




ON-CAMPUS FWS GUIDEBOOK

UNIVERSITY OF GEORGIA

2022-2023



**On-Campus Guidebook
University of Georgia
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Note to Departments

The University of Georgia values the various departments throughout its campus. UGA appreciates these departments for providing conveniently-located jobs to its students. These departments help to support UGA through the employment that they provide to student employees. By providing jobs to the University of Georgia's students, not only do on-campus jobs provide financial support for students, but they also help students to gain skills that will benefit them in future endeavors.

The purpose of this guidebook is to provide information about employing federal work-study employees. Please refer to this guidebook as often as needed.

Federal Work-Study (FWS) Guidebook

Please refer to this guidebook whenever needed. Periodically, the guidebook will be revised with updated information and the new iteration made available to all liaisons and supervisors.

Overview

Federal Work-Study (FWS) is a federal, campus-based program that provides students with the opportunity to earn money by obtaining a part-time job on or off-campus. FWS is considered need-based and only available to students that demonstrate a certain amount of financial need. To determine eligibility, students must complete a Free Application for Federal Student Aid (FAFSA).

To participate, each department, company, and organization must understand and comply with all policies and regulations related to the FWS program.

Each year, the Department of Education provides money to colleges and universities to fund jobs for students. Student eligibility is determined by financial need. The idea is that students who need extra help paying for college expenses have the opportunity to do so by getting a job. To incentivize universities to participate in FWS, funds from the Department of Education provide 75% of wages while the university is only responsible for the remaining 25%. That means for a student earning \$10.00/hr., the university department employing the student only pays \$2.50 each hour the student works. The stipulation is that the 25% match cannot come from a federally-funded account.

Requesting FWS Positions

Each spring, a memo is sent out across all departments of the university explaining FWS and how to request FWS positions for the upcoming academic year. Departments that wish to participate then request positions via instructions in the memo. Several factors determine the number of positions that will be granted, including:

- Availability of funds
 - *Is there enough money in the budget to fulfill all requested positions?*
- Past audit performance (if applicable)
 - *Were there any findings during the internal audit from previous semesters?*
- Past usage of requested positions
 - *Did the department use the number of positions requested in previous years?*

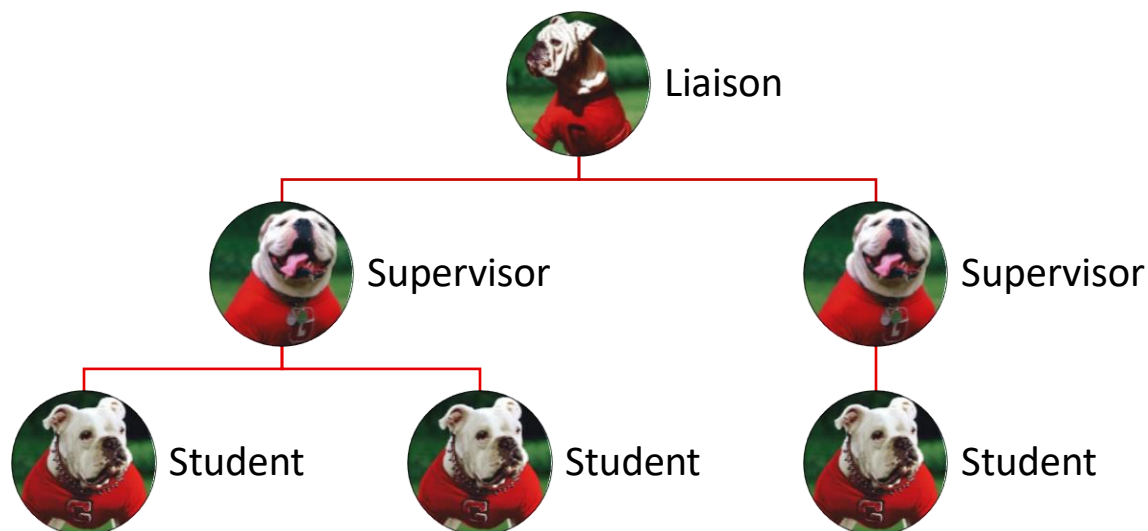
Each semester, OSFA conducts an audit of the FWS program (see section **Audit**). Bad audits negatively impact the likelihood of a department receiving FWS position allocations. Similarly, if a department does

not use the positions they requested and were granted it is unlikely they will be awarded as many positions in the future.

