

NON-PROFIT
ORGANIZATIONS
GUIDEBOOK 2026-2027

Non-Profit Organizations Guidebook: Table of Contents

University of Georgia

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Note to Partners

The University of Georgia values its many partners. UGA appreciates the positive impact that its partners have on the university and the community. These organizations help to cultivate a relationship between the university and the community that encompasses it. Because UGA's partners are focused on improving Athens-Clarke and its neighboring communities, UGA students are able strengthen the community through their service in these organizations. By providing jobs to the University of Georgia's students, not only are off-campus organizations financially supporting students, but they are also helping them to gain skills that will benefit them in future endeavors.

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.

Federal Work-Study (FWS)

The Federal Work-Study (FWS) program provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education and encourages students receiving FWS assistance to participate in community service activities. The Department of Education provides money to fund jobs for students who demonstrate financial need. Students with FWS come at a great cost reduction to employing organizations. **The Department of Education typically provides at least 75% of the student's wages. Currently, UGA covers the 25% organizational portion with institutional funding leaving a 0% cost to non-profit organizations.** The federal share of wages can be 100% in certain situations.

Student Qualifications

To qualify, students must:

- Fill out a Free Application for Federal Student Aid (FAFSA) to be screened for eligibility each year
- Demonstrate a certain amount of unmet financial need
 - Students must always demonstrate this unmet need
 - If a student no longer demonstrates unmet need at any point, they are ineligible for FWS
- Be enrolled at least half-time
- Be in good academic standing

Student Restrictions

There are several restrictions for students, including:

- Students are awarded a certain amount of funds for the academic year
 - This money is not guaranteed to the student, it must be earned through work
 - For the 2026-2027 academic year, the maximum amount a student can earn is \$4,000 (\$2,000 per semester)
 - To calculate the number of hours a student is allowed to work, divide the student's maximum award by the job's hourly rate
- **Students cannot work during scheduled class or exam time*, which includes online classes**
- Students can only work within semesters from the first day of classes until the last day of finals
- **Students cannot work more than 20 hours per week**
 - A work week is defined as Sunday through Saturday

If a class or exam has been canceled or the student is otherwise not required to attend, the student may report to work after submitting verifiable documentation to their supervisor that clearly states the exception. **All documentation must be submitted to ugafws@uga.edu for approval prior to working.**

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

Off-Campus FWS Information

Work performed off campus must be in the public interest. Work in the public 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.

We are looking for nonprofit organizations that provide direct or indirect services in areas such as:

- | | |
|-------------------------------|--|
| • Healthcare | • Transportation |
| • Childcare | • Housing and neighborhood improvement |
| • Literacy training | • Public safety and crime prevention |
| • Civic education | • Emergency preparedness |
| • Welfare and social services | |

Requesting FWS Positions

Each spring, the FWS Assistant Director will send out a memo to all non-profit organizations explaining how to request FWS positions for the upcoming academic year. Organizations 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 organization 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 an organization receiving FWS position allocations. Similarly, if an organization department does not use the positions they requested and were granted it is unlikely they will be awarded as many positions in the future. Organizations will be informed of how many positions were granted once final determinations have been made.

100% Federal Funding Criteria

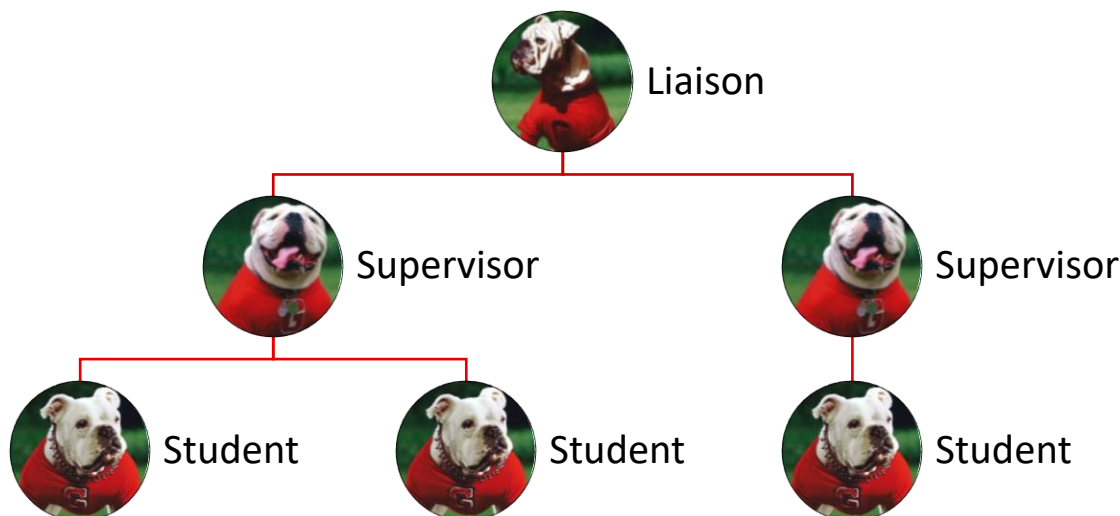
The federal share of compensation paid to students may be 100% when:

