

FWS LIAISON GUIDEBOOK

Office of Student Financial Aid
University of Georgia

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What is Federal Work-Study?

Federal Work-Study (FWS) is a program of financial assistance for eligible students that is jointly-funded by federal and departmental contributions. Although FWS students **cannot replace full-time employees**, they can provide valuable work support. Our mission is to provide students opportunities for on-campus employment in part-time positions which match their interests and skills and which may help them to grow personally and professionally. The FWS Program offers departments the ability to hire qualified students at a low cost. The Federal Work-Study Program (FWS) is a Limited Funds, **need-based financial aid program** in which eligible students work part-time on-campus while enrolled at the University.

OSFA determines student eligibility for the FWS program once the student completes the Financial Aid Application Process. To be considered for FWS, a student must indicate his or her interest in work on the FAFSA, qualify for FWS and FWS funds must still be available at the time the student completes the Financial Aid Application Process. **The maximum FWS annual award for which a student may qualify is \$3,000 and the minimum is \$1500. The rate of pay for FWS students is \$7.25 per hour.**

Requirements for Participating Departments

The FWS Program is open to all UGA departments. Participating departments must pay 25% of the FWS earnings for each hired student. **The 25% departmental share cannot come from a federally-funded account.**

The maximum FWS award for the academic year is \$3000; therefore, the maximum a department would need to provide is \$750 per student.

Every payroll 100% of each FWS student's pay will be drawn from your designated departmental account and at the same time 75% of each FWS student's pay will be deposited in that account from the account which holds the federal funds. If at the end of the semester the funds have not been completely exhausted, your budgeted matching funds can be re-allocated.

The rate of pay for FWS students is \$7.25/hr. **A department cannot supplement a student's wage by paying additional money for any FWS work hours.**

To enroll in the FWS Program, departments must assign a Liaison to be the primary contact with the OSFA FWS Coordinator, Ms. Sherryl Fern. The Liaison must be a University, non-student employee. **All correspondence between your departmental FWS supervisors and the OSFA FWS Coordinator will be routed through the designated FWS Liaison.**

To initiate a file for your department within OSFA, the designated liaison for the department must e-mail our FWS Program Coordinator, Ms. Sherryl Fern at ugafws@uga.edu. Include the name of your department, your name and title, the number of FWS positions you wish to request and a brief job description for each position. You should then complete the [Liaison Information Form](#). Once the Liaison Information form is received by OSFA and a file is initiated, your department will be contacted with instructions for the next step in acquiring FWS student-employees. Any changes to the designated Liaison throughout the year must be communicated by completion of a **new** [Liaison Information Form](#).

Each year during March departments request the number of FWS students for the following year. We will notify departments in April or May regarding the number of FWS positions that have been approved.

Student Eligibility

To participate in the FWS Program, a student must complete the Free Application for Federal Student Aid ([FAFSA](#)) process each year including Verification if selected while FWS funds are still available. Information about the application process can be found on our web site: www.uga.edu/osfa. To be eligible for FWS, a student must be enrolled at UGA and demonstrate financial need beyond the amount covered by other financial aid. FWS funds are limited and are awarded on a first-come, first-serve basis. Students otherwise eligible for FWS will not be awarded if they apply too late in the year.

Returning FWS students are subject to the same time restrictions as new potential FWS students, so departments should encourage their current FWS students to complete the FAFSA process as early as possible for the following year. Students can begin the FAFSA process January 1st each year.

If a student is awarded additional aid, it can make him or her ineligible for FWS funds, and the student will be asked to immediately stop working through the program. Please refer students to OSFA if they have questions regarding eligibility criteria or applying.

FWS Time Line of Events

January 1 – March 1	Students complete the FAFSA process
MARCH	Departments make requests for number of FWS positions
APRIL	Departments are notified of the number of approved positions
MAY	Liaisons Update or Create New Job Listings
JUNE	Students are Awarded Financial Aid (including FWS)
JULY/AUGUST	Students apply for positions. Interviewing/Hiring takes place
AUGUST 11 th	First day for FWS students to work

- **In early June** OSFA begins generating official Financial Aid Awards for students for the coming school year.
- **When a student is awarded**, an automated e-mail is sent to the student's UGA e-mail account **instructing the student to log in to OASIS and ACCEPT THE FWS, IF OFFERED.**
- **Once a student has accepted his FWS award, he or she will be directed to <https://my.osfa.uga.edu> to create a FWS Profile and begin applying for positions.**
- **Prior to the end of the FWS student hiring** period if a hired student quits or is terminated, the department can contact the FWS Coordinator to request reactivation of the position.

