

FEDERAL WORK-STUDY PROGRAM NORTH DAKOTA STATE UNIVERSITY

- 2021-2022 -



Resource and Training Manual for On-Campus Employers

A training manual designed to assist employers participating in the Federal Work-Study Program at North Dakota State University.

THE FEDERAL WORK-STUDY PROGRAM IS FUNDED BY THE U.S. DEPARTMENT OF EDUCATION

Resource Manual

Preface



This document has been developed to assist employers by providing guidelines, policies, and procedures related to student employment which involves the use of Federal Work-Study (FWS) funding. Policies and procedures are subject to change and notifications will be provided to all employers if/when changes do occur.

Student employment at North Dakota State University falls under the rules and regulations of the University. NDSU is committed to providing equal opportunity for employees with disabilities, as defined by law, by providing reasonable accommodations. An employee whose disability requires reasonable accommodation in order to perform the essential functions of their position may request accommodations at any time during their employment. The process for requesting accommodations is outlined in NDSU Policy 168, Reasonable Accommodation on the Basis of Disability-Guidelines for Employee Requests.

The full text for this policy is available at: <https://www.ndsu.edu/fileadmin/policy/168.pdf>

Non-discrimination Policy

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable.

Individuals with questions, concerns or complaints related to Title IX should contact:

Title IX Coordinator
Old Main 201
NDSU Main Campus
Fargo, ND 58108
Phone: (701) 231-7708
Email: ndsu.eoaa@ndsu.edu

On-Campus Employer Manual

Table of Contents

1. What is Federal Work-Study?	1
2. Conditions of Employment and Limitations	1
3. Work-Study Student Requirements, Responsibilities and Limitations	2
4. How is Federal Work-Study Funded?	3
5. Contact Information.....	4
6. General Process Overview (Work-Study Flow Chart)	5
7. On-Campus Employers Process Details	6
a. Posting a Job.....	6
b. Interviewing a Work-Study Student	6
c. The Hiring Process	6
i. Requirements for Hiring a Work-Study Student.....	6
ii. Requesting the Work-Study Authorization Form – Online Process.....	7
iii. Completing the Hiring Process Using Recruiting Solutions.....	7
d. Employer Responsibilities (monthly).....	8
i. Billing	8
ii. Supervision	9
iii. Documentation of work performed	9
e. Other Important Information and Reminders	10
i. Work-Study Balance Notifications.....	10
ii. Requesting an Increase to a current Work-Study Award	10
iii. Requesting your Work-Study Students back from year-to-year	10
iv. Giving your Work-Study student(s) a raise	11
8. Additional Notes for On-Campus Employers.....	11
9. Check List(s): Students and Employers	12
a. Student Employees	12
b. Employers.....	12
c. Employers-Monthly Basis	12
10. Timeline	13
11. Resources.....	14

1. What is Federal Work-Study?

The Federal Work-Study (FWS) Program is an employment program sponsored by the U.S. Department of Education and administered by NDSU Financial Aid and Scholarships. It provides funding to support employment for eligible students with demonstrated financial need. The FWS program encourages positions in community service; and, to the maximum extent possible, FWS funding helps to support employment opportunities for qualified students in jobs that complement and reinforce their educational program/career goals.

Recipients of FWS funding may use the earnings to help meet their costs of education, but the money earned is not directly applied to their student bill. The money earned does not have to be paid back.

- ❖ *Although many students potentially qualify, a FWS award may not be offered to all eligible students due to limited funding.*

To be considered for an award, students must complete the Free Application for Federal Student Aid (FAFSA) – once the FAFSA is complete the federal processor determines a student's eligibility. Parental income is the largest factor in whether or not a student is awarded Work-Study. NDSU has a priority application deadline of February 1st each year for aid such as Work-Study – if a student submits their FAFSA after this deadline and they are otherwise eligible, they will not be awarded initially. These students may request to be added to the waiting list by contacting NDSU One Stop, or, the FWS Coordinator in the Financial Aid and Scholarships Office.

Employer Perspective: FWS provides a supplemental source of funding to help pay the wages of student employees who are eligible for the program. Although it is a benefit to have this additional funding, it also requires additional effort to comply with the FWS requirements for verifying eligibility and tracking employment earnings.

Student Perspective: FWS provides opportunities to earn money while attending college; learn useful skills that can apply to future employment; develop leadership and professional skills; and, become involved in the campus and the academic and/or local community. Research also shows student employment promotes a foundation of retention and persistence toward graduation.

