Welcome to 2022! We’re so excited to have you on board with the West Virginia University Federal Work-Study program as we head into a new year full of possibility for our students, staff, businesses, and organizations.

As always, don’t hesitate to contact the WVU Hub if you have any Federal Work-Study questions, concerns, or feedback. We are always here to help.

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Important Dates

January 10
On-Campus First Day of Classes

January 17
Martin Luther King, Jr. Day — University Closed

Remember to monitor your employees’ time worked to ensure they do not exceed their work-study allotment. For tips and resources for best monitoring time, visit our supervisor webpage.
Student Employee of the Year Nominations Open

Do you have a Federal Work-Study student who has gone above and beyond?
Use our online Student Employee of the Year nomination form to submit them for consideration for this honor! The grand prize winner will be chosen from undergraduate finalists from each of WVU’s campuses — Morgantown, WVU Potomac State College, and WVU Institute of Technology, and a separate graduate/professional student winner will also be chosen. Take this awesome opportunity to show your student how much you appreciate them!

Payment Cycles & Time Cards

<table>
<thead>
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<th>Pay Period</th>
<th>Pay Day</th>
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<tr>
<td>January 2 - January 15</td>
<td>January 28</td>
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<td>January 16 - January 29</td>
<td>February 11</td>
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<td>January 30 - February 12</td>
<td>February 25</td>
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<tr>
<td>February 13 - February 26</td>
<td>March 11</td>
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<tr>
<td>February 27 - March 12</td>
<td>March 25</td>
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Community Partners must submit their time cards to work-study@mail.wvu.edu every Friday by noon. Failure to approve and/or submit employee time cards by the appropriate deadlines may result in the delay of accurate paychecks reaching our work-study employees.
Reminders & Resources

**FWS Resources**

- Federal Work-Study Home
- Hiring an FWS Student
- Managing an FWS Position
- Supervisor Training Materials
- Important Forms
- WVU FWS Supervisor Handbook

**Hours Limit Increased**

Due to a recent University policy change, student employees may now work up to 28 hours per week, an increase from the previous 20-hour policy. Please allow your Federal Work-Study employees to schedule accordingly. Read more about the policy change in the [online ENews article](#).

**Video Tutorials Available**

Our website now has video tutorials to walk you through some of the most common tasks you’ll need to complete as a Federal Work-Study supervisor. Be sure to review as you hire new employees and run into questions this semester.

- WVU Departments
- Community Partners
- More Supervisor Resources

*Do what you can with all you have, wherever you are.*

Theodore Roosevelt
Federal Work-Study Spotlights

Thank you to these work-study students who are outstanding representatives of the program and their departments!

Hunter Turner
Potomac State College Athletics

“Hunter Turner is a fantastic employee. He is always early and willing to help in any way he can. He’s dependable and professional at all times. I feel so lucky to have him as a part of our work-study staff.”

— Amanda Larkin, Athletic Director
Potomac State College

Adam Olszewski, Elizabeth Salazar-Reyes,
Taylor Faradeski, Sydney Oldaker
West Virginia University School of Nursing

“Along with the various everyday duties, filing, mailings, and copying, they have assisted with setting up conference room furniture, which required putting furniture together. During this time they were getting to know each other and worked so well as a team. ...They are all reliable, honest, and hard-working. The fields that each of them are going into will be lucky to have them. We wish each of them the best in the years to come.”

— Brenda Deane, Office Administrator, WVU School of Nursing