

**Supervisor Handbook**

**Federal Work-Study**



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# Introduction to WVU Federal Work-Study

Title 133 Procedural Rule of the Higher Education Policy Commission Series 8, Personal Administration Section 2.1.5 defines a Student Employee as an employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification of the program.

Many students use Federal Work-Study to off-set institutional costs associated to their financial need while in college. According to research compiled by the National Association of Student Financial Aid Administrators (NASFAA), the right amount of work while pursuing an education show a positive impact on student academic success and performance. The same research showed a negative impact of student success when part-time student employment exceeded 20 hours per week. Overall, it has been shown that working as a student has an overall positive impact on college experience and success for many students.[[1]](#footnote-1)

West Virginia University is an Equal Opportunity/Affirmative Action Institution. The University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University’s Equal Opportunity Policy/Affirmative Action Plan. Inquiries regarding the University’s non-discrimination statement may be directed to the Division of Diversity, Equity, and Inclusion at West Virginia University.

## Welcome to Federal Work-Study

Thank you for your participation in the Federal Work-Study Program (FWS). As an FWS supervisor, you are an integral part of our work study students’ success. For many students, your workplace will be their first contact with the professional world, and that gives you a unique opportunity. Not only is your workplace helping these students pay for their current college expenses, but it can also help them develop meaningful skills that they will use throughout their future careers.

This guide will walk you through the policies and procedures of the FWS Program, a program that is governed by federal regulations as well as University policies. It will also help familiarize you with the benefits the program offers to you, your department and students you employ.

## What is Federal Work-Study?

Federal Work-Study, also referred to as FWS, is one of the major federal student financial aid programs authorized under Title IV of the Higher Education Act. It is designed to provide part-time employment to students who have established financial need according to federal guidelines. The federal government pays a percentage of the student's salary; the University or off-campus employer pays the remainder. The primary goal of the Federal Work-Study Program is to provide students with the opportunity to gain valuable work experience and offset some of their educational costs.

The work a student performs must be in the public interest either on-campus or off-campus with Community Partners job responsibilities must not promote religious doctrine or involve political lobbying, and the student may not replace or fill a permanent staff position. FWS jobs range from basic service positions to highly technical lab or computer positions. Many students seek a position related to their career objective. Others seek positions that offer skill development. In either case, the FWS Program is intended to provide a balance between the interests of the student and the needs of the hiring department or agency.

## Who Is Eligible for Work-Study?

In order to be eligible for FWS funds, a student must:

* Be determined eligible and be awarded FWS allocation
* Students must complete the application process by filing a Free Application for Federal Student Aid (FAFSA) and meet the March 1 priority filing deadline
* Recipients must complete a FAFSA each year
* Be a regularly admitted student
* Be a US citizen, US National, or Permanent US Resident
* Be enrolled for each semester he/she is employed. Exceptions granted for not enrolled students or students enrolled half-time or less-than half-time when they are working in the summer
* Maintain Satisfactory Academic Progress (SAP) for financial aid eligibility; for more information, please visit our Satisfactory Academic Progress page at <https://financialaid.wvu.edu/home/maintain/academic-progress>
* Not owe a repayment to any Title IV grant program and not be in default on any Title IV loans received at any school

## Community Partner/Community Service Contracts

Community Partner/Community Service employers must sign a contract with WVU to employ Federal Work-Study students. Contracts must be renewed annually. Community Partner contracts will be sent to existing supervisors during the summer semester. A link to a copy of the Community Partner Contract can also be found on our FWS Supervisor Resources website at <https://financialaid.wvu.edu/fws/supervisor>.

## Required Matching Costs

The required matches by the department or agency are:

* On-Campus Department or Community Partner for the academic year
	+ Department or agency pays 0% and FWS program pays 75% of earned wages
	+ University Central Administration pays the required 25% match
* Full-Time Summer FWS On-Campus Department or Community Partner
	+ Department or agency pays 10% and FWS program pays 75% of earned wages and University Central Administration pays the required 15% match
	+ Student Financial Services reserves the right to waive the required match fee

## What is Handshake?

Handshake is an online job search database and hiring platform and is used by West Virginia University to manage hiring for Federal Work-Study jobs.