Departments will be informed of how many positions were granted once final determinations have been made.

Departmental Responsibilities

Each department sets up a basic framework that consists of liaison, supervisor(s) and student(s).



Role of Liaison

Each department elects 1 individual to serve as liaison. The liaison can be any full-time, non-student employee in the department. The liaison's responsibilities are as follows:

- Receive and disseminate all information and correspondence related to the FWS program to the appropriate parties which include supervisors, students, business managers, and HR practitioners.
- Ensuring all policies, procedures, and regulations related to the FWS program and understood by all parties and executed properly. This includes job posting, position funding, scheduling, and monitoring award usage among others.

You can find more information, including helpful tools to perform this role here: https://osfa.uga.edu/types-of-aid/undergraduate/federal_work-study/liason-responsibilities/.

Role of Supervisor

Each department can elect as many supervisors as needed. Supervisors can be any full-time, non-student employees in the department. Liaisons can also act as supervisors. The Supervisor's responsibilities are as follows:

-Ensuring all policies, procedures and, regulations related to student job functions are understood by all parties and executed properly. This includes monitoring hours worked, ensuring time is reported correctly, monitoring award usage, and discussing work performance with students as needed among others.

You can find more information about the supervisor's role here: https://osfa.uga.edu/types-of-aid/undergraduate/federal_work-study/supervisor-responsibilities/

Role of Student

The student is responsible for following all rules as presented to them by the supervisor and liaison as well as those rules associated with accepting the FWS award. When a student accepts their FWS award, they agree to:

- Monitor award usage
- Alert supervisor or liaison of any changes to their award which may impact FWS eligibility
- Maintain satisfactory work performance
- Not work during scheduled class/exam time or during other times of ineligibility

When a student accepts their FWS award, they are also expected to be aware that:

- FWS jobs are not guaranteed
- Eligibility must be maintained at all times
- Students are considered temporary employees and as such can be separated at any time for any reason without notice.

You can find more information about the student's role here: https://osfa.uga.edu/types-of-aid/undergraduate/federal_work-study/student-responsibilities/.

FWS Awards

Students are awarded a certain amount of FWS funds depending on their unmet financial need. The maximum amount may vary each year, but \$4,000 (\$2,000 fall, \$2,000 spring) is typically the maximum amount. Students are able to earn *up to* that amount, or whatever their maximum amount is. It is the student's responsibility to inform the supervisor and/or liaison of their award, but it is also incumbent upon the supervisor/liaison to obtain this information as well. The supervisor/liaison can either confirm the amount with the student or the Office of Student Financial Aid.

Because FWS awards depend on unmet financial need, they are always subject to change. If a student's unmet need changes, the FWS award may also change. For instance, if a student was awarded \$2,000 for the fall semester but receives a \$1,000 scholarship around midterms, the FWS award may have to be adjusted to \$1,000 to accommodate the scholarship. Students cannot be awarded more in financial aid funds than their cost of attendance or financial need allows.

As a courtesy, the Office of Student Financial aid monitors award usage and will send periodic updates when a student is approaching their maximum award. Please be aware that the information needed to generate these updates is not always up to date, so it is critical that the supervisor, liaison and student all monitor award usage. There is a tracking sheet located on the left-hand side menu under "Liaison Responsibilities" here: https://osfa.uga.edu/types-of-aid/undergraduate/federal_work-study/liaison-responsibilities/. Additionally, the liaison will be contacted as soon as any changes to awards are made

aware to the Office of Student Financial Aid, but again this is a courtesy and should not supplant award usage monitoring.

