

# Fayetteville State University

## Federal Work Study Program

### Policies & Procedures



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# Getting Started

## *Overview*

The Federal Work Study Program (FWS) is a federally funded financial aid program that provides subsidized part-time employment for eligible students to assist them with postsecondary financial needs. Fayetteville State University (FSU) complies with the Department of Education's regulations regarding the FWS program and allows students to benefit from this opportunity.

The FWS program encourages students to gain experience in their prospective fields by placing them in areas and departments aligned with their area of study whenever possible. Students can use their wages towards educational and living expenses.

FWS jobs are available in areas such as academic departments, laboratories, libraries, administrative offices, student centers, etc.

## *Eligibility*

Students must apply for the Free Application for Federal Student Aid (FAFSA) and be eligible for FWS. The Financial Aid Office determines a student's eligibility. Students who demonstrate financial need are awarded FWS funds on a first-come, first-served basis until funds are exhausted. To qualify, the applicant must also meet the following eligibility criteria:

- Student must complete a current-year FAFSA
- Student must be 16 years or older

- Student must be eligible to work in the United States
- Student must be actively attending a minimum of 6 credit hours at FSU
- Student must be pursuing an FSU approved educational credential, degree, or certificate
- Student must be in "Good Standing" according to FSU's Standards of Academic Progress
- Student must have unmet financial need

## *FWS Awards, Limits & Periods*

A student is eligible for a FWS award if he/she has unmet need after all grants, scholarships, and other awards have been applied. Students may earn FWS wages up to their yearly award limit. If a student receives additional aid, his/her FWS award may be reduced as a result. Students may not begin working before their official start date. In limited circumstances, students may receive permission to work during scheduled breaks in the academic calendar. To maintain eligibility, the student must be enrolled in at least 6 financial aid eligible credit hours and maintain good academic standing. Please note, not all FWS eligible students are able to participate in the program due to funding constraints. FSU cannot guarantee employment or the continuation of employment in the program.

# **Applying for FWS**

## ***Application***

Students who check “Yes” on their FAFSA for work study and/or did work study the previous year and meet eligibility requirements will be offered work study. Students who did not put work study on their FAFSA can ask about eligibility. They must reach out to the Financial Aid Office and the Work Study Coordinator will determine eligibility if funds are still available. If the student decides to accept their work study award, they must attend orientation.

## ***Deadlines***

The Financial Aid Office will start taking employment contracts after the Job Fair event. Students are expected to complete their contracts and find their positions in a timely manner. Any students who do not start earning their work study before March 15<sup>th</sup> will no longer be able to start earning their work study. Unearned funds will be returned to the work study fund.

# **The Hiring Process**

## ***Award Amounts***

If eligible, the Financial Aid Office will offer a FWS award to students who have marked “yes” on their FAFSA to wanting to be offered work study. A student’s financial aid award will not exceed the following amounts: full academic year- \$5000, one semester only - \$2500. The student will then fill out an application to attend orientation.

## ***Resume***

It is the Supervisor’s choice whether the student will be required to submit a resume. Resumes will be turned into supervisors upon request. Not all positions will require a resume.

## ***Orientation***

All FWS employees must attend an orientation. The Financial Aid Office will give new employees the orientation’s time and location. The orientation will inform students of employee expectations, payroll procedures and other FSU policies and procedures. The student must sign into the orientation, and the FWS Coordinator must approve that the student completed the orientation before he/she can begin working. In some cases, the orientation will consist of a personal appointment with the FWS Coordinator.

## ***Interviews & Selection***

Students will be in charge of finding the position they think will suit them best. All students are required to interview their prospective departmental supervisor. The interview will allow the supervisor and student to discuss skills, training, schedules, and other matters pertaining to the job. The supervisor will decide if the student is qualified for the position and will notify the FWS Coordinator of his/her decision. Students will turn the employment contracts into the Financial Aid Office in a timely manner.

## ***Employee Paperwork***

When a job is accepted, the employer and student should complete the first page of the

Federal Work Study contract together. This form is signed by both the student and the employer. Only properly certified students can be paid with work study funds. Therefore, a supervisor must not hire a student who does not have a Federal Work Study Contract on hand. Contracts are legal-binding documents between the hiring department and the student and are expected to be treated as such. Please make sure to read all information carefully before endorsing the contract. Each student will receive an employment contract at the orientation. A copy of the contract must be returned to the office within five (5) days after it has been signed and additional forms have been completed.

