



# The Federal Work-Study Scoop

August - October 2020

## Welcome!

Welcome to our new and improved West Virginia University Federal Work-Study newsletter! Each quarter, this newsletter will hit your inbox and keep you in the loop on work-study updates, frequently asked questions, training information, and anything else you need to know to keep our work-study program running smoothly.

As we begin this new academic year in these strange times, we want to ensure you have a firm grasp on what's expected of you, what's expected of the FWS students you employ, and what support you can expect to receive from the University throughout each semester. Read on for tons of great information and resources, and don't forget to visit our new [Federal Work-Study website](#), which is now shared by all three WVU campuses and streamlined for everyone's accountability and ease of use.

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

## Resources

*Find even more information on our new and improved website by clicking the links below.*

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



# Some things to note:

## *Federal Work-Study Supervisors Must Complete Training*

Please note that there are now new training materials available for both on-campus FWS supervisors and supervisors who are Community Partners. You must complete this online training and assessment in order to remain a supervisor with the Federal Work-Study program. Please monitor your email for information on training throughout the year.

- [Click to access FWS training materials for on-campus supervisors](#)
- [Click to access FWS training materials for community partner supervisors](#)

## *Accommodating Remote Work*

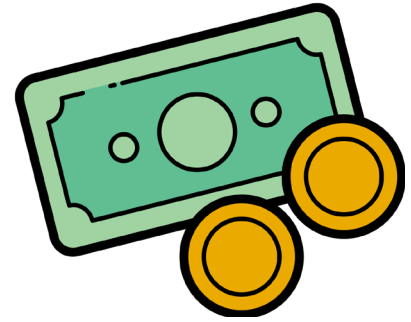
In order to accommodate social distancing and safe work practices, we encourage supervisors to allow students to work remotely if possible. If you want to have your student(s) work remotely or use a hybrid model, please submit the online [Federal Work-Study Remote Work Form](#). You should also review the [Remote Work Checklist](#) to ensure you're prepared for the semester. If you are unable to accommodate remote work, please create a plan with the student(s) to allow them to earn as much of their funding as possible while on campus.

## *Updated Federal Work-Study New Hire Form Available*

We've implemented a new and improved employee requisition form for you to use when you receive an application packet from a student you'd like to hire into a position. The form, now known as the Federal Work-Study new hire form, is similar to the ones supervisors have used in the past to bring new work-study employees onto their teams, and can be accessed and completed entirely online.

- [Click here to access the FWS New Hire Form](#)

# Payment Cycles & Time Cards



## WVU & On-Campus Supervisors

Pay Period	Sign off on Time Cards by:	Pay Day
August 19 – August 29	August 31 by 5:00 p.m.	September 11
August 30 – September 12	September 14 by 5:00 p.m.	September 25
September 13 – September 26	September 28 by 5:00 p.m.	October 9
September 27 – October 10	October 12 by 5:00 p.m.	October 23
October 11 – October 24	October 26 by 5:00 p.m.	November 6
October 25 – November 7	November 9 at 5:00 p.m.	November 20

*On-Campus supervisors must approve time cards by 5 p.m. on the Monday following the end of each pay cycle. Failing to do so can prevent students from receiving a timely paycheck.*

## Community Partner Supervisors

Pay Period	Submit Time Cards by:	Pay Day
August 19 – August 29	Aug. 21 by 12:00 p.m.; Aug. 28 by 12:00 p.m.	September 11
August 30 – September 12	Sept. 4 by 12:00 p.m.; Sept. 11 by 12:00 p.m.	September 25
September 13 – September 26	Sept. 18 by 12:00 p.m.; Sept. 25 by 12:00 p.m.	October 9
September 27 – October 10	Oct. 2 by 12:00 p.m.; Oct. 9 by 12:00 p.m.	October 23
October 11 – October 24	Oct. 16 by 12:00 p.m.; Oct. 23 by 12:00 p.m.	November 6
October 25 – November 7	Oct. 30 by 12:00 p.m.; Nov. 6 at 12:00 p.m.	November 20

*Community Partners must submit their time cards to [work-study@mail.wvu.edu](mailto:work-study@mail.wvu.edu) **every Friday by noon**. Failing to do so can prevent students from receiving a timely paycheck.*

**\*Note:** All students — **regardless of which campus they attend** — may begin working on August 19 as long as they have processed for payroll and received their official start date from their supervisor.

# FWS by the Numbers

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30

Minutes a student should take for an unpaid lunch break if they work more than 6 hours in one day.

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Minutes a student working a consecutive four-hour shift should take for a paid break.

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15

20

Hours a student can work per week while classes are in session.

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Hours a student can work per week while classes are **not** in session.

.....

40

0

Percentage of a FWS student's paycheck a department pays during fall & spring.

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# Other Reminders, Guidelines, & Tips

## *Work-Study Assignments & Position Changes*

Students may only be employed in one FWS position at any given time. They may choose to change positions, but students should be discouraged from making more than one position change during a single academic year. Student Financial Services may also limit the number of position-changes a student may pursue.

If a student would like to take a different FWS position, their current supervisor should complete the FWS release form located on our [FWS Supervisor Forms page](#).

## *Community Partner MyTime*

Community Partner work-study employees must now clock in and out via MyTime. They should [set up a WVU VPN](#) on whichever device they'll use, and follow [these step-by-step procedures](#). Supervisors should continue to submit time cards each Friday, as previously noted, for internal record-keeping.

## *Onboarding*

Please be sure to watch our onboarding PowerPoint presentation if you are a first-time Federal Work-Study supervisor or to learn new information on how to successfully onboard your student worker.

- [Click to access the Federal Work-Study onboarding presentation](#)

## *Show Your Appreciation*

Students, like all of us, have been going through strange and tumultuous times amid the COVID-19 pandemic. Be sympathetic to your employees' experiences and situations as much as possible, and try to find ways to let them know when they're doing a good job. Check out the [Appreciation and Recognition Toolbox](#) on Talent & Culture's website for handy tools and inspiration.