



**FINANCIAL AID  
STUDENT EMPLOYMENT PROGRAMS:  
FWS AND SSE  
  
ADMINISTRATIVE HANDBOOK FOR  
HIRING DEPARTMENTS**

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**[http://www.career.usf.edu/employers/FWS\\_EMPL.html](http://www.career.usf.edu/employers/FWS_EMPL.html)**

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# HIGHLIGHTS FOR 2010-2011

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## Two Need-based Student Employment Programs

There are two need-based student employment programs for USF Students: **Federal Work Study (FWS)** and **Summer Student Employment (SSE)**. Both require the student to complete a Free Application for Federal Student Aid (FAFSA) each year by the March 1 priority application date to determine eligibility.

**FWS:** Need-based financial aid program funded by federal and institutional funds, and available during fall & spring terms only.

**SSE:** Need-based financial aid program funded by institutional funds from state financial aid fee that is assessed with tuition and available during the summer term only.

## How FWS Is Allocated

The Provost and each VP and Dean is given a **Spending Authority (SA) allocation** to be used to cover FWS payroll expenses for all hiring units under their authority. Each is responsible for sub-allocating spending authority to their hiring units and ensuring that none exceed the allocation.

Example:

1. VP/Dean receives \$100,000 in SA allocation. The VP/Dean then sub-allocates the funds to individual hiring units.
2. Each hiring unit must then determine how many students they can hire with their SA allocation. For instance, a hiring unit that receives \$9,000 in SA allocation can choose to divide that money according to the rate of pay and number of hours at which they would like to hire students. Below are a two examples of how this might be done:

*Example A:* Hire 2 students and allow each of them to work and earn \$4,500.

- Allow both to work 18.75 hours/week at \$7.50/hour
- 18 hours X 32 weeks X \$7.50/hour = \$4,500 each student

**OR**

*Example B:* Hire 3 students and allow 1 to work \$4,500 and the other 2 to work \$2,250 (1 over both fall & spring and 2 fall Only)

- Allow 1 student to work 14 hours/week at \$10.00/hour
  - 14 hours X 32 weeks X \$10.00 = \$4,480
- Allow 2 students to work in fall only 14 hours/week at \$10.00/hour
  - 14 hours X 16 weeks X \$10.00 = \$2,240

***Hiring units must stay within SA allocation and the student's awarded amount.***

**Note:** Some hiring units ask to hire for spring only. This practice may cause difficulty in filling positions because most FWS funds are awarded to students for fall and spring.

## **How SSE Funding Differs from FWS**

Unlike FWS, SSE funds are not allocated by spending authority to Vice President/Dean areas or hiring units. Instead, these funds are awarded to students who are employed in FWS jobs during the spring semester, and who complete a separate application, which is sent to them just before summer course registration begins.

## **The FWS Appointment Process**

FWS appointment and reappointment paperwork for each student must include a copy of the job posting in Career Connections in order to use FWS funds to pay for hours earned. The job posting in Career Connections, if properly completed, will serve to fulfill both of the following:

- **Job Advertisement:** In order to ensure fair access to all eligible FWS students and comply with Equal Employment Opportunity, all open FWS positions must be advertised in Career Connections. ***Please note that you do not need to advertise for positions that will be filled by students returning to work from a prior semester.*** In these instances, a **copy** of the original job posting (inactive) from Career Connections must be attached to the appointment paperwork. Follow the directions on page 11 & 12 according to type of hire (New Hire vs. Returning Student Appointment). Contact the Career Center for assistance at 813-974-2171.
- **Job Description:** Job descriptions must be created for all FWS/SSE jobs. For FWS positions, the job description must be attached to the letter of offer (new hire) or reappointment paperwork (returning hire) by the hiring department. This is not necessary for SSE positions. FWS job descriptions are subject to federal audit and therefore a requirement before any funds will be distributed. Departments are required to post their job opening, with enough detail to also qualify as the job description, on the Career Center's job listing database, Career Connections. Once you have posted your job, you can attach a copy of the completed job post from Career Connections as means to satisfy both requirements of posting your job and attaching your job description. *Note: for a returning student employee, you can attach a copy of your inactive job posting in Career Connections to satisfy this requirement. You do not have to advertise for returning student employee positions, (see page 11 & 12, "For Returning Student Appointments").*

Hiring departments and organizations are reminded that work cannot be scheduled in conflict with classes, and cannot exceed 20 hours per week when classes are in session, and 40 hours per week during academic breaks. **Note: SSE is only 20 hours per week.**

## **The SSE Appointment Process**

Because SSE funds are only awarded to students who worked an FWS job during the spring semester, the appointment process is simplified. An OASIS printout showing the student's SSE award must be attached to the appointment papers. See pages 11-12.

### **Job Categories and Pay Range Guide (pages 14-15)**

- See full description in order to determine category/range for your job
- Career Connections posting **must** indicate one of the three job categories
- Job Categories and their pay ranges where changed to:
  - General Support - \$7.50 - \$9.00
  - Reading Tutors/Community Service - \$9.00 - \$10.00
  - Specialists and Technicians - \$8.50 – 12.00

### **Pay Increase Policy**

- No mid-year raises are permitted
- Pay raises can only occur during the beginning of an academic year
- Recommended raise increment for returning student workers should not exceed \$0.25.

**Note:** *Highlights are explained in more detail throughout the handbook.*

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## **OVERVIEW OF USF FINANCIAL AID STUDENT EMPLOYMENT**

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### **TWO NEED-BASED STUDENT EMPLOYMENT PROGRAMS**

There are two financial aid funded part-time (maximum 20 hrs/week) student employment programs. Both programs are need-based.

- Students must apply and qualify each year by completing the FAFSA (Free Application for Federal Student Aid) by the March 1 priority application date, and have financial need as determined by a federal formula. Federal and USF financial aid guidelines must be followed.
- Students cannot be awarded need-based financial aid in excess of their financial need, which is determined by their financial aid cost of attendance and the FAFSA results. **This requirement may cause an FWS or SSE award to be reduced after the student has been appointed.**

**Federal Work Study (FWS)** - is awarded to students for fall and spring semesters- maximum award \$4,500 - Federal and institutional (from the state financial aid fee) funds are combined to fund the program. Federal and institutional guidelines apply.

Students apply by completing the FAFSA each year by the March 1<sup>st</sup> priority application date and following through to ensure that they satisfy all financial aid requirements before funds are awarded.

- Students must accept their FWS award and be appointed to a position before they can begin to work.
- Students must enroll and maintain active enrollment in at least 6 USF credits each term, to be eligible to work to earn FWS funds up to the maximum award amount.
- FWS positions can be on-campus or qualifying community service jobs. Community service jobs must be approved annually.
- Students must continue to meet all eligibility requirements throughout both fall and spring semester. This includes maintaining 6 hrs active enrollment in USF classes and meeting the financial aid satisfactory academic progress requirements after fall grades.
- Hiring departments receive a FWS spending authority allocation from their VP/Dean area.

**Summer Student Employment (SSE)** – is awarded to students for summer semester-maximum award \$2,250.

- Students employed in FWS positions during the spring semester are notified, just before summer registration begins, of the separate application process.
- SSE is awarded to individual students who apply timely and qualify.
- Students must enroll and maintain active enrollment in at least 6 USF credit hours, and work to earn funds up to the maximum award amount. SSE positions are on-campus jobs only.
- There is no spending authority allocation; students with SSE awards can be employed by hiring departments, but earnings cannot exceed SSE award amount.

## **ROLE OF UNIVERSITY SCHOLARSHIPS & FINANCIAL AID SERVICES (USFAS)**

### **Manage FWS and SSE Funds to Ensure Compliance with Federal and State Requirements**

USFAS awards FWS funds to students and monitors for continued eligibility throughout the academic year. Student eligibility can change during the year, which may require that a student's FWS award be reduced or cancelled.

USFAS manages FWS and SSE funds to ensure compliance with federal and state regulations for financial aid, including specific federal regulations for FWS funds. USFAS is subject to annual audit and must annually complete a federal fiscal operations report to continue to receive funds. This report requires that total fiscal year FWS expenditures be reported and must balance exactly. To comply with these requirements, spending authority allocations and a number of review processes were established to monitor FWS expenditures throughout the fall and spring semesters when FWS funds are authorized.

The SSE program was created to assure funding for summer jobs for students and to allow better tracking and reporting of the FWS funds by limiting usage to fall and spring semesters, since summer

semester crosses two fiscal years. USFAS manages funds allocated for need-based financial aid from the state financial aid fee assessed as part of the per credit hour fees that students pay.

### **Recommend Spending Authority (SA) Allocations**

Each year, after the final FWS payroll has been paid and payroll reports available, USFAS prepares recommendations to the AVP for Enrollment Planning and Management (EPM) for FWS spending authority allocations to VP/Dean areas for the next year. The AVP for EPM approves the recommendations and notifies each VP/Dean area of their FWS spending authority for the coming fall and spring. Each VP/Dean then determines sub allocations to their hiring departments.