2. Conditions of Employment and Employer Limitations

All FWS employment, whether on or off campus, is subject to certain conditions and limitations. FWS employment is governed by both state and federal law. Employment conditions, including the rate of pay must be appropriate and reasonable according to the type of work performed, the geographic region, and the employee's proficiency. Federal, state and local laws apply including meeting the locally established minimum wage rates.

To be eligible for a Federal Work-Study (FWS) job, a student must meet all general eligibility criteria and must have financial need, that is, the cost of attendance must be greater than the expected family contribution (EFC). Also, a financial aid administrator may not award FWS employment to a student if that award, when combined with all other resources, would exceed the student's need. However, unlike the other Campus-Based Programs, the FWS Program does not require that priority be given to students who have exceptional financial need.

FWS employment must not displace employees (including those on strike) or impair existing service contracts. Also, if the school has an employment agreement with an organization in the private sector, the organization's employees must not be replaced with FWS students. **Replacement is interpreted as displacement.**

FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. The purpose of the part of the facility in which work will take place and the nature of the work to be performed should be considered when employing a Work-Study student.

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 FWS must be paid for all hours worked.

Source: The Federal Work-Study Program, Chapter 2. FSA HB October 2020

3. Federal Work-Study (FWS) Student Requirements, Responsibilities and Limitations

a. To be eligible to participate in FWS, students must:

- Complete the Free Application for Federal Student aid (FAFSA)
- Have demonstrated “financial need” as determined by the FAFSA
- Be a U.S. citizen, U.S. permanent resident, or eligible non-citizen
- Be awarded and accept FWS funds offered
- Be enrolled in a minimum of 6 credits per semester
- Meet Standards for Satisfactory Academic Progress (SAP) each semester
- Complete Verification process (if selected)
- Complete FWS Authorization form and the hiring process with the employer *before* beginning work

NOTE: FWS jobs cannot displace employees (including those on strike) or impair existing service contracts

b. Student Responsibilities:

- Review and adhere to all rules and policies established by the employer
- Review and adhere to all rules as stated in the FWS Authorization form
- Review and adhere to all rules and policies established by NDSU’s HR/Payroll Services Offices
- Complete all required paperwork (e.g. I-9, W4, Direct Deposit, etc.)
- Comply with NDSU Payroll Services time entry processes and maintain accurate recording of time worked. This may include use of TLAB or other approved methods (e.g. timesheet).
- Complete all required trainings (e.g. Baseline Safety, Title IX, etc.)
- Perform job duties satisfactorily

c. Work-Study Limitations:

- Work & class schedules cannot overlap- students cannot skip class to go to a FWS job
- Students can work up to a maximum of 20 hours per week - employers should consider student’s academic progress and adjust work schedule if needed
- During semester breaks/vacations, students may work up to 40 hours per week if work schedules have been approved by the supervisor
- Students may work only one FWS job at a time
- Students may not use more than their FWS award
- Rate of pay – cannot work for less than minimum wage (rate is set by the employer)
- Students may work during the fall and spring semesters only – Not available in summer (First day of classes through last day of finals if meets all HR/Payroll Services and FWS requirements)

4. How is Federal Work-Study Funded?

Federal and Non-Federal Wage Distribution

The FWS Program subsidizes the hourly wages earned by qualified participants who work part-time, typically in jobs on campus. Students with FWS awards work to earn a paycheck which is paid on a bi-monthly basis (1-15 and 16-end of month). Federal Work-Study funding pays up to (and may not exceed) 75% of the total gross wages. Employers must provide at least 25% of a student's total FWS wages from nonfederal sources.

Students can work both on campus and off campus in a variety of positions. They may hold jobs off campus with approved nonprofit or public organizations.

There are some situations when the ratio of federal share to non-federal share of 75%/25% does not apply. NDSU must use at least 7% of the total allocated federal funds to support students working in community service jobs for local, non-profit agencies; and, jobs which may include the following responsibilities: reading tutors for preschool age or elementary school children; mathematics tutors for students enrolled in elementary school through ninth grade; or literacy tutors in a family literacy project performing family literacy activities.

The America Reads Program: On July 1, 1997, the U.S. Department of Education encouraged the participation of FWS students to serve as reading mentors or tutors to preschool and elementary school children by waiving the requirement that employers pay part of their wages. Generally, FWS employers pay at least 25% of the student's wages and the program pays the rest. Through the use of the America Reads Program waiver, the federal government funding pays 100% of the wages for qualified Work-Study students who work to serve this target population.

