handbook, Student Handbook, Board policies, departmental procedures, or written instructions from Financial Aid, Human Resources, Payroll, Information Technology, or Campus Security.

1.2 Controlling authority and updates

Federal and state requirements can change during the award year. Galveston College may revise procedures, reduce or end an assignment, or issue written instructions when needed to comply with law, funding limits, payroll requirements, or operational needs. A work-study award or job assignment is not a contract or a guarantee of employment, hours, or earnings.

State guidance status for 2026-2027

As of July 13, 2026, the Texas Higher Education Coordinating Board page for Fiscal Year 2027 State Financial Aid Guidelines was marked Coming Soon. This handbook applies the current Texas Administrative Code and the latest published Texas College Work-Study guidance. Financial Aid will revise the handbook or issue an addendum if Fiscal Year 2027 guidance changes an operational requirement.

2. Work-Study Programs at Galveston College

Program	What it means
Federal Work-Study (FWS)	A federal need-based employment program. Students earn wages for hours actually worked. Federal eligibility and financial need must be confirmed by the Financial Aid Office.
Texas College Work-Study (TCWS)	A state need-based employment program for eligible Texas residents. State-specific enrollment, Selective Service, and athletic scholarship restrictions apply.

Work-study is earned employment income. It is not a grant paid at the beginning of the semester. The amount shown on a financial aid offer is the maximum the student may be authorized to earn, subject to continued eligibility, available work, approved hours, and program funding.

2.1 Employment locations

- On-campus positions are located in approved College departments or at approved College sites.
- Off-campus positions require a written agreement approved by the Financial Aid office before the student begins work.
- Current openings are published on the [Galveston College work-study webpage](#). Students are encouraged to review community service opportunities when available.

3. Student Eligibility

3.1 Requirements that apply to all work-study students

- Complete the [FAFSA](#) and submit all documents requested by Financial Aid.
- Demonstrate financial need and have remaining eligibility after other financial assistance is considered.
- Be admitted or accepted for enrollment in an eligible degree or certificate program
- Meet applicable federal, state, and institutional eligibility requirements, including Satisfactory Academic Progress when required.
- Be authorized to work in the United States and complete all Human Resources onboarding requirements.
- Maintain accurate contact information and monitor Whitecaps email and the Whitecaps portal.
- Remain eligible throughout the employment period. Eligibility may be reviewed at any time.

3.2 Federal Work-Study eligibility

- The student must meet the general federal student aid eligibility requirements and have financial need.
- The FWS offer, when combined with other assistance, may not exceed the student's financial need.
- Federal law does not generally require half-time enrollment for FWS. Galveston College normally limits work-study employment during an attended fall or spring term to students enrolled in at least 6 eligible credit hours. Financial Aid may authorize FWS during a period of nonattendance or another federally permitted circumstance.
- A student working during a period of nonattendance must intend to enroll in the next period and must stop working immediately if that intent changes or Financial Aid determines the student will not enroll.

3.3 Texas College Work-Study eligibility

- Be a Texas resident. A nonresident student is not eligible merely because the student pays resident tuition.
- File the required Selective Service status statement or qualify for an exemption.
- Show financial need.
- Be enrolled at least half-time and seek a degree or certificate.
- Not receive an athletic scholarship during a semester of TCWS employment when participation in an intercollegiate sport is a condition of the scholarship.
- Provide documentation of authorization to work in the United States when applicable.

Eligibility is not permanent

Dropping or withdrawing from classes, changing programs, receiving additional aid, failing SAP, reaching the authorized earnings limit, losing work authorization, or no longer meeting a federal or state requirement may reduce or end work-study eligibility. The student must report changes immediately and must follow any stop-work instruction.

4. Applying, Interviewing, Hiring, and Onboarding

1. Apply for financial aid and complete all requested documents.
2. Review open positions on the [Galveston College work-study webpage](#).
3. Contact the listed supervisor, submit requested application materials, and arrange an interview.
4. Provide a proposed work schedule that does not conflict with the student's class schedule.
5. The supervisor selects a candidate but does not promise employment or a start date.
6. The supervisor submits the hiring request to the Financial Aid Office.
7. Financial Aid confirms eligibility and issues the Work-Study Referral through Dynamic Forms for required signatures.
8. The student completes Human Resources onboarding, including Form I-9 documentation, tax forms, direct deposit, required background check, and required orientation or safety training.

