Federal Work-Study
Supervisor Information
2017-2018

University of Georgia
Office of Student Financial Aid
What is Federal Work-Study?

Federal Work-Study (FWS) is a program of financial aid for students that is need-based and receives limited funding.

It allows eligible students to work part-time on campus while enrolled at UGA.

It offers participating departments student workers at a lower cost due to the cost-share.
Requirements for Participating Departments

Departments must designate a liaison who will be the contact person for the FWS program.

The liaison will receive and relay information from the OSFA FWS Coordinator, Casey Emmett, to the supervisors in his or her department.

Questions from supervisors will be routed through the designated FWS Liaison to the FWS Coordinator.
Requirements for Departments, continued...

Departments must pay 25% of the FWS earnings of each FWS student hired. The 25% departmental cost share cannot come from a federally-funded account.

Departments must **NOT** allow students to work in excess of their **Maximum Amount to Earn** or beyond the semester work dates.
Requirements for Departments continued...

• FWS students cannot replace full-time employees.

• Departments cannot supplement a student’s wage by paying additional money for any FWS work hours.

• Departments will create the personnel document and will pay the students from departmental payroll accounts.

• All hiring paperwork, including I-9 forms MUST be completed before the student begins working.
How does a student become eligible for FWS?

To be considered for FWS a student must:

1. Complete the Financial Aid Application Process before the FWS funds run out.

2. Indicate his or her interest in work-study on the FAFSA.

3. Demonstrate Financial Need that is at least $1500 greater than the sum of his or her scholarships and grants.
NEED Greater than Grants & Scholarships

Estimated 2 Semester Cost of Attendance  18,000
Jane’s EFC (from FAFSA)  1,000
Jane’s Financial Need  17,000

Jane’s HOPE scholarship amount  6,000
Jane’s Pell Grant amount  5,000
Jane’s Music School Scholarship  2,000
Jane’s Hometown Bank Scholarship  1,000
Sum of Jane’s Scholarships & Grants  14,000

At this Point Jane has $3,000 more NEED than AID, so she has “room” for FWS. However, if she were to receive an additional $2000 scholarship, she would no longer be eligible for FWS.
Students otherwise eligible for FWS will not be awarded if they apply too late in the year.

Current FWS students are subject to the same time restrictions as potential new FWS students, so supervisors should encourage their current FWS students to complete the FAFSA process as early as possible for the following year.

More information about the application process is available at: http://osfa.uga.edu/application.html
In spring, OSFA begins generating official Financial Aid Awards 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 or decline the FWS award IF OFFERED.

When a student accepts his or her FWS award in Athena, he or she will receive an e-mail with instructions to log on at [https://my.osfa.uga.edu](https://my.osfa.uga.edu) to create a FWS Profile and begin applying for positions.
FWS Supervisor Responsibilities

• The FWS Supervisor submits a written job description to the departmental Liaison when requested.

• The FWS Supervisor reviews the FWS students' profiles submitted for the supervisor's position and selects the students to interview.

• The supervisor contacts the candidates he or she chooses to interview using the information provided by the student in his/her profile. The supervisor decides which candidate to hire and notifies the liaison immediately.
Supervisor Responsibilities Continued

• The supervisor will explain the duties of the job and plan a work schedule with the student. The supervisor and student will establish a WRITTEN SCHEDULE that is clearly defined at the beginning of each semester. The schedule must NOT be in conflict with the student’s class schedule, as students are NOT permitted to work during class hours, per Board of Regents Policy.

• Supervisors should discuss any anticipated change of duties and/or work schedule with the student before work begins.

• The supervisor is responsible for recording and certifying the student’s hours worked. The supervisor also certifies that the student’s hours are NOT in conflict with the student’s class schedule.

• Hours entered into the KRONOS/MyTime Payroll System must be certified accurate by the student, supervisor, and liaison.

• The supervisor must notify the student in writing if his or her work is not satisfactory (details to follow).
FWS students must be enrolled at least half-time (6 credit hours) to receive FWS funds.

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

• When deciding which students to interview, keep in mind that applicants are “coming and going” on your applicant page. Most students apply for 9 positions a day, so new applicants will be added to your page each day and existing applicants may be hired by another department at any time.

• When hiring a student, it is a good idea to show him or her the evaluation criteria:
  - Adheres to set schedule
  - Arrives at work on time
  - Contacts supervisor if running late or unable to work
  - Pays attention to details
  - Notices what needs to be done and does it without being asked
  - Listens carefully to instruction
  - Maintains positive, helpful attitude
  - Neat appearance/appropriate attire
UGA Online Orientation and Hiring Paperwork

• All new UGA employees (including FWS students) are required to complete the Online Orientation provided by UGA Human Resources ([http://www.hr.uga.edu/onboarding.html](http://www.hr.uga.edu/onboarding.html))

• All hiring paperwork and orientation requirements should be completed **before** the student begins work on their first day (I-9, tax forms, online orientation, etc.).

• W-4s and Direct Deposit forms are sent to PAYROLL.
Electronic I-9

The student begins the I-9 form process during the Online Onboarding Orientation.

The student then presents the appropriate documentation to the liaison (or other designated individual in your department) who will examine the documents and verify the employment eligibility at www.i9express.com
Recording Hours Worked

All students must sign-in when reporting to work and sign-out when leaving. The supervisor must sign each pay period, certifying that the student worked the hours listed.

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.
The student enters the exact time he or she arrives at work and the exact time he or she leaves.

The supervisor MUST initial daily and sign at the end of the two week pay period.

The supervisor’s signature is his or her certification that the student actually worked the exact hours indicated.

