

## Highlights of FWS Changes for 2009 - 2010

As advised in the director's memo of January 20, 2009, beginning with the 2009-2010 academic year departments participating in the Federal Work-Study (FWS) Program must match (pay) **25%** of the total FWS **earnings** for each hired FWS student.

1) Departments will need to budget their accounts for the 25% FWS match each semester. The maximum FWS award for 2009-2010 is **\$3000**; therefore, the maximum a department would match (pay) during the Fall and Spring is **\$750** per student.

\* As always **the 25% departmental match cannot come from a federally-funded account.**

2) The FWS **liaison** in each department will be responsible for **creating the employee personnel** for each FWS student hired and **processing a Budget Amendment** with **object code 78000**. Work-Study students must receive the short title **WKSTY** and job class code **22006** on the personnel. The "percent time" is **50%**. The authorization will be for the full hourly wage of **\$7.25** per hour.

3) Every payroll 25% of each FWS student's pay will be drawn from your designated departmental account and 75% from the account which holds the federal funds. If at the end of the semester the funds have not been completely exhausted, the budgeted matching funds can be re-allocated.

4) Departments will be responsible for entering each FWS student's hours worked on their **departmental e-payroll vouchers**. The departments will receive a University Hourly Payroll Cost Report reflecting the charge for 25% of each FWS student's pay.

5) Although the Office of Student Financial Aid (OSFA) will no longer create personnels or timesheets for FWS, we will continue to create and print the Assignment Summaries.

6) The departmental liaison and supervisor must ensure that FWS students do **not** work in excess of their **Maximum Amount to Earn** or beyond the semester work dates. Both are listed on the Assignment Summary.

**NOTE:** If a student is allowed to work beyond his or her Maximum Amount, **100%** of the total hourly gross pay **will be charged to the departmental account**. Sherryl Fern will submit the payroll Personal Services JV form to reverse the 75% previously charged to the federal work-study account. These will be processed only twice a month per Payroll policy.

8) Beginning with the 2009-2010 Academic Year, the rate of pay for all first and second year FWS students is **\$7.25 per hour** (the minimum wage rate effective July 24, 2009). Students returning for their third or fourth year of FWS will be paid the hourly rate they earned in 2008 -2009.