FINANCIAL AID
STUDENT EMPLOYMENT PROGRAMS: FWS & SSE

Hiring Department
Administrative Training
2010-2011 Academic Year
AGENDA

- Two Student Employment Programs
- Decentralized Coordinated Process
- Role of each area, including hiring departments
- Review of FWS/SSE Processing Differences
- Contacts
OVERVIEW

• **TWO STUDENT EMPLOYMENT PROGRAMS**
  – Federal Work Study (FWS)
  – USF Summer Student Employment (SSE)

• **DECENTRALIZED AND COORDINATED PROCESS**
  – Financial Aid
  – Vice President/Dean Area
  – Career Center
  – Hiring Department
  – HR Employment Center
  – HR Payroll
FINANCIAL AID STUDENT EMPLOYMENT PROGRAMS

- **FEDERAL WORK STUDY (FWS)**
  - Awarded to students for fall & spring
  - Need based financial aid program
  - Federal and institutional funds
  - Spending authority allocations

- **USF SUMMER STUDENT EMPLOYMENT (SSE)**
  - Awarded to students for summer
  - Need based financial aid program
  - Separate application sent to qualified students
  - Institutional funds
  - No summer spending authority allocations – student’s award amount is maximum earnings
Federal Work Study (FWS)

- Part-time student jobs during fall & spring semesters – maximum 20 hrs/week - federal and institutional financial aid requirements
- Students awarded funds based on eligibility for financial aid – 2010-2011 FAFSA by 3/1/10 and other requirements
- Maximum award $4,500
- Students must accept FWS award and maintain active enrollment in at least 6 USF credit hours, or FWS award will be canceled or reduced
- Both on-campus and community service jobs
USF SUMMER STUDENT EMPLOYMENT (SSE)

- Part-time jobs during summer semester-maximum 20 hrs/week
- Separate application sent in late March (just before summer registration begins) to qualified students working FWS during spring
- Students awarded funds based on eligibility for financial aid—maximum award $2,250
- On-campus positions only
- Students must be enrolled at least 6 USF summer credit hours to qualify for funds
SPENDING AUTHORITY (SA) ALLOCATION (FWS)

• Each VP/Dean area is allocated spending authority for fall/spring FWS funds – notification sent during summer
• VP/Dean areas determine allocations to the hiring departments
• FWS spending authority cannot be exceeded – VP/Dean area accountable for overages
COORDINATED PROCESS INVOLVING:

University Scholarships & Financial Aid Services-(USFAS)
Vice President/Dean Area
Career Center
Hiring Department
Human Resources Employment Center
Human Resources Payroll
Student
ROLE OF USFAS

- Manage FWS funds and ensure compliance with federal requirements
- Recommend spending authority allocations for VP/Dean areas to AVP for Enrollment Planning and Management
- Award funds to qualified students
- Adjust and Cancel FWS awards
ROLE OF USFAS (CONT’D)

• Monitor continued student eligibility & adjust FWS awards when necessary
• Monitor payroll reports and departmental expenditures and spending authority
• Manage and reconcile FWS/SSE expenditures
• Report FWS expenditures to the U.S. Department of Education
ROLE OF USFAS (CONT’D):
STUDENT ELIGIBILITY REQUIREMENTS FOR FWS/SSE

• Degree seeking
• Enrolled at least half-time – USF classes
• Minimum of 2.0 USF CGPA to be awarded funds
• Meet financial aid eligibility requirements
  – Maintain satisfactory academic progress (SAP)
  – Apply (FAFSA) each year by March 1 for next academic year
  – Have financial need as measured by the FAFSA & the financial aid cost of attendance
• U.S. citizen or eligible non-citizen
ROLE OF CAREER CENTER

• Advertise student employment job openings to campus via web-based job listing service
  – Career Connections

• Assist students with job search process
  – Resume writing, interviewing, etc.

• Assist departments in filling student employment vacancies
JOB DESCRIPTION REQUIREMENTS

• Hiring Departments are **required** to have a job description for each student employment position
• Hiring departments are required to use Career Connections to post jobs & are **able to use their job posting as record of job description** (*if it contains required elements*)
• Job posting must be completed to include critical job description elements and **must** be attached to appointment paperwork **before funding will be released for position**
• Job descriptions are an audit requirement

www.career.usf.edu
COMPONENTS OF JOB DESCRIPTIONS

- Employer information
- Job title
- Purpose/primary function of the student’s job
- Duties and responsibilities
- Qualifications
- Job Category
  - General Support
  - Reading Tutors/Community Service
  - Specialists and Technicians
- Reference(s) to departmental policies
- Wage rate or range
- Primary and alternate supervisors

www.career.usf.edu
Position Information

**Job ID:** 20987

**Job Title:** FWS - Student Assistant

**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 6, 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 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.