Allowing a student to be paid for hours he or she did not work constitutes payroll fraud.
Monitoring Earnings

A student’s total semester earnings cannot exceed his or her awarded amount of FWS for that semester.

This amount is listed on the student’s Financial Aid Award and on the FWS Assignment Summary sent to the liaison and supervisor.

Students who earn their maximum amount prior to the end of the semester must stop working but may return to work the following semester.

If a student does work beyond the Maximum Amount to Earn, the department will be charged for 100% of the excess students earnings, instead of 25%.
Monitoring Earnings (continued)

**Fall** FWS Award monies cannot be earned during **Spring** semester and **Spring** FWS Awards cannot be earned during **Fall** semester.

The easiest way to monitor a student's earnings is to use the Hours Remaining Worksheet, located at: [http://osfa.uga.edu/fws/files/balanceremaining.xls](http://osfa.uga.edu/fws/files/balanceremaining.xls)

The first time that you use the sheet you will save it to your computer. By saving it on your computer, you can save the hours you enter each pay period.
This sheet will calculate your students’ hours remaining to work. You can save it on your computer and update it every 2 weeks.

http://www.uga.edu/osfa/fws/balanceremaining.xlsx

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<th>Hours Remaining to work</th>
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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
• Repeatedly calling in to “reschedule” work
• 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 a statement for the student to sign.

Example:
I understand that I must adhere to my 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: __________________Date: __________
Step 3
Meet with the student and explain that if he or she cannot meet the job requirements you cannot continue to employ him or her and that you certainly will not be able to give him or her a positive job reference in the future.

Give examples of specific incidents and how they should have been handled. 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. 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 steps 1 – 3

OR

If the situation warrants, type up the series of events, including the meeting from Step 3, in the form of a letter and give the letter to the student (and a copy to your liaison) and terminate the student’s employment.
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.
THE FWS JOB WEB SITE

https://my.osfa.uga.edu

Liaisons, Supervisors, and Students all use the same web site. The content displayed after the log in is different for each group.
When you first go to https://my.osfa.uga.edu, this is what you will see.

Click here to Log In
When you click on log in, you will see.....

Enter your UGA MyID and associated password. This is usually the first part of your UGA email address.
Once you log in, you will see.....

Click on the FWS JOBS Tab
Clicking on the FWS JOBS tab will take you here:

Welcome to the UGA FWS Jobs Website!

- Use the SECOND ROW of tabs ABOVE to navigate the site!

To view the student profiles which have been submitted for a position that you supervise:

1. Click on the Applicants Tab above
2. Click on the Job Title
3. Click on the Applicants Name

- All FWS Supervisors must print and sign the Supervisor Responsibilities!
Notice the SECOND ROW OF TABS. You will use these to navigate in the FWS JOBS Website.

Welcome to the UGA FWS Jobs Website!

- Use the SECOND ROW of tabs ABOVE to navigate the site!

To view the student profiles which have been submitted for a position that you supervise:

1. Click on the Applicants Tab above
2. Click on the Job Title
3. Click on the Applicants Name

- All FWS Supervisors must print and sign the Supervisor Responsibilities!
Using the Tabs

This is the default tab. The page will always open to this tab.

This tab takes you to your profile. It will list your name, e-mail address, Phone number, dept. number, name, and address.

The jobs tab allows you to see your active job listings.

Here you can view the profiles of students who have applied for your positions and request a contract be created by the liaison once you have made your choice.

Use this tab to view contracts that have been approved. Once a contract has been approved, it will contain the student’s pay rate.
### FWS Jobs - Profile

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<th>Aid, Financial</th>
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<tr>
<td>E-mail Address</td>
<td><a href="mailto:ugafws@uga.edu">ugafws@uga.edu</a></td>
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<tr>
<td>Phone</td>
<td>(706) 542-6147</td>
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**Campus**

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**Department**

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<td>Street</td>
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The Job Postings Tab will display your jobs and the number of openings for each job.

To view the Job Description, click on the magnifying glass icon.
The applicants tab will first display a list of all jobs that have at least one applicant. To view the applicants for a particular job, select the job from the pull down list.
To view the details of an applicant’s profile, click “Review”.

Applicants for Job: (**936**) Sample Job

<table>
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<th>#</th>
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<tbody>
<tr>
<td>1</td>
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For all FWS questions contact FWS Program Coordinator. Go to http://www.uga.edu/osfa/fws/about.html for information about FWS program.
**NOTE** It is **NOT** a good idea to print student profiles when deciding who to interview. Applicants will be “coming and going” on your Applicant page as some are hired by other departments and new ones are applying for your position.

**Applicant/Student Profile**

<table>
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<th>Name</th>
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| **Employment** | January 2010 - April 2010 Federal Work-Study Employee Financial Aid Office University of Georgia May 2009 - August 2009 Academic Manager/Teacher Dr. Yang Education Center - Adena Luce Building 2nd Floor (201) 170-1 Bunji Jungja-
Contact your FWS Liaison as soon as you have selected a student to hire.

• The FWS Liaison is the only one who can create a new FWS Contract.

• Once a new FWS Contract is created, an automatic e-mail will be sent to the student, supervisor and liaison instructing each one to log in and “sign” the electronic contract.
An approved contract will reflect the start and end work dates for the student, the student's hourly wage, and the amount the student has been awarded per semester.

As previously mentioned, the award amount CAN change during the semester.

The contract must be electronically signed by the student, the supervisor, and the FWS Liaison.
In addition to the Contract, a UGA personnel must be created in WebDFS and the student must complete the UGA Online Orientation and associated paperwork.

The FWS liaison in each department will be responsible for seeing that the UGA Electronic Personnel Document is created for each FWS student hired.