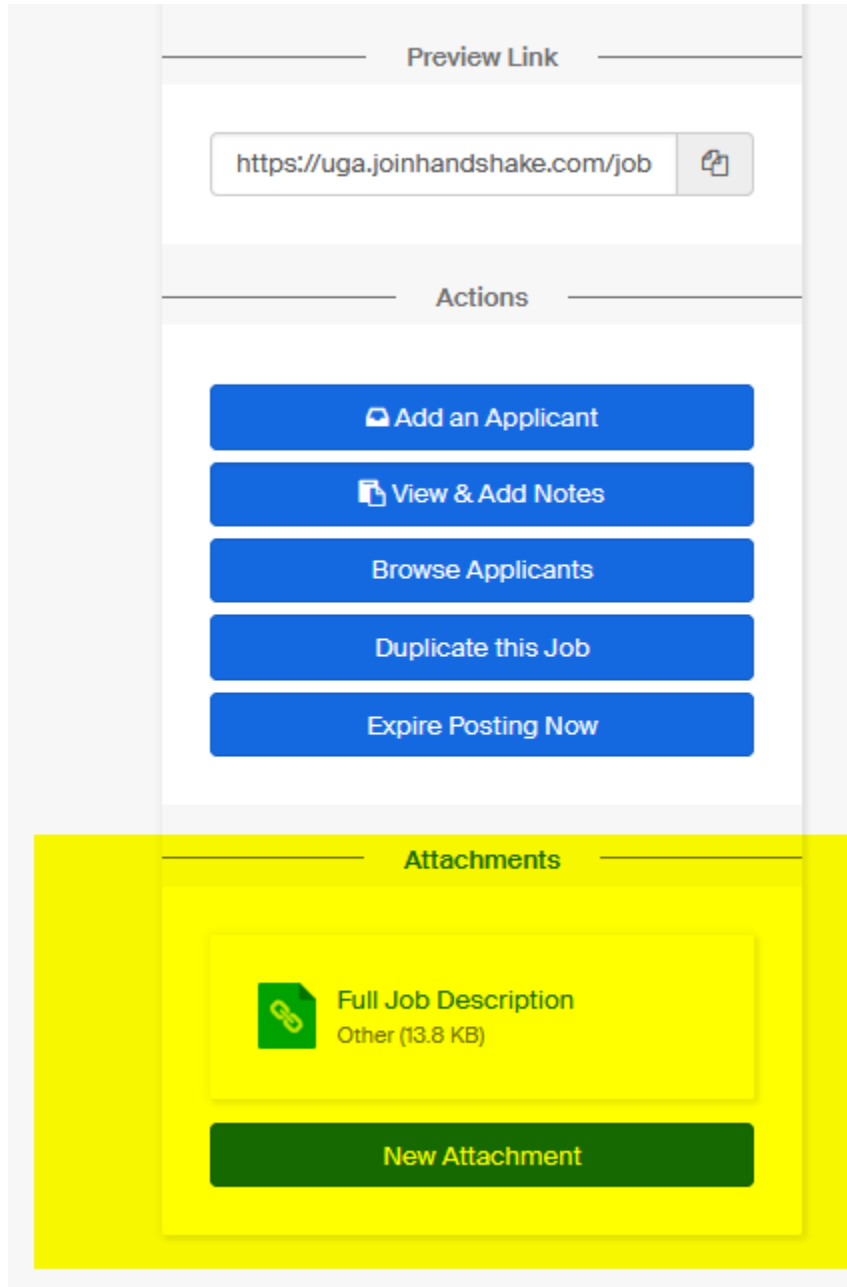
If a student exceeds their maximum award, the employing department may be responsible for 100% of the overage.