The FWS Hiring Website

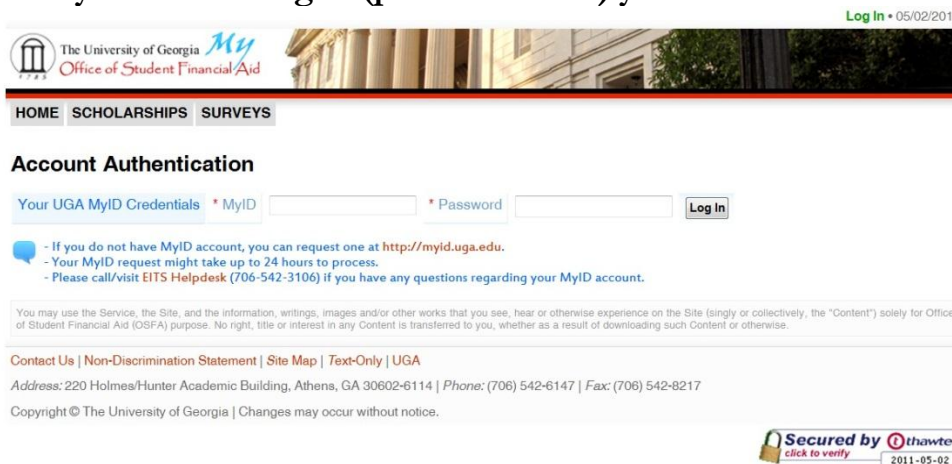
- Students, Liaisons and Supervisors all have access to the FWS Hiring website, but view different information depending upon their role.
- Students are required to create a MyFWS profile that serves as their resume/application. Students can view their own profile and the job descriptions for available jobs.
- Supervisors can view the applicants for the jobs they supervise. Liaisons can view the most information.

Liaisons, Supervisors and students ALL sign in to the website by going to: <https://my.osfa.uga.edu> and using his or her UGA MyID and password.

Go to <https://my.osfa.uga.edu>



Once you click on log in (pictured above) you will see.....

