

The Federal Work-Study (FWS) Liaison Guidebook

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(For the 2009-10 Academic Year)

University of Georgia
Office of Student Financial Aid

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1 The Federal Work-Study (FWS) Mission

Federal Work-Study (FWS) is a program of financial assistance for eligible students that is jointly-funded by federal and departmental contributions. Although FWS students **cannot replace full-time employees**, they can provide valuable work support. Our mission is to provide students opportunities for on-campus employment in part-time positions which match their interests and skills and which may help them to grow personally and professionally. The FWS Program offers departments the ability to hire qualified students at a low cost.

2 Departmental Enrollment Requirements

The FWS Program is open to all UGA departments. Participating departments must pay 25% of the FWS earnings for each hired student. **The 25% departmental share cannot come from a federally-funded account.**

The maximum FWS award for the academic year 2009-10 is **\$3000**; therefore, the maximum a department will provide is **\$750** per student. Departments will need to budget their accounts for 25% of the FWS match each semester and process a budget amendment with **object code 78000**.

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.

The rate of pay for all **first and second** year FWS students is **\$7.25/hr**. **A department cannot supplement a student's wage by paying additional money for any FWS work hours.**

To enroll in the FWS Program, departments must assign a **Liaison** to be the primary contact with the OSFA FWS Coordinator, Sherryl Fern. The Liaison must be a University, non-student employee. All correspondence between your departmental FWS supervisors and the OSFA FWS Coordinator will be routed through the designated FWS Liaison.

To initiate a file for your department within OSFA, the designated liaison for the department must e-mail our FWS Program Coordinator, Ms. Sherryl Fern at ugafws@uga.edu. Include the name of your department, your name and title, the number of FWS positions you wish to request and a brief job description for each position. You should then complete the [Liaison Information Form](#). Once the Liaison Information form is received by OSFA and a file is initiated, your department will be contacted with instructions for the next step in acquiring FWS student-employees. **Any** changes to the designated Liaison throughout the year must be communicated by completion of a **new Liaison Information Form**.

July 1st is the deadline for a department to join the FWS program each year. After this date, departments must wait until the next academic year to seek FWS student-employees. FWS student workers are hired once a year for Fall and Spring Semesters only. **There is no mid-year or Spring semester hiring.**

3 Student Eligibility

To participate in the FWS Program, a student must **complete** the Free Application for Federal Student Aid (**FAFSA**) **process** each year including **Verification** if selected while FWS funds are still available. Information about the application process can be found on our web site: www.uga.edu/osfa. To be eligible for FWS, a student must be enrolled at UGA and demonstrate **financial need** beyond the amount covered by other financial aid. FWS funds are **limited** and are awarded on a first-come, first-serve basis. Students otherwise eligible for FWS will not be awarded if they apply too late in the year.

Returning FWS students are subject to the same time restrictions as new potential FWS students, so departments should encourage their current FWS students to complete the FAFSA process **as early as possible** for the following year. Students can begin the FAFSA process January 1st each year.

If a student is awarded additional aid, it can make him or her ineligible for FWS funds, and the student will be asked to immediately stop working through the program. Please refer students to OSFA if they have questions regarding eligibility criteria or applying.

4 FWS Time Line of Events

January - March	Students Complete the FAFSA process
May	Liaisons Update or Create Job Listings And update Liaison information
June - August	Students are Awarded Financial Aid Interviewing and Hiring
August 10	First day for FWS to work

In late May or early June OSFA begins generating official Financial Aid Awards for students for the coming school year.

When a student is awarded, an automated e-mail is sent to the student's UGA e-mail account instructing the student to log in to OASIS and accept the FWS if offered.

Once a student has **accepted his FWS award**, he or she will be directed to <https://my.osfa.uga.edu> to complete an FWS Profile and begin applying for positions.


During this phase students search for positions and supervisors schedule interviews and hire students.

5 Creating Job Listings

Note: Only the Liaison can create job listings!

Sign in using your
UGA MyID at <https://my.osfa.uga.edu> .

