



The Federal Work-Study Scoop

September 2021 — November 2021

Welcome back to another semester with the West Virginia University Federal Work-Study program!

We are so excited for a bright and successful 2021-2022 academic year to begin. As we head into this year, please review this newsletter for essential information, and don't hesitate to [contact the WVU Hub](#) if you have any Federal Work-Study questions, concerns, or feedback!

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Important Dates

September 6

Labor Day — University closed, students may not work

October 7-8

Fall Break

November 20-28

Fall Recess

November 24-26

Thanksgiving holidays. University closed, students may not work

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](#)

Video Tutorials Available

Our website now has new and improved 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.

- [Onboarding for 2021-22](#)
- [On-Campus Hiring Process](#)
- [Community Partner Hiring Process](#)



FWS Hiring is Open

Students are now able to apply for Federal Work-Study positions through Handshake. Once receiving applications for your position, fill out the [Federal Work-Study New Hire Form](#) to officially hire them onto your team. Remember that students are hired on a first-come, first-served basis.

Payment Cycles & Time Cards



Pay Period	Pay Day
August 29 - September 11	September 24
September 12 - September 25	October 8
September 26 - October 9	October 22
October 10 - October 23	November 5
October 24 - November 6	November 19
November 7 - November 20	December 3
November 21 - December 4	December 17

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.

Submit a Spotlight Feature

In each newsletter, we like to shine a light on the work-study employees and workplaces that make our program so successful each semester. Now, we're creating space for you to tell us your stories. Starting Fall 2021, use the [FWS Spotlight form](#) to tell us about individual work-study employees who are going above and beyond in their position, teams of work-studies who work exceptionally well together, or your small business, organization, or department as a whole. We'd love to shine the spotlight on you and your work-study employees!

Questions? Concerns? We always want to hear feedback about how the Federal Work-Study program is serving you and your student employees.

[Contact the WVU Hub](#) with your thoughts!

University Department Spotlight

WVU Research Apprenticeship Program

The Research Apprenticeship Program (RAP) is a two-semester program that allows students with limited or no research experience to use Federal Work-Study funds or gain course credit for undergraduate research apprenticeships with WVU research faculty. Research apprentices are introduced to research through assignments with a WVU faculty member, and have been paired with faculty in nearly every field, from arts and humanities (e.g., music history, theater, English, philosophy), to science and engineering (e.g., biology, mechanical engineering, math), and more. RAP seeks to expand opportunities for students and facilitate their introduction to the concept of scholarship while learning the research or scholarly methods of their field. Students in RAP aim to make significant contributions to the research while also developing skills that will benefit them later in their own professional careers.

Yaronn James C. Arciaga, a.k.a. YJ (pictured), is a senior mathematics major who originated from Davao City, Philippines, and resides in Hedgesville, West Virginia. YJ has an Associates of Arts in Civil Engineering and Mathematics from Potomac State College, where he served as peer tutor in mathematics, physics, and economics. In addition, he was a program coordinator of mathematics workshops for Potomac State's remedial students. YJ is a RAP student who has been researching the perceptions of facilitators in dual enrollment courses under the direction of Dr. Laura Pyzdrowski since fall 2020. Through his research, YJ was the winning presenter for the Human Engagement Poster category of the 2021 WVU Undergraduate Spring Symposium. Inspired by his research, YJ plans to pursue a Master's in Mathematics and Statistics, and a Ph.D. in Mathematics Education.

