



FEDERAL WORK-STUDY

EMPLOYER'S MANUAL

Community Service Employment

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Student Financial Aid Office

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INTRODUCTION

This Federal Work-Study (FWS) Manual has been designed as an informational resource and guide for all employers utilizing Federal Work-Study eligible students as employees.

Federal Work-Study employment is available only to those students who have received notice of eligibility on their Student Financial Aid award offer. Since the Federal Work-Study program has a large participation rate by both students and employers, it is essential that all employers fully understand the policies and procedures regulating this program. FWS is first and foremost a federal financial aid program which must be administered responsibly by the Student Financial Aid Office (SFAO). The purpose of this manual is to help you to do what is required and expected of you as FWS employers.

If, after reading this manual, you have further questions or suggestions, please contact the Student Financial Aid Office at 513-556-6982.

I. PURPOSE OF THE FEDERAL WORK-STUDY PROGRAM

The purpose of the Federal Work-Study program is to provide part-time employment for students who need the income to help meet the costs of postsecondary education, and to encourage FWS program recipients to participate in community service activities. Additionally, by providing a wide range of employment opportunities in various fields, the Federal Work-Study program helps students gain work experience related to their educational and career objectives.

II. THE FEDERAL WORK-STUDY PROGRAM

Statutory Authority

The Federal Work-Study (FWS) Program originated with the enactment of the Economic Opportunity Act of 1964. Originally Federal Work-Study intended to provide part-time employment for students from low-income families.

The Higher Education Amendments of 1968 (P.L. 90-575) transferred the statutory authority for the program to the Higher Education Act of 1965 (P.L. 89-329), as amended.

The Federal Work-Study Program is currently authorized under Part C of Title IV of the Higher Education Act of 1965, as amended by the Education Amendments of 1968, 1972, 1976, 1980, 1992, 1998 and 2005.

Administration of the Program

Federal monies are allocated annually to institutions which are eligible to participate in the program. The federal allocation currently funds up to 75% of FWS student wages. The educational institution must provide matching funds to pay the remaining 25%. The SFAO

awards eligible students annually and monitors how much each student has used throughout the academic year, notifying employer and student when the student is reaching their annual award eligibility limit.

Student Eligibility Requirements

In order to qualify for the Federal Work-Study program, a student must receive an award offer from the Student Financial Aid Office that includes work-study employment eligibility. Since this program is based on need, the student must apply for it by means of the regular financial aid application process. This process requires that the student file a Free Application for Federal Student Aid (FAFSA) or the Renewal Free Application for Federal Student Aid online at www.fafsa.ed.gov

The Student Financial Aid Office uses information from the FAFSA to establish eligibility for the Federal Work-Study program. This application must be filed each year. The FAFSA is available January 1st for each upcoming academic year. If the student is found to have need, he/she may be awarded a financial aid package that includes Federal Work-Study employment eligibility. To ensure consideration for all types of financial aid, especially Federal Work-Study, the student should file a FAFSA as soon as possible after January 1st for the up-coming academic year.

Community Service Requirement

Federal financial aid regulations require that at least 7% of each institution's Federal Work-Study allocation be used to encourage students who receive work-study assistance to participate in community service activities. Community services are defined as services that: are identified by an institution of higher education through formal or informal consultation with local nonprofit, government, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include:

- such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement
- work in service opportunities or youth corps as defined in Section 101 of the National and Community Service Act of 1990, and service in the agencies, institutions, and activities designated in Section 124(a) of that act
- support services for students with disabilities (including students with disabilities who are enrolled at the school)
- activities in which an FWS student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling.



Students may also work as a reading tutor for preschool or elementary school children or in a Family Literacy Project.

To assist in the America Reads Challenge, the federal work-study program may meet their 7% requirement by providing tutoring for local schools. Additional information about this challenge can be found at <http://www.ed.gov/inits/americanreads/index.html>.

Community service jobs may be on or off campus, as long as they benefit the community at large, rather than just the University of Cincinnati community. An agency or organization that wishes to participate will be asked to provide both a description of the duties of the proposed work-study position, as well as a description of their activities to the SFAO. The SFAO will then decide if the position meets the guidelines of community service.

An off-campus agency is eligible to participate in the Federal Work-Study Program as long as it is a public or a non-profit private organization whose work is in the public interest. Any agency wishing to participate in the Federal Work-Study Program must sign a contract specifying all provisions to be adhered to prior to the student's employment. The agency is responsible for reimbursing the University for 25% of the student's wages, as required by regulation, and will be billed quarterly for its share of earnings.