Your UGA MyID is usually the first part of your
UGA e-mail address. (the part before @uga.edu)

- 1.) Before creating a job listing, you must **add the supervisor** of that job to your supervisor access list.
 - Select the **SUPERVISORS** tab and click on  New Supervisor.
 - Enter the supervisors UGA MyID and click on **Continue**.
 - Watch for a **green message at the top of the page** to tell you that you were successful and **make sure** the name that comes up is the name of the **correct supervisor**.
- 2.) To create or update an FWS job listing, click on the **“JOBS”** tab at the **top** of the page and then **“New Job”** to create a new job listing. Select the Supervisor from the pull down list.

Required fields are noted and must be completed.

The **Title** of the position should indicate the **type of position and the department**. Please be specific. Here are some examples:

 - FRONT OFFICE ASSISTANT- PHILOSOPHY
 - STUDIO ASSISTANT- JEWELRY/METALWORK
 - BUSINESS OFFICE ASSISTANT-LAW SCHOOL

★ **Schedule** - Choose from “Morning”, “Afternoon”, “Flexible”

Hours Per Week - Choose from 5 -7 , 8-10 , 11-13, or Flexible
- 3.) **Multiple positions using same listing**
Use the pull down box labeled **Positions** to choose the number of listings. It will automatically count down as you create contracts.
- 4.) When you have entered all the required information, click on **“Create”**. If all required fields are filled, it will become a **“Pending”** job in your list of jobs. If some fields are incomplete, there will be a **RED MESSAGE** at the top of the page telling you which fields need data. The OSFA FWS coordinator will approve and/or edit a pending listing and make it **Active**. Once it is **Active**, it will be viewable by students who have been awarded FWS and are eligible to apply for jobs.

If you modify a listing, it will return to pending status and require approval again.

6 Viewing Student Profiles and Creating a Contract

Only students who are awarded FWS and **have accepted their award** will be able to create a FWS Profile. The list of students who have accepted their award and can have access to create a profile will be updated at least twice a week. Once an FWS student creates a Profile, he or she is able to view the **Active FWS** job listings. When a student chooses to send his or her profile to a particular job, it will be available for **both the supervisor and liaison** to view under the **“APPLICANTS”** tab.

The **supervisor** logs in at <https://my.osfa.uga.edu> using his or her **UGA MyID** and will have **read only** access to the profiles of students who have applied for jobs in that department. The supervisor will click on the **“APPLICANTS”** tab at the top of the page to view a list of the profiles. To review a student’s complete profile, the supervisor must click on the Student’s name. To return to the list of applicants, the supervisor simply clicks on the **“APPLICANTS”** tab again.

Applicants Tab

The University of Georgia
Office of Student Financial Aid

Welcome, SHERRYL

Log Out • Contact Us • School Code:

HOME FORMS SCHOLARSHIPS **FWS JOBS**

Overview My FWS Profile Supervisors Jobs **Applicants** Contracts

List of Applicants

Years Jobs and Applicants

2008 Show | 74... | America Reads Tutor
Hide | 15... | Office Assistant for FWS/AMERICA READS





Name	MyID	Date	
Job: Office Assistant for FWS/AMERICA READS			
CAMREI TERRELL	camreirt	2008-06-16 15:07:14	Old Year
CHANITRA BELL	chanitra	2008-06-16 16:18:27	Old Year
MICHAEL CLARK	mclark90	2008-06-18 10:54:55	Old Year
KAYLAH JANELLE WALKER	kaylahw	2008-06-22 17:02:13	Old Year

The **supervisor** for each position is responsible for interviewing and hiring the FWS worker. The supervisor will contact the candidates he or she chooses to interview using the information provided by the student in the profile. Supervisors cannot hold FWS positions open waiting to hire a student from last year. If the supervisor wishes to rehire a student, that student must accept their FWS award and apply for the position by July 10th.