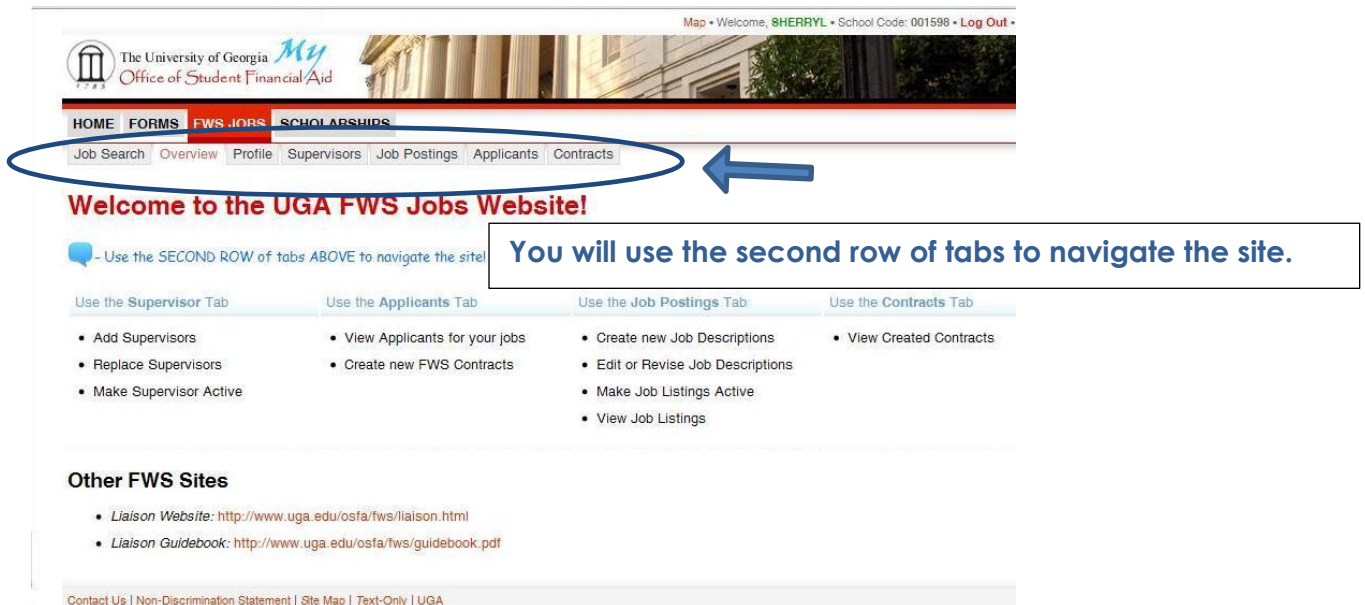


**Enter your UGA MyID and associated password.
This is usually the first part of your UGA email address.**

Once you have logged in, you will see.....



Clicking on the FWS JOBS tab reveals a second row of tabs. You will use the second row of tabs to navigate the site.



To view your job applicants, click on the “Applicants” tab.

All jobs that have applicants will be listed. Click on “Show” to view them. They will appear in date applied order. To view an applicant’s profile, simply click on his or her name.

Supervisor Duties (prior to the hire)

1) The FWS Supervisor is responsible for providing the departmental FWS Liaison a job description for each of the supervisor's position(s). The job description should include the duties and location of the FWS position, the time of day the student can work and the approximate number of hours per week the student is needed. The Liaison will also need the supervisor's UGA MyID (not the password, just the ID) and phone number. The job description is usually due to the liaison during April for the following Award year. FWS duties can never include supervising other students. Only the departmental FWS Liaison can create the actual job listing in [MyFWS](#) located at <https://my.osfa.uga.edu>.

2) The FWS Supervisor is responsible for reviewing the FWS student profiles submitted for their posted position(s) and selecting the students to interview. Students **who have accepted** the Federal Work-Study offered them on their financial aid Award in OASIS are given access to the [MyFWS](#) site by OSFA. They are instructed to create an FWS profile and submit the FWS profile for the jobs that interest them. The supervisor should regularly check the FWS job site for the addition or removal of student profiles.

3) To view the student profiles which have been submitted for their position(s), the supervisor will select the "**FWS APPLICANTS**" tab to view the list of students who have submitted their profile for the position. To view the details of a profile, the supervisor clicks on "Review". To return to the list of applicants, the supervisor clicks on the "**FWS APPLICANTS**" tab again.

****NOTE**** It is NOT a good idea to print a student's profile prior to an interview. Once the hiring process begins, students are applying and interviewing for several positions, so you may print a student's profile one day and the student may accept a different job the next day.

4) The supervisor contacts the candidates he or she chooses to interview using the information provided by the student in his/her profile. The supervisor selects the student to hire. Once the supervisor has offered the position and the student has agreed to be hired, the supervisor must notify the liaison.

NOTE: Supervisors should not hold FWS positions to hire a student from last year. If the supervisor wishes to rehire a student, the returning student must accept their FWS award and apply for the position by July 10th. Once the supervisor offers the position and the student accepts, the supervisor must notify the liaison.

Supervisor Duties (Once a student has been hired)

1) **The Supervisor is responsible for explaining the duties of the job and creating a work schedule with the student.** All FWS job duties and assignments must be for University business and not be of a personal nature (student's or supervisor's). This includes but is not limited to running personal errands. Student duties should never include supervising other students. Supervisors should discuss any change of duties and/or work schedule or any possible conflicts with the student before work begins.

2) The Supervisor must assist the Liason with collecting and verifying completion of all hiring paperwork from the student, prior to when the student begins work on their first day (I-9 forms, tax forms, online orientation, etc.)

3) **The Supervisor and student will establish a clearly defined written schedule at the beginning of each semester. NOTE: Students are NEVER to work during their scheduled class time (even when a class has been cancelled for that day). It is the Supervisor's responsibility to monitor this.** Therefore, the supervisor should ask the student to print out his or her class schedule from OASIS.

