

FEDERAL WORK-STUDY PROGRAM NORTH DAKOTA STATE UNIVERSITY

- 2021-2022 -



Resource and Training Manual for Off-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 and Training 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

Off-Campus Employer Manual

Table of Contents

1. What is Federal Work-Study?	1
2. Conditions of Employment and Employer 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 for Off-Campus Employers)	5
7. Off-Campus Employers Process Details	6
a. Posting a Job and Setting Up the Position <i>(Important Updates included 08/09/2021)</i>	6
b. The Hiring Process	7
i. Requirements for Hiring a Work-Study Student	7
ii. Requesting the Work-Study Authorization Form – Online Process	7
iii. Completing the Hiring Process (Recruiting Solutions)	8
c. Off-Campus Employer Responsibilities	9
i. Annual	9
• Federal Work-Study Agency Agreement	9
• Proof of Non-Profit Status	9
ii. Monthly	10
• Billing	10
• Supervision	10
• Documentation of work performed	10
d. Other Important Information and Reminders	11
i. Work-Study Balance Notifications	11
ii. Requesting an Increase to a current Work-Study Award	11
iii. Requesting your Work-Study students back from year-to-year	11
iv. Giving your Work-Study Student a Raise	12
8. Additional Notes for Off-Campus Employers	12
9. Check List(s): Students and Off-Campus Employers	12
a. Student Employees	12
b. Off-Campus Employers	13
c. Off-Campus Employers-Monthly Basis	13
10. Timeline	14
11. Resources	15

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

TAMMIE REGER

Financial Aid Administrator &
FWS Coordinator
Financial Aid and Scholarships
Ceres Hall 202

