

THE SUPERVISOR SCOOP

August 2025 — December 2025



As we begin the fall semester, we would like to provide you with valuable resources, practical tips, and essential information to ensure a successful start to the year. Our goal is to support you and your student employees in making this semester a memorable and productive one.

In this issue, you'll find timely updates and reminders to help you navigate the semester with confidence. We've packed this edition with resources to support both you and your student employees. Be sure to check out the upcoming job fairs, spotlight opportunities, and critical deadlines to keep your team on track and thriving throughout the fall.

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Questions or concerns? Federal Work-Study supervisors, please [contact the WVU Hub](#). Regular student employment supervisors, please email WVU Career Services at studentemployment@mail.wvu.edu.

Check Out What's New With WVU Career Services!

Introducing the NEW Career Services Website

Career Services is excited to announce the launch of their new [Career Services website](#), a powerful tool that brings together an extensive array of career resources, tools, and technologies—all in one easy-to-navigate space. Available 24/7, this platform is designed to serve our entire campus community, including students, alumni, parents, faculty, staff, and employers. From essential resources for developing in-demand skills to crucial insights into the labor market, we provide everything you need to thrive. Discover student employment resources, a faculty toolkit, insightful blogs, and much more. Check it out!

Mountaineers Virtual Career Closet Now Open!

Career Services is pleased to present an incredible opportunity for WVU students and recent graduates to elevate their professional presence. With the [Mountaineers Virtual Career Closet](#), they can access high-quality professional attire tailored for their careers, upcoming interviews, or networking events—all conveniently delivered to their doorstep.

Here's how it works:

- Speak with a dedicated stylist who will curate a personalized box of 6-8 premium items, delivered for just \$60
- Expect the box to arrive within 5-7 business days or sooner
- Keep the box for 30 days, buy the pieces at up to 60% off the retail price, or return them effortlessly at no cost
- No dry-cleaning or laundry hassle

We also offer financial assistance for those who qualify, ensuring everyone has access to this invaluable resource. Encourage your students to seize this opportunity and make a lasting impression!

For more information, please contact Erica LaRue at elarue@mail.wvu.edu.

Supervisor Reminder



Job Posting and Application Review Process

Supervisors and hiring managers are reminded to use the [Student Employment Job Posting Request Form](#) to request that a position be posted on Handshake. Once submitted, you will be added as a contact on the posting and will receive student applications directly via email.

Please note:

- **Supervisors do not have access to log in to Handshake** as an employer or administrator. This process is designed to simplify your experience by delivering applications straight to your inbox, no need to navigate Handshake yourself.
- **Work-study positions are no longer automatically reposted each year.** Each position now requires a new Handshake job ID annually.

If you had requested returning students and indicated you'd like to repost your previous position, that request has already been processed. However, if you did not request your position to be reposted, or if you are hiring new students, you must submit a new Job Posting Request Form as soon as possible to ensure your position is visible to applicants.

Once your job posting request is submitted, it will be live on Handshake within **2 business days**. You'll receive a confirmation email with the Job Title and Job ID.

As students apply, you'll get emails with the subject line "You have a new applicant." To view their materials:

- Click the "PDF of applicant package" link in the email.
- Check your Downloads folder for the students' resume, work availability, and class schedule documents.

Supervisor Reminder Cont.

Supervisors and hiring managers are responsible for **reviewing and managing incoming applications**.

Download applicant details



PAY CYCLE SCHEDULE

Pay Cycle	Pay Day
August 10 - August 23	September 5
August 24 - September 6	September 19
September 7 - September 20	October 3
September 21 - October 4	October 17
October 5 - October 18	October 31
October 19 - November 1	November 14
November 2 - November 15	November 28
November 16 - November 29	December 12
November 30 - December 13	December 26

*Visit the [Pay Schedule webpage](#) for full pay cycle information

Announcements



FIRST DAY REMINDERS

The first day Federal Work-Study students may begin working is **August 20, 2025**.

Important: No student may begin working until they have received an official **start date confirmation from Shared Services**. This confirmation is sent only after the student's New Hire Form has been approved and payroll processing is complete. Supervisors are responsible for ensuring students do not begin work early, even if hiring paperwork has been submitted.

If you have questions about a student's hiring status, please reach out to **Shared Services** before scheduling any hours.

WEEKLY-HOURLY-REQUIREMENTS

In general students cannot work more than 28 hours per week. However, there are a few exemptions to this requirement:

Week of Thanksgiving — November 22 - 30, 2025

- Students are permitted to work up to 40 hours during this week

Winter Intersession

- Continuing students not enrolled in a winter intersession course may work up to 40 hours per week during the break
- Continuing students that are enrolled cannot work more than the standard 20 hours per week

MONITORING

If you employ a Federal Work-Study employee, it is important that you monitor their earnings to ensure your student does not exceed their funding allotment. To assist with monitoring hours, supervisors should use the **Tracking Custom Salary Worksheet**. For any earnings that exceed a work-study's award allocation, that becomes the responsibility of the hiring department or agency.