Research shows that children, whose parents work with them on language and literacy skills during early childhood, become more successful readers. Parents and caregivers are usually the child's first teacher. On July 1, 1998, the America Reads waiver was extended to include services to children from infancy through elementary school and their parents or caregivers.

On July 1, 1999, the Federal government again expanded the FWS Waiver to include mathematics tutoring to first through ninth grade school children. This waiver enables college students with a desire and affinity for mathematics and science to gain valuable work experience as tutors while taking an active role in improving student achievement in mathematics.

- The federal share of compensation paid to students employed as reading tutors for children, mathematics tutors for children, or in a family literacy project performing family literacy activities may exceed 75% and may be as high as 100%. Wages for qualified FWS student workers employed through America Reads are covered at 100% by the FWS program.
- The federal share of FWS wages paid to a student may be lower than 75% if the employer chooses to contribute more than 25% - the minimum required nonfederal share.

5. Contact Information

NDSU Financial Aid and Scholarships

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*Recruiting Solutions – User Questions

NDSU Career and Advising Center

PAT BREEN

Employer Partnership Manager
Handshake Job Board Support

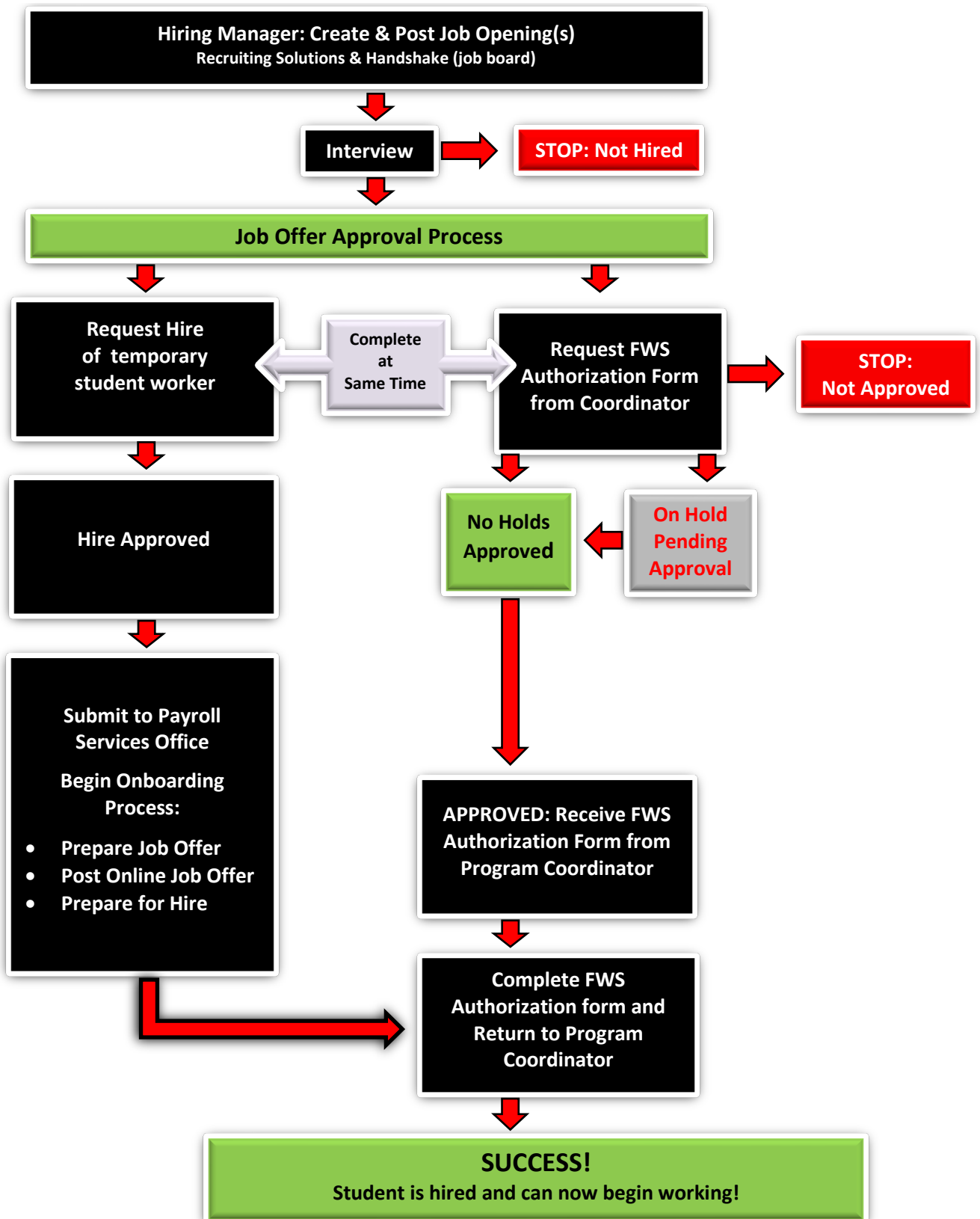
Ceres Hall 204-C

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6. General Process Overview

Work-Study Flow Chart for On-Campus Employers



7. ON-CAMPUS EMPLOYERS PROCESS DETAILS

a. Posting a Job

POSTING A WORK-STUDY JOB and getting those FWS students to apply!

Two places are used to advertise and manage part-time student positions: **Handshake** and **Recruiting Solutions**.

1. **Handshake** – is a job board and career management tool for students which is facilitated by the NDSU Career and Advising Center. This online platform gives employers greater flexibility to manage job postings. Refer to the **Handshake** section of the Career and Advising Center website: <https://career-advising.ndsu.edu/>
2. **Recruiting Solutions (RS)** – is the system used by NDSU to process applications for employment. It comprised of two modules: **Candidate Gateway** (where candidates go to apply for NDSU jobs) and **Talent Acquisition Manager** (the internal HR Module for recruiters, hiring supervisors, and others to create, post, interview and hire candidates). Refer to the Recruiting Solutions information located on the Human Resources and Payroll Services web site: https://www.ndsu.edu/hr/recruiting_solutions/

Start by posting the position in **RS**. During that process you will be prompted to create a hyperlink which you will also copy into the same position located in **Handshake**. This hyperlink is important as it is used to transfer student application information directly into the Recruiting Solutions/PeopleSoft system.