Office: (701) 231-7535

Fax: (701) 231-6126

Tammie.Reger@ndsu.edu

BONNIE LITTON

Associate Director
Financial Aid and Scholarships

Ceres Hall 202

Office: (701) 231-7536

Fax: (701) 231-6126

Bonnie.Litton@ndsu.edu

NDSU Payroll Services

PATRICIA HANSON

Director
NDSU Payroll Services
Hastings Hall

Office: (701) 231-8990

Patricia.Hanson@ndsu.edu

KARI SCHMITZ EILERTSON

Payroll Coordinator
NDSU Payroll Services
Hastings Hall

Office: (701) 231-6251

Kari.SchmitzEilertso@ndsu.edu

JULIE GIFFEY

Payroll Records Technician
NDSU Payroll Services
Hastings Hall

Office: (701) 231-8958

Julie.Giffey@ndsu.edu

KIMBERLY PITHEY

Payroll Records Technician
NDSU Payroll Services
Hastings Hall

Office: (701) 231-5677

Kimberly.Pithey@ndsu.edu

LIZ THOMPSON

HCM Technician
NDSU Human Resources
Hastings Hall

Office: (701) 231-5922

Elizabeth.Thompson.1@ndsu.edu

*Recruiting Solutions – Technical Issues

SARA OESTRICH

HR Assistant
NDSU Human Resources
Hastings Hall

Office: (701) 231-6293

Sara.Oestrich@ndsu.edu

*Recruiting Solutions – User Questions

NDSU Career and Advising Center

PAT BREEN

Employer Partnership Manager
Handshake Job Board Support

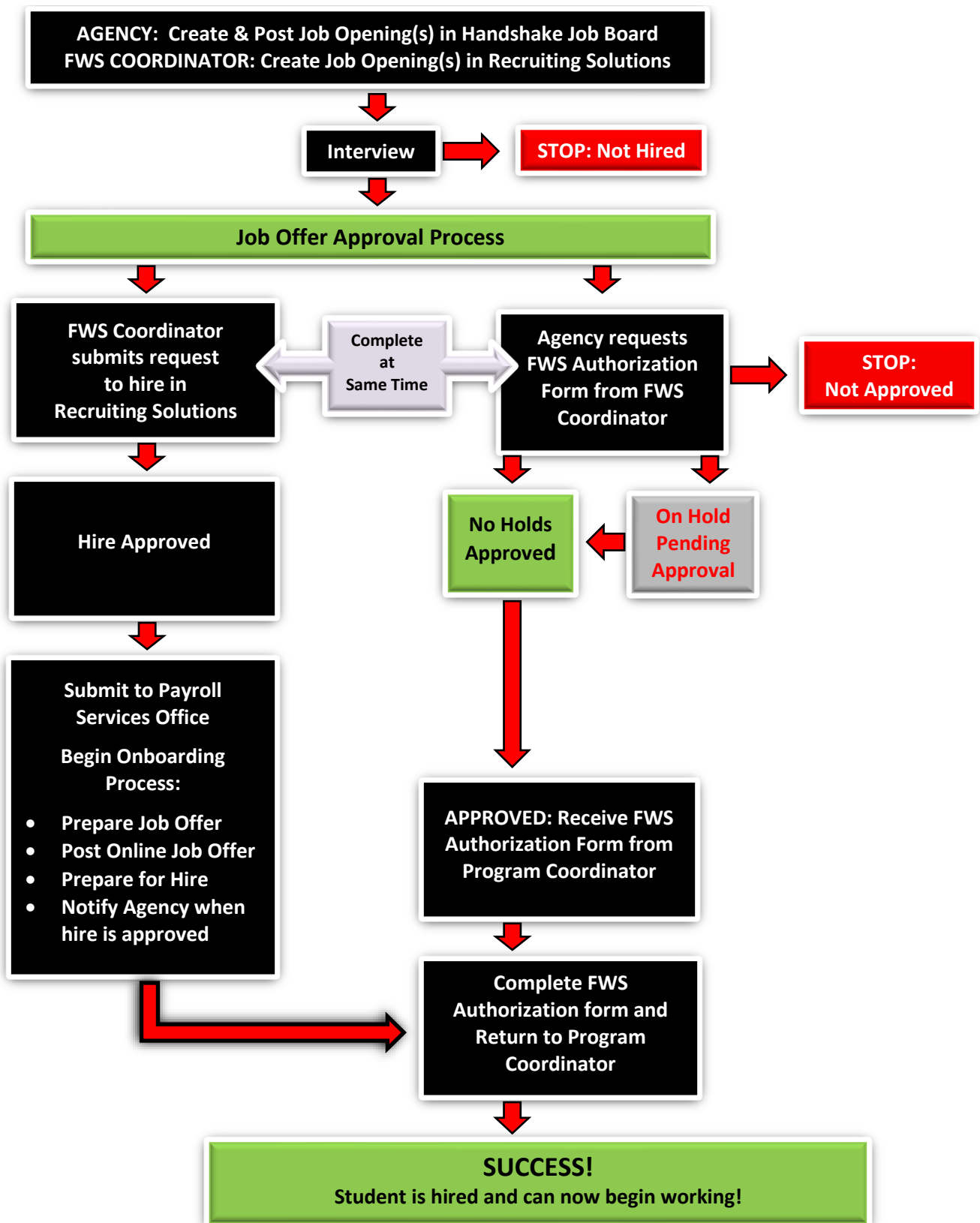
Ceres Hall 204-C

Office: (701) 231-8464

Pat.Breen@ndsu.edu

6. General Process Overview

Work-Study Flow Chart for Off-Campus Employers



7. OFF-CAMPUS EMPLOYERS PROCESS DETAILS – updated 08/09/2021

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. The FWS Coordinator manages this portion of the hiring process. RS is 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/

Work-Study jobs offered at Off-Campus agencies must be listed in both locations listed above.

IMPORTANT: Off-Campus employers do not have access to **Recruiting Solutions** so will need to work closely with the FWS Coordinator to complete all associated job postings and processes.

