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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. 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 $1,500. The rate of pay for FWS students will fall under 1 of 3 ranges:

**ENTRY LEVEL**

Pay Range: $8.00 - $9.00 (allows a 25 cents per hour raise each year)
Work assignments are completed under close supervision; procedures are well established; employees typically follow well-defined policies and procedures; minimal training or prior knowledge of work is required. Sample positions titles may include:

- Administrative Assistant/Support (routine)
- Clerical Assistant (routine)
- Garden Assistant (routine)
- Help Desk/Computer Lab Assistant (routine)
- Lab Helper/Assistant (routine)
- Library Assistant (routine)
- Student Worker/Assistant (routine – miscellaneous)

**INTERMEDIATE LEVEL**
Pay Range: $9.00 - $10.00 (allows a 25 cents per hour raise each year)
Work assignments require special knowledge, skills, or abilities; some independent judgment or initiative; a considerable knowledge of the work process as obtained through on-the-job experience or formal training; and /or may require a significant amount of physical exertion, adverse hours, or working conditions. Sample position titles may include:

- Archives Assistant
- Clerical/Administrative Assistant
- Communication and Graphic Design Assistant
- Event/Exhibition Coordinator
- Financial Aid Peer Counselors
- Grounds/Construction Assistant (heavy labor)
- Help Desk/Computer Lab Assistant (specialized)
- Library Assistant (specialized)
- Mail and Delivery Support Assistant
- Media Assistant
- Museum Assistant
- Parking Enforcement Worker
- Research and Outreach Assistant
- Science/Biomedical Assistant
- Security Aide
- Studio Classroom Tech, Drawing and Painting
- Ticket Seller

HIGHLY SPECIALIZED LEVEL
Pay Range: $10.00 - $11.00 (allows a 25 cents per hour raise each year)
Work assignments require advanced, highly specialized knowledge, skills, or abilities; independent decision making and problem solving skills; extensive training or specialized professional training; demonstrated ability to perform the duties involved; and may include supervisory and administrative responsibilities for large or complex activities. Sample position titles may include:

- Community Engagement Assistant
- Lab Assistant/Technician (science)
- Lab Assistant/Technician (animal)
- Tutor
- Web Designer/Developer
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 the 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, the budgeted matching funds can be re-allocated.

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, Casey Emmett. The liaison must be a University, non-student employee. All correspondence between the departmental FWS supervisors and the OSFA FWS Coordinator will be routed through the designated FWS Liaison.

To initiate a file for a department within OSFA, the designated liaison for the department must e-mail our FWS Coordinator, Casey Emmett 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 end of March, departments request the number of FWS students for the following year. OSFA 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-served basis. Students otherwise eligible for FWS will not be awarded if they apply too late in the year. Students must be enrolled at least halftime to be eligible for FWS.

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 October of each year.

If a student is awarded additional aid, such as scholarships, the potential FWS worker must fill out a Scholarship Form. This can make him or her ineligible for FWS funds or the student will be asked to immediately stop working through the program once a scholarship is placed on his or her account. Please refer students to OSFA if they have questions regarding eligibility criteria or applying.

**FWS Time Line of Events**

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Students complete the FAFSA process</td>
</tr>
<tr>
<td>MARCH</td>
<td>Departments make requests for number of FWS positions</td>
</tr>
<tr>
<td>APRIL</td>
<td>Departments are notified of the number of approved positions</td>
</tr>
</tbody>
</table>
| MAY          | Liaisons update or create new job listings  
               | Students are awarded financial aid (including FWS) |
| JUNE-AUGUST  | Students apply for positions. Interviewing/hiring takes place |
| AUGUST       | First day for FWS students to work  
               | (1st Day of Class) |
• **In early May**, 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 Athena 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](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 by using his or her UGA MyID and password.

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

Welcome to the Office of Student Financial Aid

- To access our secured sections you will have to log in using your UGA MyID account credentials.
- Check out our posted 36 scholarships announcements!

Click here to log in

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 to them on their financial aid award in Athena 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 as soon as possible. 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 and homework. 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.

The Supervisor must assist the liaison 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 items, tax forms, online orientation, etc.)

2) The Supervisor and student will establish a clearly defined written schedule at the beginning of each semester. NOTE: Students are able to work during their scheduled class time ONLY if a class has been cancelled and there is sufficient documentation from the professor, e.g.; email or handwritten note. It is the supervisor's responsibility to monitor this. Otherwise students are not permitted to work during scheduled class time. Even if a class is dismissed early, the student is still not eligible to work during scheduled class time.

FWS students CANNOT work more than 20 hours per payroll week (Thursday through Wednesday) per federal government, Board of Regent’s and university regulations. The department will be responsible for paying for hours worked beyond 20 per payroll work week solely out of departmental funds. If a department is showing a student is working over the allotted 20 hours per payroll week, then they might have FWS students rescinded for the next semester or the number of FWS students requested decreased.

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). It is not recommended FWS students work two positions. Students cannot hold more than one FWS position at one time.

3) The Supervisor is responsible for recording and certifying the student's hours worked. Supervisors must use the sign in/out sheets found on the FWS web page. All students must sign-in when reporting to work and sign-out when leaving, and supervisors must initial each occurrence. 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.

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.

The hours will then be entered in KRONOS. Students are not required to certify their hours worked in KRONOS.

4) Supervisors are encouraged to 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. Originals should be kept by the department. FWS employees are considered ‘temporary employees’ and may be terminated without notice and without cause at the discretion of the employing unit.

**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 from my.osfa.uga.edu 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) **A UGA Electronic Personnel must be created in WebDFS for each FWS Student.**
   - The Begin Date will be (First Day of Class). The End Date is (Last Day of Exam Week).
   - 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 the appropriate range for the position 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.

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<thead>
<tr>
<th>DEPT</th>
<th>SHORT TITLE</th>
<th>POS</th>
<th>BEGIN YR/HR</th>
<th>END YR/HR</th>
<th>JOB CLASS CODE</th>
<th>POSITION TITLE</th>
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<td>05/30/10 08:00</td>
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<td>06/30/10 08:00</td>
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<td>STUDENT ASSISTANT</td>
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<tr>
<th>PAYROLL AUTHORIZATION</th>
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<tr>
<td>MKSTY L A</td>
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<tr>
<td>STUWW L A</td>
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2) **Online Orientation**

All new UGA employees (including FWS students) are required to complete the Online Orientation provided through UGA’s Human Resources Web site (http://www.hr.uga.edu/onboarding.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 verification
• W-4s and Direct Deposit forms are sent to PAYROLL
• Security Oath and Intellectual Property Agreement are sent to Human Resources.

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 ATHENA.

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 dept. and use the Hours Remaining Tracking Sheet. 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 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 semesters. New
electronic personnels 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.