



# The Federal Work-Study Scoop

February 2021 - April 2021

## Welcome to 2021!

The Federal Work-Study team would like to thank all of our supervisors for their hard work amidst the COVID-19 pandemic. We know it's been difficult to find new routines and try to plan for the future when so much has been uncertain. But you've continued to show up for our students, and we hope we can continue to do the same for you!



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## Important Upcoming Dates

### January 19

- On Campus First Day of Classes

### February 11

- No Classes (Non-Instructional Day)

### March 2 - March 3

- No Classes (Non-Instructional Day)

### April 2

- Spring Holiday (University Closed)

### April 30

- Last Day of Classes

### May 7

- Last Day Students May Work

# Coming Up Soon

## *Request for Returning FWS Students Form Available*

Do you have a Federal Work-Study employee on your team who would like to return for the 2021-2022 academic year?

Please submit a [Request for Returning FWS Student Form](#) so that we can review them for eligibility. Don't forget to review the [Returning Student Guide](#) to ensure you're aware of what's required of both you and your student employee moving forward.

## *Potential FWS Students Should Submit FAFSA by March 1*

The priority FAFSA deadline is quickly approaching. Students who wish to be eligible for Federal Work-Study in the 2021-2022 academic year must submit the FAFSA **by March 1**.

The FAFSA can be easily completed at [fafsa.ed.gov](https://fafsa.ed.gov) or via the myStudentAid mobile app. Students who have questions about the FAFSA can [contact the Mountaineer Hub](#) for assistance.

## *Student Employee of the Year Nominations Now Open*

Each year, an outstanding student employee from one of WVU's campuses is selected to be named Student Employee of the Year. Nominations for this year's awards are now open! Please [use this form to nominate exceptional student employees](#) from your team for this honor. **All nominations are due February 1.**

Undergraduate student employees from any of the WVU campuses may be nominated. Graduate and professional student employees from the Morgantown campus may also be nominated and will be put into the running for their own separate Graduate/Professional Student Employee of the Year award. Supervisors may submit nominations for more than one student employee.

From the nominees, the Student Employee Appreciation Committee will select three undergraduate finalists to receive prizes — one each from the Morgantown, Beckley, and Keyser campuses. During Student Employee Appreciation Week, finalists will be invited to a virtual ceremony where a grand prize winner will be chosen. From the graduate and professional student nominees, one Graduate/Professional Student Employee of the Year will also be selected to win a prize and attend the ceremony.

If you have questions, please [contact the Mountaineer Hub](#).



# Things to Keep in Mind

## *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](#)

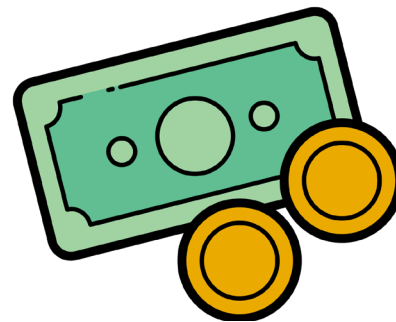


## *Please Continue to Accommodate Remote Work When Possible*

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 continue to navigate challenges brought on by COVID-19, 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!

# Payment Cycles & Time Cards



## *WVU & On-Campus Supervisors*

Pay Period	Pay Day
January 17 - January 30	February 12
January 31 - February 13	February 26
February 14 - February 27	March 12
February 28 - March 13	March 26
March 14 - March 27	April 9
March 28 - April 10	April 23

## *Community Partner Supervisors*

Pay Period	Pay Day
January 17 - January 30	February 12
January 31 - February 13	February 26
February 14 - February 27	March 12
February 28 - March 13	March 26
March 14 - March 27	April 9
March 28 - April 10	April 23

*Community Partners must submit their time cards to [work-study@mail.wvu.edu](mailto: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:

## *Avian Conservation Center of Appalachia*

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The Avian Conservation Center of Appalachia (ACCA) is a nonprofit organization based near Morgantown that works to rehabilitate injured wild birds for eventual release back into the wild, provide a home for non-releasable birds, and educate the public about the animals in its care. The ACCA is licensed by the U.S. Fish and Wildlife Service for the work it does to conserve the region's wild birds, and is happy to employ West Virginia University work-study students on its team.

WVU work-study employees at the ACCA gain unique experiences by contributing to the care of the more than 400 injured or displaced wild birds the ACCA admits each year, as well as the non-releasable birds the center cares for long-term. Students assist with veterinary exams, medical care, ongoing treatments, feeding, training, and enrichment of these animals, and also help with educational presentations to the public.

Pictured above is work-study employee Aerin Davis. Aerin has worked at the ACCA for more than a year and a half, and one of his favorite activities is taking "Tundra," a non-releasable peregrine falcon, for a walk around the grounds. Not only are these enrichment opportunities for animals living under human care extremely important for their physical and mental health, but they're also very rewarding for the humans who care for them. Tundra is enriched by going on walks with Aerin, and Aerin is enriched by them too.