NOTE: New employers using **Handshake** will want to create a **Handshake** account. When signing up as an Off-Campus Employer, be sure to enter your organization/employer name and list North Dakota State University as the school connection. The [HANDSHAKE HELP CENTER](#) provides detailed information for setting up the account.

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**, go to: <https://support.joinhandshake.com/hc/en-us/articles/360018956834-School-Network-Management-Requesting-Adding-and-Removing-Schools>

🔗 **IMPORTANT UPDATE - SETTING UP THE POSITION:**

When setting up your position in **Handshake** be sure to list the following weblink in the section which asks for “**Website or Applicant Tracking System URL**”:
<https://www.ndsu.edu/onestop/forms/workstudy/>. This link takes the student to the Off-Campus employment application. Once you have designed and submitted the 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. (Students selecting the link listed above will be directed to complete the application and indicate the agency for which they are interested to apply.

Once the student completes the application, it will be forwarded to the Work-Study Coordinator via email and the following process begins:

1. When the NDSU Work Study Coordinator has reviewed the application and has approved the student for a work-study award, an email notification (from “**Tammie Reger via DocuSign**”) will be sent to the email address of the employer the student selected on the application.
2. Open the email notification and click the **[REVIEW DOCUMENT]** link in the message to open the form.
 - a. Note that the email notification could potentially be flagged as spam and might be delivered to a “Junk Mail”, “Spam”, or “Promotions” folder in the email account instead of the inbox.

3. Read and/or agree to the "**Electronic Record and Signature Disclosure**" statement if prompted and click the **[CONTINUE]** button at the top of the form.
4. Review the documentation and contact the student to set up an interview. Off-Campus employers conduct interviews with potential student employees and it is up to you to decide how to conduct the interview and also who you plan to hire. **NOTE:** After completing the interview, you may also need to perform your agency requirements such as completing a background check or fingerprinting before a final offer may be made to the applicant. This process is not provided by or paid for by NDSU.
5. Select your hiring decision and any notes (if necessary) in the "**Off-Campus Agency Use**" section of the form toward the bottom of the application.
 - a. Use the yellow indicator tab on the left side of the form to navigate through the form if necessary.
6. Click the **[SIGN]** button to add your DocuSign™ signature.
 - a. If this is your first-time using DocuSign, you may be asked to select and adopt a new signature template.
 - b. If you have used DocuSign before, your previously-selected signature template may appear by default.
 - c. If you need to make a change to the previously-selected signature, visit [DocuSign.com](https://www.docuSign.com) to modify the settings on your existing account.
7. Click the **[FINISH]** button at the bottom of the form to complete the employer portion of the process.
 - a. Any unanswered required fields will be highlighted in red when the **[FINISH]** button is clicked.
 - b. Click the **[FINISH]** button again to submit the form after required fields have been populated.
8. You will be asked if you want to save a copy of your document. Click **DOWNLOAD**, **PRINT**, or **CLOSE**.
 - a. Clicking **CLOSE** will result in a final review of your document.
9. Clicking the **[CONTINUE]** button will redirect your browser the [NDSU Forms page](#) when finished.
10. The DocuSign application is returned to the Work Study Coordinator electronically.

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

b. 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 detailed instructions.

HR/Payroll Services Requirements: In order to be hired, all individuals must go through the On-Boarding process in Recruiting Solutions. See **Section iii** for detailed instructions. 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 (Recruiting Solutions)**

The FWS Coordinator works with Off-Campus employers to complete the following process:

Recruiting Solutions - Onboarding Overview

New Hire-Non-Benefited

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

1. The FWS Coordinator serves as the "Hiring Department" and uses Recruiting Solutions to post job opening(s) and work with Off-Campus agencies to process new, non-benefited hires.
2. Once notified that a student will be hired by an Off-Campus employer, the FWS Coordinator posts/sends Job Offer to selected applicant. Selected applicant accepts online Job Offer, which requires them to enter their SSN and Birthdate.
 - The FWS Coordinator will never accept the job offer on behalf of the applicant. Doing so prevents the applicant's information from being received in the onboarding system.
 - If the position requires a background check, the check must be completed by the Off-Campus employer prior to submitting the hire to Payroll Services.
3. The FWS Coordinator submits Hire to Payroll Services for approval, prior to the employment start date.
4. Automatic email is sent to FWS Coordinator to provide notification of the approval. The FWS Coordinator will notify the Off-Campus employer of the approval. Employee may start work as soon as this email is received.