9. The supervisor requests system access (Colleague, email, Share Drives, etc.) through the User Access Form only after the student has been cleared and only for access necessary to perform approved duties.
10. The student may begin work only after receiving written email clearance and an approved start date.

No work before written clearance

A student may not work, train, attend a required meeting, access College systems, or record hours before Human Resources and Financial Aid complete the required approvals. Supervisors may not authorize retroactive work. If work occurs, it must be reported immediately and paid, and the failure to follow the hiring process may result in termination of work-study eligibility for the department or the student.

4.1 Fair and consistent selection

Supervisors must use job-related qualifications, apply selection practices consistently, and comply with College equal opportunity and nondiscrimination requirements. A student may not be charged a fee, commission, contribution, gift, or other payment as a condition of work-study employment.

5. Work-Study Authorization, Wage Rate, and Earnings Limit

5.1 Written authorization

Before the first work-study paycheck for an award period, the student will be informed of the amount authorized to earn and how and when compensation will be paid. The Work-Study Referral or other written notice identifies the approved program, department, supervisor, wage rate, employment dates, and maximum authorized earnings.

5.2 Wage rate

- Undergraduate work-study students are paid hourly.
- The approved hourly rate appears on the job posting and Work-Study Referral.
- The wage rate is based on the position, required skills, comparable pay, and applicable law. Financial need limits total authorized earnings but does not determine the hourly rate.
- Commissions, fees, and tips may not be used as work-study compensation.

5.3 Maximum authorized earnings

- The authorized amount is a maximum, not a guarantee that the student will earn the full amount.
- The student and supervisor must monitor earnings and remaining hours throughout the assignment.
- A student must stop working when the authorized amount is reached, the approved employment end date occurs, or Financial Aid issues a stop-work notice.
- A supervisor may not allow a student to continue working with the expectation that Financial Aid will later increase the award. Any increase must be approved in writing before the additional hours are worked.
- Work-study awards may be reduced when financial need changes, additional assistance is received, enrollment changes, funding is limited, or eligibility is lost.

6. Employment Standards and Workplace Expectations

6.1 Work performed

- Students must perform the duties in the approved job description and any related duties assigned by the supervisor that are lawful, safe, and consistent with the position.
- Work-study positions must provide meaningful work and may not displace regular employees, replace a position eliminated to reduce costs, or impair an existing service contract.
- Students may not perform personal errands or personal work for a supervisor or another employee.
- Students must be paid for all hours worked. Off-the-clock work, unpaid training, and volunteer work for the same job are prohibited.

- Required orientation, job training, meetings, and reasonable preparation or evaluation activities are compensable when approved and must be recorded.
- Work-study time may not be used for homework, class attendance, personal business, entertainment, or social media unless the activity is an approved duty in the job description.

6.2 Prohibited activities

- Partisan or nonpartisan political campaign activity, lobbying, or work associated with a faction in an election is prohibited when federal rules classify the activity as political. Approved nonpartisan civic engagement through an eligible public agency must be reviewed by Financial Aid before the position is established.
- TCWS positions must be nonpartisan and nonsectarian.
- FWS positions may not involve constructing, operating, or maintaining a part of a building used for religious worship or sectarian instruction.
- The student may not solicit or accept money, gifts, or contributions as a condition of employment.
- The student may not falsify records, clock in or out for another person, permit another person to record time, or record time not actually worked.

6.3 Attendance and communication

- Students must report to work on time, remain at the assigned work location, and follow the approved schedule.
- A student who will be absent or late must notify the immediate supervisor at least one hour before the scheduled start time when possible. Departmental procedures may require earlier notice.
- Absence notification does not create paid leave. Work-study students are paid only for hours actually worked unless a specific federal disaster exception is authorized and communicated by Financial Aid.
- Repeated attendance problems, failure to communicate, or failure to meet performance expectations may result in reduced hours, reassignment, or termination.

6.4 Professional conduct, dress, and devices

- Students must communicate respectfully and professionally with students, employees, visitors, and community partners.
- Dress and personal hygiene must be appropriate for the duties, location, safety requirements, and departmental expectations.
- Personal cell phone use must be limited and may not interfere with work. Students may not photograph, record, or post confidential information, restricted areas, or individuals without authorization.
- College telephones, email, computers, copiers, vehicles, and other resources are for authorized College business.