Regulations require that a portion of the FWS funds be used for community service positions that meet federal requirements. USFAS reviews annual reports from approved community departments and annual applications for community service SA allocations.

### **Award Funds to Eligible Students**

Students must apply for financial aid each year by the March 1 priority application date to be considered for an FWS award, and must qualify based on financial need as determined by the results of the application.

Note: FWS funds are over committed to account for the fact that many students change their mind and either do not accept the FWS award, or do not find an FWS job and work. This is why hiring departments must monitor both the FWS award amount and the amount of spending authority they are allocated, to ensure that over expenditures do not occur.

### **Monitor Continued Student Eligibility & Adjust FWS Awards When Necessary**

Students must continue to meet eligibility requirements to retain their FWS award.

- Students must enroll in at least 6 USF credit hours to be eligible to work and earn FWS funds.
- Students must remain actively enrolled in at least 6 USF credits to continue working FWS because FICA taxes are assessed when a student drops below half time enrollment, and FWS funds cannot pay FICA taxes.
- Students must continue to have sufficient “financial need” (determined by FAFSA) to retain their FWS award. If a student receives additional funds (scholarships, waivers), or their eligibility changes, the FWS award amount may be reduced.

### **Manage and Reconcile FWS Expenditures**

USFAS is responsible for managing, reconciling and reporting FWS expenditures. As part of this process, bi-weekly reports are run to monitor payroll expenditures and SA allocation utilization by the VP areas, and to report to the provost’s office.

**Unauthorized FWS expenditures:** Unauthorized FWS expenditures will be charged back to a hiring department’s account. Students appointed to FWS positions must have an FWS award.

1. **FWS charges without or in excess of FWS award** – Students must have an FWS award showing in OASIS to be appointed to FWS positions and paid from FWS funds. In addition, students cannot be paid FWS in excess of the amount of their FWS award.

2. **Retroactive Expenditure Transfers** - will not be approved beyond one payroll period, for FWS students who are not correctly appointed. Hiring departments must closely monitor payroll to ensure that a newly appointed/reappointed FWS student is being paid from the FWS account. Departments can run bi-weekly payroll reports to ensure the accuracy of FWS student workers.
3. **FWS Funds Cannot Pay FICA taxes or Overtime-Problems with Dual Appointments** – FWS funds cannot be used to pay either FICA taxes or overtime pay. For this reason, students should not be dual appointed to FWS and temporary employment positions. The hiring unit that employs the student in the temporary employment position will be charged for any overtime and for FICA taxes.

### **Manage Summer Student Employment (SSE) Funds**

USFAS manages and awards SSE funds to eligible students. These funds are awarded to eligible students to work part-time summer jobs on campus. Hiring departments can hire students to earn the amount of their SSE award; there is no spending authority allocation for summer. SSE is funded from need-based financial aid fee funds and subject to state and institutional financial aid requirements.

**Award funds to eligible students:** Students who qualify for SSE are sent an e-mail notice during the spring semester with instructions on the application process. Students who are awarded funds can be hired to work in on-campus hiring departments.

**Monitor continued student eligibility & adjust SSE awards when necessary:** Students must continue to meet eligibility requirements to retain their SSE award.

- Students must enroll in at least 6 USF summer credits to be eligible to work and earn SSE funds.
- Students must remain actively enrolled in at least 6 USF summer credits to remain eligible to work.
- Students must continue to have “financial need” (determined by FAFSA) to retain their SSE award. If a student receives additional funds such as scholarships, waivers, or their eligibility changes, the SSE award amount may be reduced; this is less likely to occur during summer, than it does during the fall and spring semesters with FWS awards.

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## **ROLE OF VICE PRESIDENT/DEAN AREA**

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Each Vice President or Dean area is allocated FWS spending authority (SA) allocation for fall and spring semesters. The VP/Dean area is responsible for determining sub allocations to their hiring departments, and is responsible for monitoring expenditures and paying any over expenditures.

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## **ROLE OF THE CAREER CENTER**

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The Career Center is responsible for:

- Providing the use of Career Connections as storage of job descriptions for audit purposes
- Advertising student employment job openings to campus via web-based job listing service

- [Career Connections](#)
- Assisting departments in filling student employment vacancies
- Assisting students with FWS/SSE job search process
  - Resume writing, interviewing, etc.

## **Job Description Requirements**

### **Career Connections Post Serves as Job Advertisement *and* Job Description**

The Career Center's job listing database serves as a central location for managing USF's FWS job descriptions. The database provides for the job posting to meet both the FWS job advertisement requirement as well as the job description requirement.

### **Federal Requirements**

All student employment job opportunities ***must*** be made reasonably available to all eligible students to comply with federal regulations and Equal Employment Opportunity laws. For FWS positions, the job descriptions must be attached to the appointment or reappointment paperwork by the hiring department. This is not necessary for SSE positions. ***FWS descriptions are subject to federal audit and therefore a requirement before any funds will be distributed.***

Therefore, hiring departments are required to post their job opening, with enough detail to also qualify as the job description, on the Career Center's job listing database, Career Connections.

*Note: for a returning FWS student employee, you can attach a copy of your inactive job posting in Career Connections to satisfy this requirement. You do not have to **advertise** for returning student employee positions, but you do need to have an updated job posting which serves as your job description (see page 14, "For Returning Student Appointments").*

The job description must include the following information:

- Name and address of employer  
Provide the name of your department and full address, including mail point
- Job Title  
Indicate the name of the student position, put "FWS -", or SSE -" before the title
- Job Description  
Three components must be included:
  - purpose of position,
  - duties & responsibilities of position, and
  - any critical policies required as a function of the position – Ex: Confidentiality due to access to student records
- Job Qualifications  
Provide the level of training, skills, and/or experience required for job
- Pay Rate  
Follow pay guidelines on pages 13-14
- Beginning & End Dates  
Indicate date of position start and end, could be the same as appointment beginning and end dates

- Name of Primary & Alternate Supervisors  
In “Contact Information” section, the supervisor who signs the timesheet must be listed. Direct-line phone number, mail point, and email must be included
- Job Category  
Must be one of the three options:
  - FWS/SSE ONLY – General Support
  - FWS/SSE ONLY – Reading Tutors/Community Service
  - FWS/SSE ONLY – Specialists and Technicians
- See Appendix A for a sample job description in Career Connections.

Hiring departments and organizations are reminded that work cannot be scheduled in conflict with classes, and cannot exceed 20 hours per week when classes are in session, and 40 hours per week during academic breaks. **Note: SSE is only 20 hours per week.**

## **Assigning Jobs**

Hiring departments are encouraged to create job opportunities for students that would enhance the student’s learning experience and have relevance to the student’s career. The following are federal guidelines addressing this:

- **To the maximum extent practicable, FWS/SSE jobs must complement and reinforce each recipient’s educational program or career goals.** Generally, a student can be assigned duties similar to other University employees.
- The **employment of FWS/SSE students must not result in the displacement of employed workers** or impair existing contracts for services.

### **Type of Work Students Can and Cannot Perform**

- A student can be paid for general office work or to help develop classroom materials.
- A student may work for an individual professor, as long as the work relates to the professor’s official duties for USF, and it contributes to the university, not just the instructor.
- Federal regulations specifically prohibit the use of FWS funds for work that is religious in nature, related to partisan or nonpartisan politics or that benefits a private individual.
- A student cannot be paid to type a dissertation or assist with private consulting.

### **Fees or Commissions Prohibited**

Neither a USF department nor an outside employer having an agreement with USF to hire FWS students may solicit, accept, or permit soliciting any fee, commission, contribution, or gift as a condition for a student’s FWS employment. 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.

## **FWS/SSE Job Categories and Pay Range Guide**

Hiring departments, after reviewing the job description and the nature of the work, and taking into consideration the skill level of the student, are authorized to establish the student employment hourly

wage, paying at least minimum wage, and not to exceed the maximum hourly rate for the respective category.

The following job description categories and pay range guide are recommended to be followed when establishing the FWS/SSE student's hourly rate of pay:

### **General Support**

***Pay Range \$7.50 - \$9.00 per hour***

A position is considered to fall within this category if it is considered a general support role and requires minimal to no experience. Positions in this category could include the following duties, tasks, and skills within the job description:

- Clerical duties such as filing, record keeping, operating office machines, typing, etc.
- General receptionist duties such as answering phones, scheduling appointments, referrals, etc.
- General duties such as desk duties, assisting students, security, facilities maintenance, running errands, operating equipment, etc.
- Courier duties such as mail sorting, pick-up, loading, etc.
- General physical labor such as moving furniture, set-up, delivery, outdoors, etc.

### **Reading Tutors/Community Service**

***Pay Range \$9.00 - \$10.00 per hour***

Community service is only available in the fall and spring semesters as part of the FWS Program only. It provides off campus part-time jobs in a nonprofit community organization to eligible students. While most jobs involve tutoring, available jobs may vary each semester.

