



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 <https://studentaid.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 review eligibility.

Student Allocations/Pay Rates

- The average FWS award offer for a student is \$4,000/yr.

- | FWS Pay Rates | |
|------------------------|-------------------|
| Undergraduate Students | \$11.00 - \$12.50 |
| Graduate Students | \$12.00 - \$13.50 |

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

Department Allocations

- Allocations are published (under FWS Information for Supervisors) each year to inform departments of their funding.
- Example: Department Budget \$8,000

Number of FWS Students	Allocation Authorized per Student for Year	Total Allocation Used	Allocation Remaining for Additional Hires or Increases
1	\$4,000	\$4,000	\$4,000
1	\$2,000	\$2,000	\$6,000
2	\$4,000	\$8,000	\$0
2	\$2,500	\$5,000	\$3,000
3	\$2,000	\$6,000	\$2,000
4	\$2,000	\$8,000	\$0

The Hiring Process: Job Postings

- Work-study job vacancies must 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.

The Hiring Process: Job Postings

Information you may want to request on job posting:

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

The Hiring Process: Candidate Selection

Once you have decided to move forward with hiring:

1. Determine if the student is work study eligible **BEFORE** offering the position
2. Submit an Agreement Request Form to FWS Coordinator

Instructions for completing this form: Complete all sections in the space provided, save document to your files and submit as an attachment by e-mail to mmrodri7@uiwtx.edu.

Employer Information:

Department Name:	
Supervisor Name:	
Supervisor Phone:	
Supervisor E-mail:	



List Department & Supervisor Information

Student Agreement Request Information:

- **New or Returning Employee:** Indicate if the student is new or returning (rehire) to the position
- **Job Posting # (New Hires Only):** Include job posting number from Cardinal Talent beginning with "STU"
A copy of the job posting from Cardinal Talent is required for new work study employees
- **Hourly Pay Rates:** Changes to pay rates cannot be made once a student begins working.

Undergraduate Students	\$11.00 - \$12.50 per hour
Graduate Students	\$12.00 - \$13.50 per hour

- **Total Allocation:** Indicate the student's allocation from department's Funds requested cannot exceed department's award letter (e.g., \$11) . \$4,000).
- **Requested Start Date:** Indicate the date the student to begin working subject to completion of all documentation with the Office of Human Resources.

Indicate New or Returning (Renewing)

(e.g., \$11)



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

Provide Student's Name & ID



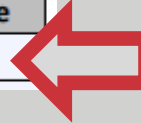
Posting # from Job Listing



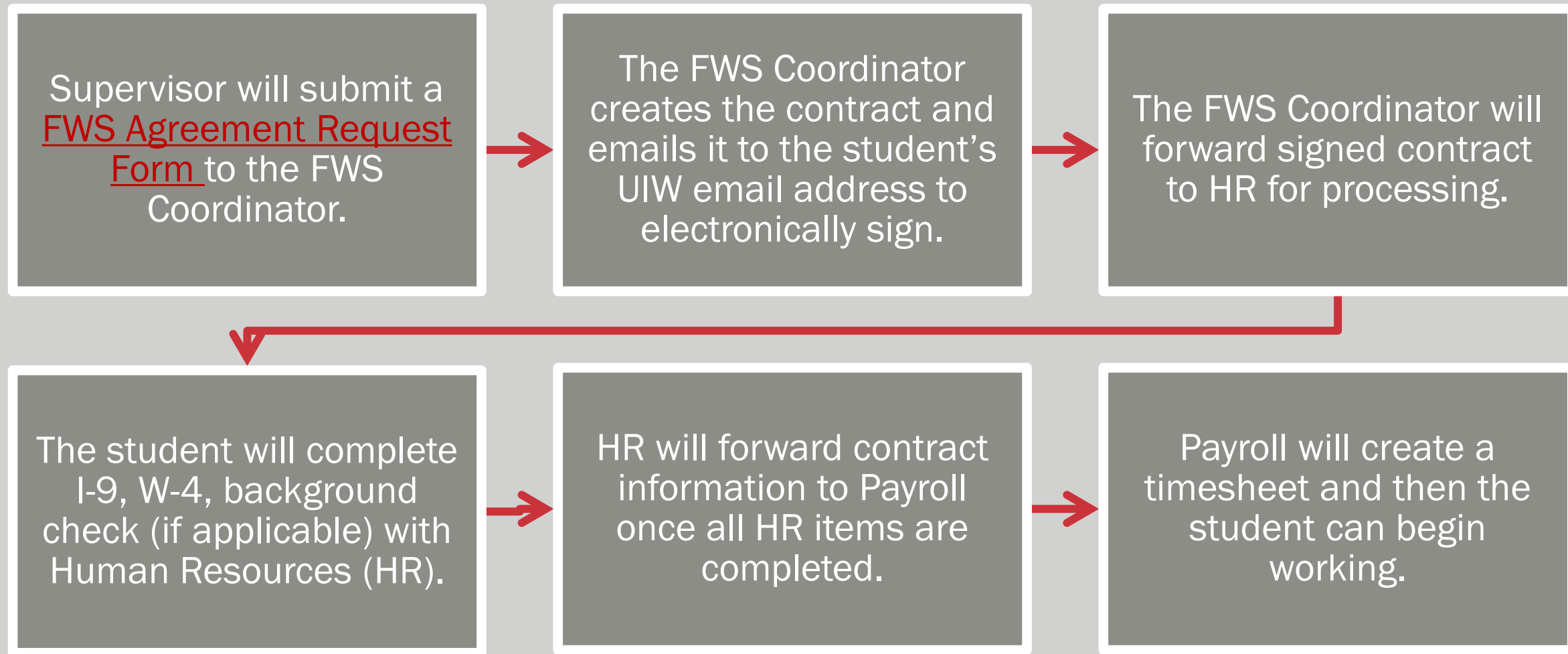
(e.g., \$4,000)