Announcements Cont.

WORK-STUDY-CLASS-SCHEDULE-REQUIREMENT

As we begin a new term, we want to take a moment to re-emphasize a critical regulation regarding student work schedules under the Federal Work-Study (FWS) program.

Students are not permitted to work during their scheduled class or lab times. This is a federal regulation as well as a university policy, and compliance is mandatory.

Supervisor Responsibilities:

- Monitor student work hours closely to ensure they do not overlap with any scheduled classes or labs.
- Verify student schedules and maintain open communication with your student employees about any changes.
- Ensure documentation is provided if a class or lab is cancelled and the student wishes to work during that time. This documentation must be in writing and kept on file.

The WVU Hub will be actively monitoring reported work hours for any overlaps with class schedules. Repeat violations may result in disciplinary action for both the student and the department.

We appreciate your continued partnership in upholding the integrity of the FWS program. If you have any questions or need assistance verifying schedules, please don't hesitate to [contact the WVU Hub](#).

LAST WORKDAY FOR FALL 2025

Please note that the last day fall graduates and those not enrolled for spring 2025 can work is **Friday, December 19, 2025**, the final day of the fall semester. Only students continuing their enrollment are eligible to work beyond this date.

Announcements Cont.

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 available to both regular student employment and Federal Work-Study positions.

TRANSFERRING-TO-REGULAR-STUDENT-EMPLOYMENT

For supervisors who need to transfer work-study student(s) to departmental funding after exhaustion of their work-study allocation, please notify Shared Services Time Collection with the following information:

- Student Name
- Student Assignment Number
- Current Student Position (Title and Number)
- Hourly Rate of new position
- Supervisor Name
- Supervisor Email
- New Funding String

Please send SSC-TimeCollection@mail.wvu.edu or for HSC students HSCSharedServicesCenter@hsc.wvu.edu the required information. For any questions, please contact the [Shared Services Center](#).

Announcements Cont.

RELEASING FWS STUDENTS

If your FWS employee is requesting to be released from their job or must be released from their position for other reasons, the student employee's supervisor must submit the [Release Form](#).

***Please remember to contact Shared Services to terminate your student's assignment. This will remove the student from your reporting line and deactivate their ability to clock in and out.**

****If you have concerns that your student violated [Campus Student Conduct](#), please contact the Office of Student Rights and Responsibilities.**

Important Dates



AUGUST 20

First Day of Class — First day Federal Work-Study students may begin working

AUGUST 21

Back to School Job Fair — Vandalia Lounge, Mountainlair, during Welcome Week for WVU Units only, **11 a.m. to 2 p.m.**

AUGUST 27

Back to School Job Fair — Vandalia Lounge, Mountainlair, for WVU Units and local employers, **11 a.m. to 2 p.m.**

SEPTEMBER 1

Labor Day — University Closed

Important Dates Cont.

SEPTEMBER 7

JCPenney Suit-Up Event — Morgantown Mall, JCPenney Store, **4 p.m. to 6 p.m.**

SEPTEMBER 10

STEM Career and Internship Fair — Day 1: Agriculture, Natural Resources and Infrastructure, Student Recreation Center, **10 a.m. to 3 p.m.**

SEPTEMBER 11

STEM Career and Internship Fair — Day 2: Science, Engineering, & Technology, Student Recreation Center, **10 a.m. to 3 p.m.**

SEPTEMBER 24

Business Career and Internship Fair — Day 2: Science, Engineering, & Technology, Student Recreation Center, **11 a.m. to 3 p.m.**

SEPTEMBER 25

Engaging Society: Careers in Community, Policy and Service — Mountaineer Ballroom, Mountainlair, **11 a.m. to 3 p.m.**

OCTOBER 9 - OCTOBER 10

Fall Break

NOVEMBER 22 - NOVEMBER 30

Fall Recess

DECEMBER 19

Last Day of Fall 2025 Semester — This is the last day fall graduates and those not enrolled in spring 2025 can work using work-study funding. Only those students continuing their enrollment are eligible to work beyond this date.



Your Student Employee Could Be Featured Here!

We are accepting submissions from supervisors to feature phenomenal student employees in upcoming issues of the Supervisor Scoop newsletter. If you have a student employee that does outstanding work at your department, organization, or agency and you want to have them featured, use our [Student Worker Spotlight Form](#) to let us know what they do that makes their work so amazing! Take this opportunity to show your appreciation to your student worker today.

SUPERVISOR RESOURCES AVAILABLE

- [Federal Work-Study Home](#)
- [WVU Career Services Home](#)
- [Hiring an FWS Student](#)
- [Student Employment](#)
- [Managing an FWS Position](#)
- [Other Supervisor Resources](#)
- [FWS Supervisor Forms](#)
- [Student Employee Evaluation Form](#)
- [WVU Supervisor Assessment](#)
- [Student Employment Handbook](#)
- [Federal Work-Study New Hire Form](#)
- [Student Worker Spotlight](#)

