Federal Work-Study Remote Work Checklist

This checklist will help you determine if your department has completed the necessary steps to allow your Federal Work-Study students to work remotely, including students who work both remotely and on campus (hybrid).

Determining if Remote Work is Feasible

- ☐ Does your department have duties the student can perform remotely or through a hybrid model?
- ☐ Will the student have the access and resources needed to perform job duties (e.g. internet, VPN access, computer, headset, research equipment, etc.)? It is the department's responsibility to provide necessary equipment for the student. Contact Information Technology Services for technical assistance.

Preparing for Remote Work

- ☐ If you can accommodate remote work under the current job description or by using a modified description, have you completed the Federal Work-Study Remote Work Form?
- ☐ Have you viewed the FWS Onboarding Video?
- ☐ Has your department determined what communication platform(s) will be used to assign tasks (e.g. Microsoft Teams, email, phone, etc.)?
- ☐ Has your department created a plan for monitoring work performed versus time submitted?

Implementing Remote Work

- ☐ Have you provided the student with the access and resources needed to perform job duties?
- ☐ Have you explained to the student what communication platform(s) will be used to assign tasks?
- ☐ Have you explained to the student what they need to do or submit as part of your plan for monitoring work performed versus time submitted?
- ☐ For WVU departments, does the student know how to clock in and out using Applaud? If not, you must manually enter time for the student each pay period.
    - o Supervisors can reference this helpful article for more information on setting up VPN access for Applaud. You can contact WVU Shared Services with additional questions concerning Applaud.
- ☐ For WVU Community Partners, you must use the Community Partner Timesheet to record time. This spreadsheet is due on Friday by noon at the end of each pay period. Community Partner supervisors can reference the Supervisor Handbook for additional instructions and resources.