# Steps to Hire and Manage FWS Students for WVU Departments

There are different steps to hire FWS students – depending on if you are a WVU department (i.e. an “on-campus” employer) or a Community Partner (nonprofit, 501(c)(3) organization).

## Step One: Complete Supervisory Training

* Supervisor training must be completed before supervisors will be able to hire new workers. Once completed, training will not be required in a consecutive year unless requested by the Federal Work-Study Team.
* Online training will be available; refer to our Supervisor Resources page at <https://financialaid.wvu.edu/fws/supervisor> for more information.

## Step Two: Submit a Job Request Form for a New Position

* Any positions previously posted in the Handshake job search database from the prior academic year are automatically re-posted unless the supervisor indicates they do not want them posted.
* A Job Request Form (available on our FWS Supervisor Forms page at <https://financialaid.wvu.edu/fws/supervisor/forms>) must be submitted for each position. If you are hiring more than one student for the same position, only one form is necessary.
	+ The duties listed on the form should describe the position, not the ideal candidate to fill the position.
	+ Student Financial Services staff will review the FWS Job Request Form and enter the position information into Handshake. Once position information is entered into Handshake, a position number will automatically be assigned to your position.

## Step Three: Interview and Select Prospective FWS Employees

* Students apply for open positions through Handshake at <https://wvu.joinhandshake.com>. If a student applies for your position you will receive an email with the student’s application.
* The following information will be attached to the email:
	+ Student’s resume
	+ Work availability and/or class schedule
	+ Any other information you required for your position
* Once you have reviewed the student’s application email, you may:
	+ Contact student to set up an in personal interview
	+ Contact student to conduct a phone interview
	+ Hire directly from the information contained within the student’s application
* Students may apply for more than one position at a time. However, the first supervisor to submit a Federal Work-Study Employee Requisition Form to hire a student will be the supervisor that student is assigned to. Therefore, it is important to review the job referral emails and select your desired employees in a timely manner.

## Step Four: Hire Your Selected FWS Employee

* To hire a student, submit the “Federal Work-Study Requisition Form” available on our FWS Supervisor Forms page at <https://financialaid.wvu.edu/fws/supervisor/forms>
* Your selection will be reviewed by Student Financial Services staff to make sure that the student is eligible for work-study and that no other department/agency has already hired the student.

## Step Five: Wait for Confirmation from Shared Services that the Student Can Begin Work

* If another department/agency has already hired the student you requested, you will be notified that the student was already selected for another position.
* If no other department/agency has hired the student **but** the student has not processed for payroll, you and the student will receive an email confirming the assignment and next steps the student must take for payroll.
* Once the student has processed for payroll, you will receive an onboarding email from Shared Services that includes the student’s start date and employee information.
	+ You **MUST** receive the onboarding email before the student can begin working. **At no time** should a student begin working in a Federal Work-Study job assignment unless the onboarding email from Shared Services containing the start date and employee information has been received. This communication will resemble the sample email below:

*Please print a copy of the on-boarding information listed below for your employee. If your employee has not already activated their account, please have them go to* [*https://login.wvu.edu*](https://login.wvu.edu) *on or after the access start date provided below and follow the instructions to claim their account and create a password.*

*Employees must immediately enroll in two-factor authentication. After creating their password, they should return to the main screen at* [*https://login.wvu.edu*](https://login.wvu.edu)*, click My Login and follow the instructions. They should be ready to install the Duo Mobile app on a smartphone.*

*Employee Number ----- 123456789*

*Employee Name ----- Man, Iron*

*WVUID ----- 826124748*

*Username ----- im40001*

*Email Address -----* *iron.man@mix.wvu.edu*

*Assignment Number ----- 8675309*

*Employee Start Date ----- 18-MAR-2020*

*Position Title ----- Office Assistant*

*Supervisor ----- Fury, Nicholas*

*HR Unit ----- ANRD Animal and Nutritional Sciences L4 Access*

* The department/agency will be required to pay any earnings for any student placed on FWS funding who otherwise was not eligible for FWS.

