# Federal Work Study

SUPERVISOR’S MANUAL

University of South Dakota 2021 - 2022

## Program Definition

The policies and procedures as outlined in this manual regulate the employment of any Federal Work Study student at any time in any capacity by any agency or representatives of the University of South Dakota. It also outlines the regulations for the employment of a Federal Work Study student in an off-campus position. FEDERAL WORK STUDY is awarded to an eligible student who meets the financial aid program eligibility requirements including enrollment in a degree program (undergraduate or graduate) at USD.

## Monitoring Earnings

All recipients of financial aid in the form of a FEDERAL WORK STUDY position will be limited to specific gross earnings for each eligibility period (normally a full academic year or a full summer). This limitation will be stipulated on the Work Study Authorization DocuSign document. If a student earns his/her maximum award limit, he/she is not eligible for further employment which is paid by FWS funds. NOTE: If the student can demonstrate additional financial need and there are still FWS funds which have not been committed, the student may be awarded additional FWS funds by the Financial Aid Office. The department where student is working MUST contact the FAO to see if the student might be eligible for additional funds.

*It is the responsibility of each employing unit to establish internal controls, which will insure that the limitation of FWS earnings is not exceeded. Any earnings over the allocated amount for each student must be paid by the department with their hourly funds. When the student begins to get low on funds, the department supervisor should contact the FAO about the possibility of additional FWS for the student.*

Any eligibility not used within the designated eligibility period cannot be carried over to a later period (summer session to fall, or spring to summer session). But eligibility can be used during any part of the eligibility period (all during the fall semester or the spring semester, for example).

Students MAY NOT hold more than one FWS position.

## Student Eligibility

Students apply for need based financial aid (including Federal Work-Study) by completing an approved federal financial aid application (FAFSA). Those students completing the FAFSA before April 1st and have financial need receive priority consideration in the awarding of FWS if employment is requested. Federal regulations stipulate that a student may not receive financial aid in excess of the financial need that he or she demonstrates through their federal financial aid application. They are not allowed to earn money through Federal Work- Study in excess of the need that the student demonstrates.

## Hiring Students

University of South Dakota students are able to locate a FWS position by going to [www.usd.edu/coyotecareers](http://www.usd.edu/coyotecareers) and reviewing the employment opportunities.

When a FWS student applies for a position in your department or agency, it is up to you to determine if he/she meets your qualifications. You are not required to hire a FWS student who applies for a position with you. The student and supervisor must agree and approve of the assignment. If the student is hired, the *Work Study Authorization DocuSign* must be submitted by the department’s Banner superuser. The superuser must input the student’s name, student ID, hourly wage and then sign and submit the document. The DocuSign will then be sent to a representative in Financial Aid to indicate the award amount and award period.

Please keep a record of the student’s rate of pay, title/level, and period of eligibility for employment as well as of the total amount of money that the student may earn.

When can student begin working?

FWS earnings cannot be reported unless they are within the beginning and ending dates for the term(s) on the DocuSign. The dates for 2021 – 2022 are:

2021SU May 10, 2021 – August 20, 2021

2021FA August 23, 2021 – December 15, 2021

2022SP January 10, 2022 – May 6, 2022

NOTE: Students may work during the Christmas break if they are registered for at least 6 semester hours for 2022SP and they have sufficient unearned FWS funds available.

It is suggested that you keep an earnings summary on your FWS employees to determine when they are close to earning their allocation.

***REMIND STUDENTS THAT THEY CAN NOT HAVE TWO DIFFERENT POSITIONS AT THE SAME TIME***

If the student has never had a job at USD before, they will need to fill out an I-9 Form and a W-4 Form. The student will need to have up to two forms of acceptable ID to complete the I-9 form. The following is a listing of common documentation that will work to provide proof of ID:

Driver’s License and Social Security Card Driver’s License and Birth Certificate Student ID and Social Security Card Student ID and Birth Certificate

Passport

For additional information and a complete list of acceptable documentation please refer to the Human Resources website [www.usd.edu/human-resources/index.cfm](http://www.usd.edu/human-resources/index.cfm) and click on “New Employee and Student Workers”.

## Wage Rates

The hourly rate for FWS jobs cannot be less than the minimum hour rate (currently

$9.45). FWS students should receive the same hourly rate that non-FWS students receive. Higher hourly rates are reserved for jobs requiring greater responsibility, competence, and special ability. FWS students should not earn more per hour than full-time employees make.