NOTE: New employers using **Handshake** will want to create a Handshake account. When signing up as an On-Campus Employer, be sure to enter your organization/employer name as “**NDSU Department Name**” for example, the Career and Advising Center would be “*NDSU Career and Advising Center*”.

If you are already in the **Handshake** system, you may simply login with your user name and password to manage your job posting(s). To add “North Dakota State University-Main Campus” to the schools you are connected with in Handshake, [click here](#) or go to: <https://support.joinhandshake.com/hc/en-us/articles/360018956834-School-Network-Management-Requesting-Adding-and-Removing-Schools>

Once you have designed and submitted a job, Career and Advising Center staff review the information and may contact you if they have any questions. After your posting is approved, applicants will be able to review your information and apply for the position based on the instructions you have provided.

If you have questions, please contact the NDSU Career and Advising Center (701)231-7111 or send an email to: ndsu.cac@ndsu.edu . Staff is happy to assist you with this process.

b. Interviewing a Work-Study student

On-Campus employers conduct interviews with potential student employees. You decide how to conduct the interview and also who you plan to hire. If you are uncertain if a student has received a FWS award and is eligible to use the funds, contact the FWS Coordinator.

If you and the student both decide the job is a great fit for you, then, this where you will begin the hiring process.

c. The Hiring Process

i. Requirements for Hiring a Work-Study Student

Both the Federal Work-Study Program (FWS) and the NDSU HR/Payroll Services Office have requirements your new student employee must meet. The initial requirements may be completed simultaneously.

FWS Requirements: Request, complete, and return the signed Work-Study Authorization form to the Work-Study Coordinator. See **Section ii** for further details.

HR/Payroll Services Requirements: Refer to the “New Process for On-Boarding all Employees” located on the HR/Payroll website: https://www.ndsu.edu/hr/recruiting_solutions/ The **HR/Payroll Services office** is located at Hastings Hall, 1320 Bolley Drive, Fargo, ND 58102 : Phone Number: (701) 231-8961

ii. **Requesting the Work-Study Authorization Form - IMPORTANT! ONLINE PROCESS!**

Request the FWS Authorization online:

- Go to: <https://www.ndsu.edu/onestop/finaid/employment/employer/>
- Select: “**Request NDSU Work-Study Authorization Form**” link
- Complete **ALL** requested information and **submit**
(NOTE: You can submit up to 10 student names at one time.)
- Your request goes directly to the FWS Coordinator electronically

Checking for holds is very important! The student may have received a FWS award but may also have a financial aid hold on their student account which could prevent them from earning their award right away! **A student who has a hold on their account CANNOT begin working for you and using FWS funds until the hold is removed.**

• **You have requested a FWS Authorization form but have not yet received the document:**

Contact the FWS Coordinator to verify whether or not a student has a hold on their account. FWS Coordinator contact information can be found on page 3.