## Step Six: Set Up a Start Date and Schedule with the Student

* Once you have received the official onboarding email, work with the student to determine their first day of work and their schedule for the semester. Remember, their first day of work must be on or after the official “Start Date” from the onboarding email.

## Step Seven: Introduce the Student to the Workplace

* Your student may arrive with little or no work experience. It will benefit both you and the student to take the time to introduce the student to the different aspects of the workplace.
* Describe both the big picture goals and daily activities of your department.
* Discuss the student's duties, responsibilities, and how they are expected to interact with other members of the department. Consider having the student sign a “Federal Work-Study Agreement” *(see below for a customizable sample agreement)*.
* If a student has access to confidential records in their work-study position, they must be informed/trained on FERPA, HIPAA and any other WVU privacy policies. The student must also sign any applicable confidentiality statements.
* Explain to the student how they should record their time worked. Do not permit students to enter time for other students.
* Explain that payment will only be rendered for hours worked; students will not be paid for studying or completing classwork.
* Outline your expectations of the student's work. Agree on a specific work schedule and on procedures for reporting absences or delays.
* If applicable, assign a workstation, show the student where to find work materials, and where to secure personal belongings.

**Sample Financial Aid Work-Study Agreement**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Work-Study employees are required to do basic office and clerical tasks as a part of this job. Tasks include the following:

* Scanning and indexing of paperwork
* Shredding paperwork
* Stuffing envelopes for student mailings
* Special projects
* Outreach and events

There are some rules for Federal Work-Study employees. The guidelines are as follows:

* Students cannot work more than 20 hours per week, unless notified by Student Financial Services of weeks where exceptions are permitted.
* Use the computers on the second or third floor to clock in and out. Do not use laptops, cell phones or the time clock.
* If you work six hours or more on any given day, you must clock out for a required lunch break of at least thirty minutes.
* If you are scheduled to work but unable to come in, you must notify your supervisor prior to your shift. You can notify by phone or email.
* If you are taking multiple days off for vacation, you must notify your supervisor a week in advance.
* You are welcome to take a quick break or leave to get food or drinks to bring back to the office. However, if you leave the office for an extended period of time – more than 15 minutes – then you are required to clock out for that shift.
* You are welcome to listen to music – with headphones or ear buds – while working in the office. However, you cannot watch videos, log into social media, etc. while working at a computer. Computers are for work purposes only.
* Sleeping on the clock is not allowed. It is grounds for immediate termination.
* A copy of the Office Dress Code is attached for your review.
* Please do not bring friends into your work area.
* All documentation and information is confidential. Anything you hear in the office is also considered confidential. Violation of student confidentiality is a violation of the Family Educational Rights and Privacy Act (FERPA) and can result in prosecution under criminal codes.

I have read the guidelines listed above for being employed as a Federal Work-Study in Student Financial Services. I understand that violation of these regulations could result in a verbal warning, a written warning, and/or release from the Federal Work-Study Program.

Signature: Date:

## Step Eight: Monitor Time Worked and Federal Work-Study Award Usage

* You must monitor the hours students work to ensure they:
	+ Do not go over the hours they are permitted to work per week (no more than 20 hours unless during the times they are permitted to work up to 37.5 hours);
	+ Have clocked out for at least half an hour break if they work six or more hours in a day;
	+ Do not earn more than their Federal Work-Study award allows (departments/agencies will be required to pay any earnings paid that go over the student’s work-study allotment).
* A spreadsheet to track hours worked, work-study funds used, and remaining work-study allotment can be found on our Managing an FWS Position page at <https://financialaid.wvu.edu/fws/supervisor/forms>.
* For more information on permissible work hours – including days when students are not permitted to work – see the [Monitoring Student Earnings, Hours Worked, and FWS Revisions](#_Monitoring_Student_Earnings,) section.