Taking Action

Taking action usually requires clicking on one of the following icons:

-  Modify Record (EDIT)
-  Activate (MAKE ACTIVE)
-  Deactivate (MAKE INACTIVE)
-  View Details

-  Cancel
-  Create New Job
-  Add New Supervisor
-  Replace Supervisor

Once the supervisor offers the position and the student accepts, the supervisor must notify the liaison. As soon as possible following the supervisor’s decision, **the liaison must create a new FWS contract**. The contract is simply the linking together of a particular job description with a particular student profile. The liaison clicks on the **Contracts Tab** and then **“New Contract”** as shown below. At this point the liaison must take care to confirm that the correct student is being linked with the correct supervisor and job. The liaison then clicks on **“Create contract”**. The contract is now **pending** and can be seen as **pending** on the particular liaison’s sign-in page. The OSFA FWS coordinator will be notified of the pending contract and will add the pay rate for the student and **approve** the contract.

Final Step – Creating Contract

Liaison: SHERRYL FERN	The information for the job and student that you selected will automatically display. Confirm that you are matching the correct job and student and then click the “Create Contract” button at the bottom of the page.
Department: WORK STUDY	
Supervisor: SHERRYL FERN	
Positions	
Available Positions: 1	

Clicking on the Create Contract button below will create a pending contract until the FWS coordinator assigns the pay rate

New FWS Contract: Verify and Create

General Information

- * Acad. Year 2009
- * Liaison SHERRYL FERN
- * Department WORK STUDY
- * Supervisor SHERRYL FERN
- * Job **Office Assistant for FWS/AMERICA READS**
- * Student **HANNAH ROBINSON**

Verify Information!

Once you have created the contract, it will be “pending” until the pay rate has been added. It will be in your list of “Unapproved” Contracts on your Contracts Page until it is approved.

The University of Georgia
Office of Student Financial Aid

Welcome, SHERRYL. Log Out • Contact Us • School Code

HOME | FORMS | SCHOLARSHIPS | **FWS JOBS**

Overview | My FWS Profile | Supervisors | Jobs | Applicants | Contracts

A new FWS contract has been successfully created.

Tab Menu: Active | Archived

FWS Contracts

ID	Student Name	Inbox	Date	New Contract
2009-HCROBIN-140	HANNAH ROBINSON	PENDING	2009-05-12	Waiting

OSFA Info Portal Welcome, Sherryl. Log Out May 12, 2009

HOME | DOCUMENTS | EMPLOYEES | FORMS | RESOURCES | SCHEDULES | STATISTICS | MY OSFA INFO

My OSFA Info FWS Students

Overview | Configurations | Campuses | Departments | Liaisons | Supervisors | Students | Applicants | Jobs

Tab Menu: Active | Canceled | Archived

List of Unapproved Contracts

ID	Student	Pay Rate	Liaison	Inbox	Date
2009-hcrobin-140	HANNAH ROBINSON	Not Set	SHERRYL FERN	PENDING	2009-05-12 08:48:25

Please either approve or cancel all pending contracts above.

List of Approved Contracts

ID	Student	Pay Rate	Liaison	Inbox	Date
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Overview | My FWS Profile | Supervisors | Jobs | Applicants | Contracts

New FWS Contract: Select Student Applicant

Job Office Assistant for FWS/AMERICA READS

* Applicant

Verify Information! Continue

IMPORTANT: STUDENTS ARE NOT AUTOMATICALLY NOTIFIED WHEN A CONTRACT IS CREATED. IT IS UP TO THE SUPERVISOR OR LIAISON TO NOTIFY THE STUDENT.

An approved contract will generate the printing of the **Assignment Summary Form** in the Office of Student Financial Aid (OSFA).

The **Assignment Summary** form will reflect:

- The start and end work dates for the student
- The student’s hourly wage
- The amount the student has been awarded per semester.

The FWS Coordinator will send the liaison **4 copies** of each Assignment Summary:

- one for the department to keep on file
- one for the supervisor’s records
- one for the student to keep
- one **must be signed by all three and returned to the OSFA FWS Coordinator.**

7 Once a student is hired UGA Personnels

Each department will be responsible for creating the **UGA Employee Personnel in WebDFS** for each FWS student hired.