### **Specialists and Technicians**

***Pay Range \$8.50 - \$12.00 per hour***

A position is considered to fall within this category if it is considered to serve a specialized function which also involves more specialized training. Positions in this category require experience and/or specialized skills which demand greater on-the-job problem solving and attention to detail. Positions in this category could include the following duties, tasks, and skills within the job description:

- Specialized office support and customer service duties that require complex processing and communication skills.
- Computer skills such as upgrading equipment, database management, use of specialized software programs, etc.
- Laboratory skills such as preparing/performing laboratory experiments, cleaning equipment, preparing solutions, use of specialized machinery/technology, etc.

- Research skills such as collecting information, using specialized software programs, advanced data entry, etc. Please see page 6, “Federal Guidelines for Types of Work Students Can and Cannot Perform” for a detailed list of work type exclusions.

### **Advertising FWS/SSE Jobs**

An FWS/SSE position, for which there are openings, must be advertised in the Career Center’s job listing database, Career Connections.

In July of each year, all FWS students will be inactivated and required to provide an active award notice from OASIS in order to be activated/re-activated in the database. After the database has been cleared, newly admitted students that have been awarded FWS will be sent a letter informing them of Career Connections, and the process to register with the Career Center.

### **FWS**

Use your SA allocation to determine the number of positions for which you can hire in the fall and spring semesters. If you do not have an FWS SA allocation, contact your Vice President or Dean’s area.

#### ***For New Hires:***

1. Prepare your job description and pay rate (see pages 12-13).
2. Advertise position(s) in Career Connections including all required fields (see Appendix A for sample job posting with required fields).
3. Screen, Interview, and Select your hire (see pages 21-22). If you would like to screen resumes in Career Connections, click here for instructions or call 813-974-2171 for assistance.
4. Appoint your new hire and attach (1) a copy of student’s OASIS award print-out and (2) print-out of job advertisement in Career Connections with appointment paperwork (see page 24).
5. Inactivate your job posting in Career Connections and complete the [Report A Hire](#) process.
6. Continually monitor SA allocation expenditures and student’s award (see pages 10 & 29).

#### ***For Returning Student Appointments (Re-appointments):***

1. Log-in to your Career Connections account and select the appropriate job from “My Jobs”
2. Update all relevant fields such as Job Start and Job End dates, pay rate, etc.
3. Make both the “Post Start Date” and the “Post End Date” equal to the date of update (today’s date) – this will ensure that your post remains inactive.
4. Print your posting
5. Attach (1) your updated Career Connections posting and (2) copy of student’s OASIS award print-out to the student’s re-appointment paperwork.
6. Continually monitor SA allocation expenditures and student’s award (see pages 10 & 29).

### **SSE**

Determine your expected need for SSE over the summer and:

1. Advise your current FWS students of the SSE program and encourage them to be on the lookout for an email from USFAS in mid- to late- spring.
2. Once student completes the separate application for summer work, complete your section and give it back to the student to take to USFAS to review final eligibility and award funds.

3. If student is awarded SSE (first-come, first-served basis until funds are exhausted), have student provide you with a copy of their OASIS “My Award and Loan Information” screen showing that the student has an SSE award for the summer, including the dollar amount of the award.

***For New Hires:***

1. Prepare your job description and pay rate.
2. Advertise the position in Career Connections including all required fields (see Appendix A for sample job posting with required fields).
3. Screen, Interview, and Select your hire (see pages 21-22). If you would like to screen resumes in Career Connections, click here for instructions or call 813-974-2171 for assistance.
4. Appoint your new hire and attach a copy of student’s OASIS award print-out to appointment paperwork (see page 24).
5. Inactivate your job posting in Career Connections and complete the [Report A Hire](#) process.
6. Continually monitor student’s award (see pages 10 & 29).

***For Returning Student Appointments (Re-appointments):***

1. No changes to Career Connections posting are needed.
2. Attach a copy of student’s OASIS award print-out to the student’s re-appointment paperwork (see page 24).
3. Continually monitor student’s award (see pages 10 & 29).

## **Creating the Advertisement/Job Description**

The following are steps for posting your position:

- Visit The Career Center’s home page: [www.career.usf.edu](http://www.career.usf.edu)
- Have your job description written on Word so you can copy and paste it into our job description section
- If you are **currently registered** with the Career Center as an Employer then follow these steps:
  - Click on the [Career Connections Logo](#) at the top of the Career Center’s homepage
  - Click on “[Employers](#)” and then login
  - Enter username (full email address) and password
  - Once logged in, click on “**My Jobs**” in the tool bar
  - Click on “**New Job**” and then follow the instructions to post your current job
- If you are **not registered** with the Career Center’s Job Listing database, Career Connections, then follow these steps:
  - Click on the [Career Connections Logo](#) at the top of the Career Center’s homepage
  - Click on “[Employers](#)” Link
  - Click on the link “[click here to create a new account](#)”
  - Type in department’s/organization’s name to check if you are already registered in the system; if not in the system click on “[can’t find my organization](#)” button
  - Fill out/update the registration form and once done click on “**register**”
  - Upon account approval (usually takes 24-48 hours) you will receive an email with instructions on how to post your FWS/SSE position

***If you have further questions about creating a job description or posting an advertisement, you can contact Kathi Roche at [kroche@usf.edu](mailto:kroche@usf.edu) or call 813.974.3202***

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## **ROLE OF HIRING DEPARTMENT**

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The responsibilities of the hiring department supervisor to the FWS/SSE employee are as follows:

### **Create a Job Description/Posting**

Create a job description/posting in Career Connections and attach it, along with the student's FWS/SSE "accepted" award print-out from OASIS, to the appointment/reappointment paperwork that goes to Human Resources.

### **Monitor FWS Expenditures**

Monitor FWS expenditures to ensure:

- Student is not earning more than his/her award
- Department is not spending more than their SA allocation for FWS

### **Confirm Job Duties and Responsibilities**

Confirm job duties from the very beginning so the FWS/SSE employee knows what tasks/projects/duties are expected of them. To ensure clarity, it's best to outline the exact duties and responsibilities of the job in writing and have employee acknowledge receipt by signing and dating the form.

### **Communicate Appropriate Work Behaviors and Expectations**

Communicate appropriate work behaviors and expectations so the FWS/SSE employee knows what is and is not acceptable in the department. Written expectations are encouraged. See Appendix C for a sample document to establish FWS student worker expectations. Ensure the student employee understands the supervisor's expectations regarding: punctuality, accuracy in reporting work hours, completion of work tasks/projects by target dates, not using work time for studying/personal phone calls/surfing the web, appropriate attire for the work setting, etc.

### **Establish Work Schedule**

Establish a clearly defined work schedule that does not conflict with the employee's class schedule.

### **Provide On-the-Job Training**

Provide on-the-job training for tasks the FWS/SSE employee is expected to perform.

### **Provide Feedback**

Provide feedback (either verbally or in writing) so the FWS/SSE employee is aware of how well he/she is meeting the supervisor's expectations and performing the job duties. Provide positive feedback when the employee's performance meets or exceeds expectations and immediate corrective counsel when the employee needs to improve work behaviors and/or performance of duties.

### **Provide Consistent Supervision and Address Concerns**

Provide consistent supervision and address any concerns regarding inappropriate work behaviors and/or work performance with the employee. Describe the specific work behavior or performance that needs correcting and what steps the student must take to correct his/her behavior/performance.

### **Apply Fair Standards in Dealing with and Responding to Work-Related Issues**

Apply fair standards in dealing with and responding to work-related issues.

### **Orientation/Training/Evaluation**

Supervisors are encouraged to provide an orientation for FWS/SSE employees to inform him/her about departmental policies, procedures, and the department's expectations. The orientation should include, but not be limited to:

- Attendance and work hours
- Absences and how to report them
- Dress code
- Appropriate work behavior
- Student notification to supervisor of decreases or cancellations of award
- Enrollment status
- Training is essential in order for the FWS/SSE employee to understand their job responsibilities and what is expected of him/her

Supervisors are required to conduct written/exit evaluations of student employees once per year, so the work experiences can be documented. If employee is only working one semester, and will not return within the year, please complete evaluation at the end of that semester, prior to employee's last day of work. These evaluations will remain with the hiring department. See Appendix for a sample of written expectations. Evaluations are subject to audit. See Appendix C for sample evaluation form.

### **Terminating the FWS/SSE Employee**

When appointing an FWS/SSE employee, the hiring department indicates an end date based on the FWS/SSE appointment dates for the appointment. Normally, the appointment ends on that date and there is nothing further the department needs to do. The end date will have already been entered into GEMS and will remove the employee from the payroll certification process at the appropriate time. There are times, however, when the appointment must end earlier than originally anticipated. The employee's FWS/SSE award may have been changed, the employee may resign, or the department may find that it is necessary to end the appointment because of poor performance or other work-related reasons. To change the end date of the appointment, the employing department completes the Appointment Status Form (ASF) in GEMS and changes the Appointment End Date to the last day worked. After obtaining the required signatures on the ASF, the department submits it to the Human Resources office that processes its FWS/SSE appointments. The department should contact its assigned HR Service Center Employment Representative if there are questions about this process.