- The student is employed as a reading or mathematics tutor for preschool-age children or children who are in elementary school; or
- A mathematics tutor for children in elementary school through ninth grade; or
- The student is performing family literacy activities in a family literacy project that is provided to families with preschool-age children or children who are in elementary school; or
- The student is employed in community service activities and is performing civic education and participation activities in a project as defined as 34 CFR 675.18(g)(4)

34 CFR 675.18(g)(4) states that civic education and related activities involve teaching civics in schools, raising awareness of government functions or resources, or increases civic participation.

Organization Responsibilities

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



Role of Liaison

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

- Receive and disseminate all information and correspondence related to the FWS program to the appropriate parties which includes supervisors and students.
- Ensuring all policies, procedures, and regulations related to the FWS program are understood by all parties and executed properly. This includes job posting, scheduling, electronic timesheet approval/submission, and monitoring award usage among others.
- **The liaison must complete Annual FWS Liaison/Supervisor training.**

You can find more information, including helpful tools to perform this role here:

https://osfa.uga.edu/types-of-aid/undergraduate/federal_work-study/liaison-responsibilities/.

Role of Supervisor

Each organization can elect as many supervisors as needed. Supervisors can be any full-time, non-student employees in the organization. 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 providing work assignments, supervising and monitoring hours worked, ensuring time is reported correctly, monitoring award usage, and discussing work performance with students as needed among others.
- **Supervisors must approve the student's time each pay period** with their signature on the student's electronic timesheet.
- **Supervisors must also ensure that FWS employees are not working during their scheduled class time as listed on their official UGA schedule for each semester employed.**

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
- Clock their time in and out for each work day on their electronic timesheet
- Turn in their electronic timesheet to their supervisor/liaison at the end of each work week for approval
- Alert supervisor or liaison of any changes to their award that 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 or subject to appeal.**

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

Important Information from the Human Resources Office

Foreword

The following information and guidelines pertain to the University System of Georgia's Human Resource policies and practices in relation to student employees. It is not meant to be comprehensive. Those in pursuit of further details regarding any of the information below should contact their supervisor or the Human Resources department. The following policies and procedures are susceptible to modification or discontinuation.

Non-Discrimination and Anti-Harassment Policy

The University of Georgia ("the University") is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law, University System of Georgia policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic

information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University.

Bias based on the protected categories of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status will not hinder employment, study or institutional services, programs or activities. Bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for employment, contractors, or volunteers or participants in or users of institutional programs, services, and activities. The University of Georgia will continue in its efforts to maintain an institutional environment free of such bias and restates its policy prohibiting the interference of such bias.

The University will follow the Board of Regents Student Sexual Misconduct Policy 6.7. All allegations of discrimination and harassment not covered by the Board of Regents Student Sexual Misconduct Policy based on the protected categories will be handled pursuant to this Policy.

Every member of the University Community is expected to uphold this Policy as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to conduct himself/herself in accordance with this Policy as a condition of enrollment, and every University employee has an obligation to observe University policies as a term of employment.

In addition, one aspect of performance appraisal for University personnel at all levels of supervision and administration will include the qualitative evaluation of their leadership in implementing this Policy. Merit and productivity, free from prohibited bias, will continue to guide decisions relating to employment and enrollment.

Nothing in this Policy prevents a University Community member from filing a complaint with a state or federal agency or court.

Non-Discrimination, Diversity, and Equal Opportunity Employment

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, disability, or veteran status be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the Board of Regents of the University System of Georgia or any of its several institutions now in existence or hereafter established.

The University System of Georgia is committed to providing equal employment opportunities for all persons regardless of race, color, sex, religion, creed, national origin, age, disability, or veteran status. Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment. Every member of the University System of Georgia is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All University System of Georgia employees are expected to ensure that nondiscriminatory practices are followed at their institution.