7. Work Schedule, Class Schedule, Weekly Hours, and Breaks

7.1 Approved schedule

- The supervisor and student must establish a written schedule before work begins and update it when the student's class schedule changes.
- The schedule must support the student's academic progress and departmental needs.
- Students may work only during approved times and may not add hours without supervisor approval.
- Remote work is not permitted for Galveston College work-study positions.

7.2 Scheduled class time

Students may not work during a scheduled class period, even when the class is online or the student believes attendance is unnecessary. An exception may be used only when the individual class is cancelled, the instructor excuses the student for that day, or the work is part of an approved internship, externship, or community work-study experience. The supervisor must retain written documentation of the exception and submit it to Financial Aid upon request.

7.3 Weekly hour limit

- Galveston College work-study students may not exceed 19.5 hours in a workweek. The College workweek is Sunday through Saturday.
- The 19.5-hour limit applies to the combined hours from all College work-study positions. A student may not avoid the limit by working in more than one department or program.
- A supervisor may establish a lower weekly limit based on the student's award, academic schedule, performance, or departmental need.
- Overtime is not permitted without advance written approval from Human Resources, Financial Aid, and the supervisor. Any overtime actually worked must still be reported and paid, but the student and supervisor may be subject to corrective action.

7.4 Breaks and meal periods

- A student working an eight-hour shift may be permitted a paid break of up to 15 minutes in the morning and up to 15 minutes in the afternoon. Breaks are not required, may not be combined, and may not be used to arrive late, leave early, or extend a meal period.
- A meal period of 30 to 60 minutes is unpaid. The student must clock out and be fully relieved of duties.
- Breaks and meal periods must be coordinated with the supervisor to maintain office coverage and service.

7.5 College closures and holidays

- Students do not receive holiday pay, vacation pay, sick pay, or other paid leave from work-study funds.
- When the College closes, students must not work unless specifically authorized. Unworked hours are generally unpaid.
- If a federally declared disaster permits an exception, Financial Aid will issue written instructions. Students and supervisors may not assume disaster pay is authorized.

8. Timekeeping and Payroll

8.1 Recording time in ADP

- Students must clock in at the start of work and clock out when work ends. Time records must show the actual hours worked each day.
- Students must clock out for unpaid meal periods and any other unpaid time away from work.
- Students may clock in and out only from the assigned department or approved off-campus worksite.
- Clocking in or out from a mobile device or an unapproved location is prohibited.
- Students must review their time records regularly and report missed punches or errors to the supervisor immediately.
- Time may not be estimated, pre-entered, rounded to a scheduled shift, or altered to avoid an hour or award limit.

8.2 Supervisor certification

- Supervisors must review the student's daily entries, confirm that the work was performed, resolve discrepancies, and certify the time record for each monthly payroll cycle.
- An alternate approver must be designated when the primary supervisor will be unavailable.
- The supervisor must approve the monthly time record by the payroll deadline.
- Approving time that was not worked, approving work during scheduled class without documentation, or allowing a student to exceed an award or hour limit may result in the department being charged institutional funds and may lead to termination of work-study eligibility for the department, or the student.

8.3 Payroll cycle and payment

Work-study pay period	Generally the 16th of one month through the 15th of the next month, except when Payroll announces a different cycle.
Payday	The last College workday of the month unless Payroll announces another date.
Payment method	Direct deposit. Students must submit accurate banking information to Human Resources. Contact Human Resources immediately if an approved alternative is needed to receive earned wages.
Late or incomplete paperwork	A student may not begin work until onboarding is complete. Documents received after the payroll cutoff may delay processing until the next payroll.
Taxes	Federal and other payroll taxes are withheld when applicable. Tax treatment depends on the student's circumstances and applicable law.

Pay is based on certified hours

The hours paid must match the hours recorded and certified. A student should review the pay statement and report a missing or incorrect payment promptly to the supervisor and Human Resources Payroll. The student must also notify Financial Aid if the issue affects the work-study award balance.

9. Confidentiality, FERPA, Information Security, and College Property

9.1 Confidential information

- Student workers may encounter education records, financial information, personnel information, medical information, identification numbers, passwords, and other protected or sensitive information.
- Information may be accessed, used, discussed, printed, copied, transmitted, or disclosed only when required for an assigned business purpose and permitted by College policy.
- Students must follow FERPA, departmental confidentiality rules, records management requirements, and information security procedures.
- Students must not discuss confidential matters with friends, family, classmates, or employees who do not have a legitimate need to know.
- A confidentiality or FERPA violation may result in immediate removal of system access and termination of employment.