The FWS Coordinator monitors the student’s status on a weekly basis. Once a student no longer has a hold on their account, the FWS Coordinator will email the FWS Authorization form to you.

• **You have requested a FWS Authorization form and there are no holds:**

You will receive the authorization form via email.

Schedule a time to meet with the student to review the document and sign/initial where indicated. This form must be reviewed and signed **before** the student can begin working for you.

The **original, signed** document must be returned to the FWS Coordinator. You are strongly encouraged to make a copy for the student and for your departmental records.

iii. **Completing the Hiring Process Using Recruiting Solutions**

NOTE: The student employee may complete this process prior to their actual hire date.

Training sessions and other payroll affiliated processes are available online and through the Human Resources and Payroll Services Office. To locate information and resources go to <https://www.ndsu.edu/hr/> or contact the NDSU Human Resources and Payroll Services Office at (701)231-8961 or via email: Human Resources: ndsu.hr@ndsu.edu
Payroll Services: ndsu.payroll@ndsu.edu.

Recruiting Solutions - Onboarding Overview

New Hire-Non-Benefited

https://www.ndsu.edu/hr/recruiting_solutions/

1. Hiring Department uses Recruiting Solutions to post job opening and find/select applicants.
2. Hiring Department posts/sends Job Offer to selected applicant. Selected applicant accepts online Job Offer, which requires them to enter their SSN and Birthdate (which replaces the first email in previous process). Hiring Departments should never accept the job offer on behalf of the applicant or this information is not received. If the position requires a background check, the check must be completed prior to submitting the hire to Payroll Services.
3. Hiring Department submits Hire to Payroll Services for approval, prior to the employment start date.
4. Automatic email is sent to Hiring Manager in Hiring Department notifying them of the approval. Employee may start work as soon as this email is received.
5. Hiring Department asks new employee if they are currently employed in another position at NDSU. If they are currently employed, they will not need to complete a new I-9, they only need to review their information in the On-Boarding system.
6. New Employee will receive an email, with instructions, to Claim their NDUS Account (if not a current employee or student) and complete their On-Boarding, which includes completion of the I-9 (if needed) and the Employee Information form.
7. If new employee is not a current NDSU employee, Hiring Department reminds employee to complete the On-Boarding as stated below:
 - a) **Complete Section 1 of the I-9 online and then complete Section 2 by presenting original identification documents (no pictures, copies or expired documents) to Payroll Services in person no later than the first day of employment.** Contact Payroll Services for I-9 remote hire instructions.
 - b) Complete remaining On-Boarding activities as soon as possible.

Although departments are responsible to remind new employees to complete their on-boarding, Payroll Services will be monitoring new hires and will contact new employees and their departments, as necessary, to remind them to complete On-Boarding and the I-9 by deadlines above.

New employees who do not complete the I-9 by INS deadlines, will be terminated immediately and the hiring department will need to start the hiring process again.

d. Employer Responsibilities (monthly)

- i. **Billing:** On-Campus Employers are charged 25% of student gross earnings and the FWS program is charged the remaining 75% of student gross earnings through NDSU payroll system. Setting up the student in the payroll system correctly is very important to ensure the student's payroll will be appropriately charged to both your department and to the FWS program. If you have questions about setting up the position to accommodate 25/75 split for FWS; or, if you have questions about other concerns related to this process, please contact the HR/Payroll Services office for further instruction.

- ii. **Supervision:** It is expected that students will ordinarily be supervised by full-time, permanent university employees who will be in the area during the students' work hours. The supervisors are responsible to assure each student reports as scheduled and works on appropriate projects while in the work-place. 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. Each employer (on or off campus) is responsible for making sure FWS student employees are adequately supervised by appropriate staff.
- iii. **Documentation of Work Performed:** Federal regulations require employers of FWS participants to maintain adequate records for the number of hours worked. NDSU uses the Time & Labor (TLAB) module in the PeopleSoft HCM system to record time worked.

