



The Federal Work-Study Scoop

November 2020 - January 2021

Thank You!

It's been a whirlwind of a fall semester, but you've helped us ensure that the Federal Work-Study program has continued to evolve and progress, benefitting our students and our communities alike. Thank you for your continued cooperation, even in these strange times. Here's to keeping up that determined spirit as we head into 2021!



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FWS Resources

- [Federal Work-Study Home](#)
- [Hiring an FWS Student](#)
- [Managing an FWS Position](#)
- [Supervisor Training Materials](#)
- [Important Forms](#)
- [WVU FWS Supervisor Handbook](#)
- [Onboarding Presentation](#)

Questions? [Contact the Mountaineer Hub!](#)

Don't Forget...

Important Upcoming Dates

- **November 24** —
Last Day of Instruction
- **Nov. 25 - 29** —
Fall Recess
(Students Return Home Until Spring)
- **December 4** —
Last Day of Fall Classes
- **Dec. 7 - 11** —
Final Examination Week
- **December 19** —
Winter Recess Begins

2021-2022 FAFSA Available

Please encourage your student employees to submit the Free Application for Federal Student Aid (FAFSA) as soon as possible. If a student wishes to receive work-study for next academic year, they **must submit the FAFSA by March 1** and mark “yes” when the form asks if they are interested in the Federal Work-Study program.

The 2021-2022 FAFSA can be [accessed online](#) and can also be completed and submitted on a mobile device by using the myStudentAid app.

Remember — the earlier students submit the FAFSA, the better their chances are of maximizing their financial aid eligibility!

Accommodating Remote Work

To help reduce workplace density during the COVID-19 pandemic, West Virginia University is still **strongly encouraging supervisors to accommodate remote work** for their student employees. If you are able to have your student employee(s) work remotely or to use a hybrid schedule, please submit the online [Federal Work-Study Remote Work Form](#). As we transition entirely to remote learning after Thanksgiving, please refer to the most recent University policies and consult with Shared Services if you have a student who **must** work on campus.

Do you have questions or feedback about Federal Work-Study? [Contact us at the Mountaineer Hub](#). We are always open to hearing from you and finding ways to make the Federal Work-Study program the best it can be!



Other things to note:

Pay Rate Increases

Do you have a Federal Work-Study employee who is going above and beyond in their duties? Or perhaps you have a Federal Work-Study employee whose original duties have expanded, or who now has duties that require more responsibility than their peers?

Reward these exceptional student workers by [requesting a pay rate increase](#)! Using our easy online form, you'll simply need to provide the student's name, their WVU ID Number, your requested pay rate, a description of their responsibilities, and why you want to request a pay increase for them.

Applaud Payroll Transition

In October, West Virginia University transitioned its employee time management software from MyTime to Applaud. Applaud has many benefits, including its responsive design and simple, user-friendly interface. For more information, check out the resources from WVU ITS below.

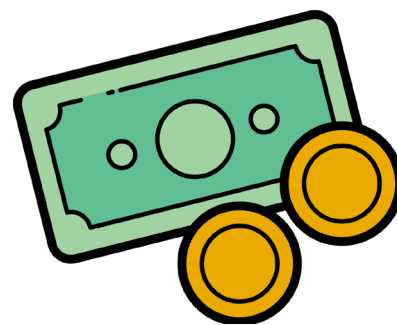
- [Video on Applaud Features](#)
- [Applaud Frequently Asked Questions](#)

New & Improved Supervisor Handbook Available Now

There is a lot that goes into being an effective Federal Work-Study supervisor. That's why we want to ensure you have all the information you need at your fingertips at all time. We've recently made updates to our [Federal Work-Study Supervisor Handbook](#), where you can learn more about everything that goes into your role as a FWS supervisor.

It contains information about everything from interviewing and hiring employees to handling pay rate increases, employee reassignments, payroll issues, and more!

Payment Cycles & Time Cards



WVU & On-Campus Supervisors

Pay Period	Sign off on Time Cards by:	Pay Day
October 25 - November 7	November 9 at 5:00 p.m.	November 20
November 8 - November 21	November 23 at 5:00 p.m.	December 4
November 22 - December 5	December 7 at 5:00 p.m.	December 18
December 6 - December 19	December 21 at 5:00 p.m.	December 31
December 20 - January 2	January 4 at 5:00 p.m.	January 15
January 3 - January 16	January 18 at 5:00 p.m.	January 29

On-Campus supervisors must approve time cards by 5 p.m. on the Monday following the end of each pay cycle.

Community Partner Supervisors

Pay Period	Submit Time Cards by:	Pay Day
October 25 - November 7	Oct. 30 by 12:00 p.m. ; Nov. 6 by 12:00 p.m.	Nov. 20
November 8 - November 21	Nov. 13 by 12:00 p.m.; Nov. 20 by 12:00 p.m.	December 4
November 22 - December 5	Nov. 27 by 12:00 p.m.; Dec. 4 by 12:00 p.m.	December 18
December 6 - December 19	Dec. 11 by 12:00 p.m.; Dec. 18 by 12:00 p.m.	December 31
December 20 - January 2	Dec. 25 by 12:00 p.m.; Jan. 1 by 12:00 p.m.	January 15
January 3 - January 16	Jan. 8 by 12:00 p.m.; Jan. 15 by 12:00 p.m.	January 29

*Community Partners must submit their time cards to work-study@mail.wvu.edu every **Friday by noon**.*

Please ensure you approve and/or submit employee time cards by the appropriate deadlines. Failure to do so could result in the delay of accurate paychecks reaching our work-study employees. We thank you for your cooperation!

Community Partner Spotlight:

The Appalachian Prison Book Project



Since 2004, the Appalachian Prison Book Project (APBP) has been distributing books and educational materials to incarcerated men and women across six states, hosting book clubs, and providing college classes and tuition support to people in the prison system. APBP is volunteer and donor-driven, and also relies on West Virginia University work-study employees to fulfill its mission. Its three work-study team members are invaluable in running the six-day a week operation out of APBP's office in the Aull Center in downtown Morgantown.

Work-study team members work tirelessly both on-site and remotely during the pandemic, opening and reading letters from readers, matching books to fulfill requests, writing personalized notes to recipients, and packaging books for mailing. Hundreds of letters and many boxes of donated books arrive every week throughout the year, along with artwork created by the readers. The team also ensures the APBP stays on track by ordering essential supplies, processing donations, and keeping the office organized.

Learn more at the [Appalachian Prison Book Project's website](#).