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# Supervisor Training

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U.S. Department of Education (ED) sends approved funding level to UCM

Financial Aid Office sets the criteria

Financial Aid Office awards eligible students

Students apply for jobs

Financial Aid monitors 1) overall FWS spending and, 2) by individual student to avoid over-awards

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FWS is a Title IV financial aid program that provides part-time employment opportunities to student who demonstrate financial need.

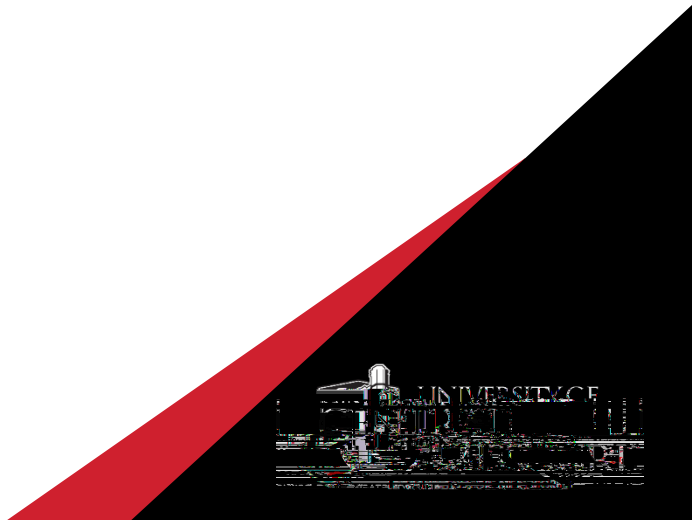
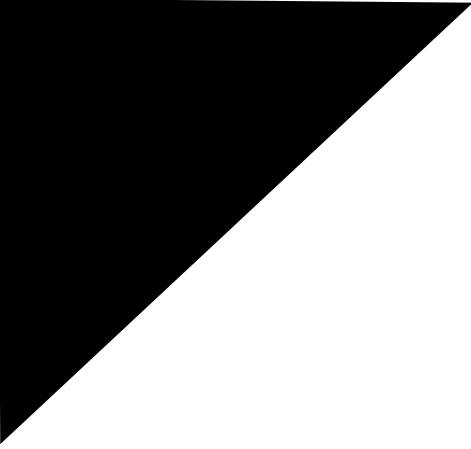
Students must apply for FWS by submitting a Free Application for Federal Student Aid (FAFSA).

Students are notified of their FWS eligibility as part of their year-specific financial aid package.

Only those students who have been awarded FWS may participate in FWS employment opportunities.

Students must accept their FWS award.





Positions should provide students with the opportunity to

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For a student to be eligible for FWS in 2019-20, the criteria is:

FAFSA receipt date of 04/15/19 or earlier

EFC between 0 and 7000

Not Living with Parent

Indicates "Yes" or "Don't Know" on FAFSA for FWS

Not receiving VA Benefits

Awards are up to \$2,500

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Fall Semester	Anytime, except during scheduled class times for the particular student. (See below)
Spring Semester	Anytime, except during scheduled class times for the particular student. (See below)
Periods of Non-Attendance (Summer Term, Winter Break, etc.)	A student must be planning to enroll/reenroll (School must show that the student was either registered for classes or accepted the school's offer of admittance) and must have demonstrated financial need for the next period of enrollment. The student's FWS (net earnings minus taxes and job-related costs) during this period of nonattendance must be used to cover expenses associated with his or her financial need for the next period of enrollment.
Student Breaks	Students may work during Fall break and/or Spring break.
Schedule Class Time	<u>Work during scheduled class time is prohibited.</u> Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, and if the student is receiving credit for employment in an internship, externship, or community work-study experience. <u>These exceptions must be documented.</u>
University Holidays	Work is permitted during University holidays (e.g., New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, etc.), but you CANNOT use FWS funds or the institutional matching funds to pay "fringe benefits" (holiday pay, bonuses, sick pay, Social Security, etc.).



Students may hold multiple FWS positions at a time, but cannot earn more than their annual federal allowance.

Students are part-time employees and are not permitted to work more than 20 hours per week.

Students are at-will employees. While uncommon, FWS employees can be removed from, leave, or change positions during the academic year.

Students are permitted to perform the tasks of most job duties asked of non-FWS employees, provided those duties are performed on-site and under supervision.



According to the regulations, studying is allowed while on the job, but only during slow times. It is best to document this allowance in the job description.

FWS is not intended to be a form of paid study time.

UCM is required to document their work attendance. (time sheet)



The hiring department posts the approved position in People Admin. (Approved off-campus positions are posted in Handshake.)

The position can have a FWS-only criteria.

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Hired student workers must complete all required hiring/payroll forms included in the New Hire Packet before they can begin work.

The hiring department will be responsible for submitting the Student EPAF to enter the student's payroll information and set-up the employee record.

Employed FWS Students are housed under the hiring department Organization Code for payroll purposes, but the FWS Fund is used as the federally-awarded funding source.



An important reminder. . .

- Ø All FWS students must receive approval by the Financial Aid Office and be posted to People Admin (or Handshake for off-campus positions).
- Ø The Financial Aid Office must also authorize each FWS hire to ensure Federal funds are available.

Students hired without authorization will have their earned wages retroactively charged back to the hiring department. If the supervisor leaves their position or is no longer able to manage student workers, another supervisor must be assigned in the Banner system.





Refrain from prohibited activities (e.g., studying on the job, misreporting hours worked, working over limits, failing to perform job duties)

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Confirm student eligibility for FWS with the Financial Aid Office.

Ensure that the student is appropriately hired through People Admin and processed by Human Resources.

Ensure that FWS students do not begin work before the hiring/payroll process is complete with Human Resources and prior to the start of the term.

Ensure that university-required training (e.g., FERPA, HIPAA, confidentiality clauses, etc.) is completed.



Keep accurate records of all hours worked by the FWS

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Treat the student as a professional staff member  
Encourage open and honest communication with the FWS student  
Provide ample work to ensure students are busy and not studying during their shift  
Provide regular feedback regarding job performance

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Student Wages – Student Worker (100%)

Ø Account 640100

Student Wages–Work Study Institutional (25%)

Ø Account 640110

Student Wages–Work Study Federal (75%)

Ø Account 640115

Student Wages–Community FWS (25%)

Ø Account 640112

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## Argos Reports

- ∅ - Allows supervisor to confirm student eligibility for Federal Work Study
- ∅ - Allows supervisor to more easily monitor award funds remaining for each FWS student

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