9.2 System access and security

- Complete required [FERPA](#), cybersecurity, identity theft prevention, and departmental training before access is granted.
- Use only the assigned account. Password sharing, shared credentials, and use of another person's account are prohibited.
- Lock the computer when away, secure paper files, use approved storage locations, and follow clean-desk requirements for confidential records.
- Do not forward College information to a personal email account, store it on personal devices, or use unapproved cloud storage or messaging services.
- Immediately report a lost device, misdirected email, suspected phishing attempt, unauthorized access, or other data incident to the supervisor and Information Technology.

9.3 College property and access

- Keys, identification badges, equipment, uniforms, records, purchasing cards, and other College property must be used only for approved duties and returned promptly when requested or when employment ends.
- System access must be limited to the minimum needed for the job and must be removed or updated when duties change or employment ends.

10. Safety, Injuries, Discrimination, Complaints, and Accommodations

10.1 Safety and injury reporting

- Follow all safety instructions, emergency procedures, training requirements, and restrictions associated with the position.
- Do not perform a task that has not been explained, requires equipment or training the student has not received, or appears unsafe. Stop and contact the supervisor.
- Report every work-related injury, illness, accident, near miss, threat, or unsafe condition immediately to the supervisor and Human Resources, even when no medical treatment appears necessary.
- For a life-threatening emergency, call 911. For an on-campus crime or emergency, call Campus Security at 409-944-1361 or extension 361. After hours or on holidays, call 409-996-7663.

10.2 Discrimination, harassment, retaliation, and workplace violence

Galveston College prohibits discrimination, harassment, sexual misconduct, retaliation, threats, intimidation, and workplace violence. A student worker may report concerns without first reporting to the person alleged to have engaged in the conduct.

- Reports may be made to the immediate supervisor, department head, Human Resources, the Title IX Coordinator, Campus Security, or another College official identified in the applicable policy.
- Because a work-study student is both a student and a worker, the correct complaint process depends on the conduct and the parties involved. Human Resources or the Title IX Coordinator will direct the report to the appropriate student or employee procedure.
- Retaliation for making a good-faith report or participating in an investigation is prohibited.

10.3 Accommodations

Students who need a reasonable accommodation for employment duties should contact Human Resources and, when the request also relates to academic access, Accessibility Services. Supervisors should not request medical details beyond what is necessary to implement an approved accommodation.

11. Eligibility Changes, Transfers, Resignation, and Termination

11.1 Changes that must be reported

- Changes in enrollment, including adds, drops, withdrawals, nonattendance, or a change in program.
- Changes in name, address, telephone number, Whitecaps email access, or work authorization.
- Receipt of additional financial aid, scholarships, waivers, benefits, or other resources that may affect financial need.
- A change in class schedule that affects the approved work schedule.
- A workplace problem, conflict, safety concern, confidentiality issue, timekeeping error, or inability to perform assigned duties.

11.2 Transfers

A student may transfer to another approved position only after Financial Aid and both supervisors approve the transfer. The student must not stop one assignment or begin another until written instructions are provided. A new or revised Work-Study Referral may be required.

11.3 Resignation

A student may resign in writing. When possible, the student should provide reasonable notice to the supervisor. The supervisor must notify Financial Aid and Human Resources and complete the required release or termination process.

11.4 Termination or release

- The authorized earnings limit has been reached or work-study funding is no longer available.
- The student no longer meets federal, state, or institutional eligibility requirements.
- Enrollment falls below the level required for the applicable program or College assignment, unless Financial Aid approves continued FWS employment under a permitted exception.
- The approved employment period ends or the department no longer has work available.
- The student fails to perform assigned duties, follow the schedule, maintain attendance, or meet conduct or performance expectations.
- The student falsifies time, works off the clock, breaches confidentiality, misuses systems or property, violates FERPA, or commits another serious policy violation.
- The student or supervisor requests reassignment and no approved placement is available.

Galveston College may end a work-study assignment with or without progressive corrective action when required by safety, confidentiality, funding, eligibility, or operational concerns. All hours actually worked must be reported and paid. The supervisor must promptly remove access and recover College property when employment ends.

