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**INTRODUCTION**

Federal Work-Study is a need-based, federal financial aid program that provides part-time employment for students who are enrolled as undergraduate or graduate students. The FWS Program serves a variety of purposes for the students, the institution and the community. In addition to providing opportunities for students to earn a portion of their educational costs, the program provides experience in developing skills, creativity, and responsibility. Student development and preparation for the job market are fundamental goals of the program.

The policies and procedures described herein do not constitute a contract of employment. Information in this handbook is effective as of August 17, 2016. The Office of Scholarships & Financial Aid (OSFA) reserves the right to amend this manual at any time and will notify students and supervisors accordingly.

**Section I: ELIGIBILITY**

Students must demonstrate financial need to be eligible to participate in the FWS Program. Financial need is determined by the completion of the Free Application for Federal Student Aid (FAFSA). Funding for the Federal Work-Study Program is limited; it is possible that students may not receive an award each year. Students who have been awarded FWS will receive an award notification indicating the maximum amount of gross pay to be earned per term.

If there is a change in a student’s financial aid eligibility, the OSFA will generate an electronic notification to the student and will also contact the supervisor. In some instances, the change may result in a reduction or cancellation of the FWS award. Our policy is to allow all earnings for time worked through the day that we notify you to be paid with FWS funds. Subsequent earnings must be paid with your organization’s funds.

Some reasons OSFA may reduce or terminate students in the following circumstances:

- The student has withdrawn from school for the semester.
- The student has dropped classes and now is enrolled less than half-time.
- The student has received an additional financial aid award which meets his financial need.
- The student has been academically dismissed.
- The student is not meeting the university’s Satisfactory Academic Progress standards for financial aid eligibility (SAP).
- The student owes a refund to a federal grant program or is in default on a federal loan.
- The student’s budget has decreased, resulting in decreased financial need which is met or exceeded by other awards and FWS earnings to date.
- The student’s Expected Family Contribution (EFC) has increased, resulting in decreased financial need which is met or exceeded by other awards and FWS earnings to date.
- The student has graduated.
- The student has earned the entire awarded amount.
Section II: EMPLOYING FWS STUDENTS

The departments and agencies must have an approved FWS allocation from the FWS coordinator before FWS students can be hired and paid under FWS funds.

Hiring Process - Administration

The hiring process involves multiple offices on campus. Contact the applicable area directly with questions. The department for each area of interest is below:

*Job Announcement* - The UNCW Career Center maintains SeaWork, the database system department used by departments to post jobs and by students to search for positions. Job Descriptions are to be completed on-line on the Career Center’s web site at [www.hireaseahawk.com](http://www.hireaseahawk.com).

*FWS Authorization* – The OSFA authorizes the number of positions in each department. To hire a work-study student, a department must have an approved Federal Work-Study job description on file with the OSFA.

*Hiring System* - The UNCW Human Resources Department maintains the employment software used to initiate the hiring process (HR 160).

*Payroll* – The UNCW Payroll Office processes timesheets and pay to students.

Hiring Process – Student/Department

1. Student identifies a position(s) that she/he is interested in by searching for a job through the Career Center’s web site: [http://uncw.edu/career/SeaWork.html](http://uncw.edu/career/SeaWork.html)

2. The student contacts the supervisor or contact person as directed in the application instructions on the job description. Ideally, he/she will bring the Award Confirmation Form to the interview.

3. The department interviewer makes sure the student has the necessary qualifications for the specific job and will be available to work on the required days and at the needed hours. If you, the interviewer, are satisfied with the student's qualifications and availability, you may hire that student for the specific job.
4. The department must have the student’s Federal Work Study Award Confirmation Form for employment. These forms are emailed to each FWS award recipient in early August.
   a. Employment Eligibility Verification Form I-9 Human Resources
   b. Tax withholding form (NC W-4 or W-4) Payroll
   c. Direct Deposit Authorization Form Payroll

**Employment Period**

The financial aid award year begins with the first day of the fall term and ends the last day of the term each year. Students may not work outside of these dates.

Federal guidelines prohibit students from working during their scheduled class periods. The department should request a copy of each student's class schedule so that work schedules can be arranged. Students are not allowed to work without a schedule; set specific hours for work.

Please be aware that the department will be responsible to pay, from departmental funds, any unauthorized charges submitted for payment from Federal Work-Study Program funds. This includes charges for students who do not have FWS awards; students who are out of FWS funds for the year; and students that worked outside of the authorized periods of employment.