## Current Salary Schedule

To view the current Student Wage Schedule, go to:

<https://my.usd.edu/SimpleContentPortlet/content/b4dc0f4c-29af-40c2-b3be-515debeede5d/2020%20student%20salary%20chart.pdf>

##  Supervisor’s Responsibilities

At the time of the initial interview with the student applicant, the supervisor should very carefully explain the duties and working conditions of each particular job so that the student will know exactly what is expected of him/her. Supervisors should be fair but firm in dealing with minor violations of policy in each job situation. If a problem connected with employment occurs, student worker should approach their supervisor. If the problem cannot be adequately resolved at that time, he/she should consult Human Resources for personnel related issues.

## Time Sheets

FWS time is kept using web timekeeping. For instructions on completing and submitting web timekeeping please refer to the Human Resources website [www.usd.edu/human- resources/index.cfm](http://www.usd.edu/human-resources/index.cfm). Click on “Training and Development” and select “Supervisor Web Time Approval”. For the STUDENT select “Web Time Keeping Brochure”

Payroll periods begin on the 22nd of the month and end on the 21st of the following month.

All web time entries need to be submitted by 10:00 am on the date indicated by Payroll each month (typically on the 22nd but it will vary).

Paper Time Sheets and Audits

 The original copy of time sheet [showing time in, time out, and total number of hours worked] must be signed by both the student and supervisor and kept on file in the supervisor’s office for at least five years for audit purposes.

 Copies of the time sheets are subject to internal and external audits and must be kept on file by the employing department. Hours worked may not conflict with the student’s class schedule. Auditors will check time sheets with the student’s class schedule to verify that hours worked are not times they have a scheduled class.

 STUDENTS ARE PAID FOR WORKING, NOT ATTENDING CLASS!

## Overtime

Departments which employ students through the FWS program must comply with the limitations governing work hours. FWS funds may not be used to pay an individual for more than 40 hours per week. If a student does work in excess of 40 hours in a work week, the Fair Labor Standards Act applies. The department will have to pay the student, using their own departmental resources at 1.5 times the hourly rate.

## Payment Procedures and Frequency

Students are paid monthly for the hours worked which are documented on the student time sheet. Payment is either by check or direct deposit. FWS students are encouraged to participate in direct deposit, but are not required.

## Recordkeeping

Records concerning compensation for student employment are maintained in the Payroll Office and Financial Aid Office. *The department or office employing the student must keep the paper time sheets for at least five years for audit purposes.*

## Workload

There is no maximum recommended number of hours a work-study student may work per week. The number of hours should be adjusted according to your need and the student’s course load. Generally, the work study positions are 10 hours per week. Students on the summer work-study program may work up to 40 hours per week. NO FWS FUNDS MAY BE USED TO PAY FOR OVERTIME EMPLOYMENT. Offices or departments which have any student working more than 40 hours per week must pay the overtime hours from their own institutional funds.

Remember that students can earn only up to their work-study award. You are responsible to monitor where the student is at with their earnings.

## Confidentiality

As a student employee, one of the most serious responsibilities is handling confidential information about the University, faculty/staff and/or students in a professional manner.

During employment, students may come in contact with information that is protected under the Family Education Rights and Privacy Act. This type of information is strictly confidential and may not be discussed or released to unauthorized personnel or other students.

## Resignation/Termination

While a student may discontinue employment at any time without penalty, a minimum of two weeks’ notice is requested when resigning from any FWS position. FWS jobs should be treated like any other professional employment.

FWS employers may terminate student employees at any time for unsatisfactory performance although the Financial Aid Office requests that employers give the student ample warning, and a chance to correct the problem, before resorting to his/her termination. The Financial Aid Office also asks that employers notify the office in writing upon terminating the student. The notice should be sent to:

Financial Aid Office

ATTENTION: Federal Work Study Supervisor University of South Dakota

It is expected that students will maintain their work study job during the academic year. In a case where a student’s schedule does not allow them to continue working for the current department, an exception may be made. In this instance the former and new supervisor will need to contact and work with the Financial Aid Office to determine what amount of work study eligibility remains for the work study period. This change, in most circumstances, cannot take place immediately depending on when the student last worked at the former position.

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