- ◆ **The Begin Date will be 08/10/2009. The End Date is 05/05/2010.**
(USE 8/10 NO MATTER WHAT DAY THE STUDENT ACTUALLY STARTS.)
- ◆ Work-Study students must receive the **short title WKSTY** on the personnel.
- ◆ **You will use your department's HOME CODE and your department's account number.**
- ◆ The authorization will be for the **full hourly wage** of \$7.25 per hour. (or higher if 3rd time returner.) The payroll process will charge 75% of the total hourly gross pay back to the federal work study account.
- ◆ **The “% time” field on the personnel should be 50%**
- ◆ **The Job Class Code is 22006.**
- ◆ The liaison will process (or ensure the process of) a budget amendment with **object code 78000** for **25% of each FWS student's award**. This should be one Budget Amendment for the sum of the 25% shares for all the FWS students hired in a department.

Personnel in Web DFS

	Position	Salary	PayAuth	Appt Begin Date	Appt. Begin Hour	Appt. End Date	Appt. End Hour	Percent Time	Contract Code	Job Class	Position Title	Faculty Rank	Pay Type
	<input type="text" value="WKSTYL"/> A	<u>SALARY</u>	<u>PAYAUTH</u>	05/07/2009		06/30/2009	8.0	.50000	N	22006	FEDERAL WORK-STUDY STUDENT WORKER		H

Entry Detail **You will enter your department's Home Code here.**

Position	Appt. Begin Date (mm dd yyyy)	Appt. Begin Hour	Appt. End Date (mm dd yyyy)	Appt. End Hour	Percent Time	Contract Code
<input type="text" value="WKSTYL"/> <input type="text" value="L"/> <input type="text" value="A"/>	<input type="text" value=" '2009"/>	<input type="text"/>	<input type="text" value=" 2009"/>	<input type="text" value=" 8"/>	<input type="text" value=" .5"/>	<input type="text" value=" N- Fiscal No Contract"/>

Job Class	Job Class Description	Position Title	Faculty Rank	Faculty Rank Title
22006	STUDENT-COLLEGE WORK-STUDY	FEDERAL WORK-STUDY STUDENT WORKER		

REMEMBER: DO NOT USE THE FWS DEPARTMENT NUMBERS !!!



**The Begin Date will be 08/10/2009.
The End Date is 05/05/2010.**



Employment History	Employment History Date	Payroll Status	UGA % Time	Wage Type
Current ▾		UGA Student ▾	50.0	Non-Exempt

Highest Degree	Primary Department	Primary Department Description

Payroll Dist Code	Building Number	Building Description	Room Number	Work Phone


 Your Department is the Primary Department.
 Enter your Payroll Distribution Code and Building Number.

Planning the schedule

The Supervisor will explain the duties of the job and plan a work schedule with the student. Supervisors should discuss any change of duties and/or work schedule or any possible conflicts with the student before work begins. **Students are NEVER to work during their scheduled class time (even when a class has been cancelled for that day). It is the Supervisor's responsibility to monitor this.**

FWS students CANNOT work more than 20 hours per week (Thursday - Wednesday) per University regulations. Your department will be responsible for paying for hours worked beyond 20 per work week. Occasionally, a student may be simultaneously employed elsewhere on campus in a non-FWS position. In this situation, the two supervisors (FWS and non-FWS) must communicate regularly to ensure the combined hours worked do not exceed 20 during the 7 day work week (**Thursday through Wednesday**).

Online Orientation

All new UGA employees (including FWS students) are required to complete the **Online Orientation** provided through UGA's Human Resources Web site (www.hr.uga.edu/ori/orient.html). All FWS student employees are non-benefit eligible. All paperwork should be forwarded to the appropriate offices. **Delays in the submission of the paperwork will result in a delay in student pay.** I-9's and copies of supporting documents **must be sent to Human Resources by close of business the second day of employment**, W-4s and Direct Deposit forms are sent to PAYROLL, and the Security Oath and Intellectual Property Agreement are sent to Human Resources. **None of the paperwork produced during the Online Orientation is sent to OSFA.**

Students who previously completed this process are not required to complete another session; however FWS students new to a department must complete an I-9.