5. The FWS Coordinator sends following email to each new hire which provides the following information:

Thank you for applying for a Work Study position with one of our Off-Campus agencies. We are very excited to have you begin working with [AGENCY NAME] and using your Federal Work Study funding.

IMPORTANT! *You must now complete the NDSU Hiring/Onboarding process in order to begin working in your new position.*

- *Select the link below to finish the required payroll On-Boarding process.*
 - *When you click the link below, click “Apply for Job” in the top right corner. You will be required to enter your NDSU credentials to log in.*
 - *If your current Campus Connection login credentials do not work, you do have to click “Register Now” and create an account. You do not need to attach a resume or any other documents. I will be able to move you through the hiring process without it.*
 - *Once you have selected the link and completed that step, please email me so that I can move forward with the remainder of the hiring process.*
 - *Next, I will post the Online Job Offer to you (and when you accept it online), the system automatically sends an email to you to complete the remaining onboarding steps (e.g. claiming your user account, completing W4 and Direct Deposit, etc.).*
 - *NOTE: if you are a new employee you will need to complete the [I-9 process](#) and are required to provide ORIGINAL identification documents to Payroll Services in person no later than the first day of employment. See pg. 3 of I-9 document to review acceptable forms of identification.*
 - **<insert specific agency’s RS link here>**
6. If students are currently employed in another position at NDSU, they will not need to complete a new I-9, they only need to review their information in the On-Boarding system.

Although employers 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 (agency) will need to start the hiring process again.

c. Off-Campus Employer Responsibilities

i. Annual Responsibility

- **Federal Work-Study Agency Agreement**

All NDSU approved Off-Campus FWS agencies are required to complete a **Federal Work-Study Agency Agreement** which must be completed and returned to the FWS Coordinator annually.

- **Proof of Non-Profit Status**

All Off-Campus employers who are considered *non-profit* must provide documentation of non-profit status such as a tax-exempt form or tax exemption letter from Internal Revenue Service (IRS). This document will be kept on file with your Federal Work-Study Agency Agreement.

NOTE: All documents must be in place prior to student(s) beginning work at the facility/agency.

ii. Monthly Responsibility

- **Billing:**

Off-Campus Employers will be billed for 25% of student gross earnings through NDSU's Customer Account Services office. Off-Campus Employers are responsible to pay the amount due in a timely basis. Accounts will be billed on a monthly basis. Any unpaid portion of a bill that is 30 days past due will be assessed a late fee as determined by NDSU Customer Account Services. Late fees may be added to the following billing statement.

America Reads is considered an Off-Campus employer; however, it is exempt from this process due to 100% funding through the FWS program. If you are unsure whether or not your agency qualifies to utilize this program, please contact the FWS Coordinator.

- **Supervision:** It is expected that students will ordinarily be supervised by full-time, permanent employees or agency staff 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 students are doing the work indicated on their job descriptions and that the verification of time worked is properly documented. Each employer is responsible for making sure FWS student employees are adequately supervised by appropriate staff.
- **Documentation of Work Performed:** Federal regulations require employers of FWS participants to maintain adequate records for the number of hours worked.

The general business process under this system is as follows:

- Employee enters and submits hours worked on timesheet.
- Supervisor reviews and approves reported time.
- Approved timesheet is sent to FWS Coordinator for processing.
- Student employee is paid the next payday.