The general business process under this system is as follows:

1. Employee enters and submits hours worked.
2. Supervisor reviews and approves reported time.
3. Approved time is relayed to payroll in TLAB and paid the next payday.

Various methods can be used to enter time worked into the TLAB module.

- Many hourly employees will access the Web Clock to punch in/out. The Web Clock is built within PeopleSoft which requires hourly employees to log in to the system in order to punch in/out.
- Some departments may use a physical time clock. This requires swiping the employee badge.
- Some departments may continue to use paper timesheets, if access to a computer or time clock is not feasible. Timesheets require manual entry by an authorized staff member.

NDSU pay periods occur twice per month. Students submit hours worked twice monthly. **(1)** 1-15th of the month, and **(2)** 16-end of the month. If using a manual timesheet, please be certain your students are completing one timesheet for each unique pay period. It is primarily the supervisor's responsibility to make sure that time keeping records are accurate and are submitted for payment on time for each pay period. If the student is using the online time entry system, they will be logging in/out on actual day they are working. Any in/out punches or hours missed through this process will need to be reported directly to the employer and be manually entered into the system.

Email reminders are sent to employers (both on and off campus) notifying you of when time entry deadlines occur.

Regardless of the method used, at the end of each pay period the time entered will be submitted to the supervisor for approval. Employees must record their time daily, either via the web clock, by the time clock, or report hours worked using a paper timesheet. All time must be recorded by one of those methods by the last day of each pay period. Supervisors should plan to approve or deny the time worked the day after the last day of each pay period. **If the time isn't entered, or isn't approved prior to the deadlines, the employee will not get paid until a subsequent pay period.**

Any time which is submitted late or after posted deadline dates will be entered/processed by the supervisor and paid on the next available payday.

SOURCE: Refer to the [Manager Self Service Training Manual for Time and Labor-Hourly, Non-Benefited Positions \(Including Work-Study\)](#) located on the Human Resources and Payroll Services website.

Warning! Late timesheets! Any manual timesheets that are received late are entered late! They are entered into the TLAB system when received but are subject to being paid at a later date if entry dates do not coincide with current HR/Payroll Services deadlines.

e. Other Important Information and Reminders

i. Work-Study Balance Notifications:

The FWS Coordinator will send out balance notifications to those employers whose students are within \$500 of earning their full FWS award. Any unpaid hours submitted after the student has earned their full award must be paid entirely (100%) by the employer. It may be possible to increase a student's FWS award based on eligibility and available funds. Contact the FWS Coordinator if you have questions.

ii. Requesting an increase to a current Work-Study award:

While increasing a FWS award may be a possibility, it is dependent upon available federal funding **AND** student eligibility. It is possible your student(s) may be considered for an increase in their Work-Study award. To request an increase, complete the online form which is located from the following web link: <https://www.ndsu.edu/onestop/finaid/employment/employer/>

If the student is not eligible for an increase: the FWS Coordinator will contact you as soon as possible to let you know! It is very important you are closely monitoring the hours and FWS balances for your student employees. Students who are not eligible for an increase cannot exceed their original award amount! Once the student has earned the full award amount, he/she will need to stop working for you as a FWS student; or, you may choose to keep the student as an employee but you will be responsible for 100% of their hourly pay as of the date their Work-Study funds are depleted. At this point federal funding will no longer be available to help pay the student wages and you will no longer need to work through the FWS Coordinator. Your department or agency can work directly with the student to pay for hours worked.

If the student is eligible for an increase: the FWS Coordinator will begin reviewing requests for increases at the mid-point of the academic year. If an increase is approved for a student, the FWS Coordinator will contact you via email to notify you with the new award amount. At that point you will want to update your records and any documents you use to track students' earnings.

iii. Requesting your FWS students back from year-to-year:

Returning students are not automatically considered for FWS awards. If your FWS student is planning to return to NDSU for the next academic year; and, you are interested to have them return to work for you and be considered for a FWS award, please make sure to respond to the request from the FWS Coordinator. Employers can expect to receive an email in late January/early February from the FWS Coordinator requesting you to submit the names/ID numbers of the student(s) you would like considered for a FWS award in the upcoming year. It is imperative you reply to this email as this is the roster that is used for awarding FWS funds to eligible, returning students. Please note that submitting a request is not a guarantee that the student will be awarded a FWS award for the following academic year.

