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 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

<table>
<thead>
<tr>
<th>Minimum Wage</th>
<th>$7.25/hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Wage-Undergraduates</td>
<td>$10.00/hour</td>
</tr>
<tr>
<td>Maximum Wage-Graduates</td>
<td>$12.00/hour</td>
</tr>
</tbody>
</table>

- 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**

<table>
<thead>
<tr>
<th>Number of FWS Students</th>
<th>Allocation Authorized per Student</th>
<th>Total Allocation Used</th>
<th>Allocation Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>1</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>2</td>
<td>$3,000</td>
<td>$6,000</td>
<td>$0</td>
</tr>
<tr>
<td>2</td>
<td>$2,500</td>
<td>$5,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>3</td>
<td>$2,000</td>
<td>$6,000</td>
<td>$0</td>
</tr>
<tr>
<td>4</td>
<td>$1,500</td>
<td>$6,000</td>
<td>$0</td>
</tr>
</tbody>
</table>
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 mnguye4@uiwtx.edu.

Employer Information:

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Supervisor Name:</th>
<th>Supervisor Phone:</th>
<th>Supervisor E-mail:</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Federal Minimum Wage</th>
<th>$7.25/hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Wage – Undergraduates</td>
<td>$10.00/hour</td>
</tr>
<tr>
<td>Maximum Wage – Graduates</td>
<td>$12.00/hour</td>
</tr>
</tbody>
</table>

Total allocation: Funds requirment, they must be met and are used as listed in the Job Posting # from Job Listing to keep a reserve in your allocation to carry over or for future use.

Student Agreement Request Information:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UIW ID</th>
<th>New or Returning Employee</th>
<th>Job Posting # (New Hires Only)</th>
<th>Hourly Pay Rate</th>
<th>Total Allocation</th>
<th>Requested Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>New □ Returning □</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New □ Returning □</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New □ Returning □</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New □ Returning □</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New □ Returning □</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New □ Returning □</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New □ Returning □</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New □ Returning □</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provide Student’s Name & ID

Indicate New or Returning (Renewing)

Posting # from Job Listing

(e.g., $7.25 or $8.50)

Date to Begin

(e.g., $2,000 or $3,000)
The Hiring Process: Agreement Request

1. Supervisor will submit a FWS Agreement Request Form to the FWS Coordinator.

2. The FWS Coordinator creates the contract and notifies the supervisor when it is ready to sign.

3. The supervisor contacts the student to sign their contract and complete any other items with the Office of Financial Aid.

4. The student will complete I-9, W-4, background check (if applicable) with Human Resources (HR).

5. The FWS Coordinator will forward signed contract to HR.

6. HR will forward contract information to Payroll once all HR items are completed.
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.