## Step Nine: Approve or Submit Timecards

* Supervisors can access Applaud through their WVU Portal at <https://portal.wvu.edu>.
* For instructions on how to approve time and a short video demonstration on time approval, please visit <https://wvu.teamdynamix.com/TDClient/1976/Portal/KB/ArticleDet?ID=73097>.

# Steps to Hire and Manage FWS Students for Community Partners

There are different steps to hire FWS students – depending on if you are a WVU department (i.e. an “on-campus” employer) or a Community Partner (nonprofit, 501(c)(3) organization).

## Step One: Submit a Community Partner Agreement

* **New Community Partners** – A Community Partner Agreement between your organization and West Virginia University will need to be completed before any hiring
* **Returning Community Partners** – A Community Partner Agreement will need to be completed each year before hiring; contracts for returning Community Partners will be sent out before the next academic year begins

## Step Two: Complete Supervisory Training

* Supervisor training must be completed before supervisors will be able to hire new workers.
* Refer to our Supervisor Resources page at <https://financialaid.wvu.edu/fws/supervisor> for more information.

## Step Three: Submit a Job Request Form for a New Position

* Any positions previously posted in the Handshake job search database from the prior academic year are automatically re-posted unless the supervisor indicates they do not want them posted.
* A Job Request Form (available on our FWS Supervisor Forms page at <https://financialaid.wvu.edu/fws/supervisor/forms>) must be submitted for each position. If you are hiring more than one student for the same position, only one form is necessary.
	+ The duties listed on the form should describe the position, not the ideal candidate to fill the position.
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* The following information will be attached to the email:
	+ Student’s resume
	+ Work availability and/or class schedule
	+ Any other information you required for your position
* Once you have reviewed the student’s application email, you may:
	+ Contact student to set up an in personal interview
	+ Contact student to conduct a phone interview
	+ Hire directly from the information contained within the student’s application
* Students may apply for more than one position at a time. However, the first supervisor to submit a Federal Work-Study Employee Requisition Form to hire a student will be the supervisor that student is assigned to. Therefore, it is important to review the job referral emails and select your desired employees in a timely manner.

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* Your selection will be reviewed by Student Financial Services staff to make sure that the student is eligible for work-study and that no other department/agency has already hired the student.

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*Employees must immediately enroll in two-factor authentication. After creating their password, they should return to the main screen at* [*https://login.wvu.edu*](https://login.wvu.edu)*, click My Login and follow the instructions. They should be ready to install the Duo Mobile app on a smartphone.*

*Employee Number ----- 123456789*

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## Step Seven: Set Up a Start Date and Schedule with the Student

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* Your student may arrive with little or no work experience. It will benefit both you and the student to take the time to introduce the student to the different aspects of the workplace.
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* Discuss the student's duties, responsibilities, and how they are expected to interact with other members of the department. Consider having the student sign a “Federal Work-Study Agreement” *(see below for a customizable sample agreement)*.
* If a student has access to confidential records in their work-study position, they must be informed/trained on FERPA, HIPAA and any other WVU privacy policies. The student must also sign any applicable confidentiality statements.
* Explain to the student how they should record their time worked. Do not permit students to enter time for other students.
* Explain that payment will only be rendered for hours worked; students will not be paid for studying or completing classwork.
* Outline your expectations of the student's work. Agree on a specific work schedule and on procedures for reporting absences or delays.
* If applicable, assign a workstation, show the student where to find work materials, and where to secure personal belongings.

