



FEDERAL WORK-STUDY GUIDEBOOK



UNIVERSITY OF GEORGIA

Work-Study Handbook

University of Georgia

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Statement on Student Employment

Student employees play a vital role in creating and maintaining the sense of community that has contributed to the University of Georgia's acclaimed status. As a type of student employee, Federal Work-Study students have had a major role in this contribution. The Federal Work-Study Program is aimed at financially assisting students who have demonstrated financial need. The program does this by providing jobs on and off campus. Students benefit from the Federal Work-Study program through financial gain, ease of access, numerous job offerings, and flexibility with class schedules. Athens-Clarke County benefits from Federal Work-Study students through their extensive community involvement.

Note to all Student Employees

The University of Georgia values the many student employees throughout its campus. The positions offered to student employees should provide students with the opportunity to develop and grow skills that will help them in future careers. The University of Georgia hopes that its student employees have satisfactory experiences in their jobs and are able to benefit from the work experience.

The purpose of this guidebook is to provide information about employment and responsibilities to Federal Work-Study employees. Please refer to this guidebook as often as needed.

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 opportunity 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 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 significant risk for 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. 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;
- B. A nationwide sex offender search;
- C. A social security number verification;
- D. 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
- E. A credit check for the applicable positions.
- F. 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.

Compensation

Time Reporting

FWS students must report their hours worked to their supervisors. Supervisors catalog students' worked hours through the OneUSG Connect Portal. 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. **All days MUST have an in and out time for each day worked. Elapsed time is NOT allowed.** Supervisors or liaisons must verify hours worked by students each pay period.

Payment of Wages

FWS funds are paid directly to the student every 2 weeks based on the number of hours worked during the 2-week pay period. FWS funds are not automatically applied to the student's university balance. FWS awards are not applied toward tuition, fees or other charges due.

Benefits Eligibility

Student employees are non-benefits eligible.

Important Information from the Office of Student Financial Aid

Student Responsibilities

When accepting the FWS award in Athena, students agree to the following:

- FWS jobs are not guaranteed; students must actively pursue and obtain a FWS job in order to receive FWS funds. FWS funds are paid based on hours worked
- Maintain eligibility
- Alert supervisor and/or Assistant Director for FWS if any eligibility criteria are not met or student may become ineligible. It is recommended that any time a student receives a scholarship, grant,

stipend or other type of financial assistance they reach out to their supervisor and/or Assistant Director for FWS to check if there are any impacts on FWS eligibility

- Keep track of FWS earnings and ensure semester award is not exceeded
- Maintain satisfactory work performance
- Students are not allowed to work during regularly-scheduled class/exam time. If the class/exam is cancelled or otherwise not scheduled to meet, you may report to work **after** providing verifiable proof to your supervisor and/or department's liaison
- Students cannot work more than 20 hours per week (Sunday through Saturday)
- Students cannot work outside of dates of eligibility. Dates of eligibility are typically the first day of classes through the last day of finals of a semester

Student Eligibility

To maintain eligibility, students must meet the following criteria at all times:

- At least halftime enrollment
- Unmet need equal to or greater than the semester minimum (\$1,000) or current award
- Have Satisfactory Academic Progress
- Verification completed (if selected)

Overawards and Overpayments

An overaward exists when a student's aid package exceeds his or her need. Overawards become overpayments if the issue is not corrected before funds are disbursed to the student. If an overaward or overpayment occurs with a student that is awarded FWS, the issue must be corrected. That typically involves reducing the FWS award or loan funds.

What is Federal Work-Study (FWS)?

FWS is a program wherein students that demonstrate a certain amount of unmet financial need are given the opportunity to earn funds for college by obtaining a part-time position on or off-campus. Students are awarded an amount each semester based on their financial need, typically an amount of \$1,000 to \$2,000. FWS funds are earned, not guaranteed. Funds are paid based on hours worked. Wages are paid directly to the student and they do not apply to any university charges.

When filling out FAFSA, any wages that a student earns for the applicable year must be reported. Wages earned in a FWS position are reported but they are not included in the Expected Family Contribution (EFC). The EFC is an index number that determines if and how much a student qualifies in need-based aid, such as grants and some scholarships. FWS does not have to be repaid.

The process for being considered for FWS begins when the student is completing the Free Application for Federal Student Aid (FAFSA). To demonstrate interest in the program, students must answer "yes" to question #31, "Are you interested in being considered for work-study?" Because FWS is a limited-fund program, it is advised that students complete the FAFSA before December 15th each year to receive priority consideration. If deemed eligible, students will be notified on their Financial Aid Award page on Athena. Students will have the option to either accept or decline FWS on their financial aid package. To participate, students must accept the award for both semesters. Declining FWS does not affect future eligibility or consideration. Students are then able to apply for FWS jobs via Handshake. Students are not guaranteed employment and must complete an application and interview process as they would for any other job. **Students may only hold 1 FWS job at a time.**

Non-Work-Study

The University of Georgia has many non-FWS part-time jobs on-campus that students can apply to. These jobs include dining services, housing, recreational sports, and library positions among others. Qualification for these jobs is not based on students' financial need. Students can find availability and apply for on-campus jobs through Handshake and UGA Human Resources. By creating an excellent resume and attending UGA's job fairs, students can increase their chances of securing on-campus employment.