Employment

Student Employee/Work-Study Classification

Student employees are considered temporary and include graduate assistants and student workers. Temporary employment is short in duration to address business needs and must meet the requirements and characteristics described below:

- A temporary employee is non-benefits eligible
- A temporary employee does not have an expectation of long-term employment

- A temporary employee may be full-time or part-time

A temporary employee may not exceed a total of 1,300 hours worked in a 12-month period. A temporary employee who is dually or jointly employed in more than one position must have all hours worked counted towards the 1,300 hour worked limit from the date of hire into the first position.

A temporary employee may be separated at any time for any reason without notice and either the employer or the employee can end the employment relationship. Such separation is not grievable or subject to appeal.

Background Checks

Students, temporary employees, and volunteers serving in **positions of trust are required to have a background check prior to hire.** Positions of trust involve responsibilities demanding a significant degree of public trust as defined below, with a significant risk of causing damage or realizing personal gain. Primary responsibilities include, but are not limited to **direct interaction or care of non-student minors or direct patient care, security access, financial/fiduciary, property access, or executive positions.** An institution may also elect to perform reference checks and/or background investigations on students, temporary employees, and volunteers who are not in positions of trust.

Background checks shall include, at the minimum, the following:

- A state and federal criminal history check covering a minimum of seven (7) years. Institutions may require state and federal criminal history checks covering more than the minimum of seven (7) years for specified Positions of Trust;
- A nationwide sex offender search;
- A social security number verification;
- An academic and professional credentials check for all professional, faculty, and academic positions in accordance with accreditation and professional standards and requirements; For employees with a professional license related to job responsibilities, a review of any disciplinary actions to include suspensions and revocations; and
- A credit check for the applicable positions.
- Specified Positions of Trust positions may require more than the minimum seven (7) years state and federal criminal history check.

A candidate will be disqualified for employment for having a criminal drug conviction or offense, being convicted of a felony or crime involving moral turpitude, unless the applicant has been pardoned, providing any false statement of material fact during the screening process, or being a member of an organization advocating the violent overthrow of the United States or State of Georgia government.

Tax Information

FWS income is subject to Federal and State payroll taxes, however, FICA taxes (Social Security and Medicare) are exempt. For additional questions regarding taxes please contact the University of Georgia's Human Resources Department directly at hrweb@uga.edu or 706-542-2222.

The student's tax documents such as W-2s can be found by logging into the OneUSG portal and clicking on the 'Payroll' tile and then 'Taxes.'

Payment of Wages

FWS funds are paid directly to the student every 2 weeks based on the number of hours worked during each 2-week pay period. Payment is usually made to the direct deposit account the student sets up upon onboarding for their FWS position otherwise a check will be issued and sent to the student's address on file. **FWS funds are not applied to the student's university bill or student account balance. FWS awards are not applied toward tuition, fees, or other charges due.**

Benefits Eligibility

Student employees are non-benefits eligible.

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 the maximum amount for 2026-2027**. Students can 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 must confirm the student's FWS award amount with the Office of Student Financial Aid.

FWS Work Hours Chart

Semester Award	Pay Rate	Max Work Hours
\$2000	\$20	125
\$1500	\$20	75
\$1000	\$20	50

Because FWS awards depend on unmet financial need, they are always potentially subject to change. If a student's unmet need changes, the FWS award may also change. **Late scholarship additions or other types of financial aid may require a reduction or cancelation of a student's FWS award.** 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 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 right-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 organization may be responsible for 100% of the overage.

Posting Job Descriptions

If you are new to Handshake, you can sign up for an account here:

<https://app.joinhandshake.com/employer-registrations/new>. Please reach out to the Assistant Director for FWS after signing up; a few edits must be made to new accounts so outside employers can post FWS jobs.

FWS jobs are posted on Handshake. **All job descriptions MUST include the following information:**

- Name of the position (FWS_____)
- Classification of the position (e.g. Business Assistant I, Business Assistant II, etc.)
- Name and address of the student's employer
- Department or Organization 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/federal-work-study/liaison-responsibilities/>)
- 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.

Upon creating the job posting **on Handshake it is imperative that the job is marked as 'Work Study.'** Only students who 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. This will ensure that the intended employee is or was FWS eligible.

Example:

Position details

Job title

FWS OSFA Peer Financial Counselor

Tips for good job titles:

- Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- ✓ Avoid using all caps.
- ✓ Avoid numbers or special characters.
- ✓ Keep it concise at 2-5 words.