**Sample Financial Aid Work-Study Agreement**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Work-Study employees are required to do basic office and clerical tasks as a part of this job. Tasks include the following:

* Scanning and indexing of paperwork
* Shredding paperwork
* Stuffing envelopes for student mailings
* Special projects
* Outreach and events

There are some rules for Federal Work-Study employees. The guidelines are as follows:

* Students cannot work more than 20 hours per week, unless notified by Student Financial Services of weeks where exceptions are permitted.
* Use the computers on the second or third floor to clock in and out. Do not use laptops, cell phones or the time clock.
* If you work six hours or more on any given day, you must clock out for a required lunch break of at least thirty minutes.
* If you are scheduled to work but unable to come in, you must notify your supervisor prior to your shift. You can notify by phone or email.
* If you are taking multiple days off for vacation, you must notify your supervisor a week in advance.
* You are welcome to take a quick break or leave to get food or drinks to bring back to the office. However, if you leave the office for an extended period of time – more than 15 minutes – then you are required to clock out for that shift.
* You are welcome to listen to music – with headphones or ear buds – while working in the office. However, you cannot watch videos, log into social media, etc. while working at a computer. Computers are for work purposes only.
* Sleeping on the clock is not allowed. It is grounds for immediate termination.
* A copy of the Office Dress Code is attached for your review.
* Please do not bring friends into your work area.
* All documentation and information is confidential. Anything you hear in the office is also considered confidential. Violation of student confidentiality is a violation of the Family Educational Rights and Privacy Act (FERPA) and can result in prosecution under criminal codes.

I have read the guidelines listed above for being employed as a Federal Work-Study in Student Financial Services. I understand that violation of these regulations could result in a verbal warning, a written warning, and/or release from the Federal Work-Study Program.

Signature: Date:

## Step Nine: Monitor Time Worked and Federal Work-Study Award Usage

* You must monitor the hours students work to ensure they:
	+ Do not go over the hours they are permitted to work per week (no more than 20 hours unless during the times they are permitted to work up to 37.5 hours);
	+ Have clocked out for at least half an hour break if they work six or more hours in a day;
	+ Do not earn more than their Federal Work-Study award allows (departments/agencies will be required to pay any earnings paid that go over the student’s work-study allotment).
* A spreadsheet to track hours worked, work-study funds used, and remaining work-study allotment can be found on our Managing an FWS Position page at <https://financialaid.wvu.edu/fws/supervisor/manage>.
* For more information on permissible work hours – including days when students are not permitted to work – see the [Monitoring Student Earnings, Hours Worked, and FWS Revisions](#_Monitoring_Student_Earnings,) section.

## Step Ten: Submit Timecards to Federal Work-Study Administrator on a Weekly Basis

* A timecard template spreadsheet can be found on our can be found on our Managing an FWS Position page at <https://financialaid.wvu.edu/fws/supervisor/manage>. Community Partner supervisors are required to use this spreadsheet to submit timecards.
* Timecards must be submitted weekly by noon on Friday.
* For a list of payroll deadlines, please visit <https://payroll.wvu.edu/pay-periods>

# Monitoring Student Earnings, Hours Worked and FWS Revisions

## Permissible Work Hours

For work-study students and all student employees, total hours worked cannot exceed 20 hours per week when classes are in session, whether classes are being delivered in an in-person or online format.

There are permissible work periods where students can work up to 37.5 hours per week. Supervisors and students will be informed by the Student Financial Services when these permissible periods occur. These periods may include:

* Breaks such as Thanksgiving or Spring breaks where the University is not officially closed but classes are not in session
* Winter break (after the fall semester ends) if the student will be returning for spring and is not attending Winter Intersession classes
* Summer semesters in certain cases (see the [Summer Session](#_Summer_Session) section for more information)

It is recommended that supervisors permit students to work as many hours as they choose, taking into consideration the work demands of the department/agency and the guidelines outlined above. Should your work-study reach their allocation, contact Student Financial Services to determine if the student’s allocation can be increased. If it cannot, you may request another work-study student for the remainder of the semester.

## Winter Intersession

Students enrolled in the Winter Intersession must adhere to the 20 hour a week policy. Students not enrolled in Winter Intersession classes may work up to 37.5 hours a week as long as they will be returning for the spring semester.