**Section III: SUPERVISING FWS EMPLOYEES**

The OSFA expects that students will be supervised by full-time, permanent university employees who will be in the area during the students' work hours and who can assure that each student reports as scheduled and works on appropriate departmental projects while in the work-place. When students' regular supervisors are not available, alternates should be designated, and the students should know at all times to whom they are reporting and who is supervising their work. Supervisors are responsible for making sure that students are doing the work indicated on their job descriptions and that the verification of time worked is properly documented. Departments must abide by these requirements in order to remain eligible to participate in the FWS Program.

**Supervisory Responsibilities**

**Documentation** – Request the Award Confirmation Form from the potential employee as documentation of eligibility to participate in the FWS program.

**Establish a Work Schedule** - Establish a clearly defined work schedule that is compatible with the time requirement of both the student and the department. Students are not allowed to work during class time. The supervisor may provide opportunities for the student to make up time lost from work due to unavoidable circumstances. Make-up time should be reported
during the actual period that it is worked. Students should not exceed 20 hours per week. If students must work outside the employer’s normal business hours, a plan must be in place for supervising and monitoring the hours of these students.

**Provide an Orientation** - The supervisor is responsible for conducting a student job orientation, including a brief one-on-one overview of the office structure and office rules and regulations and the student’s job and responsibilities.

**Monitor Earnings** - It is the supervisor’s responsibility to monitor a student’s earnings to ensure that the student does not work more hours than the work-study award will pay. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under the FWS Program must be paid for all hours worked.

Students are awarded an amount, which will allow them to usually work an average of 10 to 20 hours per week. If a student is allowed to work more than this average, he or she will deplete the allocation before the semester is completed. Departments who consistently submit work-study time sheets for more hours than FWS awards should understand that their student worker may not be able to work the entire semester due to earning their work-study allotment ahead of schedule. The Scholarships & Financial Aid Office will send notifications, as necessary, indicating the amount of potential earnings a student has remaining.

**Complete Time Sheets** - Students will need to submit their time worked on the electronic time sheet. The Electronic Timesheet is available through SeaNet. Supervisors are responsible for the hours reported on time sheets. The approval of the supervisor on the time sheet certifies the number of hours worked and that the work was performed in a satisfactory manner. Please complete electronic time sheets completely and accurately.

**Evaluate Job Performance** - A written performance evaluation using the Work-Study Job Evaluation Form is required. This information will be helpful if the OSFA is contacted for a reference regarding the employment. The evaluation form is available for download from the OSFA website under forms and should be completed at the end of each semester. Job Evaluation should be completed by May 31st each year or, for fall only employees, December 15th.

**Comply with University Policies** - A supervisor must comply with the University's policy on Equal Opportunity and Sexual Harassment. A supervisor must also comply with Title I of the Americans with Disabilities Act, which prohibits employers from discriminating against a “qualified individual with a disability” in all aspects of employment, including application for employment procedures, hiring, compensation, training, discharge, and benefits. Additionally, it is the policy of the UNCW System to maintain and promote equal employment opportunity,
without regard to race, sex, color, national origin, religion, age, or handicap. The university is committed to providing equal educational opportunities to students. Inquiries concerning the equal opportunity policy should be addressed to Human Resources.

In order to maintain compliance with federal regulations governing Federal Work-Study, the FWS Office may periodically conduct on-site visits to see how departments/off campus agencies are employing FWS students.
Student Responsibilities

Respond to OSFA emails – The university email account and Seanet are the primary sources of communication from the OSFA to students. The student is responsible for information disseminated in this manner.

Submit Award Confirmation Form – Present the Award Confirmation Form to potential employers as documentation of eligibility to participate in the FWS program.

Maintain a work schedule – Students should establish a work schedule with their supervisor at the time of hire. It is very important for students to discuss class schedules, academic, personal, medical, athletic and other responsibilities and extracurricular activities with the supervisor prior to accepting a job and creating a work schedule. When there are scheduling conflicts or issues that contribute to tardiness, absences, academic responsibilities or emergencies, students are expected to contact the supervisor as soon as possible. Discuss the preferred method of communication with the supervisor at the time of hire.