FWS students CANNOT work more than 20 hours per payroll week (Thursday through Wednesday) per University regulations. Your department will be responsible for paying for hours worked beyond 20 per payroll work week.

Occasionally, a student may be simultaneously employed elsewhere on campus in a non-FWS position. In this situation, the two supervisors (FWS and non-FWS) must communicate regularly to ensure the combined hours worked do not exceed 20 during the seven day work week (Thursday through Wednesday).

4) **The Supervisor is responsible for recording and certifying the student's hours worked.** Supervisors will print sign-in sheets at: www.uga.edu/osfa/fws/signin-out.pdf. **All students must sign-in when reporting to work and sign-out when leaving. At the end of each 2 week pay period the supervisor must sign the sheet certifying the student has worked the hours indicated and then submit the form to the departmental liaison.** In accordance with the Board of Regents' policy on Records Management, these sign-in sheets must be kept on file in your department for five (5) years following the student's separation from your department. For departments utilizing KRONOS, although supervisors will electronically certify the hours worked and the data will be stored electronically, paper sign-in/sign-out sheets must still be kept.

All students must sign in when reporting to work and sign out when leaving. The supervisor must certify that the student worked any hours written on the sign in sheet and confirm this by signing and dating the sheet.

In accordance with the Board of Regents' policy on Records Management, these sign-in sheets must be kept on file in your department for five (5) years following the student's separation from your department.

5) Supervisors must notify students in writing if his or her work is not satisfactory. If the student's performance does not improve, the Supervisor must notify the Liaison. The Liaison then notifies the OSFA FWS Coordinator if the problem cannot be resolved. A copy of all written correspondences regarding discipline and performance evaluation should be sent to the FWS Coordinator. FWS employees, like any other student worker employed by the University, can be terminated at any time with cause.

What To Do If a Student is Not Working Out

Step 1

Put on paper what the student is not doing to meet your expectations or is doing that interferes with his/her job performance. Examples:

- Not arriving on time
- Calling in to "reschedule" work (Not adhering to set schedule)
- Checking cell phone during work hours
- Talking on cell phone during work hours
- Using work computer for personal use
- Not paying attention to details
- Not being polite to visitors

Step 2

Write your expectations for the student in an "I Understand" statement for the student to sign.

Example:

I understand that I must adhere to the set schedule. I also understand that I am not allowed to use my cell phone during my scheduled work hours. I understand that my work must be accurate. I understand that if I cannot meet these job requirements I will be terminated from this position.

Signed: _____ Dated: _____

Step 3

Meet with the student and explain that you cannot use him or her if they cannot meet the job requirements and that you certainly will not be able to give them a positive job reference in the future. Give examples of specific incidents and how they should have been handled, etc. Have the student sign

the statement and let him know that if things do not change, you may have to let him or her go. You might want to emphasize that we cannot pay students for taking personal phone calls, etc.

Step 4

If the behavior (or lack of performance) continues, you can repeat the steps above OR you can type up the sequence of events, including the meeting from Step 3 above, in the form of a letter. Meet with the student and explain again why you are terminating their employment and give them the letter.

Final Note

According to the UGA classifications, FWS employees are considered "temporary" employees and do not have the right of appeal, or access to any of the procedural steps provided for in the Conduct, Dismissal, Demotion, or Suspension and Dispute Resolution Policy & Grievance Procedure Manual.

Creating a Contract (Liaison Duty Prior to Hire)

As soon as possible following the supervisor's decision, **the liaison must create a new FWS contract**. The contract is simply the linking together of a particular job description with a particular student profile. The liaison clicks on the **Applicants Tab** and uses the pull down menu to locate the correct job first. This list of applicants will display below the job. The liaison then locates the student he/she wishes to hire and clicks on "**Create contract**". The contract is now **pending** and can be seen as **pending** on the particular liaison's sign-in page.

The OSFA FWS coordinator will be notified of the pending contract and will add the pay rate for the student and **approve** the contract.

Once the contract has been approved, the student, supervisor and liaison will each receive an e-mail notifying them that their signature is required on the contract. Each of them will log in and find the contract (click on contract tab) and click on the red words "**Need to Sign**".