## Summer Session

Full-time Summer FWS students who are not enrolled or are enrolled half time or less (3 credits or less for graduate students, 6 credits or less for undergraduate students in the summer semester only) can work up to 37.5 hours per week. If a student is enrolled half-time or less this may impact tax withholdings. For more information on IRS student worker tax withholding guidelines, see the IRS Student FICA website at <https://www.irs.gov/government-entities/federal-state-local-governments/student-fica-exception>. Please note that work-study funding is limited, so there may not be FWS funding available for the summer semester.

## Holidays and University Closures

Students are not permitted to work during University holidays (which can be found on the Holiday Schedule website at <https://talentandculture.wvu.edu/benefits-and-compensation/holiday-schedule>) or when University is closed. University closures include emergency closures such as snow days when both classes are canceled and University employees (except for emergency/essential personnel) are told not to report to work.

## Last Day of Employment

The last day of employment during a semester is the last day of finals. Please visitthe Academic Calendar website at <https://provost.wvu.edu/academic-calendar> for the University’s current academic calendar. There are some exceptions for winter break and winter intersession. See the [Permissible Work Hours](#_Permissible_Work_Hours) and [Winter Intersession](#_Winter_Intersession) sections above for more information.

## One Federal Work-Study Assignment Rule

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

If the student would like to take another FWS position, their **current supervisor** will need to complete the FWS release form located on our FWS Supervisor Forms page at <https://financialaid.wvu.edu/fws/supervisor/forms>. This form must be submitted before a student can become employed in another FWS position.

## Exceeding Award Amounts

The student cannot earn more than their initial FWS allocation. Supervisors and students are notified of the FWS award offer at the time of hiring.

It is the student’s and the supervisor's responsibility to maintain a record of student’s total gross earnings. The student must stop working once his/her eligible full allotment has been earned. Any earnings above the student's eligible award amount will result in a charge to the employing department/agency. If student has additional eligibility for Federal Work-Study funds and if funds are available, the award may be increased. For questions, contact the Mountaineer Hub.

Supervisors must keep a sign in sheet as a backup for timecard records. Example timesheet is available on our Managing an FWS Position page at <https://financialaid.wvu.edu/fws/supervisor/manage>.

To assist supervisors with monitoring hours, we have created an earnings worksheet which can also be found on our Managing an FWS Position page at <https://financialaid.wvu.edu/fws/supervisor/manage>.

## Financial Aid Awards and FWS Revisions

A student's work-study allotment may be revised at any time during the academic year to compensate for other types of aid or a change in aid eligibility. Student Financial Services will issue a revised award notification to the student and send a notice to his/her supervisor regarding the change. If current earnings exceed the student’s current earnings, any overages are the responsibility of the department/agency.

## Hourly Rate

Current position hourly starting rates are:

|  |  |
| --- | --- |
| **Position** | **Rate** |
| Departmental and Research Positions | $10.00 per hour |
| Community Partner Positions | $11.00 per hour |

## Pay Rate Increases

A supervisor may consider a student for a merit pay rate increase by completing a Pay Rate Increase Form available on our FWS Supervisor Forms page at <https://financialaid.wvu.edu/fws/supervisor/forms>. If approved, the supervisor will receive a confirmation email from Student Financial Services. It is the supervisor’s responsibility to notify the student of this change in pay rate.

Sample email to supervisor:

*A pay rate increase request for (student name) has been approved by Shared Services. Effective (effective date), student’s rate of pay will be (pay rate).*

*Please notify the student of the pay rate change.*

*If you have any questions, contact the Mountaineer Hub at 304-293-1988*

## Progressive Discipline and Termination

Progressive discipline is a process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose for progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists. The process features increasingly formal efforts to provide feedback to the employee to correct the area of concern. These efforts can include verbal warnings, written warnings, or termination.

The goal of progressive discipline is not to punish an employee, but rather to improve employee performance. Progressive discipline is most successful when it assists an individual to become an effectively performing member of the organization.

