



# FEDERAL WORK STUDY SUPERVISOR TRAINING

Office of Financial Assistance

# The WORD on Work-Study

## Federal Work-study Program (FWS)

- Federally funded program that provides job opportunities to students who are eligible for financial aid
- Provides part-time employment for undergraduate/graduate students who are enrolled at least half-time and demonstrate financial need.
- FWS allows students to use earned funds to help pay for education expenses.

# Federal Work-Study (FWS)

To be eligible for FWS, students must:

- 1) Complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov) and submit any items that may be requested to complete their financial aid file.
- 2) Qualify for federal financial aid and have remaining financial need demonstrated through their FAFSA.
- 3) Be enrolled in at least half-time during the semester they want to work—exception: summer

\* If a student meets these requirements, but were not offered FWS, then they may contact the Office of Financial Assistance to request funding.

# Student Allocations/Pay Rates

- The average FWS award for a student is \$3,000/yr.
- The amount of the award is listed on the student's award letter.

- Pay Rates

Minimum Wage	\$7.25/hour
Maximum Wage-Undergraduates	\$10.00/hour
Maximum Wage-Graduates	\$12.00/hour

- Changes to pay rates cannot be made once a student begins working.

# Department Allocations

- Department Allocations
- Allocations are published each year to inform departments of their funding.
- Example: Department Budget \$6,000

Number of FWS Students	Allocation Authorized per Student	Total Allocation Used	Allocation Remaining
1	\$3,000	\$3,000	\$3,000
1	\$2,000	\$2,000	\$4,000
2	\$3,000	\$6,000	\$0
2	\$2,500	\$5,000	\$1,000
3	\$2,000	\$6,000	\$0
4	\$1,500	\$6,000	\$0

# The Hiring Process: Job Postings

- Work-study job postings will be posted to Cardinal Talent.
- Student job postings will be valid for one (1) academic year.
- For student postings, 3 qualified applicants must be interviewed, unless there are no other applicants.
- Postings are required to be posted for a minimum of 5 calendar days before interviews can begin.
- Contact Human Resources for more information.

# The Hiring Process: Job Postings

Information you may want to request on job posting:

- Resume
- Award Letter
- Class Schedule
  
- Cardinal Talent allows to make documents required or optional.

# The Hiring Process: Next Steps


- Work-study contracts will continue to go through the Office of Financial Assistance. Vacancies will be posted on Cardinal Talent.
- Work-Study contracts will still need to be signed with the Office of Financial Assistance.
- [Agreement Request Form](#) must include posting number and a copy of the complete job posting.



**Federal Work-Study Program Agreement Request Form  
University of the Incarnate Word**

Instructions for completing this form: Please type all information. Complete all sections in the space provided and return by e-mail to [mtnguye4@uiwtx.edu](mailto:mtnguye4@uiwtx.edu).

**Employer Information:**

Department Name:  
 Supervisor Name:  List Department & Supervisor Information  
 Supervisor Phone:  
 Supervisor E-mail:

**Hourly Pay Rates:** Changes to pay rates cannot be made once a student begins working.


Federal Minimum Wage	\$7.25/hour
Maximum Wage – Undergraduates	\$10.00/hour
Maximum Wage – Graduates	\$12.00/hour

**Total allocation:** Funds requested should be reserved as listed in the table below. Reserve in your allocation to cover the cost of the program (e.g., \$7.25 or \$8.50) per hour or for the entire semester.


Indicate New or Returning (Renewing) (e.g., \$7.25 or \$8.50)


**Student Agreement Request Information**

Student Name	UIW ID	New or Returning Employee	Job Posting # (New Hires Only)	Hourly Pay Rate	Total Allocation	Requested Start Date
		<input checked="" type="radio"/> New <input type="radio"/> Returning				
		<input checked="" type="radio"/> New <input type="radio"/> Returning				
		<input checked="" type="radio"/> New <input type="radio"/> Returning				
		<input checked="" type="radio"/> New <input type="radio"/> Returning				
		<input checked="" type="radio"/> New <input type="radio"/> Returning				
		<input checked="" type="radio"/> New <input type="radio"/> Returning				

Provide Student's Name & ID 

  
Posting # from Job Listing

  
(e.g., \$2,000 or \$3,000)

 Date to Begin

# The Hiring Process: Agreement Request



# Work-Study Agreement Policies

Before students can start working, they must:

- 1) Sign their FWS contract
- 2) Complete I-9 and W-4 Forms with HR
- 3) May require background based on job description.
- 4) Wait until an active timesheet is available on BannerWeb

# Work-Study Agreement Policies

Students must stop working if any of the following occur:

- 1) Their enrollment drops below half-time.
- 2) They no longer qualify for financial assistance.
- 3) They have earned their full work-study award and are not eligible for an increase.
- 4) They are notified by the OFA or their supervisor that they must stop working.

# Work-Study Agreement Policies

- Work hours cannot conflict with class time.
- A student cannot have any other position at UIW (student employment, graduate assistance, resident assistance, etc.) while participating in the FWS program.
- Students may not work more than 20 hours per week.
- All FWS awards are contingent on the student's continued eligibility and funding.

# Work-Study Agreement: Renewals

- All active FWS contracts end on June 30 of each year.
- If a department is wanting to renew their FWS students, they must submit a new [FWS Agreement Request Form](#).
- Returning FWS students will not need to submit an application through Cardinal Talent to return to the same position.
- Returning FWS students will not have to complete the I-9 or W-4 forms, if they are still up to date.
- Pay increases are ideal for returning students.

# Transferring to a Different Department?

If a student wishes to switch to another department:

- The former supervisor will notify the FWS Coordinator to terminate the contract.
- The new supervisor will submit a [FWS Agreement Request Form](#) *after* hiring process through Cardinal Talent.
- The student will sign a new contract and the FWS Coordinator will forward the contract to HR.
- The student may not begin working until the NEW timesheet is available.

# Work-Study vs. Student Employment

The difference between FWS and student employment is the source of the money used to pay students.

- FWS: the student's pay is funded by the federal government.
- Student Employment: the student's pay is funded by the department's operational budget.
- It is recommended to see if a student is eligible for FWS before submitting a request for student employment.
- Notify the FWS Coordinator if you are switching a student from FWS to student employment.



# Supervisor Responsibilities

- Keep track of your work-study student's earnings.
- Review/approve the student's timesheet in BannerWeb by the date due determined by Payroll.
- Do not allow students to work more than 20 hours per week.
- Notify the FWS Coordinator if a student has stopped working.

# Addressing Performance Issues

- Set clear expectations upfront and train your FWS students.
- Provide on-going guidance and constructive feedback.

If performance issues do not improve, supervisors have the following options:

- Give a verbal warning.
  - a) Explain the constructive purpose of your feedback to the student.
  - b) Discuss the specific behavior you observed.
  - c) Provide suggestions for improvement and agree on a solution.
- Give a formal written warning. Keep this form for your records.
- **Terminate the student.** Notify the FWS Coordinator to end the student's contract.

# Timesheets

- [Web Time Entry](#)  
FWS students must clock in and out on their Web Time entry, each working day.
- [Submit a Timesheet](#)  
FWS students will submit timesheets according to deadlines posted by Payroll.
- [Approve Timesheet](#)  
Supervisors will need to approve hours worked and submit them via Web Time entry to Payroll.
- [Add a Proxy](#)  
Supervisors can add a proxy to view/approve timesheets.