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## ROLE OF HR EMPLOYMENT CENTER

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Students, who are employed by the University through FWS/SSE, while classified primarily as students, have the additional rights and responsibilities of employees of the University.

FWS/SSE student employees shall be treated as a regular temporary employee according to Human Resources policies and procedures. Please visit the Human Resources website or click on the available hyperlink to learn more about the following employment policies:

### **Equal Employment Opportunity**

The University of South Florida is a diverse community which values and expects fair treatment of all people. The University strives to provide a work and study environment for faculty, staff and students that is free from discrimination on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law. The University is also committed to the employment and advancement of qualified veterans with disabilities and veterans of the Vietnam era. Unlawful discrimination, harassment and retaliation are prohibited at the University. Behavior that constitutes unlawful discrimination, harassment or retaliation is unacceptable, prohibited, and complaints regarding such behavior may be filed according to USF Policy 0-007.

### **Sexual Harassment**

The University of South Florida strives to provide a work and study environment for faculty, staff and students that is free of sexual harassment and discrimination, and free from implicit and explicit coercive sexual behavior used to control, influence or affect the well-being of any member of the University community. As part of the effort to create an environment that is comfortable for all people, the University establishes this policy: Sexual harassment and discrimination are prohibited at the University of South Florida, and behavior which constitutes sexual harassment and discrimination is unacceptable and complaints regarding such behavior may be filed according to USF Policy 0-008.

#### ***Definitions of Sexual Harassment:***

Sexual harassment can include physical conduct or verbal innuendo of a sexual nature, which has the purpose or effect of creating a hostile or offensive environment. Such harassment is not condoned by the University and hereby defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education experience;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment also includes any conduct or activity which creates an adverse impact on an employee's ability to acquire or retain a benefit of employment

(including hiring, promotion, salary increases, disciplinary actions or any other terms and conditions of employment), which acts to limit a student's access to, participation in or benefit from an educational program or which creates a hostile or abusive employment or educational environment.

Harassment does not include verbal expression or written material that is relevant and appropriately related to the subject matter of a course/curriculum or to an employee's duties. This policy is not intended to abridge academic freedom or the University's educational mission.

### **Americans With Disabilities Act**

USF will not unlawfully discriminate against its employees on the basis of disability and will provide accessibility and reasonable accommodation to its employees with regard to any aspect of employment including fringe benefits, training, conferences, professional meetings and recreational/social activities sponsored by USF. To request a reasonable accommodation under the Americans with Disabilities Act (ADA), an employee of the University of South Florida must follow USF Policy 0-008A:

- Submit a written request outlining the requested accommodation(s) to his/her immediate supervisor. Provide a copy of the request to the Employee Relations section of Human Resources.
- Attach documentation to the written request, including diagnosis of a disability, from the employee's primary health care practitioner. "Primary health care practitioner" is defined as a medical doctor, psychiatrist, or licensed psychologist.

### **Career Employee Displacement**

FWS/SSE employment must not displace employees 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/SSE students. Replacement is interpreted as displacement.

### **Nepotism**

The University prohibits nepotism. FWS/SSE employees may not work in a department where a direct "supervisor/subordinate" relationship would exist between a student and a member of his/her immediate family or a relative.

### **Social Security Card**

All FWS/SSE employees must have a Social Security card issued by the Social Security Administration, and must complete state and federal tax withholding forms prior to beginning employment.

### **Work Hours and Schedules**

FWS/SSE employees may not work during scheduled class times and FWS/SSE employees may not be excused from class in order to work during scheduled class times. The student must give the supervisor a print out of his/her class schedule from OASIS so that the supervisor can verify that the employee is not working during classes. FWS/SSE employees may not work more than a total of 20 hours per week while classes are in session (including finals week) during the fall and spring semesters and the summer sessions.

FWS employees may work up to 40 hours per week during official academic break periods as defined by the University's official Academic Calendar, when classes are not in session (excluding finals weeks), provided they are registered for 6 undergraduate hours. SSE students cannot work more than 20 hours per week. When a supervisor selects a student for a job, the supervisor is responsible for establishing a work schedule for the student.

### **Work Breaks**

While it is not required, the supervisor should not unreasonably deny a paid fifteen-minute break during a shift of four hours or longer. It is expected that break periods will be taken approximately half way through a shift; breaks cannot be taken at the beginning or end of a shift to arrive late or leave early.

### **Fair Labor Standards Act (FLSA)**

Once an employer/employee relationship has been established between an FWS/SSE employee and his/her department, he/she is to be compensated for all hours actually worked. The FLSA, as amended, prohibits employers from accepting voluntary services from any paid employee. A student cannot participate in a preliminary training period without pay.

### **Conflicts and Complaints**

If conflicts arise between FWS/SSE employees and their employers, the employing unit shall make every effort to satisfactorily resolve the issue. Unresolved complaints arising from employment or termination issues may be filed in accordance with the University rule. FWS/SSE employees have certain complaint rights as non-permanent University employees.

### **Reappointments**

An FWS/SSE employee is not guaranteed continued employment from one semester to the next. The supervisor may end the appointment at any time (see Termination section on page 21).

### **Leaves**

FWS/SSE employees are not eligible for paid leaves such as vacation, paid holidays, disability leave, funeral leave, sick leave, or jury duty. However, these are considered reasons for excused absences when coordinated through the supervisor. Such leaves are without pay.

### **Worker's Compensation**

FWS/SSE employees are protected under the State of Florida Worker's Compensation Act for injuries or illnesses arising out of and in the course of their employment. Worker's Compensation is a broader coverage than group health insurance. If the injury/illness is accepted as a covered injury/illness, Worker's Compensation pays the doctor, hospital, and prescription drug bills connected with the injury or illness. The employee must notify the supervisor of the injury or illness as soon as possible. The supervisor must report the incident to Human Resources within 24 hours.

### **FWS/SSE Earning Limitations**

The FWS/SSE award indicates the maximum dollar amount the student may earn during the designated FWS/SSE appointment period. FWS/SSE students should be encouraged to notify their supervisor of

any changes in their award; however, hiring departments are responsible for paying students from their own budgets for any earnings beyond the student's award. Once the awarded amount is earned, he/she may only continue working under the following condition:

- The department converts the FWS/SSE status to hourly student temporary (formerly OPS) status and pays 100 percent of their wages.

### **Dress Codes**

Employers may require dress codes when they are reasonable and related to the purpose or function of the employing unit. If uniforms are required, the employing unit shall provide them at no extra cost to student employees.

### **Terminations**

FWS/SSE employees may be terminated at any time. Examples of reasons for terminations include but are not limited to:

- Recurring unauthorized and unexcused absences;
- Refusal to do work assigned, or refusal to work properly assigned time periods;
- Intentionally falsifying entry of hours worked on time records;
- Inability to perform tasks required by the nature of the job after completion of a reasonable training period;
- Violations of the Student Code of Conduct which occur in connection with student employment;
- Violation of the University policy concerning the Privacy Act in giving out confidential information from student records.
- Exhaustion of FWS/SSE award funds

### **Selecting Student Candidates/Preparing for the Student Interview**

Since FWS/SSE student employees are considered regular temporary (formerly OPS) employees, departments are expected to interview students to find those that best "fit" the job. The interviewer should ask only questions related to confirming that the student is eligible to apply for the job and specific questions related to the job. To ensure all interviews are equitable, the same questions should be asked of all interviewees.

Suggested steps for filling an available FWS/SSE job:

- 1) Respond to all students who inquire about or apply for the available job.
- 2) To ensure consideration of only those students who are a good "fit" for the available job, ask 3 to 5 "pre-screening" questions of all applicants:  
[For example, if the job requires a student be competent in specific skills, ask the student if he/she can give examples of these skills. If the job requires the FWS/SSE employee to occasionally work weekend hours, ask if the student is available for weekend work, if given advance notice, etc].
- 3) Select the student(s) to be interviewed and establish an interview time.
- 4) Prepare for the interview by
  - Reviewing the student's application.
  - Confirming the desired qualifications.
  - Preparing a list of questions to ask each applicant.

- Ensuring questions relate to specific job requirements.

### **During the Interview**

- 1) Greet the student and thank him/her for his/her interest in the job.
- 2) Confirm that the student's FWS/SSE award and student status has not changed since submitting the application.
- 3) Use the same interview questions for all applicants.
- 4) Thoroughly explain job duties and responsibilities. Discuss work hours and pay rate.
- 5) Ask if the student has any questions.
- 6) Inform the student of the anticipated start date and the date when a hiring decision will be made.
- 7) Assign someone in the department to contact the interviewees once a hiring decision has been made – even those not offered the job.

