



FORT HAYS STATE UNIVERSITY

FEDERAL WORK-STUDY STUDENT GUIDEBOOK

Fort Hays State University
Office of Financial Assistance

Table of Contents

Overview.....	2
Applying for FWS.....	3
Eligibility for FWS.....	3
Award Amounts.....	4
FWS Changes.....	4
Obtaining a FWS position.....	4
Types of Jobs.....	5
Using your FWS Award.....	5
Timekeeping in Workday	6
Student Pay Rates, Earnings, and Payroll	6
Resignation/Jobs.....	6
Inclement Weather and Other Emergency Conditions	7
Rights and Responsibilities	7
Each FWS Student is Responsible For.....	7

Overview

The Federal Work-Study (FWS) program is a part-time employment program available to assist students in meeting the costs of a post-secondary education while encouraging both community service work and work related to the student's course of study. Eligible students are awarded FWS by the Office of Financial Aid as a part of their need-based financial aid award offer upon completion of the Free Application for Federal Student Aid (FAFSA).

The Federal Work-Study program provides eligible students the opportunity to earn funds through FWS approved positions either on-campus or off-campus. The program is also designed to provide students with opportunities for personal and professional growth and development as they begin to learn the skills that will prepare them to enter the workforce upon graduation. Fort Hays State University recognizes the unique talents and experiences students bring to the campus and we strive to provide FWS opportunities that will complement and reinforce each student's educational program or career goals.

This handbook is designed to provide detailed information about the Federal Work-Study program and to explain the policies and procedures that students and supervisors must adhere to while participating in the program. Cooperation and adherence to the regulations set forth in this handbook are essential for the continuation of the Federal Work-Study program. Failure to comply with these guidelines could result in termination from the program.

The Office of Financial Aid is committed to providing quality customer service while adhering to Federal, State, and University guidelines. Questions concerning the Federal Work Study program should be directed to the financial aid office:

Phone: (785) 628- 4408

Email: fafws@fhsu.edu

*Information contained in this handbook is subject to change based on changes to federal regulations.

Allocation

Fort Hays is allocated a Federal Work-Study amount each year by the federal Department of Education. To receive the funds, Fort Hays is responsible for matching 25% of the allocation we are given. Budgeted accounts are not responsible for covering the 25% match from their student labor allocation. The university covers those costs (25% of Payroll and all fringe for budgeted accounts ONLY). Restricted fee and Service Clearing cost centers are responsible for the 25% and all fringes of their Work-Study students.

Departments determine the number of workstudy students they can hire.

Applying for FWS

To apply for Federal Work-Study, students must complete and submit a [Free Application for Federal Student Aid](#). Priority will be given to students that complete and file the FAFSA application by the priority deadline. Please refer to the [Federal Student Aid Contact Center](#) for assistance regarding the FAFSA form.

All students will receive an electronic award offer from the Office of Financial Aid notifying them of their financial aid offer, which may be viewed in [Workday](#). These notifications will indicate if a student has received an FWS award and the award amount for the award year.

- [How Students View Financial Aid in Workday](#)

Eligibility for FWS

The Office of Financial Aid, as administrator of the FWS Program, determines FWS eligibility and awards based on the student's remaining financial need. Financial need is determined after the student completes the FAFSA and provides all other required documents to the Office of Financial Aid.

Additionally, students must meet all Federal Student Aid eligibility requirements, including:

- Enrollment in an eligible degree or certificate program.
- Maintain Satisfactory Academic Progress according to federal regulations.
- Be a citizen.
- Be enrolled at least half-time (6 credits for undergraduate and graduate students).
- Demonstrate need more than \$1000 in a semester.

For returning employed students in February, our office will look at all active student employees from the prior year (who have earned a paycheck) and mark on their financial aid files that they are interested in work-study. Once our office has processed their FAFSA, if eligible they will be awarded Federal Work-Study at accepted. Please note that the student does have the choice to decline this award. We advise that once students return you work with them to see if they have received a FWS award on their award offer.

New students seeking Federal Work-Study will be awarded during the hiring process. When a hire is submitted, Student Employment will notify our office regarding eligibility. We will review eligibility for all positions (Work-Study and department positions). If the student is eligible, our office will award the

student and the student will be notified.