Community Service Work-Study –Employers

The Community Service Work-Study Program provides an opportunity for students to develop and participate in a significant service experience, while earning a portion of their financial aid award. The federally-supported program, administered by the Financial Aid Office and in partnership with the Center for Community Engagement (<http://www.uc.edu/cce/>), allows students to undertake public service work in the community. The goal of this program is to provide students with a meaningful service and learning experience relevant to their interests while supporting and enhancing the work of non-profit organizations. This program is available during the academic year as well as during the summer.

Employers who wish to continue their contract with us must inform Michelle Renee Norflee, during the summer, that they would like to renew their contract for the next fiscal year which will begin July 1 of each year.

Summer Work-Study Program

For Summer Work-Study consideration, a separate request must be filed by the student with the Student Financial Aid Office. The Summer Work-Study request is available at <http://www.financialaid.uc.edu/summeraid.html> on March 1st of each year.

The purpose of the Summer Work-Study Program is to provide the student with a means of saving money to be used for the academic year. Because of this, there is a savings requirement on all earnings. Independent students must save approximately 60% of gross earnings and dependent students must save 80%. This savings is then included in calculating a student's financial need for the upcoming academic year. Therefore, depending on each student's situation, Summer Work-Study can affect the financial aid they will receive for the upcoming academic year.

A student must have a FAFSA on file for the year the FWS is to be awarded and a Summer Work-Study request must be on file for consideration for summer employment. If a student is enrolled for summer classes, his/her award will fall under the current summer term. If the student is not enrolled for summer classes, the award will be applied toward the upcoming fall term.

Once a student has been awarded Federal Work-Study, he/she may begin to review the jobs which are posted online at www.jobsatuc.com. To apply, students must submit their application/resume online and a copy of their Financial Aid Award offer to confirm FWS eligibility. When the employer has made the decision to hire a student, the employer will

complete the hiring process through People Admin via the University's HR website. The employer should then notify those students that were not hired, of their decision.

When a student has secured a work-study position, he/she is eligible to earn the amount specified on their financial aid award offer. Financial aid recipients who *have not* received a Federal Work-Study award may not begin work and should contact the SFAO to check eligibility and obtain approval. The approval will be obtained via email to the student, and the student must supply his/her employer with a copy of the notification to confirm eligibility.

Students are typically awarded \$3,000 for an academic year and \$2,500 for summer FWS. Occasionally, a reduced amount may be offered, depending on the student's situation. Please keep in mind that just because a student has been awarded Federal Work-Study one year does not mean they are automatically eligible for subsequent years.

III. OBTAINING FEDERAL WORK-STUDY STUDENTS

Determining Your Needs

In determining your need for work-study student assistance, several items should be considered. The FWS program's purpose, first and foremost, is to provide students with an opportunity to earn rather than borrow some of the money they require in order to attend college. In addition, work-study students and the duties they perform should compliment, not replace, regular employees. The work-study student should be viewed as any other part-time, temporary employee. A third major factor to keep in mind when trying to determine your work-study needs is that the work-study employee's first responsibility and priority is academic success.

Since a student's class schedule and academic responsibilities dictate his or her work schedule, it may be necessary for the work schedule to be rearranged from time-to-time. For this reason, employers may wish to consider hiring additional work-study students to assure that their employment needs are fully met.

With these factors in mind, you can more efficiently determine the number of work-study positions that will meet your needs. In doing this, the easiest approach is to determine what duties you want to assign and the typical number of hours per week it would take to accomplish these duties. For instance, if you determine that it would take the equivalent of one full-time employee (at 40 hours per week) to accomplish the work you want performed, then you may consider hiring two or three work-study students. It is recommended that students work no more than 20 hours per week. This approach should provide you with adequate coverage, taking into account possible schedule changes as well as keeping the student's academic goals a priority.

Posting & Hiring FWS Students

Off-campus agencies need to work with [Student Financial Aid](#) to post positions.

Please email norflemr@uc.mail.uc.edu the following information:

- Name of Organization
- IRS letter non-profit or IRS Tax Id
- Information about the organization (Include Mission Statement)
- Job Description
- Pay Rate
- Contact Person
- Address
- Telephone Number
- Fax Number
- Email Address
- Students will need a specific telephone to use to clock in/out. This telephone must have Caller ID. Please submit telephone number(s) that you will designate for this purpose.

Upon receipt of the above information, a contract will be drawn and signed.

Once a contract is signed, organizations will have their job descriptions posted on the <https://www.jobsatuc.com> site. Organizations will also receive timesheets and a pay calendar.