If a supervisor would like to discuss disciplinary options, contact Employee Relations at hr\_admin@mail.wvu.edu or at 304-293-5700.

A student's employment may be terminated for several reasons and is not always related to performance. Possible situations include, but are not limited to:

* A student must be terminated when the award allocation is earned. If the student continues to work after the award allocation has been reached the department/agency will be charged for the overage;
* The student’s employment may be terminated at the student's request;
* The student may be terminated when their performance is unacceptable based on an objective assessment and after progressive discipline has been implemented;
* The student may be terminated for recording time fraudulently, which includes misrepresenting hours worked or clocking in and/or out from an unauthorized location. Notify Student Financial Services if you believe the student is recording time fraudulently.

With the exception of the student working the full award allocation, if termination is requested either by the student or supervisor, the Federal Work-Study Release Form (available on our FWS Supervisor Forms page at <https://financialaid.wvu.edu/fws/supervisor/forms>) must be completed. This allows Student Financial Services staff to keep track of students working, will inform Shared Services that a student should no longer be listed as employed, and is required to be completed before a student can become employed in another Federal Work-Study position.

## Absences

A student employee must notify the supervisor no later than the beginning of the scheduled work period when they are unable to work. In the case of an extended absence, the anticipated duration should be reported to the supervisor as soon as possible. The supervisor is responsible for authorizing all absences; however, supervisors are urged to consider that the academic demands of the student should take priority.

## Injuries

A student employee is covered during working hours by Worker's Compensation for work-related injury/illness. Immediately report any work-related accident or illness or Worker’s Compensation questions to WVU Human Resources at 304-293-5700.

## Breaks

A student working a consecutive four-hour period should receive a 15-minute break with pay. A student working a six to eight-hour period is entitled to two 15-minute breaks with pay and no less than a 30-minute lunch break without pay. Paid breaks may not be taken at the beginning or end of the work period and are not cumulative. The breaks should also be taken when they will not place an undue burden on the department/agency.

## Employee Benefits

A student employee is not eligible to receive other employment benefits such as paid holidays, vacation, sick leave, unemployment insurance, or permanent status.

## Retirement Savings Plan

A 403(b) Tax Deferred Retirement Savings Plan is available to employees, including those employees not otherwise entitled to benefits. Should a student employee wish to enroll, an “Enrollment Form” for a selected vendor, either TIAA-CREF or Great West, is required. In addition, a “Non-Benefit Eligible Salary Reduction Agreement,” where the student employee will indicate the amount to be contributed each pay, is required. Both forms are available on the Human Resources website at [www.hr.wvu.edu.](http://www.hr.wvu.edu/) If a student does not have access to a computer, they are responsible for informing the department or the Division of Human Resources so that a solution may be determined.

## Sample Emails

Below, we have provided you with a few example emails that you may tailor to your own use with your student workers.

### No Response Email *(if the student has been hired but has not yet processed for payroll)*

*Johnny:*

*If you are planning to continue working for WVU Arts and Entertainment during the spring semester, please provide me with a work schedule by the end of the second week of classes. It can always be adjusted later if needed. When setting your schedule remember the following:*

* *You cannot work more than 20 hours a week.*
* *If you are working 6 consecutive hours or more for a day, you must clock out for a half an hour lunch.*
* *The work schedule must be during regular office hours; between 8:15 to 4:45, Monday through Friday.*

*If you will not continue working in the WVU Arts and Entertainment, please let me know. There is paperwork we must complete in order to release you from your position.*

*Thank you,*

*Supervisor Name*

### Spring Notification Email

*Jon:*

*I am following up with you regarding the Federal Work-Study Program. If you are interested in participating in the Federal Work-Study program, please complete payroll processing ASAP. For information on documents needed to process for payroll and processing times and locations go to* <https://sharedservices.wvu.edu/employee-processing>

*If you are not interested in participating in the Federal Work-Study program, please let me know, and also notify the Mountaineer Hub online at* <https://wvu.teamdynamix.com/TDClient/1976/Portal/Requests/ServiceCatalog?CategoryID=4627>.