Complete timesheets on time and accurately – Incomplete and inaccurate recording of hours worked may delay paycheck processing. Update timesheets at the end of the work day to minimize opportunities for error and subsequent delays. If a student fails to submit all of the hours worked in one month, he/she must promptly submit hours in the very next period and document the situation in the comments section of the timesheet. Late hours may be subject to approval by the student’s supervisor, Payroll Department, and/or FWS staff. Fraudulence or forgery with respect to hours worked (or suspicion of such activity from a supervisor, fellow student or university personnel) may be reported to the FWS staff for further investigation and/or disciplinary action.

Hours should be recorded to the nearest quarter of an hour. A student who works about ten minutes past their scheduled time of 3:45 may record 4:00 on their timesheet as their ending time.

15 minutes = .25 hours
30 minutes = .50 hours
45 minutes = .75 hours
60 minutes – 1 hour

Manage hours – Students may not earn more than the amount of the total FWS award. To determine possible hours per week, divide the award amount by the hourly rate of pay.

$1250 fall award / $8.00 per hour = 156.25 hours
156.25 hours / 16 weeks = 9.75 (rounded) hours per week
Students who work in excess of their award (without proper approval and/or eligibility) will not be paid from FWS funding. Students may consult with their supervisor regarding continuing employment with pay from the department in which they work. Students will receive a monthly FWS earning report via e-mail. When approaching the maximum award amount, the following notices will be sent:

<table>
<thead>
<tr>
<th>FWS Warning</th>
<th>Earnings within $200 of maximum award</th>
</tr>
</thead>
<tbody>
<tr>
<td>FWS Termination</td>
<td>Earnings are within $50 – 100 of maximum award OR earnings have reached or exceeded the maximum award. Students must stop working immediately.</td>
</tr>
</tbody>
</table>

Please note, the payroll processing is one month behind in the system. It is important that, when managing hours, students add hours worked in the prior month.

Display appropriate conduct – Students should adhere to the university student code of conduct and demonstrate professional and courteous behavior at all times, as a representative of UNCW. Students should be respectful in their interactions with students, faculty and the community. Students should also refrain from conducting personal affairs on the job (telephone calls, visitors, school work, Internet searches, etc.). Telephones, computers and other university resources are for business use only, (with the exception of any medical/family emergency) and are not to be used for personal reasons without supervisor approval.

Dress appropriately – There is no formal dress code for FWS employees; however students should dress appropriately for the job in accordance with the guidelines established by the hiring department. Students will not be permitted to wear provocative clothing bearing offensive language or advertising alcohol, cigarettes, illegal substances or events.

Communicate enrollment changes – Students must maintain an enrollment status of at least part-time to participate in the FWS program. Students must notify the OSFA if their enrollment drops below part-time.
Section IV: Changes to Current Employment

After beginning work, a student is expected to assume the responsibilities associated with their role as a FWS employee for the assigned semester or year. In some cases, there are several reasons when a student might find it necessary to change jobs. Students may feel:

- Job expectations/duties are more than they can handle with their academic schedule,
- They are no longer interested in performing the duties,
- The working environment is uncomfortable,
- The relationship between the supervisor and the student is not compatible, and or
- Other.

If any of these situations occur, it is strongly recommended that the student discuss the situation with his/her direct FWS supervisor or with the FWS staff to reach a resolution.

Section V: Termination Procedures

Students may voluntarily terminate their FWS award if they are no longer interested in the program. They are encouraged to give their supervisor a two-week notice. A supervisor has the right to dismiss a student for unsatisfactory job performance. This includes, but is not limited to:

- Repeated failure to comply with the agreed work schedule
- Unwillingness to accomplish assigned tasks
- Insubordination or lack of cooperation which results in disturbing other workers or work progress

When a student’s position is ending, the supervisor is required to contact the Office of Scholarships & Financial Aid Office immediately. OSFA will provide the supervisor the Termination form to complete and return.
Section VI: ADDITIONAL INFORMATION

Federal Regulations
1. Students may not earn more than the amount of their FWS award.
2. Students may not earn their spring semester award during the fall semester.
3. Work assignments must be in the public interest. They may not:
   a. result in the displacement of employed workers;
   b. be related to sectarian instruction or religious worship;
   c. involve any partisan or non-partisan political activity or lobbying;
   d. be primarily for the benefit of a limited membership organization (e.g., Cooperatives, Unions, Faculty Association, fraternities/sororities, etc...); an elected official; or for which the political affiliation of the student is a prerequisite.
4. Work which is otherwise eligible employment is not made ineligible solely because it satisfies a requirement of a degree or a certificate pursued by the student. However, in no case may a student be paid for receiving instruction in a classroom, lab, or other academic setting.

