We hope you are enjoying the warm weather and preparing for an awesome fall semester — it’s just around the corner!

Please read on for important information regarding upcoming job fairs, job listing spotlights, pay periods, and more. As always, we appreciate each and every supervisor’s hard work as they welcome regular student employees and Federal Work-Study students to their teams year after year.

Have a great rest of your summer!

Let’s go.
**POSITION SPOTLIGHT REQUEST**

Hoping to garner more attention for one of your open student employment or Federal Work-Study positions? Let us help spotlight your listing to qualified students! Please submit a [Handshake Position Spotlight Request Form](#) — we will use the information you provide to directly email qualified students with the position title, description, and a direct link to your job posting for quick access to apply.

**HANDSHAKE POSITION EXPIRATION REQUEST FORM**

Do you have an active job listing you no longer wish to hire for? You can request that your position be expired from Handshake by submitting the [Handshake Position Expiration Request Form](#). This is open to both regular student employment and Federal Work-Study positions.

**MONITOR STUDENTS’ TIME WORKED**

If you employ a Federal Work-Study employee, it is of the utmost importance that you monitor their earnings to ensure your student does not exceed their funding allotment. To assist with monitoring hours, we recommend utilizing the [Tracking Custom Salary Worksheet](#). Remember, any earnings student employees earn in excess of their work-study award are the responsibility of hiring department/agency to pay.
AUGUST 1

Lunch & Learn: A Supervisor’s Guide to Managing Student Workers — Join us via Zoom at noon Eastern on Tuesday, August 1 to learn more about managing student workers. Erica LaRue, Assistant Director of Career Services, and Corrine Ullom, Financial Aid Counselor at the WVU Hub, will provide helpful information to support supervisors overseeing traditional and Federal Work-Study student employees, and a Q&A session will follow. Link: https://wvu.zoom.us/s/9795375315

AUGUST 15

Back-to-School Job Fair, Day 1 — Vandalia Lounge, Mountainlair, 11 a.m. to 1 p.m. Register using our Back-to-School Job Fair Form. Note: This day of the job fair is reserved for hiring WVU units only.

AUGUST 16

First Day Federal Work-Study Students May Work — Ensure all students have been processed for payroll and approved before they begin working. For payroll-related questions, please contact WVU Shared Services.

AUGUST 23

Back-to-School Job Fair, Day 2 — Vandalia Lounge, Mountainlair, 2 to 4 p.m. Register using our Back-to-School Job Fair Form.
OUR WORK BY THE NUMBERS
What we’ve accomplished with your help

15,579 total student employment job applications within the past year

689 on-campus job opportunities currently offered to students

33 on- and off-campus employers participated

65 students networked with professionals

Encourage students to attend next month’s Back-to-School Job Fairs! See Page 3 for details.
PAY CYCLE SCHEDULE

<table>
<thead>
<tr>
<th>Pay Cycle</th>
<th>Pay Day</th>
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<tr>
<td>July 2 - July 15</td>
<td>July 28</td>
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<tr>
<td>July 16 - July 29</td>
<td>August 11</td>
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<td>July 30 - August 12</td>
<td>August 25</td>
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<td>August 13 - August 26</td>
<td>September 8</td>
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SUPERVISOR RESOURCES AVAILABLE

- Federal Work-Study Home
- Hiring an FWS Student
- Managing an FWS Position
- FWS Supervisor Forms
- WVU Supervisor Assessment
- WVU Career Services Home
- Student Employment
- Other Supervisor Resources
- Student Employee Evaluation Form
- Student & Other NBE New Hire Form