

Topics

- Part-time and work-study student employment- posting of part-time jobs on campus
- Federal Work Study – procedures for hiring
- How students qualify for Work Study
- Steps students need to take regarding Work Study
- How to know who is eligible and who you may hire on Federal Work Study
- What steps are necessary before I hire a Federal Work-Study student
- What paperwork is necessary
- Responsibilities of Work-Study employees
- Suggestions for supervisors of Work-Study employees
- Termination of Work-Study employees
- The role of Financial Aid in the process
- The role of the Career Management Center in the process

Students apply for work study by completing the Free Application for Federal Student Aid (FAFSA). The Office of Student Financial Aid and Scholarships advises students to submit the FAFSA before February 15 prior to the fall term to be considered for campus based student aid which includes Federal Work Study

When the student's file is complete with the Student Financial Aid Office, the student will be sent an award notice (electronically) which may include an offer of work study with instructions for acquiring employment

- The student must accept or decline the award offer by logging into their account and accepting the award (electronically) in self-service banner
- Once the student has accepted the award, the Financial Aid Office sends a list of students who have accepted work study and are ready to be hired on the FWS program to Carol Tinsley in the Career Management Center
- Carol Tinsley in the Career Management Center maintains the list of students eligible to be hired on work study in our Career Connect website
- To find students who are eligible log in to your Career Connect employer account at this URL: <https://employer.myinterfase.com/astate/employer> then follow the steps below:
 - 1. Click on the student search tab at the top of the page

- 2. In the applicant type box select “Work-study Student eligible for hire”
- 3. Click “Search”
- 4. Click on an individual student’s name to see their profile, scroll down to their demographic information, look at “Applicant Type” it should say Work-Study Student eligible for hire. Look at Work-Study award amount. This will show the amount this student has been awarded.
- **Important** do not hire a student for FWS who has an applicant type of non work study or is already listed as hired by another department. If in doubt check with Carol or myself to verify the student is eligible.
- Departments that hire students for FWS positions who are not eligible will be responsible to refund any wages paid to the ineligible student. Also, departments will be responsible to refund wages paid to students that are in excess of the student’s award.

Posting Jobs:

- Departments should post their Federal Work Study (FWS) and Part-Time on campus job openings using our new "Career Connect" Website. If you have not received or can't remember your username for Career Connect please

Contact: ptinsley@astate.edu or erayburn@astate.edu or call us at 972-3025 and we will assist you in accessing your account. Posting your jobs in Career Connect ensures that students have equal access to jobs and gives us a job description for each position, which is required by the Federal law.

How do students learn about my job?

- Once you have posted your job advertisement in Career Connect, it is immediately available for all of our students to view and apply. Regulations require that in as much as it is possible students should work in areas that are related to their course of study.
- Students select jobs that interest them. Make your job posting as enticing as possible.
- Students are responsible to contact departments directly to apply for jobs that you have posted. You can choose in your job posting how you would like the student to apply for your job; in person, by sending a resume via email, or by calling for an interview. The job advertisement that you submit into Career Connect requires a contact person for students to apply for the job.

Steps for hiring a Work-Study Student-Before completing payroll forms please remember:

- Look in your Career Connect account to see if the student applicant type is work study and has not been hired by another department.
Please contact: ptinsley@astate.edu or erayburn@astate.edu if you need assistance or call us at 870-972-3025.

- If the student demographic section indicates that the student is a non-work study student, please refer the student to our office for assistance; there is a problem. The student may not have been awarded work study by the Financial Aid Office or the change may be so recent that the Career Management Center has not been notified yet.

- Please do not ask the Career Management Center to process payroll forms until the student applicant type indicates “Work Study” or allow the student to work until their applicant type has been updated. If things go wrong, your department is responsible to pay wages to a student who has worked before being properly authorized to work on the FWS Program.

Again, here are the steps necessary to hire a student on FWS:

- Post your openings with the Career Management Center using [Career Connect](#).

- Interview students who inquire about your opening.

- Check [Career Connect](#) to make sure the student is eligible to be hired or contact our office to verify.

- When you are ready to hire, complete the student employee packet. You can access this at the Human Resources website.

- Send the student to Carol Tinsley in the Career Management Center with the completed employee packet. Do not send the FWS student to Human Resources.

How does the Work-Study Student get paid (the paper trail):

- The Career Management Center receives forms from you and verifies the students eligibility.
- The Career Management Center signs and forwards all forms to the Budget Office for processing then the Budget Office forwards the forms to Human Resources.
- Human Resources completes the necessary payroll setup.
- Supervisor, it is your responsibility to keep track of your FWS employee's earnings. Please keep a copy for your records and submit the official time via Banner.
- We recommend a declining balance system to ensure the student does not earn more than his/her award for the semester.
- Payroll issues payment to the student.

Sample Declining Balance Sheet:

Student Name		
John Work Study		
ID Number		
11160625		
Total Award: \$2,100.00	No of hours worked in pay period	
1st Pay Period \$	Worked: 35 hours this pay period	35 x 7.25=\$253.75
Balance: \$1,846.25		
2nd Pay Period \$	Worked: 27 hours this pay period	27x7.25=\$195.75
Balance \$1,650.50		
3rd Pay Period \$	Worked:	
Balance:		
4th Pay Period		
Balance:		
5th Pay Period		
Balance:		
6th Pay Period		
Balance		
7th Pay Period		
Balance:		
8th Pay Period		

Important Information:

- Student's eligibility for work study can change at any time based on new financial resources such as a scholarship, grant or other forms of student aid.
- When this occurs the Financial Aid Office will notify Carol Tinsley of the change who will in turn notify you so that you can change your declining balance sheets to prevent the employee from being over-awarded. Sometimes the new resources are enough that it will require the student to stop working on the FWS Program immediately.
- Please only allow FWS employees to make up time missed from work during the same pay period in which they missed work.

Suggestions for Supervisors:

- Supervisors are responsible for Student Employee Orientation for all new hires.
- Explain duties and working conditions of each particular job. Student should have a clear understanding of what is expected of him/her.
- Provide adequate training for the student employee to perform the job.
- Be fair but firm in dealing with minor violations of policy.
- Encourage employee to approach you regarding employment problems or adjustments needed.
- Please do not interview a student for your job if Career Connect does not verify the student's work-study eligibility.
- Complete student employee packet and forward to Career Management Center before allowing a student to work to assure the student gets paid in a timely manner.

Summary:

Financial Aid Office Role:

- Determines who is eligible for Work Study
- Awards Work Study
- Determines dollar amount of award based on Federal Need Analysis Data
- Determines when a student must be terminated due to over award of student aid
- Determines when a student's hours must be reduced
- Reports changes to a student's Work Study award to the Career Management Center

Career Management Center Role:

- Posts all student employment openings (Work Study, Part-time on-campus, Part-time off-campus, Summer jobs, Internships, and Career jobs in Career Connect).
- Maintains list of students eligible for Work Study in Career Connect.
- Receives department's hiring documents for final completion and forwarding to the Budget Office (prior to student beginning work).
- Maintains records of student employment placements on campus.
- Assists departments in resolving student employment problems.