If you want to know if a student is eligible before interviewing, our office advises that you reach out by emailing fafws@fhsu.edu. **Please provide a list with the student's name and ID.**

Award Amounts

The max Federal Work-Study an undergraduate student could be awarded in a year is \$5,500 (which is \$2,750 per semester fall and spring) and for a graduate student is \$10,000 (which is \$5,000 per semester fall and spring). An FWS award represents the maximum amount a student may earn for the academic year or award period. The actual amount a student earns depends on the number of hours worked each week and the pay rate established by the employer. Once a student reaches their award limit, the student must stop working. If a Work-Study student works for an FHSU department, the department may consider continuing their employment as a student worker. However, this requires the student's earnings to be paid 100% by the department. Any unearned funds at the end of each semester will be forfeited.

Before a student can receive workstudy, they must complete the Financial Aid Terms and Conditions. We have attached a form below on how to complete this action item in Workday.

- [Completing the Financial Aid Terms and Conditions](#)

FWS Award Changes

Federal Work-Study awards are subject to change even after a student begins working. Students who have been authorized to work in an approved FWS position and are actively earning funds will be notified of any adjustments made to their award. Our office will still notify supervisors of any manual adjustments to awards but please note that these instances are very few due to the system. In the event that a student has earned more than the amount that their award has been changed to, the employing department will be charged the overage. Awards are by semester, and the remaining fall amounts will not be carried into the spring semester as they have in the past. Our office will adjust student awards after each semester to reflect actual earnings in which the student is notified.

Our office encourages you to work with your students as they are notified when a change occurs to their aid or the student payroll report which is sent to supervisors.

Obtaining a Work-Study Position

Students can find employment opportunities by accessing Workday. They will select the Career applet, and then select Find Student Jobs, or can reach out to the Student Employment office at 785.628.5227.

Students are not guaranteed to obtain a Work-Study position. However, we encourage students to be as proactive as possible when seeking and applying for FWS opportunities. This includes using Career Services as an instrumental resource in developing a resume and cover letter and excellent tips to keep in mind during a job interview. Career Services can be reached at 785.628.4260.

Types of Jobs

1. **On-Campus FWS:** Students interested in working on campus may apply for a job with one of many departments on campus. Available job opportunities include office and clerical support, student services, research and laboratory support, computing, accounting, tutoring, and various specialized positions. On-campus employment serves as a great opportunity to get involved with the campus community while gaining work experience at a close, convenient location.
2. **Off-Campus FWS:** Students interested in this option may apply for a job with one of our many non-profit partner organizations. Students employed in this area perform direct service to our communities and citizens in need. Typical job opportunities include tutoring (literary initiatives), disability support services, social services, and more. Participating students are given the unique opportunity to make a positive difference in their own community while enjoying rewarding and challenging work experiences.

All positions offer a flexible work schedule to accommodate students' course schedules. Some off-campus site locations may not be within walking distance from campus.

Using your FWS Award

Once a student has accepted a job offer, they will be contacted by Student Employment to complete new hire paperwork and the next steps that would need to be taken by the student. A student may not begin working until receiving confirmation that all the hiring steps have been completed and that they are cleared to begin working. We advise that you work with the Student Employment office to ensure that they have completed all steps.

1. **Schedules:** FWS employers and students are expected to create a mutually agreeable work schedule that accommodates academic requirements. Students are not allowed to work more than 20 hours per week. Financial Aid highly recommends that a student work between 10-20 hours per week to ensure that the student has ample time to dedicate to their courses as well as to prevent the student from meeting their FWS earnings limit too quickly.
 - The exception to this is during periods of non-enrollment, such as winter or spring break, when the student can work up to 40 hours per week.
 - When creating work schedules, students and employers are advised to consider:
 - Student's course schedule
 - Academic requirements and exam schedules
 - Attendance during scheduled holidays and breaks
 - Student's FWS award and hourly wage
 - Students are prohibited from working during their scheduled class times. If a class is canceled, and the student is requesting to work, the student must submit proof with a written statement from the professor, or academic department. The student can forward an email to their supervisor that includes the date, time, and name of the course. This

statement must be submitted to the supervisor before the requested shift, otherwise, the student will only be allowed to work their next scheduled shift.

Timekeeping in Workday

Students that participate in the FWS program are required to log their time in Workday, the system tracks hours worked and is used for payroll purposes. Clocking in and out accurately will help prevent any delays or inaccuracies in pay.