Position type

☐ Job

☐ Internship

☒ On Campus Student Employment

☐ Other

☒ Work-Study program

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Hiring an FWS Employee: Step-By-Step Instructions

There is a formal process that needs to take place before an organization becomes a partner and can hire an FWS employee. The typical steps for that process are as follows:

1. Complete Memorandum of Understanding with UGA
2. Establish FWS Liaison
 - a. Liaison is the contact person for the organization responsible for ensuring compliance
3. Create a Handshake account
4. Post FWS Job opening to Handshake
5. Review applications and interview candidates

6. Select candidate
 - a. Complete [Off-Campus FWS Employee Information](#)
 - b. **Note: A new [Off-Campus FWS Employee Information](#) must be submitted for each student hired, even if they are returning from the previous school year.**
7. UGA Hiring Proposal
 - a. FWS Assistant Director will provide the student with information regarding hiring proposal
8. Candidate is hired
 - a. FWS Assistant Director will notify the student and liaison of the official start date
 - b. FWS Assistant Director will provide student with additional documents and a timesheet

Federal I-9 Process Information

The Federal Form I-9 MUST be completed within 3 business days from the FWS employee's start date. Completion of this information is required for employment. It is the hiring organization's responsibility to ensure that the FWS employee completes this process within the allotted timeframe. **FWS employees must be sent home on the 3rd business day after hire if this process has not been completed and may not return to work until this process is completed with HR.**

FWS employees will present their work authorization documents to Central HR located on S. Jackson St next to the North Campus Parking Deck. They may call their office directly at 706-542-2222 to learn if an appointment is necessary. More information regarding a list of acceptable documents can be found here: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.

What Can FWS Employees Not Do?

All FWS employees have certain restrictions and limitations. This is especially true for FWS employees who work off-campus. Off-campus FWS employees receive Experiential Learning credit so their tasks should go beyond general office support. Instead, FWS employees should be given projects that they have a major role in implementing or that grant the students agency over the project.

The restrictions and limitations for **FWS employees CANNOT:**

- **Displace or replace full-time employees**
- **Run personal errands**
- FWS employees must not be involved in constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction
- Cannot offer unpaid, voluntary services to their employer
- **Work on homework or classwork during their work hours**
- **Work during scheduled class/exam time**
- **Supervise other workers or students**

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 for non-profit FWS employees are recorded on the FWS Off-Campus timesheet. Student must record the date, time in and out, and their activity completed daily. At the end of each workweek, the FWS employee will sign their timesheet and submit it to their FWS liaison/supervisor. **The liaison will approve the student's timesheet by placing their signature on it and sending the timesheet directly to fwstime@uga.edu by 8 am every Monday morning.** Timesheets missing signatures and information will not be processed for payroll until corrections are made. Students are not allowed to turn in their timesheets directly to the FWS program. All timesheets must be approved and sent by the FWS liaison.

FWS Off Campus Timesheet: https://osfa.uga.edu/wp-content/uploads/FWS_Off-Campus_Timesheet.pdf

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 FWS work eligibility is always the first day of classes for the semester, and the last day of FWS work eligibility is always the last day of finals for the semester.** Students cannot work over Winter Break or Summer; however, students are permitted to work during Fall and Spring Break.

Fall 2026: 8/17/26-12/9/26

Spring 2027: 1/11/27-5/4/27

Auditing

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

- Hours reported correctly
- 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 to ugafws@uga.edu before reporting to work. It is recommended that liaisons 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.

Pay

Wage rates for off-campus FWS jobs will be **\$20 per hour** for the 2026-2027 year.

Multiple UGA Jobs

Students may be employed in a Student Assistant position and Federal Work-Study position at UGA at the same time, however, students employed in both position types can only work a maximum of 20 hours per week between both positions.

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.

To submit a termination please use the following form: [FWS Employee Termination Form](#)

Employee Recruitment

Please review Appendix I for Appropriate Screening Questions:

https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Employee_Recruitment_1.pdf

The Equal Employment Opportunity Commission

As a federal contractor, the University of Georgia is required to provide information regarding employee rights and pay transparency. For more information please review the following “[Know Your Rights: Workplace Discrimination is Illegal](#)” and “[Pay Transparency Nondiscrimination Provision](#).” If you have any questions about this or other information related to discriminatory harassment or discrimination in the workplace, please feel free to reach out to UGA’s [Equal Opportunity Office](#) for assistance.

Contact Information

Willis Kallay, Assistant Director, Federal Work-Study Program Management

Email: ugafws@uga.edu

Phone: 706-542-6147