Prior to the end of the FWS student hiring period if a hired student quits or is terminated, the department can contact the FWS Coordinator to request reactivation of the position.

Supervisors should print sign-in sheets at: www.uga.edu/osfa/fws/signin-out.pdf. **All students must sign-in when reporting to work and sign-out when leaving. The supervisor must initial both the sign-in time and sign-out time. In accordance with the Board of Regents' policy on Records Management, these sign-in sheets must be kept on file in your department for three (3) years following the student's separation from your department.**

All students must sign in when reporting to work and sign out when leaving. The supervisor must certify the student worked the hours written on the sign-in sheet every two weeks by signing and dating it.

In accordance with the Board of Regents policy on Records Management, these sign-in sheets must be kept on file in your department for three years following the student's separation from your department.

When requested by OSFA, Supervisors are to complete a Student Employee Evaluation Form for each student. (<http://www.uga.edu/osfa/fws/stueval.pdf>)

Liaisons must ensure students do not work in excess of the Maximum Amount to Earn Per Semester or beyond the Semester Work Dates as reflected on the students assignment summary.

Liaisons must maintain a cumulative earnings record for the department's FWS student(s). Liaisons must not permit a student to work once the semester maximum amount has been earned.

If a student does work beyond the Maximum Amount to Earn, the department will be charged for 100% of the students earnings, instead of 25%.

Students may resume working at the beginning of the next semester (according to work dates), provided they have been awarded FWS funds for that semester. FWS students may not earn FWS monies between semesters without prior approval from the OSFA FWS Coordinator. Each semester Liaisons should confirm student course registration on the first day of work by reviewing a copy of his or her most recent Student Account Detail showing a \$0 balance. Students can obtain a current Account Detail in OASIS.

Hiring a FWS student as a NON-FWS student employee

When a student reaches his or her maximum FWS amount to earn in a semester or his or her FWS award has been canceled, the student can no longer be paid through FWS. The department can either hire the student using departmental funds or release the student. Departments may hire FWS student employees for separate non-FWS positions during periods between semesters, as well as during Summer Semester. A new electronic personnel must be submitted from the hiring department to Payroll. The supervisor must keep any FWS hours separate from non-FWS hours worked. A department cannot supplement a student's wage by paying additional money for any hours reported to OSFA.

Unsatisfactory Performance

Supervisors must notify students in writing if his or her work is not satisfactory. If the student's performance does not improve, the Supervisor must notify the Liaison. The Liaison then notifies the OSFA FWS Coordinator if the problem cannot be resolved. A copy of all written correspondences regarding discipline and performance evaluation should be sent to the FWS Coordinator. FWS employees, like any other student worker employed by the University, can be terminated at any time with cause.

According to the UGA classifications, FWS employees are considered "temporary" employees and do not have the right of appeal, or access to any of the procedural steps provided for in the Conduct, Dismissal, Demotion, or Suspension and Dispute Resolution Policy & Grievance Procedure Manual.

Paying a Student After Separation

All students must be paid for the *actual* hours worked.

8 Documents and Web Sites

- A) The Liaison Web Site: <http://www.uga.edu/osfa/fws/liaison.html>
- B) Student/Supervisor/Liaison Responsibilities
Student: <http://www.uga.edu/osfa/fws/students.html>
Supervisor: <http://www.uga.edu/osfa/fws/fwssupervisor.html>
Liaison: <http://www.uga.edu/osfa/fws/fwsliaison.html>
- C) Liaison Information Form - <http://www.uga.edu/osfa/fws/liaisoninfo.html>
- D) Sign-in Sheet <http://www.uga.edu/osfa/fws/signin-out.pdf>
- E) Hours Remaining Worksheet: <http://www.uga.edu/osfa/fws/balanceremaining.xls>
- F) Student Employee Evaluation Form- <http://www.uga.edu/osfa/fws/stueval.pdf>
- G) UGA Online Orientation <http://www.hr.uga.edu/ori/orient.html>