Students working for Off-Campus employers are required to submit work hours using a manual timesheet. This is because the Agency supervisor (or other designated Agency official) is responsible for monitoring the hours worked and approving the hours to be paid. The FWS timesheet is created and provided for you by the FWS Coordinator. The timesheet is available in EXCEL.

NOTE: 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. When using a 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.

Email reminders are sent to employers notifying you of when time entry deadlines occur. Any timesheet submitted after the payroll deadline will be entered by the FWS Coordinator and paid on the next available payday. Timesheets entered late are paid late.

*Off-Campus employers may submit scanned timesheets for their student employees to the FWS Coordinator for processing in order to meet payroll processing deadlines. Off-Campus employers may keep a copy of the submitted documents for their files, but, the **original forms must be returned to the FWS Coordinator for the official files.***

d. 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 FWS award. Any unpaid hours submitted after the student has earned their full award must be paid entirely by the employer. It may be possible to increase a student's FWS award based on eligibility and available funds.

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

While increasing a FWS award is 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. If your student employee is within \$500 of earning their Work-Study award, complete the on-line form to request an increase. The online request form is located in the Work-Study Employment section of the Financial Aid and Scholarships website. Go to: <https://www.ndsu.edu/onestop/finaid/employment/employer/> and select the "REQUEST INCREASE TO AN EXISTING WORK-STUDY AWARD" link.

If the student is not eligible for an increase: the FWS Coordinator will contact you as soon as possible to let you know this! You will need to closely monitor the student's hours. 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 employee; 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 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 add the student's name to a review list. This list is evaluated 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. Please update your records and any documents you may use to track the student's 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 important that you let us know by replying to the email. We review your requests and use this "returners roster" for awarding FWS funds to eligible students. Please note that submitting a request is not a guarantee that the student will receive 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, contact the FWS Coordinator. You will need to provide the student's current hourly wage, the new hourly wage, and by what date you'd like this raise to be effective. Providing supporting documentation for the pay increase is helpful. The FWS Coordinator will complete the required payroll documentation to make the change on your behalf as soon as possible. HR/Payroll Services dates and deadlines apply.

8. Additional Notes for Off-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 and FWS Authorization requirements.

9. Check List(s): Students and Off-Campus 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 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. Off-Campus Employers

- Complete and sign the Off-Campus Work-Study Agency Agreement annually
- Submit documents to the FWS Coordinator demonstrating non-profit status
[This can be a tax-exempt form or tax exemption letter from Internal Revenue Service]
- Request, complete and return the **FWS Authorization form** to the FWS Coordinator
<https://www.ndsu.edu/onestop/finaid/employment/employer/>
- Coordinate with FWS Coordinator to complete the Manager Self Service Onboarding process for student employee
- Work with all student employees who will be working with children to complete all required background checks and fingerprint requirements.
- Remind all student employees to complete all online trainings required by the University (contact the FWS Coordinator if you have questions).
 - Annual Notice of Policies/Designated Medical Provider
 - Baseline Safety Training
 - Title IX 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
- Notify the FWS Coordinator of any staff changes that may affect either the payroll or supervisor contact information for the Agency.

c. Off-Campus Employers – Monthly Basis

- Collect employee timesheets for hours worked. Pay periods run 1-15 and 16-end of month. Submit timesheets to FWS Coordinator by posted deadlines for processing.
 - You may submit copies of the timesheets to the FWS Coordinator via email in order to meet payroll deadlines; however, the original documents must be returned to the FWS Coordinator for the FWS payroll files.
 - When transferring documents

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/front-page/12980-2/)
	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/employers/>

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/>

PAYROLL RELATED INFORMATION:

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

- **Administrative/Office Toolbox:** https://www.ndsu.edu/hr/administrativeoffice_toolbox/
Find payroll calendar and other payroll-related resources
- **The I-9 form and general instructions**
https://www.ndsu.edu/fileadmin/snrs/Files/I-9_rev_10-21-2019_.pdf