Once students apply for the position, you will receive a copy of their application to arrange an interview. If hired, contact Michelle Renee Norflee via email at norflemr@ucmail.uc.edu and send the student to see Mrs. Norflee on the 4th floor of University Pavilion.

Employment Period

The employment period for students working at a community service employer is the academic year.

IV. EMPLOYER/SUPERVISOR RESPONSIBILITIES

Reporting Hours Worked

Students will be given a Kronos ID and password once they complete paperwork for hire with a community service employer. To clock in hours, students should follow the instructions below:

INSTRUCTIONS FOR CLOCKING IN/OUT FOR EMPLOYERS WITH TELEPHONE WITH A CALLER ID

1. Dial 558-3939 on your designated phone
2. Enter your Kronos ID and press # (always)
3. You will be prompted for a password; if this is your first time, use the default password (1111) initially, and then you will be prompted to create your own password. The password you create will then be the password you put in from now on.
4. Then it will ask you to enter a function, press “1” to timestamp, when the voice says, “timestamp accepted”, you may hang up.

Please note: If your student(s) has any problems clocking in or out call Michelle Renee’ Norflee 556-3510.

INSTRUCTIONS FOR EMPLOYERS WHO DO NOT HAVE A TELEPHONE WITH CALLER ID

Students working off-campus will report hours worked via time sheets. These will be sent to Michelle Renee’ Norflee in the Student Financial Aid Office and she will manually enter the time in UC’s system.

Paying Federal Work-study Students

Student Wages

Students cannot be paid below the federal minimum wage, but they may be paid any rate above minimum wage. Undergraduate students must be paid hourly, and graduate students can be paid hourly or salary for work-study. Hourly students are paid bi-weekly. You, as the employer set the wage, however, keep in mind that students are normally awarded \$3,000 per academic year and when they have earned their award amount, they must stop working under the federal work-study program. Again, the employer pays 25% of the assigned hourly rate or salary unless the student is working as a tutor and in that case, the student’s earnings are paid for 100% by the federal work-study allocation.

If the off-campus FWS student did not choose to have their earnings direct deposited, they will either need to pick up their paychecks at University Pavilion, One Stop Center 2nd Floor, or they can make arrangements for checks to be mailed by contacting Michelle Renee’ Norflee.

Employer Responsibilities

It is the responsibility of the employer to ensure that your work-study student does not exceed their FWS Awarded amount. The students are generally awarded \$3,000 during the academic year and \$2,500 during the summer term. These amounts include the 25% departmental contribution and the 75% contribution covered by the Federal Work-Study allocation. For those employers who are hiring tutors (math or reading), the 100% funds are covered under the Federal Work-Study allocation and there will be no charge to the community non-profit employer.

Important

Supervisors need to be aware that if a student reaches the end of the employment period and/or have reached in earnings the amount of his/her FWS award, the student **must** stop working.

The Student Financial Aid Office will assist supervisors and students in monitoring earnings by alerting them via email when a student approaches the award allotment.

Enrollment Requirements

Work-study is a federal aid source and therefore enrollment is required to receive this aid. Students who completely withdraw from classes must cease working effective the date of withdrawal. Students who are on academic suspension or have failed Satisfactory Academic Progress are not eligible to receive Federal work-study. A good practice is to verify each student's enrollment each quarter. The only enrollment exceptions are for summer and break periods when the student will be enrolled the following term.

Supervising Student Employees

Work-study was originally designed as an employment program within a student's area of study, yet students now often work in areas unrelated to their major. The "work-study" title does not indicate students will be able to study while working.

The employer can request a copy of each student's class schedule so that work schedules can be arranged. Do not allow students to work "whenever they want". Have specific hours for students to work. Federal regulations prohibit students from working during their scheduled class periods.

Students cannot work without pay. With this in mind, students may not work hours in one pay period with the understanding that they will be submitted for payment on a succeeding pay period.

V. UC FEDERAL WORK-STUDY CONTACTS

FWS Administration: Student Financial Aid Advisor
(513) 556-6982

FWS Payroll Issues: Michelle Renee' Norflee
Financial Administrator
(513) 556-3510
norflemr@ucmail.uc.edu

SFAO Website: www.financialaid.uc.edu

FWS Job Request: www.jobsatuc.com

Office:	Student Financial Aid Office University of Cincinnati PO Box 210125 Cincinnati, OH 45221-0125	440 University Pavilion Mail Location 0125 513-556-6982 513-556-9171 fax
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VI. FREQUENTLY ASKED QUESTIONS

- ***Can my organization hire a FWS student from UC even if our telephones are not equipped with Caller ID?***

Yes, UC will provide you with paper time sheets for your work-study student(s) to track their time. Once completed, these time sheets will be sent to Michelle Renee' Norflee in the Student Financial Aid Office and she will manually enter the time in UC's system.