### **After the Interview**

- 1) After each interview, immediately write down impressions/comments.
- 2) After all interviews are completed, review the notes.
- 3) Make a selection.
- 4) Make an offer.
- 5) When making an offer...
  - be sure to confirm when the job begins and ends
  - work hours per week
  - pay rate
  - job duties and any other relevant details regarding the job.
- 6) While a verbal offer is acceptable, it is prudent to...
  - reiterate work hours
  - reiterate pay rate
  - reiterate job duties
  - reiterate date/time the student must report to work
  - give the student a date by which he/she must accept or decline.
- 7) Offer letter is required and must contain student's signature and signature of someone with department salary
- 8) Once the job is filled, notify all other students who interviewed
- 9) Remove any job advertisements posted in the department, inactivate your job posting in Career Connections, and complete the [report a hire](#) process. If you need assistance inactivating your account, please contact Kathi Roche at 813.974.3202.

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## **Role of HR Payroll**

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- Pay employees timely and accurately.
- Ensure compliance with all applicable employment laws, regulations, rules and policies.
- Maintain and provide payroll related data to employees, benefits providers, leadership and governmental regulatory agencies.
- Distribute payroll expenses timely and accurately.

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# DECENTRALIZED COORDINATED PROCESS

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## APPOINTING THE FWS/SSE EMPLOYEE

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Work performed while the employee does not meet the FWS/SSE eligibility criteria cannot be paid from FWS/SSE funds and is the responsibility of the employing department; therefore, it is important that the hiring department establish employment eligibility for each FWS/SSE appointment. In addition, it is highly recommended that the department re-verify this eligibility each pay period.

- Verify that the student actually has an FWS/SSE Award sufficient to cover the period of employment at the established wage rate. The department should check the award amount in OASIS since that is the most accurate and up-to-date source.
- Verify that the student is enrolled or intends to enroll for a sufficient number of hours to be appointed as an FWS/SSE employee. While OASIS reflects the number of hours the student is registered for at that point in time, the timing of the appointment may occur before drop/add and OASIS may show the student registered for less than the required number of hours. If that is the case, the hiring department should verify with the student that he/she intends to register for the required number of hours.
- It must be contained in the Offer Letter and on the Appointment Status Form that the student is a FWS/SSE employee.

### **Appointment Dates for 2010 – 2011**

SEMESTER	CLASS DATES	APPOINTMENT DATES
FALL 2010	8/23/10 – 12/10/10	8/6/10 – 12/9/10
SPRING 2011	1/10/11 – 5/6/11	12/10/10 – 4/28/11
SUMMER 2011	5/16/11 – 8/5/11	4/29/11 – 8/4/11

### **Appointing a New Employee**

When appointing a new FWS/SSE employee, you must now use the **RightStart@USF** process. **RightStart@USF** is a mandatory, streamlined appointment process for new hires or for employees who have not been employed by USF for more than one year. This process allows the hiring department to use the letter of offer as the appointment paper and then Human Resources will do the rest. The employee is instructed to come to HR on or before their first day of work to complete the new hire paperwork. This helps ensure that the appointment information is input into GEMS in a timely manner

so the employee is paid on time. For more information on RightStart@USF, please go to <http://usfweb2.usf.edu/HR/rightstart/>.

### **Appointing an Employee with Previous USF Experience**

FWS/SSE employees who have worked at USF in the past will probably have an employee record in GEMS. If so, the hiring department should complete the GEMS Appointment Status Form. If it has been more than a year since the individual worked at USF, use the RightStart@USF process and let your Employment Center Representative know that the employee has an Empl ID in GEMS. If it has been less than a year, the forms the employee previously completed will still be on file and need only be completed again if information has changed (e.g., marital status on the W-4, or home phone number). Do not use RightStart@USF if the student was employed at USF less than a year ago. The department should include the verification of the FWS/SSE award and the number of hours enrolled and position posting when sending in the Appointment Status Form.

### **Pay Raise Policy**

Students may receive a raise in their rate of pay at the beginning of each fall semester. It is recommended that the raise may not exceed \$.25. Mid-year pay raises are not permitted.

### **Changing the Appointment**

Changes to the appointment (increase in pay, extension of the appointment period) will be made on the Appointment Status Form generated from GEMS. For each appointment extension, the department should first verify the FWS/SSE award existence and amount and the enrollment status of the student.

Once complete, the GEMS Appointment Form or the Appointment Status Form will be signed by person with department salary delegation authority and forwarded to HR/Employment Center for processing.

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## **PAYING THE FWS EMPLOYEE**

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This handbook thus far has discussed the steps that must take place and the role of each department to ensure that a FWS/SSE is able to receive payment for their services. In review the following steps have to be completed before payroll can begin processing a payment for the FWS/SSE employee:

- USFAS – Issues the award to the student
- Student Employee – Receives and accepts the award; applies, interviews, and accepts a temporary employee position, completes the RightStart process
- Hiring Department – Submits the Appointment Status Form along with the award letter, job posting/job description to HR Service Center Employment Representative
- HR Employment Center – Properly appoints the student in GEMS

### **Timesheets**

Once the FWS/SSE employee begins working, the time worked must be certified in order to be eligible for payment. This begins with each FWS/SSE completing a biweekly timesheet recording the number

of hours worked each day of the pay period. Temporary employee timesheets are available online through the HR website.

The FWS/SSE's timesheet responsibilities include:

- Recording their hours worked on a daily basis.
- Signing their timesheet and forwarding to their supervisors for signature and approval.
- Printing the timesheet from the computer or completing the timesheet in ink. If changes are made to the original timesheet, the supervisor must initial the day where the changes were made.

The supervisor's timesheet responsibilities include:

- Verifying the time reported is the actual time worked.
- After signing the original timesheet, only a copy should be provided to the employee. This will help avoid the potential for fraud. The employee will not have the opportunity to make unauthorized changes to the timesheet before it is submitted for processing.
- Submitting the timesheet, either by mail or personal delivery, to the department representative responsible for preparing payroll certifications for the FWS/SSE employee.

**GEMS Biweekly Processing Schedule**

Employees are paid on the regular biweekly payroll cycle. The GEMS Biweekly Processing Schedule is released annually indicating all deadline dates for the processing pay cycle, and is available on the HR Payroll website. Each pay period emails are sent to remind departments about critical dates during that pay cycle. To ensure timely payment of departmental employees, it is important to review this schedule for deadlines and additional information, such as accelerated payrolls. An accelerated payroll is when the processing time is compressed because of State holidays within the pay period. The Biweekly Processing Schedule includes dates for beginning and ending pay period, actual pay date, deadline to submit appointment forms to HR, certification update, payroll confirm, GEMS RSA check, pay distribution, and posting to FAST.

**Direct Deposit**

FWS/SSE employees are paid on the same biweekly pay schedule as all other employees. FWS are also allowed to participate in the Direct Deposit program, but it is not required. However, an SSE will be required to sign up for the Direct Deposit program.

**CERTS & Separation of Duties**

Payroll Certification is the process by which departments input or record the hours to be paid to each employee within each department. This process utilizes the GEMS Web-Based Certification System (Certs) and specific paper certification forms (Payroll Certification Adjustment forms) when required. FWS/SSE employees are reported on the GEMS Web-based Certification System as "Hourly."

The biweekly Certs system interfaces with GEMS. Employee information stored in the Job Data pages of GEMS is used to create the Certs and determines the standard hours to be displayed for each employee in each department. Note, however, that there are no standard hours for hourly employees, which applies to the FWS/SSE employees. The hours will be zero for FWS/SSE employees until the timesheet information is input into the Certs system. Errors in Job Data may carry over into the Certs

system. It is critical, therefore that employee information in Job Data be correct. Payroll preparers and certifiers should be familiar with the Job Data pages, so they may identify errors in Job Data that affect pay in order to advise Human Resources Service Center Representative of the necessary changes. A Paper Certification Adjustment Form may be used to override an incorrectly created payroll Certs entry. This form is available on the HR Forms website.

It is necessary to have separation of duties for the Certs process. Two people should perform the certification functions. One person would be the preparer and one person would be the certifier. **At no time should a person perform both the preparer and certifier functions for the same pay period.**

### **Online Resources**

There are several online resources and training available for those who need information or instructions on how to prepare and certify payroll. For an overview of the overall certification process departments should refer to the [Payroll Certification Process section of the COMPASS Business Procedures](#). For online interactive training departments should utilize the Talent Management Website. There are two separate training demonstrations including:

- How to Prepare Payroll HRPRP – this demonstrates the steps and guidelines for preparing payroll using USF’s online payroll certification system.
- How to Certify Payroll HRPRC – this demonstrates the steps and guidelines for certifying payroll using USF’s online payroll certification system.

### **Overtime**

If the department allows the FWS/SSE employee to work more than the standard/authorized hours, the department must certify and pay the FWS/SSE employee for the additional hours. The department is required to pay overtime for any hours over 40 worked in a work week (Friday-Thursday) since the FWS/SSE employee is classified as eligible for overtime payment (1.5 times the hourly wage). It is important to note, however, that Federal funds cannot be used to pay the overtime.