12. Student Worker Responsibilities

- Complete financial aid and Human Resources requirements and wait for written clearance before starting.
- Read and follow the approved job description, work schedule, and supervisor instructions.
- Report to work on time and provide timely notice of an absence or delay.
- Do not work during scheduled class time without documented approval.
- Do not exceed 19.5 hours in a Sunday through Saturday workweek or the authorized earnings limit.
- Record actual hours in ADP each day and report errors immediately.
- Protect confidential information and use College systems and property appropriately.
- Complete required training and follow safety procedures.
- Monitor Whitecaps email and respond to Financial Aid, Human Resources, and the supervisor.
- Report enrollment, financial aid, schedule, contact, or work authorization changes promptly.
- Stop working when instructed by Financial Aid, Human Resources, or the supervisor.
- Return keys, badges, equipment, records, and other College property when the assignment ends.

13. Supervisor Responsibilities

13.1 Before recruiting

- Confirm departmental funding and obtain Financial Aid approval for the position.
- Submit a complete job description and posting. The position must not displace a regular employee or impair a service contract.
- Identify the work location, approved wage rate, anticipated dates, qualifications, duties, evaluation process, and primary and alternate supervisors.
- Identify whether the position is on-campus, off-campus, or community service, and obtain any additional approvals or agreements.
- Ensure the position appears on the public College work-study job list when required.

13.2 Selecting and onboarding a student

- Refer every candidate to Financial Aid for eligibility confirmation. Do not assume eligibility based on the student's statement or financial aid offer.
- Interview using job-related criteria and apply standards consistently.

- Do not promise employment, a wage rate, a start date, or a specific earnings amount until Financial Aid and Human Resources approve the assignment.
- Submit the hiring request and complete the Work-Study Referral through Dynamic Forms.
- Do not allow the student to work, train, attend a required meeting, or access systems before written clearance.
- Prepare the work area, assign only the minimum necessary system access, and confirm that required training is complete.

13.3 Supervising the assignment

- Provide orientation, explain duties and performance standards, and give the student meaningful work consistent with the job description.
- Maintain direct and regular supervision. A student may not work without an available supervisor or designated alternate who can provide direction and verify work.
- Maintain and review the student's current class schedule and approved work schedule.
- Do not schedule or permit work during class time without required documentation.
- Monitor weekly hours, cumulative earnings, award balance, and employment dates. Reduce hours before the student exceeds the limit.
- Review and certify the ADP time record by the payroll deadline. Never approve hours that were not worked.
- Pay attention to attendance, performance, conduct, safety, and confidentiality. Address concerns promptly and document significant issues.
- Notify Financial Aid before changing duties, location, supervisor, wage rate, employment dates, or department.
- Immediately report injuries, data incidents, suspected time falsification, FERPA violations, harassment, threats, or other serious concerns to the appropriate office.
- Complete required evaluation and offboarding steps, remove access, recover property, and submit the release or termination form when the assignment ends.

Supervisor accountability

The supervisor is responsible for verifying that the student actually performed the work, that the hours are accurate, and that the assignment complies with the approved job description, class schedule restrictions, weekly hour limit, and earnings limit. A department may be required to use institutional funds when work-study funds cannot be used because a supervisor permitted noncompliant work.

14. Off-Campus Work-Study Positions

14.1 Off-campus positions

- A written agreement between Galveston College and the off-campus employer must be fully executed before the student begins work.
- The agreement must address supervision, work conditions, payroll responsibilities, documentation, employer contribution, injury liability, and other required terms.
- Public agency and nonprofit FWS work must be in the public interest. Private for-profit FWS work must be academically relevant to the student's program to the maximum extent practicable.
- TCWS positions must be part-time, nonpartisan, and nonsectarian, and must supplement rather than supplant positions normally filled by other workers.
- An approved off-campus official must certify the student's time. Galveston College remains responsible for confirming proper supervision, documentation, and payment.
- Financial Aid or another College official may conduct site reviews and request records or evaluations.