Date to Begin



The Hiring Process: Agreement Request



Work-Study Agreement Policies

Before students can start working, they must:

- 1) Electronically sign their FWS contract via Adobe Sign
- 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 Banner9 Time Entry

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 hold 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 when classes are in session. Exceptions include winter break, spring break and summer (May 16-August 15) in which they may work up to 40 hours per week.
- All FWS awards are contingent on the student's continued eligibility and available 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 reapply 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.

Monitoring FWS Earnings

- FWS is a type of financial aid; therefore, FWS employees are limited to the amount they may earn—dependent on their financial aid package/budget.
- Eligible students are offered an average of \$4,000 to earn, but not all student may qualify for the full amount.
- The student's allocation is subject to change at any time if the student receives additional aid (e.g., outside scholarships). Supervisors will be notified of changes should they occur.

Monitoring FWS Earnings

- The FWS Coordinator will email Remaining Balance Memos after each pay cycle to assist with monitoring the remaining balance for each student.
- Remaining Balance Memos should not replace the supervisor's own records/time logs or be the only method used to track remaining balances.
- Remaining balances can be calculated using student's allocated amount, pay rate, and hours worked per timesheet.

Monitoring FWS Earnings

The information below indicates the remaining allocation for **DEPARTMENT NAME**:

The “**STATUS**” column indicates if an agreement is **AUTHORIZED** (active) or **ENDED** (terminated).

- If the agreement is **AUTHORIZED**, then the student may continue to work.
- If an agreement is **ENDED**, the student can no longer be paid through work study *if* they are still employed with the department. You will continue to receive emails about **terminated** students as a reminder.

The information is current as of the pay period ending on **DATE OF LAST PAY CYCLE**

ID	NAME	STATUS	AUTHORIZED	EARNED	REMAINING FUNDS	REMAINING HOURS	NOTES
1234567	Student 1	AUTH	\$ 3,900.00	\$ 2,643.64	\$ 1,256.36	125.64	
4567890	Student 2	AUTH	\$ 3,000.00	\$ 1,972.25	\$ 1,027.75	102.78	Not eligible for increase
3456789	Student 3	END	\$ 2,520.00	\$ 2,519.76	\$ 0.24	0	
2345678	Student 4	AUTH	\$ 2,000.00	\$ 1,072.25	\$ 927.75	92.78	
5678901	Student 5	AUTH	\$ 3,000.00	\$ 2,518.01	\$ 481.99	48.2	Not eligible for increase

****Student 5 only has 48.2 hours remaining** since DATE OF LAST PAY CYCLE. Student is not eligible for an increase. Please monitor the student's hours so they will not go over their authorized amount and remaining hours. We are going to need to cancel Student 5's contract soon, please let me know when student's last day is.

Calculate Remaining Balance

Remaining Balance = Allocation – (Pay Rate x Hours Worked)

EXAMPLE	
Student Allocation	\$4,000
Pay Rate	\$11
Hours Worked	86 Hours

$\$4,000 - (\$11 \times 86 \text{ hours}) = \$3,054 \text{ remaining balance}$


\$946

Remaining Hours = Remaining Balance / Pay Rate

$\$3,054 / \$11 = 277 \text{ Hours}$

Low Remaining Balance

If it has been determined your student is running low on work study funds:

- Contact the FWS Coordinator to determine if the student is eligible for an increase. Not all students are eligible due to their financial aid budgets, even if the department has work study funding available.
- If the student is ineligible for an increase, then the student must either stop working OR be switched to student employment, if applicable.

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.

Work-Study vs. Student Employment

- Pay rates currently differ for FWS students and students hired using student employment.

	Federal Work-Study	Student Employment
Undergraduates	\$11.00 - \$12.50/hour	Starting at \$10.00/hour
Graduates	\$12.00 - \$13.50/hour	Starting at \$10.00/hour

- Clarification has not been provided regarding pay rate if student is being switched 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 during academic year (August 16 – May 15).
- 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

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

Contact Information

Myrna Uriegas

mmrodri7@uiwtx.edu

Federal Work-Study Coordinator
University of the Incarnate Word
Office of Financial Assistance