Posting Job Descriptions

FWS jobs are posted in Handshake. Job descriptions must include the following information:

- Name of the position
- Classification of the position (e.g. Business Assistant I, Business Assistant II, etc.)
- Name and address of the student's employer
- Department or office in which the student will be employed
- Location where the student will perform his/her duties
- Name of student's supervisor
- Purpose or role of the position within the organization
- Duties and responsibilities associated with the position and how they related to the role
- Rates of pay for the position (include this link as well: https://osfa.uga.edu/types-of-aid/undergraduate/federal_work-study/fws-jobs-information/)
- General qualifications for the position and the specific qualifications for the various levels or rates of pay associated with the position
- The length of a student's employment (beginning and end dates). Eligibility per semester is the first day of classes through the last day of finals.
- Procedures for determining a student's rate of pay when a position has multiple rates
- Evaluation procedures and schedules

Handshake may pose limitations to what information can be included in the job description. In the event that the job description cannot be fully articulated, the above information should be made aware to the student through other means (attachment, email, printout, etc.). There is an option to include attachments to job descriptions (bottom left when viewing **Job Details** in Handshake). You may find it useful to include the above information in a word document and attach it as supplementation.



You will have the option to mark the job as Work Study. It is imperative that the job is marked as Work Study. Only students that have been awarded and have accepted FWS will be able to view FWS-specific jobs. At this nexus, only FWS-eligible candidates will be able to apply for FWS-specific jobs. All FWS employees should apply through Handshake, even if they were previously employed by your department. This will ensure that the intended employee is still eligible.

Is this a Work Study job?
Work study jobs are for eligible students only.

Yes
 No

Hiring a FWS Employee

After an applicant has been selected for hire, there are a few things that need to happen. First, the applicant must be hired through UGAJobs to become a UGA employee. Second, the department must submit a “FWS Hiring Information Form” to the Office of Student Financial Aid so the applicant’s financial aid record can be updated. A hiring form must be submitted for each student hired, even if they are returning from the previous year.

For information on how to navigate the UGAJobs process including creating postings, positions and hiring proposals please contact Central Human Resources at 706 542 2222. You may also find the following links useful:

[UGAJobs Direct Hire Resource Manual](#)

[UGAJobs Position Management Resource Manual](#)

You can find the “FWS Hiring Information Form” on the left-side menu here:

[Liaison Responsibilities](#)

Once the position for the FWS employee to be placed in has been created and migrated over to OneUSG Connect, you can fund the position. FWS Positions are funded with 2 combo codes: 1 departmental and 1 federal. 25% of the position should be funded by the departmental combo code. The remaining 75% of the position should be funded by the federal combo code. For 2022-2023, the federal combo code is:

18420130001010

You can find more information about the funding process in the Training Library by searching for “Submitting a Change Position Funding Request” or visiting the following link:

[Submitting a Change Position Funding Request](#)

Timekeeping

Hours should be recorded in compliance with UGA Payroll procedures to ensure accurate and timely pay to students. FWS employees must be paid for all hours worked, and these hours are typically recorded in OneUSG Connect. Either the student, liaison or supervisor can input the hours, but a supervisor/liaison must approve the hours before the end of each pay period. “Batch approval” is not an acceptable method of approval.

Auditing

Each fall and spring semester, departments will be audited to ensure compliance with FWS and OSFA policies. Typically, the criteria that will be evaluated includes the following:

- Hours reported correctly in OneUSG Connect
- No class/work overlap*
- Hours do not exceed 20/week

OSFA practices a 3-strike policy regarding audits:

- 1st strike: warning from OSFA
- 2nd strike: meeting with FWS Assistant Director and corrective action plan discussed
- 3rd strike: FWS positions and future allocations revoked

*students are not allowed to work during scheduled class/exam times (finals and online classes, included). However, an exemption can be made if the student is not required to attend the class/final and provides verifiable proof prior to reporting to work. It is recommended that supervisors request a copy of the student's schedule after drop/add ends as well as a copy of each syllabus.

Online/hybrid/asynchronous classes can be difficult to assess regarding attendance requirements. If the syllabus does not provide a clear answer, the student should reach out to the professor for clarification on if attendance is required.

What can FWS Employees do?