15. Quick Reference Contacts

Office	Contact for	Phone	Email	Location or note
Financial Aid	Work-study eligibility, referrals, award limits, transfers, stop-work instructions	409-944-1235	finaid@gc.edu	Moody Hall M-170
Human Resources	Onboarding, background checks, employment concerns, accommodations, complaints	409-944-1209	Contact through the HR webpage	Moody Hall M-205
Payroll	Direct deposit, pay statements, payroll processing	409-944-1218	Contact through Human Resources	Moody Hall M-203
Accessibility Services	Student accessibility and accommodation coordination	409-944-1223	accessibility@gc.edu	Counseling and Advising Center
IT Service Desk	System access, passwords, security incidents, lost devices	409-944-1352	helpdesk@gc.edu	Regents Hall R-120
Campus Security	On-campus crime, emergency, escort, or safety concern	409-944-1361	security@gc.edu	After hours: 409-996-7663
Emergency	Life-threatening emergency	911		

Appendix A. Student Onboarding Checklist

Student instruction

Do not begin work until every required item is complete and written clearance has been received.

- | | |
|---|---|
| <ul style="list-style-type: none">☐ FAFSA completed☐ Requested financial aid documents submitted☐ Work-study eligibility confirmed by Financial Aid☐ Position interview completed☐ Class schedule provided to supervisor☐ Proposed work schedule approved☐ Work-Study Referral signed in Dynamic Forms☐ Human Resources new-hire forms completed | <ul style="list-style-type: none">☐ Form I-9 documentation presented to HR☐ Direct deposit information submitted☐ Background check cleared, when required☐ Required orientation and safety training completed☐ FERPA, cybersecurity, and departmental training completed☐ Job description reviewed☐ ADP timekeeping instructions reviewed☐ Written start clearance and start date received |
|---|---|

Student name: _____

Department: _____

Supervisor: _____

Approved start date: _____

Appendix B. Supervisor Checklist and Job Description Standards

B.1 Pre-hire supervisor checklist

- ☐ Departmental funding and Financial Aid approval confirmed
- ☐ Job description submitted and approved
- ☐ Position does not displace a regular employee or impair a service contract
- ☐ Public posting submitted with accurate qualifications, location, and schedule
- ☐ Primary and alternate supervisor identified
- ☐ On-campus, off-campus, or community-service status identified
- ☐ Off-campus agreement completed when applicable
- ☐ Candidate referred to Financial Aid before any promise of employment
- ☐ Work-Study Referral completed and signed
- ☐ Written HR and Financial Aid clearance received before work begins
- ☐ Class schedule and work schedule reviewed
- ☐ Required access, training, equipment, and work area prepared

B.2 Required job description elements

Element	Required information
Position identification	Position title and classification
Employer	Galveston College or approved off-campus employer name and address
Department and location	Department, office, campus, or worksite
Supervision	Primary supervisor and alternate supervisor
Purpose	Purpose or role of the position within the department or organization
Duties	Specific duties and responsibilities and how they support the position's purpose
Qualifications	General qualifications and any level-specific qualifications
Pay	Approved hourly wage rate and any objective rate-setting criteria
Employment period	Expected beginning and ending dates
Schedule	Anticipated hours and schedule needs, including any evening or weekend work
Evaluation	Performance expectations, evaluation method, and evaluation schedule
Compliance factors	Confidentiality, system access, safety, background check, driving, minor-child contact, or off-campus requirements

B.3 Monthly supervisor review

- ☐ Student remains eligible and has not received a stop-work notice
- ☐ No work occurred during scheduled class without documentation
- ☐ Weekly hours did not exceed 19.5
- ☐ Remaining award balance supports the planned schedule
- ☐ ADP entries reflect actual daily hours and unpaid meal periods
- ☐ Time record was certified by the payroll deadline
- ☐ Duties remain consistent with the approved job description
- ☐ Performance, attendance, safety, and confidentiality concerns were addressed

Appendix C. Student and Supervisor Acknowledgement

By signing below, the student and supervisor acknowledge that they received and reviewed the 2026-2027 Federal and Texas Work-Study Handbook. They understand the approved job duties, schedule, class-time restriction, 19.5-hour weekly limit, authorized earnings limit, timekeeping requirements, confidentiality obligations, safety requirements, and responsibility to report eligibility or workplace changes. They understand that work-study is earned employment income and is not guaranteed. They also understand that applicable law, Board policy, the Employee Handbook, and written instructions from Financial Aid or Human Resources control when a conflict exists. Approved electronic signatures may be used in place of handwritten signatures.