This will display the contract and links to the student and supervisor responsibilities. Each party will check the box and click "Sign" to activate the contract.

Liaison Duties following the hire

1) Online Orientation

All new UGA employees (including FWS students) are required to complete the **Online Orientation** provided through UGA's Human Resources Web site (www.hr.uga.edu/ori/orient.html). FWS student employees are non-benefit eligible.

All paperwork should be forwarded to the appropriate offices. **Delays in the submission of the paperwork will result in a delay in student pay.**

- I-9's - No longer paper, go to <http://www.i9express.com/>
- W-4s and Direct Deposit forms are sent to **PAYROLL**
- Security Oath and Intellectual Property Agreement are sent to **Human Resources**.
- **NONE of the paperwork produced during the Online Orientation is sent to OSFA!**

Note: If a student has previously worked at UGA and previously completed the Online Orientation, they are not required to repeat the online orientation. HOWEVER, a current I-9 form must be either acquired from the previous office on campus or created and completed.

2) A UGA Electronic Personnel must be created in WebDFS for each FWS Student.

- The **Begin Date** will be **08/11/2011**. The **End Date** is **05/09/2012**.
- Work-Study students must receive the short title **WKSTY** on the personnel.
- You will use **your department's** HOME CODE and **your department's** account number.
- The payroll authorization will be for the **full hourly wage** of \$7.25 per hour. Your account will be charged 100% of the student's salary AND 75% of the amount will be transferred to your account from the Federal Work-Study account.
- The "% time" field on the personnel should be **50% or less**
- **The Job Class Code is 22006.**
- **The start and end dates on the Payroll Authorization must match those on the personnel.**

3) Each semester Liaisons should confirm student course registration on the first day of work by reviewing a copy of his or her most recent Student Account Detail showing a \$0 balance. Students can obtain a current Account Detail in OASIS.

Liaison Duties (On-Going)

- Liaisons must ensure students do not work in excess of the student's Maximum Amount to Earn Per Semester or beyond the Semester Work Dates as reflected on the students Assignment Summary.
- Liaisons must maintain a cumulative earnings record for the department's FWS student(s). Example: <http://www.uga.edu/osfa/fws/balanceremaining.xls> This duty can be delegated to the supervisors if applicable.
- Liaisons must not permit a student to work once the semester maximum amount has been earned.

If a student does work beyond the Maximum Amount to Earn, the department will be charged for 100% of the student's earnings, instead of 25%.

Students may resume working at the beginning of the next semester (according to work dates), provided they have been awarded FWS funds for that semester.

- FWS students may not earn FWS monies between semesters without prior approval from the OSFA FWS Coordinator.

Hiring a FWS student as a NON-FWS student employee

When a student reaches his or her maximum FWS amount to earn in a semester or his or her FWS award has been canceled, the student can no longer be a paid through FWS. The department can either hire the student using departmental funds or release the student. Departments may hire FWS student employees for separate non-FWS positions during periods between semesters, as well as during Summer Semester. A new electronic personnel must be submitted from the hiring department to Payroll. The supervisor must keep any FWS hours separate from non-FWS hours worked.

A department cannot supplement a student's wage by paying additional money for any hours reported to OSFA.

TRX	HOME DEPT	SHORT TITLE	POSN NO.	APPT. BEGIN MO DA YR HR	APPT. END MO DA YR HR	JOB CLASS CODE	POSITION TITLE	POS % TIME	C FULL TIME	N ANNUAL SALARY	S C
		██████ WKSTY	L A	09 02 09 00 0	03 24 10 08 0	22006	STUDENT-COLLEGE WORK-STUDY	0 50000	N		
		██████ STUWK	L A	03 25 10 00 0	06 30 10 08 0	22005	STUDENT ASSISTANT	0 50000	N		

PAYROLL AUTHORIZATION

TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT BUDGET	FROM THRU	AMOUNT PER PAY PERIOD / HOURLY RATE	MO DA YR HR	MO DA YR HR
		██████ WKSTY	L A	██████████				09 02 09 00 0	03 25 10 00 0
		██████ STUWK	L A	██████████				03 24 10 08 0	06 30 10 08 0
							7 250		
									7 250
TOTALS									