FWS employees are able to address business needs in a variety of ways, including but not limited to:

- Administrative tasks
- Customer service
- Marketing
- Laboratory tasks
- Research

A FWS employee can earn academic credit as well as compensation for FWS jobs. However, a student employed in a 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 receiving instruction in a classroom, laboratory, or other academic settings
- Paid unless the employer would normally pay a person for the same job

What can't FWS Employees do?

While FWS employees can perform a wide range of duties, there are limitations. FWS employees cannot:

- Displace employees (including those on strike) or impair existing service contracts. Also, if the school has an employment agreement with an organization in the private sector, the organization's employees must not be replaced with FWS students. Replacement is interpreted

as displacement. Replacing a full-time employee whose position was eliminated (for any reason) with a student employee paid with FWS funds is prohibited. Moreover, this prohibition extends to instances where a school first replaces the full-time employee with a student position paid with college funds

- Be employed in positions that involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction
- Violate the Fair Labor Standards Act of 1918, as amended, which prohibits employers from accepting voluntary services from any paid employee. Any student employed under FWS must be paid for all hours worked
- Supervise other FWS employees

Work performed off-campus must be in the public interest. Work in the public's interest is defined as work performed for the welfare of the nation or community rather than work performed for a particular interest or group. Work is not "in the public interest" if it:

- Primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal organization, religious order, or cooperative
- Involves partisan or nonpartisan political activity or is associated with a faction in an election for public or party office
- Is for an elected official unless the official is responsible for the regular administration of federal, state, or local government
- Is work as a political aide for an elected official
- Takes into account a student's political support or party affiliation in hiring him or her
- Involves lobbying on the federal, state, or local level

Political activity, whether partisan or nonpartisan, does not qualify as work in the public interest.

When can a student work?

A student may work each semester that they have been awarded FWS, which is typically the fall and spring semesters. **The first day of work eligibility is always the first day of classes for the semester, and the last day of work eligibility is always the last day of finals for the semester.**

Evaluating Work Performance

Evaluations can be very beneficial for student employees. Receiving feedback and constructive criticism on work performance will help the student employee learn their strengths, weaknesses, and any areas of improvement. Evaluations are not required, but there is a form available: <https://osfa.uga.edu/types-of-aid/undergraduate/federal-work-study/fws-student-evaluation-form/>. If a form is completed, a copy should be sent to the Assistant Director for FWS.

Terminating employment

Pursuant to USG policy, student employees are considered temporary employees. Further, a temporary employee may be separated at any time for any reason without notice and either the employer of the employee can end the employment relationship. Such separation is not grievable or subject to appeal. This means that if a student employee is not working out, you may terminate their employment. You do

not need permission from the Office of Student Financial aid to terminate, but it is suggested that mitigating steps are taken to improve work performance.

A Disciplinary Action Form (see example below) is an effective way of formalizing the process by clearly expressing the unsatisfactory action(s) of the employee as well as a plan for resolution.

Disciplinary Action Form

To: _____ Department: _____
Employee Name

- Disciplinary Action: Initial Counseling *
- Oral Warning*
- Written Warning
- Written Warning & Suspension
- Final Written Warning
- Discharge

Your performance has been found unsatisfactory for the reason(s) set forth below. Your failure to improve or avoid a recurrence will be cause for further disciplinary action in accordance with the **Regent University Progressive Discipline Policy**.

Details: _____

Agreed-upon improvement plan:

Date of next meeting for follow-up: _____

A copy of this warning was personally delivered to the above employee by:

Supervisor

Date

I have received and read this warning notice. I have been informed that a copy of this notice will be placed in my personnel file in Human Resources (except in the case of initial counseling).

Employee

Date

* Completion of this form for Initial Counseling or Oral Warning shall serve as documentation only and should not be filed in the employee's personnel file unless the matter proceeds to the Written Warning step of progressive discipline.

*While you are free to use this template, this is an example. There is no required form or format.

If poor work performance continues after discussing it with the student employee, you may want to repeat the process or move forward with termination. How terminations are approached is up to the department.