For example, overtime may occur if the student has dual employment, one FWS/SSE appointment and one non FWS/SSE appointment in a different department. Although the student may not work more than 20 hours a week in a FWS/SSE job, the same student could have a concurrent hourly temporary employee appointment, resulting in exceeding 40 hours worked in a week. The secondary employer is responsible for paying the overtime for the hours worked in excess of 40 for the workweek.

### **FICA Taxes & TERP**

Student employees may be exempt from the Federal Insurance Contributions Act (FICA) taxes under the Student FICA Exception of IRS Code Section 3121(b)(10). In order to be exempt from FICA the student must be enrolled part-time. Undergraduates are considered part time when enrolled in at least 6 credit hours during the fall/spring semesters, and a total of 6 credit hours cumulatively over the summer sessions. Graduate students are required to be enrolled in at least 5 credit hours. A student may also be considered half time for FICA exemption purpose while they are in their last semester and enrolled in the number of credit hours needed to complete the degree requirements, including dissertation and thesis hours.

Additionally, the student cannot work full time and still receive the exemption except during scheduled academic breaks (finals week is not an academic break). Once a student drops below half-time enrollment, or consistently works full time, they will lose their FICA exemption. This will result in the following from being deducted from the employee's pay:

- Medicare - This is an employee and employer contribution which is calculated at 1.45% of the gross pay.
- Temporary Employee Retirement Program (TERP) if eligible - TERP is a defined contribution plan. It is a pretax deduction calculated at 7.5% of the gross pay. It is an employee contribution only and is not matched by the university. More information regarding TERP is available on the HR Website.
- Social Security taxes (aka Old-Age, Survivor, & Disability Insurance) – This will be deducted if the student is not in a TERP eligible position. This is an employee and employer contribution which is calculated at 6.2% of the gross pay.

Students who do not meet the half time enrollment requirements, or work full time, will be subject to Social Security, Medicare, and/or TERP as explained above. Federal funds cannot be used to pay the FICA taxes.

### **Underpayments/Overpayments**

If there is a situation where a FWS/SSE is underpaid, generally the employee will notify their supervisor of the error. If the underpayment is a result of hours not being certified, then these hours can be added as prior period hours on the following payroll. If the actual rate of pay was incorrect, then the department will need to contact their HR Service Center Employment Representative and complete a Payroll Certification Adjustment Form (PCAF).

If there is a situation where a FWS/SSE is overpaid, the student may or may not notify the supervisor of the error. If the mistake is caught, the department should report the overpayment to Payroll to start the collection process. If the hours were incorrectly certified, the department has two days to submit a PCAF.

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## **DISTRIBUTING PAY FOR FWS EMPLOYEES**

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### **Pay Distribution Process**

Pay Distribution is a biweekly process that accumulates, posts, and reports the total payroll charges that are incurred and paid to an FWS/SSE employee for the actual hours worked. Pay Distribution for the FWS/SSE employee is entered into GEMS by either University Payroll or a department representative within the GEMS3 role via an Appointment Distribution Form. The form is prepared and approved by an authorized person in the college, division, or department. The department representative should follow the department internal procedures that have been established within their college, division, or department when preparing and entering these forms into GEMS.

## **How the Pay Distribution Process Works**

On a biweekly basis each employing department should complete a review of their FWS/SSE student-workers appointment, payroll activity and award information to determine if they need to update the FWS/SSE student-worker's pay distribution information. The pay distribution information is maintained and updated in GEMS. When distributing pay for an employee, GEMS will look first for an appointment level distribution record. If a record does not exist at the appointment level, it will look for a position level distribution record. If one exists it will use that. If neither an appointment nor a position level record is found, it will use the department-level distribution record, which will distribute the employee's payroll expenditures to the GEMS default pay account for that department. The department should check to see if they have identified the correct employee record number for the employee. The employee may be charged to an incorrect account if the wrong employee record number is used.

## **Reconciliation**

The results of the Pay Distribution function will generate Departmental Ledgers, Payroll Registers and other supporting documentations that will report total payroll charges that have been posted to a department's FWS/SSE account. The department should reconcile their Payroll Registers and pay warrants/earnings statements to make sure that the employee was paid for the correct hours, paid the correct compensation rate, and pay is charged to the correct FWS/SSE account code. The departments should complete the reconciliation function on a biweekly basis. This function is critical since it requires the departments to review an employee's payroll activity on a biweekly basis to make sure that the FWS/SSE employee's compensation has not exceeded their award amount.

There is a report available through GEMS which tracks the FWS/SSE balances by department. This report summarizes the award amount, amount paid, and the available award balance for each FWS/SSE student. Use the following path in GEMS to run the report: HOME>Workforce Administration>Workforce Reports>USF Reports>FWS Balances by Department.

## **Payroll Expenditure Transfers**

If the department determines that the employee's pay was charged to an incorrect account, a Retroactive Expenditure Transfer Form should be filled out and sent to University Payroll. This form is available on the HR Forms website. This form has to have the approval of USFAS in order to be processed by University Payroll. USFAS will not approve any requests older than 30 days.

## **Combination Code Used to Track FWS/SSE Awards**

All FWS/SSE Combination Codes consist of the chart fields Fast Dept ID, Operating Unit, Product, Initiative and the Fund number is always 28000. To locate your departments FWS/SSE Account go to Set Up HRMS, Product Related, Commitment Accounting, Budget Information USA, Account Code Table. In the search fields input your FAST Department ID and the fund 28000. This will return all FWS/SSE combination codes for your FAST Department ID. Now find the combination code for the GL Account 50040 making sure you choose the one which includes the correct chart field values.

## **Resources**

For more information or instructions on the Pay Distribution Process, departments should refer to the [Pay Distribution Process section of the COMPASS Business Procedures](#). For training departments should utilize the Talent Management Website. The training is as follows:

- GEMS Pay Distribution GEM400 – This training is offered by Payroll on an as-needed basis. It covers GEMS combo codes, updating pay distribution in GEMS, Retro Distributions and payroll ledgers.

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## **MONITORING THE AWARD OR SA ALLOCATION**

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### **Ensuring Expenditures Do Not Exceed Award or SA Allocation**

GEMS payroll information for all FWS/SSE account expenditures is loaded in Banner/OASIS biweekly. The payroll distribution must have been charged to an existing FWS/SSE account at the time the payroll was processed.

The employing department is notified by the HR Payroll Office if a student had exceeded their FWS/SSE award as of the end of the last pay period. This calculation assumes the payrolls were correctly distributed at the time the student was appointed to a FWS/SSE job.

At the end of each pay period, the employing department should calculate the total number of remaining hours the FWS/SSE employee may work, based on the hourly rate, to ensure the student does not exceed their award balance. There is a query available through GEMS that will assist the departments in tracking their SA allocation. This public query name is U\_Payroll\_Posting\_Ledger. The department will input a date range, their department, Fund (28000), and any other parameters that may be useful.

## **Resources**

There are a couple of training resources for GEMS queries and reports through Talent Management as follows:

- GEMS302 GEMS Reports and Queries Online – This in and online training for those who work with queries or reports in GEMS
- GEMS300 GEMS Reports and Queries – This is an introductory course that teaches how to run preformatted reports and public queries in GEMS

### **Results of Exceeding Award or SA Allocation**

If an FWS employee earns more than his/her FWS/SSE award, the hiring department will be billed for the amount earned that exceeds the student's award. If the department exceeds its SA allocation, the Vice President area will be billed for the entire difference between the SA allocation amount and the earnings amount for their area.

## WHO TO CONTACT IF YOU HAVE A QUESTION

For information about:	Contact:
FWS/SSE Awards	University Scholarships & Financial Aid Services (USFAS)  Maureen Johnston <a href="mailto:mjohnsto@admin.usf.edu">mjohnsto@admin.usf.edu</a>  <a href="http://www.usf.edu/finaid/">http://www.usf.edu/finaid/</a>
FWS Allocations	Your Vice President or Dean's Office
FWS/SSE Accounts	Accounts Receivable X4-4723
Advertising your FWS or SSE Job	The Career Center  Cynthia Newhouse Bacheller <a href="mailto:cnewhouse@usf.edu">cnewhouse@usf.edu</a>  <a href="http://www.career.usf.edu">http://www.career.usf.edu</a>
Appointing an FWS/SSE employee	HR Employment Center  Sandra Sheffield <a href="mailto:sheffiel@admin.usf.edu">sheffiel@admin.usf.edu</a>  <a href="http://usfweb.usf.edu/usfpers/appointments.html">http://usfweb.usf.edu/usfpers/appointments.html</a>
Distributing and Certifying Pay	University Payroll  Shelly Ford <a href="mailto:sford@admin.usf.edu">sford@admin.usf.edu</a>  <a href="http://usfweb.usf.edu/usfpers/pa.htm">http://usfweb.usf.edu/usfpers/pa.htm</a>

## APPENDIX A - Sample FWS Job Line Listing in Career Connections (Student View)

[Submit Resume](#)

### Position Information

\*Job ID: 20987

\*Job Title: FWS - Student Assistant (Receptionist)

Job Reference Num:

Organization Name  : [USF - Career Center](#)

Referenced Schedule:

\*No of Openings: 1

Work Schedule: Flexible

Hours per Week: 15-20

\*Wage/Salary: \$7.50

Job Start Date: August 06, 2010

Job End Date: April 28, 2011

Supervisor: Rocky D. Bull

\*Job Description: This purpose of this position is to assist the Career Center in providing services to students, alumni, and employers. The position entails assisting students, alumni, and employers with their career service needs. Duties include answering multi-line telephone, explaining available services, scheduling appointments, assisting with Career Center events, and general office responsibilities. This position requires strict adherence to National Association of College and Employers (NACE) standards.