- ***Is there a probationary period mandated by UC that a company is expected to uphold for a FWS student?***

UC does not mandate a probationary employment period for any FWS students. Your company can implement one if you wish to do so, however UC does not require it.

- ***How quickly can a company start utilizing the FWS program with UC?***

Once you determine your need for work-study student assistance, email the required information (listed in the FWS Employer's Manual) to Michelle Renee Norflee. Upon receipt of the information, a contract will be drawn and signed. Once the contract is signed, organizations will have their job descriptions posted on the <https://www.jobsatuc.com> site, will begin receiving applications as students apply, and can begin the hiring process.

- ***Are all applicable taxes taken out of the student's wages?***

Yes, since the student's are actually receiving their checks from UC, the University will take care of all payroll matters, including deducting all applicable taxes.

- ***Are students able to combine their practicum, internship, or teaching assistantship requirements with FWS to get paid for the work that they are doing with my organization?***

A student may earn academic credit (for internships, practica, assistantships, etc.) as well as compensation for FWS jobs, providing that student is eligible for FWS funds (per their Financial Aid Award Letter). However, a student employed in an FWS job and receiving academic credit for that job **may not** be:

- paid less than he or she would be if no academic credit were given;
- paid for time while receiving instruction in a classroom, laboratory, or other academic setting; and
- paid unless the employer would normally pay a non-FWS person for the same job.

Please Note: If you are currently employing a UC student that is completing their required volunteer hours with your organization, they are not allowed to get paid for those volunteer hours worked.

• How will I know if a student is getting close to their maximum earning potential for the academic year?

Students will receive monthly updates from the Student Financial Aid Office via email notifying them of how much they have earned in the FWS program for the academic year. In addition, the Student Financial Aid Office will make every effort to assist supervisors and students in monitoring earnings by alerting them via email when a student approaches their maximum award allotment.

• What is the maximum amount of money that a student can earn under the Federal Work Study program?

The students are typically awarded \$3000 during the academic year (September through June) and \$2500 during the summer term. Occasionally, a reduced amount may be offered, depending on the student's situation.

• Are there minimum/maximum limits for the number of hours a student can work in a week as well as the hourly wage that they can earn?

There is no minimum number of hours that a FWS must work, however students are not permitted to work more than 30 hours per week. Students cannot be paid below the federal minimum wage (\$7/hour), however they may be paid any rate above minimum wage. You, as the employer, set the wage, however keep in mind that once a student has earned their annual award amount, they must stop working under the federal work-study program.

• Does a company get to hire their own work-study students or are students placed with a company by the university?

Once your organization has signed a contract and submitted a job description, that job will be posted on the <https://jobsatuc.com> website. As students apply for the position, you will receive a copy of their application. It is up to each company to review the applications, arrange interviews with candidates that they find suitable for the position, and to hire the students they wish to employ.

• Is a company able to employ more than one FWS student?

Yes, a company can hire as many work-study students as they need. However, keep in mind that your company is responsible for reimbursing the university for 25% of the student's wages, as required by federal regulation, and will be billed quarterly for your share of earnings.

• If my company currently employs a UC student as a regular employee, how do I find out if that student is eligible for the FWS program?

Ask the student if they were awarded Federal Work Study on their Financial Aid Award Letter. Most students should be able to tell you if they are eligible, however, the student can contact the Student Financial Aid Office at (513) 5563510 if they need to confirm their eligibility.

• *If a work-study student is injured on the job, is my company responsible for covering the workers compensation for that student?*

No, if a student is injured while working as part of the federal work-study program, UC is responsible for providing all workers compensation benefits to that student.

• *Does the University do background checks on work-study students?*

UC does not do background checks on any work-study students. If your company wishes to do a background check on a student prior to hiring them, it would be the company's responsibility to do that.

• *Once a student reaches their earnings limit under the FWS program, can a company hire that student as their own employee?*

Once a student has earned their award amount, a company is more than welcome to continue employing that student as their own employee. However, keep in mind that from that point forward the company is required to pay 100% of the student's wages. The company would therefore be responsible for adding that student to their payroll, as the student would no longer be working under federal work-study guidelines.