*If you have any questions, please feel free to contact me.*

*Thank you,*

*Supervisor Name*

# WVU Payroll Information

Processing

After a student receives a job offer, the student must process for payroll before their start date can be determined. Students cannot start working before processing for payroll – the supervisor and student will receive official notification from Shared Services once the student is permitted to begin working. Hours worked prior to official notification are the responsibility of the department/agency.

For more information on the payroll process, visit the Employee Processing page at <https://sharedservices.wvu.edu/employee-processing>.

## Payroll and Recording Time

Since they are University employees, Federal Work-Study employees are paid according to the WVU pay cycles (every other Friday). For a complete listing of pay dates go to the Pay Schedules website at <https://payroll.wvu.edu/pay-periods>.

Payment is deposited directly into the student’s bank account. Students are also paid 2 weeks in arrears. Therefore, generally they will not receive their first paycheck until after working at least one month. The University is required by law to make deductions from paychecks for federal and state income taxes along with Social Security. For more information on IRS student worker tax withholding guidelines, see the IRS Student FICA website at <https://www.irs.gov/government-entities/federal-state-local-governments/student-fica-exception>.

To track time worked student workers will use a time clock near their workplace and swipe using their Mountaineer ID badge, log into Applaud to submit hours, or complete an official timesheet. Community Partners who are unable to review time in Applaud, will submit an electronic Federal Work-Study Timecard spreadsheet to maintain an accurate timesheet. The department supervisor will instruct the student worker as to what method is preferred. Students should notify their supervisor if they believe there is a problem with their timesheet. For more information on Applaud, please visit your WVU portal at <https://portal.wvu.edu>.

The falsification of time records or failure to log in appropriately may result in disciplinary action up to and including termination and repayment of funds for time not worked.

## Clocking In and Out via Applaud

A student clocks in and out of any on campus job via computer or assigned time clock. To clock in or out from a computer, the student goes to <https://portal.wvu.edu> and enters their WVU login credentials (WVU username and password). To clock in and out, the student clicks the link “Web Clock.” The student must be logged into the VPN if they are off-campus to have access to the online web clock. When the student starts the shift, they click the clock “in” button, and they clock out at the end of the shift by using the clock “out” button.

## Approving Hours Worked through Applaud

Supervisors must review student hours in Applaud before a student can be paid for hours worked. For instructions on how to use Applaud, please visit [Article - Applaud (teamdynamix.com)](https://wvu.teamdynamix.com/TDClient/1976/Portal/KB/ArticleDet?ID=73097).

## Viewing WVU Payroll Dates

To view payroll dates, go to the Pay Schedules website at [Pay Schedules | Payroll | West Virginia University (wvu.edu)](https://payroll.wvu.edu/pay-schedules).

## Hiring Students Under the Age of 18

Students that are under the age of 18 may work on campus, but they are required to have additional documents completed at the Division of Human Resources - Talent Strategy. For more information on this process and to obtain the forms supervisors must complete to hire employees under 18, please visit the Hiring of Minors/Children on Campus website at <https://talentandculture.wvu.edu/policies-forms-and-resources/hiring-resources/hiring-of-minors>.

## Background Checks

If your job requires a background check, notify Student Financial Services. The cost for background checks are the responsibility of the hiring department or organization.

## University Property and Access

University programs, personnel, time, titles, and property - including equipment, systems, vehicles, information, supplies, and office space - are to be used only when conducting authorized business of the University. Use of such for personal benefit or gain is grounds for disciplinary action.

Employees who have special access to University buildings, offices, rooms, equipment, computers and keys should only use them when conducting authorized business of the university. When employment ends, access provided to systems or facilities must be terminated.

1. <https://www.nasfaa.org/uploads/documents/NASFAA_2016_Advocacy_Literature_Review_and_Policy_Scan.pdf>  [↑](#footnote-ref-1)