The student has some responsibilities to ensure they are awarded Work-Study again. These responsibilities include the following:

- Submit a FAFSA for the upcoming academic year by the posted priority deadline (February 1st);
- Indicate they want to be considered to receive Work-Study on the FAFSA (there is a question on the FAFSA asking specifically if they want to be considered for the award – they should answer yes);
- Maintain Satisfactory Academic Progress; and,
- Be enrolled in a minimum of 6 credits.

iv. Giving your FWS student(s) a raise:

If you want your students to receive a raise for their good performance or additional responsibilities, complete the required Payroll documentation (Form 101) to make the change. This form is available from the HR/Payroll Services website. Please also contact the FWS Coordinator to make certain the change in hourly wage is updated in the database. You will want to give the coordinator the student's current hourly wage, the new hourly wage, and the date the increase will take effect.

8. Additional Notes for On-Campus Employers:

- A student's FWS hourly rate of pay will not be lower than, and can exceed, the present federal minimum wage.
- The FWS student's award amount indicates the **total** amount (gross wages) the student can earn (i.e. 75% the federal fund pays AND the 25% for which the employer is responsible to pay).
- FWS money earned is **not** credited to a student's account (in other words, it will not pay their tuition/fees or other costs directly).
- FWS jobs may be located on campus or off campus at nonprofit or community service agencies.
- Students who do not use their full FWS award amount within the current academic year will lose whatever is not earned. This does not impact a student's future eligibility for Work-Study funding nor does it impact other financial aid.
- A student's current academic FWS award is not carried into summer term or the following academic year.
- FWS funding can be used from the first day of classes (fall) through the last day of finals (spring) providing the student has met all HR/Payroll Services and FWS Authorization requirements.

9. Check List(s): Students and Employers

a. Student Employees

- Respond to and complete ALL Recruiting Solutions online requirements (onboarding emails) in order to be hired.
- Provide all required documents (I-9, W-4) to the HR/Payroll Services Office. This must be completed prior to first day of employment. Specific documents for the I-9 are required. A list of those documents is available at: <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.
- Direct Deposit is a requirement and you will be instructed how to complete that process online in the onboarding process.
- Review and complete the **FWS Authorization form** (with the employer)
- Complete all required background checks and/or fingerprinting requirements for the FWS position
- Complete all Safety Office requirements (e.g. Annual Notice of Policies/Designated Medical Provider, Baseline Safety Training, and if hired to work in a lab setting, students must complete the Laboratory Safety Course Modules)

To complete these requirements go to:

https://www.ndsu.edu/police_safety/annual_notices_and_training/#c265528

- Timesheets: If using a timesheet instead of the TLAB system, submit hours worked twice monthly (pay periods are 1-15 and 16-end of month) in a timely manner according to posted deadlines.

b. Employers

- Request, complete and return the **FWS Authorization form** to the FWS Coordinator
<https://www.ndsu.edu/onestop/finaid/employment/employer/>
- Check the Position Funding Summary Report
(https://www.ndsu.edu/fileadmin/budget/docs/NDSU_Funding_Summary_Report_Job_Aid.pdf) to see if the position you are using includes FWS funding in the default settings. Contact HR/Payroll Services or the Budget Office for assistance in this process.
- Ensure that all student employees have completed all online trainings required by the University
 - Annual Notice of Policies/Designated Medical Provider
 - Baseline Safety Training
 - If a student is hired to work in a lab setting, they must complete the Laboratory Safety Course Modules. Instruct students to go to the Safety Office Website to complete these requirements.
https://www.ndsu.edu/police_safety/annual_notices_and_training/#c265528

c. Employers – Monthly Basis

- Review monthly payroll data for accuracy. If using manual time sheet, collect documents and enter time for hours worked. Pay periods run 1-15 and 16-end of month.
 - NOTE: H14 is the earnings code used for all FWS related payroll.
- Maintain and monitor all FWS employee award balances each pay period

10. Timeline

The FWS Coordinator primarily uses e-mail to contact employers about various dates, deadlines and updates throughout the academic year as it pertains to FWS:

MONTH	NOTIFICATION
JULY	Notifications sent to employers to request review old job descriptions and add new or revised job descriptions to the Handshake site (https://career-advising.ndsu.edu/)
	Host Work-Study Employer Information Session (policy/procedure updates)
	Distribute the new project numbers for upcoming year to employers
AUGUST	Authorization forms sent to employers as requested (and ongoing throughout Fall term) for all eligible students. Students with holds are not able to start working and using FWS funds until ALL holds have been lifted.
SEPTEMBER	E-mail notification sent to all students who have been awarded FWS but not yet accepted the award to provide notification that all unaccepted awards will be cancelled by September 30.
	E-mail notification sent to employers for students who are no longer eligible for FWS due to Financial Aid disqualification
OCTOBER	Waiting lists evaluated and FWS awards entered pending eligibility. Notifications and Authorization forms sent out on an on-going basis throughout the Fall term.
NOVEMBER	1 st e-mail sent to employers to remind students who wish to be considered for FWS for the upcoming academic year to complete a FAFSA by posted deadlines.
NOVEMBER- DECEMBER	E-mail sent to current employers to review current FWS award balances.
	Every 2-3 weeks: E-mail notifications sent to employers for students with \$500 or less remaining in FWS award. Employers may request an increase in FWS awards. <ul style="list-style-type: none"> - Submit request using the On-Line Work-Study Award Increase Request form - Increases dependent upon available funds and student eligibility
	2 nd e-mail sent to employers to remind students who wish to be considered for FWS for the upcoming academic year to complete a FAFSA by posted deadlines.
JANUARY	E-mail sent to employers who have FWS students who are no longer eligible for funding.
	Eligible students are awarded an increase to their current FWS award (if funding permits).
	3 rd e-mail sent to employers to remind students who wish to be considered for FWS for the upcoming academic year to complete a FAFSA by posted deadlines.
FEBRUARY	1 st E-mail request sent to employers to submit names of students they want to return (request back) for next year.
MARCH	2 nd E-mail request sent to employers to submit names of students they want to return (request back) for next year.
APRIL - MAY	3 rd E-mail request sent to employers to submit names of students they want to return (request back) for next year.
	E-mail sent to FWS employers to review Handshake postings and inactivate job postings that are not active for summer semester.
JUNE	Terminate all student employees in HR/Payroll system who are not returning for Fall semester

11. Resources:

PROGRAM RELATED INFORMATION:

Federal Work-Study Employer Information – NDSU

<https://www.ndsu.edu/onestop/finaid/employment/employer/>

The Federal Work-Study Program, Chapter 2. Federal Student Aid Handbook

https://ifap.ed.gov/sites/default/files/attachments/2019-11/1920FSAHdbkVol6Ch2_0.pdf

Federal Work-Study (FWS) Program, U.S. Department of Education

<http://www2.ed.gov/programs/fws/index.html>

PROCESS RELATED INFORMATION:

Posting a job - Handshake

<https://career-advising.ndsu.edu/>

Requesting the Work-Study Authorization form

<https://www.ndsu.edu/onestop/finaid/employment/employer/>

Requesting an Increase to an existing Work-Study award

<https://www.ndsu.edu/onestop/finaid/employment/employer/>

Funding Summary Report Job Aid - Determining default funding for department positions

https://www.ndsu.edu/fileadmin/budget/docs/NDSU_Funding_Summary_Report_Job_Aid.pdf

PAYROLL RELATED INFORMATION:

Human Resources and Payroll Services: <https://www.ndsu.edu/hr/>

- **COVID-19 Information:** https://www.ndsu.edu/hr/covid_19_information/
- **Administrative/Office Toolbox:** <https://www.ndsu.edu/hr/admintoolbox/>
Find job code, payroll calendar, HCM instructions, etc. from this page
- **Training:** <https://www.ndsu.edu/hr/training/>
HR/Payroll Services offers training sessions on a variety of topics. If you need information on how to use the HCM/TLAB system, plan to attend one of their informational training sessions!
- **Manager's Toolbox:** <https://www.ndsu.edu/hr/mgrtoolbox/>
- **Time and Labor (TLAB): Manager Self Service Training Manual**
(Hourly non benefited positions including Work-Study)
https://www.ndsu.edu/fileadmin/hr/docs/Time_Labor-NDSU-Manager_Self_Service.pdf
- **Hiring Forms:** **This area will be going through system-related changes in Fall 2020. Changes are pending as of this date and references will be updated once processes are finalized.*
 - **Employment Information Form**
<https://www.ndsu.edu/fileadmin/vpfa/forms/HR-EmploymentInfo.pdf>
 - **The I-9 form and general instructions**
https://www.ndsu.edu/fileadmin/snrs/Files/I-9_rev_10-21-2019_.pdf