Maximum of 20 hours per week.

Qualifications: Qualifications:

Excellent customer service, computer, and communication skills are required.

Application Instructions: Click on the 'submit resume' button above

### Contact Information

First Name: Rocky

Middle Initial: D

Last Name: Bull

Address Line 1: 4202 E. Fowler Ave

Address Line 2: USF Career Center, SVC 2088

City: Tampa

State: FL

Zip: 33620

Map to Address Above: [Online Map](#)

Phone: (813) 974-2171

Fax:

Email: [rbull@usf.edu](mailto:rbull@usf.edu)

Website: [www.career.usf.edu](http://www.career.usf.edu)

### Posting Information

Job Location: Career Center, SVC 2088

Job Category: FWS/SSE ONLY - General Support

Position Type: Part-time, On-campus (FWS)

Applicant Type: Federal Work Study/ Summer Student Employment

Minimum GPA: 2.5000

Citizenship:

Graduation Start:

Graduation End:

Classification:

Degrees:

Majors:

\*Post Start Date: 07/19/2010

\*Post End Date: 10/19/2010

## APPENDIX B - Sample SSE Job Line Listing in Career Connections (Student View)

Submit Resume

### Position Information

\*Job ID: 20987

\*Job Title: SSE - Student Assistant (Receptionist)

Job Reference Num:

Organization Name  : [USF - Career Center](#)

Referenced Schedule:

\*No of Openings: 1

Work Schedule: Flexible

Hours per Week: 15-20

\*Wage/Salary: \$7.50

Job Start Date: April 29, 2011

Job End Date: August 4, 2011

Supervisor: Rocky D. Bull

\*Job Description: This purpose of this position is to assist the Career Center in providing services to students, alumni, and employers. The position entails assisting students, alumni, and employers with their career service needs. Duties include answering multi-line telephone, explaining available services, scheduling appointments, assisting with Career Center events, and general office responsibilities. This position requires strict adherence to National Association of College and Employers (NACE) standards.

Maximum of 20 hours per week.

Qualifications: Qualifications:

Excellent customer service, computer, and communication skills are required.

Application Instructions: Click on the 'submit resume' button above

### Contact Information

First Name: Rocky

Middle Initial: D

Last Name: Bull

Address Line 1: 4202 E. Fowler Ave

Address Line 2: USF Career Center, SVC 2088

City: Tampa

State: FL

Zip: 33620

Map to Address Above: [Online Map](#)

Phone: (813) 974-2171

Fax:

Email: [rbull@usf.edu](mailto:rbull@usf.edu)

Website: [www.career.usf.edu](http://www.career.usf.edu)

### Posting Information

Job Location: Career Center, SVC 2088

Job Category: FWS/SSE ONLY - General Support

Position Type: SSE (Summer Student Employment)

Applicant Type: Federal Work Study/Summer Student Employment

Minimum GPA: 2.5000

Citizenship:

Graduation Start:

Graduation End:

Classification:

Degrees:

Majors:

\*Post Start Date: 04/19/2011

\*Post End Date: 07/19/2010

## APPENDIX C – FWS/SSE Student Work Performance Expectations

### University of South Florida FWS/SSE Student Worker Expectations and Checklist

We're pleased you've chosen to take advantage of your Federal Work Study/Summer Student Employment award with our office. To ensure you have a positive and enriching experience, we are providing you with this list of expectations. The expectations are separated into two sections: 1) what we expect from you, and 2) what you can expect from us. Please read through it carefully and sign the bottom of the page. If you have any questions throughout the duration of your employment at USF, please do not hesitate to contact your immediate supervisor or the FWS/SSE Advisor in the Career Center. Again, we are excited to have you as part of our team and hope that you learn many transferable skills as you make the journey through the semester.

#### **“What we expect from our Student Employees”**

- Report to work at the agreed upon time and let your supervisor know when you arrive
- Notify your immediate supervisor as soon as possible if your schedule changes. We understand that projects and exams may occasionally conflict with your work schedule and we'll be as accommodating as possible, but your supervisor needs to know your schedule so he/she can predict work flow
- Please also notify your supervisor at least 30 minutes prior to your scheduled start time if you will be unable to report to work or as soon as possible prior to your start time if you will be late
- Dress appropriately for an office setting. Students may **not** wear low cut, midriff or halter tops; low cut jeans, see through clothing, very short shorts, short skirts or hats during work hours. Regular jeans are acceptable
- Attend to assigned duties and anticipate working as part of a team. If you complete your work assignments, please let your supervisor know that you are finished and are ready for the next assignment
- Attempt to resolve any work-related problem by approaching your immediate supervisor. Many problems may be resolved on an informal basis
- Office phones are to be used for work-related calls only. Phones are not to be used for accepting or making personal calls, this includes personal calls on cell phones during working hours
- Please do not ask friends to stop by to “visit” or call during work hours

- Please do not do homework or study during work hours
- Please do not surf the internet or access personal e-mail during work hours
- Please do not use computer for personal work during work hours
- Breaks may be taken after working 4 hours. Please notify your supervisor when you leave and return
- Confidentiality is extremely important. Please adhere carefully to all confidentiality instructions provided to you
- Please ensure that your workstation is clean, orderly, and maintains a professional appearance at all times
- Timesheets- It is the responsibility of the FWS/SSE employee to keep an accurate accounting of their daily hours on the electronic or paper timesheet provided by their supervisor. The supervisor is accountable for accurate and timely completion of the timesheet. Signed timesheets must be turned into the department representative responsible for preparing certifications by the time specified
- Eligibility – It is your responsibility to monitor your continued eligibility for FWS/SSE and notify your supervisor of any changes. If you are unsure about how changes can impact your eligibility, please contact the University Scholarships and Financial Aid Services office for more information. In addition, be sure to monitor your OASIS account for changes, including requirements needed of you, in order to continue your eligibility

**“What you can expect from us”**

- Acquire real-life, transferable skills that will increase your marketability in whatever career you select in the future
- Open and clear communication
- Expect to be “cross-trained” and work on projects that may involve other areas of the department or university
- Guidance on life issues that might affect your future career employment (i.e., suggestions on career paths, preparation for transition from part-time to full-time employment, etc.)
- Respect
- A sense of how our department works, including an opportunity to interact with others throughout the department
- To grow skills and develop a professional network through mentors and colleagues

- Review, explain, and provide you with a copy of your job description, and policies and procedures unique to the work setting
- Provide training
- Provide meaningful work
- Work with you to develop your work schedule, and ensure work does not conflict with class. Provide copy of work schedule
- Provide contact information for submitting requests for time off
- Provide access to department head to discuss issues not resolved at the supervisor level
- Evaluate your job performance and provide you a copy of your performance evaluation

**My signature confirms that I have read, fully understand and will abide by USF's work behavior expectations of FWS/SSE student workers.**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
(print)

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **APPENDIX D – FWS/SSE Student Work Performance Evaluation**

Click [here](#) to obtain Federal Work Study Student Work Performance Evaluation form.

Ideally, hiring departments should conduct an evaluation, using this form or your own evaluation form, with your student employee at the end of each semester.

Offer an accurate assessment so the student employee can learn from their work experience. Be sure to note the positive as well as areas for improvement.

Provide a copy of the evaluation to the student employee and maintain a copy for your department files.