## **Working**

### ***Wages***

All positions offered on campus pay at a rate of \$10.00 per hour except for the universities community service positions. The community service positions are in the Early Childhood Department, library, radio station, and Information Technology and Telecommunications Services (ITTS). Each community service position pays \$12.00 per hour. All wages paid to FWS students are subject to the withholding of Federal, State, and local income taxes unless the student is eligible for exempt status.

### ***Schedules***

The number of hours a FWS employee may work should be mutually agreed upon by the student and the supervisor based on institutional need, the student's schedule, and other constraints. Students may work no more than 20 hours per week. A student's work schedule cannot conflict with his or

her class schedule. Students are not permitted to work during class time. Students will not be paid with work study funds for hours worked over the approved total. Supervisors are expected to track students' hours to ensure they do not work over their allotted award amount.

### ***Absences***

It is the responsibility of each student employee to secure advance approval from their immediate supervisor for all anticipated absences. FWS employees unable to report to work must give notice of their absence directly to their immediate supervisor within one-half (1/2) hour of the scheduled reporting time. An explanation as to the nature of the absence must also be provided. If the absence extends beyond one day, daily notification is required unless other arrangements have been made with the immediate supervisor.

### ***Breaks***

FWS employees working 5 1/2 consecutive hours or more shall be afforded a 30-minute unpaid meal break. FWS employees working at least 4 continuous hours shall be afforded a 15-minute unpaid break time. Supervisors can schedule break periods beyond the above-mentioned requirements but are not obligated to do so. Break periods are not cumulative, and omission of break periods may not be used as a basis for leaving work early.

### ***Training***

If FWS employees require job or special-skills training prior to the start of their position, they will be paid at their normal hourly rate for these sessions.

## ***Payroll Procedures***

Students must sign in when reporting to work and must sign out when leaving work. The supervisor will provide a sign in/sign out sheet. At the end of the pay period, the student will transfer all time worked to the student's timesheet via their Banner Self-Service account. Instructions on how to enter time online and the dates for the pay period will be provided as a part of the student's contract. The instructions and Bi-Weekly Payroll calendar will also be provided on the website. It is the students, as well as the employer's responsibility, to keep up with the student's remaining balance to be earned. If a student atrociously exceeds the amount awarded, they will not be paid with works study funds. Students are not allowed to work during holidays or semester breaks, unless otherwise specified by the Office of Financial Aid

## ***Changing Positions***

Students may only hold one FWS job at a time. Under extenuating circumstances, a student may request to be placed in another position. The student must submit a formal request in writing to the Financial Aid Office. The position change must be approved by both the Financial Aid Director and FWS Coordinator. The FWS Coordinator will work with the student and college departments to place the individual in another position. However, there is no guarantee that another position will be available.

## ***Dress Code & Professionalism***

Due to the work schedule and the class schedule of most students, there is little time to return to the residence hall to change into

clothing more suitable for the office environment. Therefore, student's school clothes are appropriate for employment unless otherwise stipulated by the supervisor. During the interview process, students should make sure they discuss work attire with the supervisor before accepting the job. FWS students must always maintain a professional demeanor. Employee dress should be neat and unsoiled in appearance as well as in a manner consistent with a professional atmosphere, keeping in mind the impression made on clients, visitors, employees, and other students. No revealing, soiled, and/or malodorous clothing; clothing with obscenities; or other clothing that is inappropriate for a professional environment will be permitted. Employees who fail to comply will be asked to make appropriate changes before returning to work.

## ***Resignation, Disciplinary Actions & Termination***

A student who wishes to resign from his/her FWS position should give 2 weeks' notice and submit a resignation letter to the FWS Coordinator. Students who engage in misconduct are subject to termination of employment. Students employed in the Federal Work Study Program are expected to abide by the Honor Code. The following behaviors will result in immediate and final termination from the FWS program:

- Falsification of timesheets
- Refusal to complete the Ethics Test
- Refusal to participate in drug testing (when required)
- Misuse of Fayetteville State University equipment or resources

- Behavior that endangers the student or others
- Insubordination
- Inappropriate use of confidential information

If a student's placement in a FWS position is unsuccessful for any reason other than those mentioned above as grounds for immediate and final termination, the Financial Aid Office will make one more attempt to place the student in a suitable position. If this second placement fails due to actions on the part of the FWS student, the student may be permanently terminated from the FWS program at FSU. If a student fails to meet any eligibility criteria at any time (enrollment in 6 hours, etc.), he/she will be immediately terminated from the FWS program.

### ***Employee Indebtedness***

FWS students are considered FSU employees. Therefore, Fayetteville State University policies regarding municipal debt apply. If a FWS student owes a debt to the FSU, he/she can be terminated for failure to make payment arrangements for that debt.

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