Institutional Guidelines
1. There is to be no differential pay for students working on FWS in contrast to students working as regular student assistants where the experience, skills, and job requirements are comparable.
2. Students must be enrolled in UNCW courses during the term of employment.
3. If a student becomes ineligible for the work-study program, the employer assumes responsibility for the full earnings of the student.
CONTACT INFORMATION

Scholarships & Financial Aid
140 Warwick Center
601 S College Road
Wilmington, NC 28403-5951
910.962.3177
workstudy@uncw.edu
www.uncw.edu/finaid

Payroll Office
Hoggard Hall, Suit 160e
601 S College Road
Wilmington, NC 28403-5998
910.962.3163
payroll@uncw.edu
www.uncw.edu/payroll

Human Resources
Friday Annex 178
601 S College Road
Wilmington, NC 28403-5960
910.962.3160
hrsearch@uncw.edu

Career Center
Fisher University Union, 2035
601 S College Road
Wilmington, NC 28403-5924
910.962.3174
careercenter@uncw.edu
www.uncw.edu/career
Federal Work Study Program
2016-2017 Award Confirmation Form

This form is used to document a student’s eligibility for employment in the Federal Work Study Program during the academic year.

**STUDENT SECTION**

Present this form to potential employers during the application process. You may make copies of the form to submit to multiple employers.

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANNER ID#</td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
</tr>
<tr>
<td>MAJOR</td>
</tr>
<tr>
<td>AWARD AMOUNT</td>
</tr>
</tbody>
</table>

**EMPLOYER SECTION**

The above student has been awarded federal work study for the fall/spring academic terms. Please complete the section below and return to the Office of Scholarships & Financial Aid, ATTN: George Goudarzi.

This form must be received by September 30, 2015 to avoid the cancellation of the student’s award.

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORK SUPERVISOR</td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
</tr>
<tr>
<td>PHONE #</td>
</tr>
</tbody>
</table>

*NOTE: It is the responsibility of the department and the student to ensure that the student’s earnings do not exceed the federal work-study award amount.*

Student Signature: ____________________________ Date: ______________

Signature Supervisor: ________________________ Date: ______________
Federal Work Study Program
2016-2017 Earnings Report

The earnings below reflect the payments to date from the Federal Work Study program to you for the 2016-2017 academic year. Hours worked since the last pay period are not reflected below. Please monitor your work hours so that you do not exceed the awarded amount.

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BANNER ID#</td>
<td></td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
</tr>
<tr>
<td>AWARD AMOUNT</td>
<td></td>
</tr>
<tr>
<td>AMOUNT PAID</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: It is the responsibility of the department and the student to ensure that the student’s earnings do not exceed the federal work-study award amount.
Federal Work Study Program
Student Assessment

Student: [Blank]
ID# [Blank]
Department: [Blank]

Supervisor’s Name: [Blank]
Position: [Blank]

Please select the appropriate response that represents your assessment of the student’s performance within your organization. Your responses will not be shared with the student.

1. Please assess the following skills and knowledge in relation to the service performed by this student in your organization.

<table>
<thead>
<tr>
<th>Skills and Knowledge</th>
<th>Importance to the Position</th>
<th>Level of Student’s Ability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Low</td>
<td>Med</td>
</tr>
<tr>
<td>Writing clearly and effectively</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Speaking clearly and effectively</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Working as part of a team</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Working effectively with diverse groups</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Trying different approaches for problem-solving</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Multi-tasking</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Making appropriate work–related decisions</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Originating new ideas</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Using appropriate computer applications</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Learning independently</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Thinking analytically</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

2. How long have you supervised this student? _______ years _______ months

3. To what extent does this student possess characteristics you would expect from a college student?
   - Exceeds my expectations
   - Meets my expectations
   - Does not meet my expectations

4. Please rate the student’s attendance record and punctuality?
   - Excellent
   - Good
   - Fair
   - Poor

5. Overall, how does this student’s performance compare with that of their peers in comparable positions?
   - Excellent
   - Good
   - Fair
   - Poor

Provide any additional comments here: ____________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

__________________________________________________________
Supervisor’s Signature

__________________________________________________________
Extension

__________________________________________________________
Date