***Note: Do not send the evaluation to Human Resources. Keep on file in department.***

## APPENDIX E – FWS Student Employment Process Checklist for USF Departments



### FWS Student Employment Process Checklist for USF Departments

✓ **GETTING STARTED-TRAINING, UNDERSTANDING FWS FINANCIAL AID, & SPENDING AUTHORITY ALLOCATIONS**

<input type="checkbox"/>	REVIEW <a href="#">STUDENT EMPLOYMENT PROGRAMS: FWS &amp; SSE HANDBOOK</a>
<input type="checkbox"/>	ATTEND <a href="#">FWS &amp; SSE TRAINING</a>
<input type="checkbox"/>	<a href="#">WAIT TO RECEIVE SA ALLOCATIONS</a> & DETERMINE # OF POSITIONS (PG 5)
<input type="checkbox"/>	CREATE OR UPDATE JOB POSTING/DESCRIPTION IN <a href="#">CAREER CONNECTIONS</a> (PG 15)

✓ **CAREER CENTER/CAREER CONNECTIONS**

<input type="checkbox"/>	ADVERTISE OPENING(S) IN CAREER CONNECTIONS (IF HIRING) (PG 15)
<input type="checkbox"/>	<a href="#">CREATE AN ACCOUNT/LOG-IN TO EXISTING ACCOUNT</a> (PG 14 – 15)
<input type="checkbox"/>	<a href="#">ADD/UPDATE JOBPOSTING</a> (PG 14 – 15)
<input type="checkbox"/>	PRINT JOB POSTING (PG 14 – 15)
<input type="checkbox"/>	CONTACT <a href="#">FWS ADVISOR</a> IF ASSISTANCE IS NEEDED (PG 30)

✓ **HUMAN RESOURCES EMPLOYMENT CENTER**

<input type="checkbox"/>	DETERMINE WHO TO INTERVIEW AND CONDUCT INTERVIEWS (PG 21 – 22)
<input type="checkbox"/>	SELECT CANDIDATE OF CHOICE/OR REAPPOINTMENT (PG 21 - 22)
<input type="checkbox"/>	MAKE OFFER & CONFIRM AWARD/OR CONFIRM REAPPOINTMENT'S CURRENT AWARD (PG 21 – 22)
<input type="checkbox"/>	<a href="#">REPORT A HIRE</a> (IN CAREER CONNECTIONS)/NA IF REAPPOINTMENT (PG 14 – 15)
<input type="checkbox"/>	INACTIVATE JOB POSTING (IN CAREER CONNECTIONS)/NA IF REAPPOINTMENT (PG 14 – 15)
<input type="checkbox"/>	ATTACH JOB POSTING/DESCRIPTION TO APPOINTMENT PAPERWORK FOR NEW OR REAPPOINTMENT (PG 14 – 15)
<input type="checkbox"/>	ATTACH CURRENT FWS AWARD (OASIS PRINT-OUT) (PG 14 – 15)
<input type="checkbox"/>	ENSURE STUDENT IS IN GEMS ON ACTIVE JOB RECORD (PG 28)
<input type="checkbox"/>	ENSURE FWS DISTRIBUTION CODE ON PAPERWORK (PG 28)

✓ **HUMAN RESOURCES PAYROLL**

<input type="checkbox"/>	ENSURE DATES ARE WITHIN ESTABLISHED DEADLINES (PG 23)
<input type="checkbox"/>	ENSURE SALARY IS WITHIN ESTABLISHED RANGE (PG 12 – 14)
<input type="checkbox"/>	ENSURE STUDENT IS NOT APPOINTED FOR OVER 20 HOURS FWS, OR 32 HOURS FOR MULTIPLE APPOINTMENTS ( <b>IMPORTANT: FWS STUDENTS MUST BE FICA EXEMPT</b> ) (PG 26)
<input type="checkbox"/>	<a href="#">COLLECT TIMESHEETS ON BI-WEEKLY BASIS</a> (PG 27)
<input type="checkbox"/>	HAVE CERTS PREPARER INPUT TIME (PG 25)
<input type="checkbox"/>	HAVE CERTS APPROVER VERIFY AND APPROVE (PG 25 – 26)
<input type="checkbox"/>	MONITOR INDIVIDUAL STUDENT AWARD BALANCE & ENROLLMENT (MUST HAVE 6 <b>ACTIVE USF</b> HOURS) (PG 29)
<input type="checkbox"/>	MONITOR OVERALL BUDGET (PG 29)
<input type="checkbox"/>	ENSURE STUDENT HAS BEEN PAID CORRECT NUMBER OF HOURS (PG 29)
<input type="checkbox"/>	ENSURE STUDENT HAS BEEN PAID CORRECT RATE OF PAY (PG 29)
<input type="checkbox"/>	ENSURE STUDENT'S EARNINGS HAVE BEEN CHARGED TO CORRECT ACCOUNT (PG 29)

✓ **WITHIN DEPARTMENT EVALUATION**

<input type="checkbox"/>	CONDUCT AN <a href="#">FWS STUDENT EVALUATION</a> AT LEAST ONCE PER YEAR
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## APPENDIX F – SSE Student Employment Process Checklist for USF Departments



### SSE Summer Student Employment Process Checklist for USF Departments

✓ **PREPARING FOR THE SUMMER TERM (START THIS PROCESS IN MARCH)**

<input type="checkbox"/>	REVIEW <a href="#">STUDENT EMPLOYMENT PROGRAMS: FWS &amp; SSE HANDBOOK</a>
<input type="checkbox"/>	DETERMINE WHICH FWS STUDENTS IN YOUR OFFICE WANT TO WORK OVER THE SUMMER
<input type="checkbox"/>	DETERMINE IF YOU WILL HAVE A NEED FOR MORE STUDENTS BEYOND THOSE WANTING TO WORK
<input type="checkbox"/>	ADVISE YOUR STUDENTS TO PAY ATTENTION TO EMAILS FROM USFAS RE: SSE

✓ **FOR FWS STUDENTS RETURNING FOR SUMMER, FOLLOW THESE STEPS**

<input type="checkbox"/>	COMPLETE THE SUMMER STUDENT EMPLOYMENT REQUEST FORM FOR THE STUDENT
<input type="checkbox"/>	ONCE AWARDED, ATTACH OASIS PRINT-OUT OF SSE AWARD TO ASF FORM
<input type="checkbox"/>	ENSURE STUDENT IS IN GEMS ON ACTIVE JOB RECORD (PG 24)
<input type="checkbox"/>	ENSURE FWS DISTRIBUTION CODE ON PAPERWORK (PG 27-28)
<input type="checkbox"/>	MONITOR INDIVIDUAL STUDENT AWARD BALANCE & ENROLLMENT (PG 10 & 29)

✓ **IF HIRING NEW SSE STUDENTS, FOLLOW THESE STEPS**

<input type="checkbox"/>	ADVERTISE ANY OPENINGS IN CAREER CONNECTIONS (PG 14 – 15)
<input type="checkbox"/>	DETERMINE WHO TO INTERVIEW, CONDUCT INTERVIEWS, AND SELECT CANDIDATE(S) (PG 14 – 15)
<input type="checkbox"/>	MAKE OFFER & COMPLETE SUMMER STUDENT EMPLOYMENT REQUEST FORM FOR STUDENT
<input type="checkbox"/>	ATTACH CURRENT SSE AWARD (OASIS PRINT-OUT) TO OFFER LETTER (PG 14 – 15)
<input type="checkbox"/>	INACTIVATE JOB POSTING (IN CAREER CONNECTIONS) (PG 14 – 15)
<input type="checkbox"/>	REPORT A HIRE (IN CAREER CONNECTIONS) (PG 14 – 15)
<input type="checkbox"/>	ENSURE STUDENT IS IN GEMS ON ACTIVE JOB RECORD (PG 28)
<input type="checkbox"/>	ENSURE FWS DISTRIBUTION CODE ON PAPERWORK (PG 28)
<input type="checkbox"/>	MONITOR INDIVIDUAL STUDENT AWARD BALANCE & ENROLLMENT (MUST HAVE 6 ACTIVE USF HOURS) (PG 29)

✓ **HUMAN RESOURCES PAYROLL**

<input type="checkbox"/>	ENSURE DATES ARE WITHIN ESTABLISHED DEADLINES (PG 23)
<input type="checkbox"/>	ENSURE SALARY IS WITHIN ESTABLISHED RANGE (PG 12 – 14)
<input type="checkbox"/>	ENSURE STUDENT IS NOT APPOINTED FOR OVER 20 HOURS FWS, OR 32 HOURS FOR MULTIPLE APPOINTMENTS ( <b>IMPORTANT: FWS STUDENTS MUST BE FICA EXEMPT</b> ) (PG 26)
<input type="checkbox"/>	<a href="#">COLLECT TIMESHEETS ON BI-WEEKLY BASIS</a> (PG 27)
<input type="checkbox"/>	HAVE CERTS PREPARER INPUT TIME (PG 25)
<input type="checkbox"/>	HAVE CERTS APPROVER VERIFY AND APPROVE (PG 26)
<input type="checkbox"/>	MONITOR INDIVIDUAL STUDENT AWARD BALANCE & ENROLLMENT (MUST HAVE 6 <b>ACTIVE USF</b> HOURS) (PG 29)
<input type="checkbox"/>	MONITOR OVERALL BUDGET (PG 29)
<input type="checkbox"/>	ENSURE STUDENT HAS BEEN PAID CORRECT NUMBER OF HOURS (PG 29)
<input type="checkbox"/>	ENSURE STUDENT HAS BEEN PAID CORRECT RATE OF PAY (PG 29)
<input type="checkbox"/>	ENSURE STUDENT’S EARNINGS HAVE BEEN CHARGED TO CORRECT ACCOUNT(PG 29)