1. **On-Campus Students:** Students that work on-campus through the Federal Work-Study program are required to clock in upon arrival, clock out and in for breaks, and clock out at the end of their work shift. Any issues with Workday or if adjustments need to be made should be reported to the student's direct supervisor.
2. **Off-Campus Students:** Students who work off-campus through the Federal Work-Study program are also required to clock in using the Workday system upon arrival, clock out and in for breaks, and clock out at the end of their work shift. Issues with Workday or adjustments that need to be made should be reported to the student's direct supervisor.

Federal Work-Study students may not falsify to their employer the number of hours worked. If a student is found to have falsified hours, employment may be switched to departmental, and the student may be terminated from participating in the program moving forward.

Student Pay Rates, Earnings, and Payroll

Pay rates for FWS jobs are based on the duties and responsibilities of the position. For highly specialized or technical skills, pay rates may be higher. In all cases, no student will be paid less than the Federal/and or State minimum wage. Fort Hay's minimum wage is \$10.00.

FWS earnings are not credited to a student's account to pay institutional charges but are paid directly to the student. Earned funds will be paid to the student via direct deposit to the student's bank account on a bi-weekly basis in accordance with FHSU's payroll schedule. All paychecks are based on an hourly wage and include only hours worked.

Earnings may be FICA exempt and are subject to all applicable federal, state, and local taxes. During periods of enrollment students are not subject to FICA and SUI. If a full pay period has no classes, then they are subject to SUI. If there is a break of enrollment for more than five weeks, they are subject to FICA and SUI. International students have a different set of taxation depending on their status. For more information regarding the subject, we advise that you contact Student Employment.

Federal Work-Study will stop paying once a student has reached the end of the authorized period of employment, graduated, or reached their FWS award limit, whichever comes first. It is the responsibility of the student and the employer to monitor earnings to be certain this does not happen. If the student exceeds the maximum award for the academic year, the employing department will be responsible for 100% of the student's earnings beyond the authorized award.

Resignation/Jobs

Most Work-Study students remain in the same job or with the same employer for the academic year. However, sometimes students may find it necessary to change jobs for various reasons. It will be the student's responsibility to seek other job opportunities in Workday if they wish to change employers.

*Please note that students are unable to hold multiple Work-Study positions at the same time if the position is on the FHSU payroll, nor are they able to hold a faculty/staff position along with a Work-Study position. *

Financial aid applicants must comply with the Satisfactory Academic Progress Policy (SAP) as a condition of initial or continued eligibility. Additionally, if a student withdraws from the university or otherwise loses FWS eligibility, Work-Study employment will be switched to departmental.

Inclement Weather and Other Emergency Conditions

In an emergency, the campus or a portion of the campus may be closed from normal business operations, either prior to or during a work shift. If this should occur, appropriate announcements will be made through various outlets.

Canceling classes or closing state buildings does not necessarily mean that the campus will be closed for normal operations. Students should consult with their supervisor regarding any specific inclement weather and emergency conditions procedures for their departments. In the event of inclement weather or other emergency conditions, students will be contacted through Fort Hay's alert system.

Rights and Responsibilities

EACH FEDERAL WORK-STUDY STUDENT HAS THE RIGHT TO:

- Information regarding their award amount, rate of pay, and average number of work hours per week.
- A specific job description including supervisor's expectations and standards.
- A clearly defined work schedule which accommodates their course schedule and academic requirements.
- Adequate training to perform assigned tasks.
- A safe, clean, and professional working environment.
- Supervision and direction.
- Instructions for recording hours worked, as well as information regarding the University's payroll procedures and payroll calendar can be found on the FHSU website).
- Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
- A grievance procedure for stating concerns related to the award, the job, or the supervisor which can also be found on the FHSU website.

EACH FWS STUDENT IS RESPONSIBLE FOR:

- Maintaining enrollment in an eligible degree or certificate program.
- Maintaining Satisfactory Academic Progress.
- Submitting time as outlined based on your position on-campus or off-campus.
- Adhering to their work schedule and communicating any changes or absences directly to their supervisor.
- Understanding the specific job responsibilities, including the supervisor's expectations and standards.
- Completing duties as assigned and not conducting personal business at work unless authorized to do so by their supervisor.
- Adhering to any confidentiality/security agreements set forth by the employer.
- Adhering to FHSU's policies and guidelines as they pertain to discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.

Grievances related to the above policies regarding the FWS, and the award can be directed to the Financial Aid Office at 785.628.4408.