Student printed name	Department
Student signature	Date
Supervisor printed name	Position title
Supervisor signature	Date
Approved employment dates	Authorized earnings limit

Appendix D. Authority and Reference Sources

Source	Reference
Federal Work-Study regulations	34 CFR Part 675, including 34 CFR 675.9, 675.10, 675.16, 675.18, 675.19, 675.20, 675.21, 675.22, 675.23, 675.24, 675.25, 675.26, and 675.27.
2026-2027 Federal Student Aid Handbook	Volume 6, Chapter 2, The Federal Work-Study Program.
Texas College Work-Study	Texas Education Code Sections 56.073 and 56.079, and 19 Texas Administrative Code, Chapter 22, Subchapter G.
Latest published Texas program guidance	Texas College Work-Study Program Guidelines, Fiscal Year 2026, as revised November 6, 2025. Fiscal Year 2027 guidelines were not yet posted as of July 13, 2026.
Galveston College employment procedures	Galveston College Employee Handbook, including timekeeping, confidentiality, work breaks, conduct, complaint procedures, payroll, and direct deposit.
College webpages	Galveston College Work-Study, Financial Aid, Human Resources, Campus Security, Title IX, and Accessibility Services webpages.

Official online references

- [2026-2027 FSA Handbook, Federal Work-Study](#)
- [THECB Work-Study and Scholarship Resources](#)
- [Galveston College Work-Study](#)
- [Galveston College Employee Handbook](#)
- [Galveston College Human Resources](#)
- [Galveston College Campus Security and Safety](#)

Appendix E. Required Training and Completion Verification

Training requirement

All work-study student employees must complete the training listed in this appendix after receiving written clearance to begin employment and before receiving independent access to student education records, College information systems, restricted work areas, or duties affected by the training. Required training is compensable for work time and must be recorded in ADP. Supervisors must provide reasonable time to complete the training and verify completion.

E.1 Required Training

1. FERPA 101: For Colleges & Universities

Purpose: Introduces FERPA requirements for the privacy and security of personally identifiable information in student education records, including access, disclosure, and consent requirements. Estimated course time is 35 to 45 minutes.

Training link: <https://studentprivacy.ed.gov/training/ferpa-101-colleges-universities>

- Open the link and select Click here to access this course.
- Complete the course and all required knowledge checks.
- Save or print the certificate or completion confirmation and notify your supervisor.

2. Safety Orientation Video

Training link: <https://gc.edu/about-gc/administration/human-resources/index.php>

- Open the Galveston College Human Resources webpage.
- Scroll to the Safety Video section.
- Watch the Safety Orientation Video in full and notify your supervisor when complete.

3. Cyber Security Training

Access link: <https://gc.edu/about-gc/administration/human-resources/index.php>

- Go to the Galveston College Human Resources webpage.
- Scroll to the Vector LMS, Higher Education Training drop-down menu.
- Register for an account, or log in to your existing account.
- After logging in, select My Assignments from the left-hand menu.
- Complete the assigned 22-minute Cyber Security training.
- Notify your supervisor when the course is complete.

Additional training: The supervisor may assign job-specific training, including departmental confidentiality, records management, identity theft prevention, equipment, emergency procedures, or other training required for the position. Complete all assigned training before performing the affected duties.

E.2 Training Completion Record

The student enters the completion date. The supervisor reviews available completion documentation or otherwise confirms completion and initials each row.

Required training	Date completed	Completion evidence or verification	Supervisor initials
FERPA 101: For Colleges & Universities		☐ Certificate or completion confirmation reviewed	
Safety Orientation Video		☐ Student completion confirmed	
Cyber Security Training		☐ LMS completion or other confirmation reviewed	

E.3 Student Certification

I certify that I personally completed each training listed in this appendix. I understand my responsibility to protect student information, follow College safety requirements, use College technology securely, and immediately report suspected privacy, safety, or cybersecurity incidents. I understand that completing training does not authorize access beyond what is required for my assigned duties.

Student printed name: _____	GC ID: _____
Student signature: _____	Date: _____

E.4 Supervisor Acknowledgment

I acknowledge that I reviewed the completion information above and confirmed that the student completed all required training. I will not permit the student to access protected records, College systems, restricted work areas, or perform applicable duties until the required training and access approvals are complete. I remain responsible for ongoing supervision, limiting access to what is necessary for the position, and promptly removing access when the assignment changes or ends.

Supervisor printed name: _____	Department/title: _____
Supervisor signature: _____	Date: _____

Record handling: Submit the signed Appendix E and completion documentation to the Financial Aid Office. The supervisor should retain a departmental copy in accordance with the College's records-retention requirements.