Multiple Jobs

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

Workplace Expectations

Student employees are a representation of the University of Georgia and should conduct themselves as such. Student employees should perform all of the responsibilities associated with their jobs to the best of their ability. Employees' performance may be evaluated based on the following criteria:

- **Adheres to set schedule.** Once a schedule has been set between a student employee and their supervisor, the employee should follow the schedule. Any changes in schedule should be discussed with the supervisor
- **Arrives at work on time.** It is important that student employees are punctual. By arriving on time, employees show consideration for their coworkers and supervisor. Prompt arrival also shows that employees value their job
- **Contacts supervisor if running late or unable to work.** Student employees should communicate with their supervisor if they are running late, need to leave early, or are unable to work. By communicating these things to their supervisor ahead of time, student employees make it possible for their supervisor to properly adjust work plans
- **Pays attention to details.** It is critical that student employees pay close attention to details when given instruction and while performing tasks. This prevents mistakes from occurring
- **Notifies what needs to be done and does it without being asked.** Student employees should take initiative when necessary to ensure that they are completing their work tasks to the best of their ability
- **Listens carefully to instruction.** When receiving instruction, employees should pay attention to what is being asked of them. If uncertain about the instruction, the employee should ask for clarification to ensure that he or she is able to complete the task properly
- **Maintains positive, helpful attitude.** Student employees should treat all faculty, staff, students, and visitors with courtesy and respect.
- **Neat appearance/appropriate attire.** While most student jobs allow casual attire, student employees should use their best judgement in deciding what clothes are appropriate for their workplace. Employees should refrain from wearing clothing that may be deemed inappropriate or offensive.

Eligibility Guidelines

To be eligible for FWS, students must meet all of the Basic Student Eligibility Criteria.

The Basic Student Eligibility Criteria include:

- have a valid high school diploma or the equivalent, or have completed a high school education in a homeschooled setting approved under state law, and
- be a Citizen or Eligible Non-Citizen of the United States, and
- have been accepted for admission to a UGA degree-seeking program by the Office of Undergraduate Admissions, or the UGA Graduate School, or one of the UGA professional schools (School of Law, College of Veterinary Medicine, College of Pharmacy), and
- maintain UGA's Satisfactory Academic Progress (SAP) standards for financial aid students, and
- not be in default on any federal student loans administered by the U.S. Department of Education, and
- not owe an overpayment on a Federal Student Aid grant or loan administered by the U.S. Department of Education, and
- have a valid Social Security Number, and
- register with the Selective Service System if required, and
- resolve any drug conviction issues, and for the State of Georgia Financial Aid Programs also be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990

Students must also demonstrate at least \$1,000 in unmet need per semester, be enrolled at least half-time, and be otherwise eligible as determined by the Office of Student Financial Aid. Students must maintain eligibility throughout the term of employment.

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 during Winter Break; however, students are permitted to work during Spring Break.

Frequently Asked Questions

What types of jobs are available to students with FWS?

There are various jobs available to students with FWS in over 80 UGA departments and several off-campus organizations. Some of these jobs involve customer service, office support, laboratory support, records management, web content/development, tutoring, and community service. Off-campus opportunities consist of positions supporting local businesses and organizations and serving the local community. Students can also work as a literacy or mathematics tutor as part of the America Reads and Counts Program.

What are the benefits to participating in FWS?

FWS has various benefits. Students participating in FWS are offered jobs with pay ranging from \$11.00 to \$15.00 hour. Some FWS jobs qualify as Experiential Learning. Most FWS jobs are located on or near campus, making them easily accessible. FWS jobs are always flexible with class schedules. In addition, wages earned from FWS jobs are not included in the Expected Family Contribution on financial aid packages.

How does FWS fit in my financial aid package?

The formula for determining eligibility for FWS is this: Total Cost of Attendance (COA) minus Expected Family Contribution (EFC) minus any "gift" aid (grants, waivers, scholarships) equals FWS eligibility.

$\text{COA} - \text{EFC} - \text{other aid} = \text{eligibility}$

How much FWS can I get?

For the 2022-2023 fall/spring academic year, the minimum FWS award is \$2,000 (\$1,000 per semester) and the maximum FWS award is \$4,000 (\$2,000 per semester).

If I am offered FWS, do I have to get a work-study job?

Students eligible for FWS are not required to work for a FWS job. While being eligible for FWS provides students with a wider range of jobs from which to apply, students can choose to apply for non-FWS jobs on campus, apply for off-campus jobs, or remain unemployed.

If I decline FWS or don't get a job, can my other financial offers be increased?

If a student declines FWS or does not secure a job, he or she may be eligible for additional funds. Please reach out to the Office of Student Financial Aid to discuss possible options.

I was eligible for FWS last year, why am I not this year? What can I do?

Eligibility for all Title IV programs can change from year to year, thus creating the requirement to file a FAFSA each year. Eligibility/non-eligibility can be the result of a change in any number of variables: number of household members in college, parents'/students' income, untaxed income, assets, etc. Students may contact the Financial Aid office to inquire about the possibility of adjusting their current award offer in order to add FWS.

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.

List of Resources

Office of Student Financial Aid Contact Information

220 Holmes/ Hunter Academic Building
Athens, GA 3062-6114
email: osfa@uga.edu
phone: (706) 542-6147
fax: (706) 542-8217

Human Resources Contact Information

215 South Jackson Street
Athens, GA 30602
email: hrweb@uga.edu
phone: (706) 542-2222

Career Center Contact Information

Clark Howell Hall
Athens, GA 30602
email: career@uga.edu
phone: (706) 542-3375
fax: (706) 542-8431