**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: SVC 2086
City: Tampa
State: FL
Zip: 33620
Map to Address Above: Online Map
Phone: (813) 974-2171
Fax: 
Email: rbull@usf.edu
Website: www.career.usf.edu

Posting Information

Job Location: Career Center, SVC 2086
Job Category: FWS/SSE ONLY – General Support
Position Type: Part-time, On-campus (FWS)
Applicant Type: Federal Work Study
Minimum GPA: 2.5000
Citizenship: 
Graduation Start: 
Graduation End: 
Classification: 
Degrees: 
Majors: 
*Post Start Date: 07/19/2010
*Post End Date: 10/19/2010
ASSIGNING JOBS

- All FWS/SSE jobs must be made reasonably available to all eligible students.
- To the maximum extent practicable, FWS/SSE jobs must complement and reinforce student’s educational program or career goals.
- The employment of FWS/SSE students must not result in the displacement of employed workers.
PAY RANGE GUIDE

- General Support
  - $7.50– $9.00

- Reading Tutors/Community Service
  - $9.00 – $10.00

- Specialists and Technicians
  - $8.50 – $12.00
ADVERTISING YOUR JOB(S)

• Post your vacancies in “Career Connections”
• Can view your job posting online, use posting as job description, contact students to arrange an interview, and students can self-refer resumes to you
• When position is filled, make job posting inactive and “report a hire” in Career Connections

www.career.usf.edu
Click [here](http://www.career.usf.edu) to access information on how to create an account, post a job, search student resumes, inactivate an account, and report a hire.
ROLE OF HIRING DEPARTMENT

NEW HIRES

• Create/update FWS/SSE job description & post through Career Connections
• Ensure student awarded FWS/SSE funds – obtain copy of OASIS printout showing FWS/SSE award
• Interview, hire and appoint according to USF hiring policies - Utilize RightStart for new hires
  – Attach a copy of OASIS printout showing FWS/SSE award, and
  – Attach copy of position description posting from Career Connections
• Inactivate job posting and report a hire
REAPPPOINTMENTS

- Ensure FWS/SSE job description is posted in Career Connections, but marked “inactive”.
  - “Post Start Date” & “Post End Date” should be the same date
- Ensure student awarded FWS/SSE funds – obtain copy of OASIS printout showing FWS/SSE award
- Interview, hire and appoint according to USF hiring policies - Utilize RightStart for anyone not employed by USF for more than 1 year
  - Attach a copy of OASIS printout showing FWS/SSE award, and
  - Attach copy of position description posting from Career Connections
ROLE OF HIRING DEPARTMENT (CONT’D)

• Ensure student does not work during scheduled class hours
• Ensure student does not work more than 20 hrs/week and no overtime
• Have student document continued eligibility between fall and spring semester
  – Enrolled spring semester in at least 6 hrs of USF classes
  – Financial Aid Satisfactory Academic Progress status must be “eligible” after mid-December calculation
ROLE OF HIRING DEPARTMENT (CONT’D)

• Prepare/Certify payroll
• Timely submission of timesheets following established FWS pay periods – no alternate pay schedules
• Pay and reconcile FWS earnings biweekly
• Monitor student’s FWS award amount for reductions
• Monitor the FWS spending authority for your department
• Complete an evaluation for each FWS employee: Refer to Student Employment Handbook for a sample of an evaluation form
## FWS Balances by Department

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KEY POINTS TO REMEMBER

- FWS employees are regular employees
- Ensure employee is eligible each semester for student employment
- Hiring department is responsible for preventing over-expenditures and is financially accountable
- USF is subject to continued federal and state audits for student employment funds
Role of HR Employment Center

- Ensure compliance with laws, rules, policies
- Advise hiring departments on appointments
- Maintain and provide appointment data
- Create active employment record in GEMS
Students hired under the FWS or SSE are also University employees with all the accompanying rights and responsibilities:

- EEO
- Sexual harassment
- Americans with Disabilities Act
- Career employee displacement
- Nepotism
- Social Security card
- Work hours and schedule
EMPLOYMENT POLICIES, CONT.

- Breaks
- Fair Labor Standards Act (FLSA)
- Conflicts and complaints
- Reappointments
- Leaves
- Workers compensation
- Dress codes
- Dual employment
APPOINTING THE FWS/SSE EMPLOYEE

- Making an FWS/SSE appointment is a multi-part process
  - Verify enrollment, including grade level, academic standing and Satisfactory Academic Progress
  - Verify and document award amount with OASIS printout, and attach to appointment papers
  - Attach a copy of the position description/job posting
  - Document in the remarks section of the appointment form that you have verified appropriate enrollment and the existence of a sufficient FWS award
  - Utilize RightStart Program
No Mid-Year Pay Increases

• No mid-year pay increases are permitted
  – Beginning of Academic Year *Only*
    • i.e. every Fall a returning student can be considered for a raise
• Recommended raise increment for returning student workers should not exceed $0.25
RightStart

• Send new employees and rehires who have not worked at USF for more than one year to RightStart
• Use offer letter templates
• Employee comes to HR on or before their first day of work

http://usfweb2.usf.edu/human-resources/employment-center/right-start.asp
TERMINATING THE FWS/SSE EMPLOYEE

• Future termination date is input with original appointment
• Appointments may be terminated early
  – Unauthorized absences
  – Refusal to work
  – Falsifying information
  – Inability to perform tasks
  – Violations of student code of conduct or USF policy
  – Exhaustion of FWS or SSE funds
ROLE OF HR PAYROLL

• Pay employees timely and accurately
• Ensure compliance with federal and state laws as well as University regulations and policies
• Maintain and provide payroll-related data to employees, benefit providers, leadership and governmental regulatory agencies
• Distribute payroll expenses timely and accurately
Paying a FWS/SSE Employee

- Eligible student employee with a valid FWS/SSE award
- Appointment Status Form
  - Award Letter
  - Job Posting/Job Description
- Active record in GEMS
- Timesheets are available on the HR website
- Web-based Certs Application
UNDERSTANDING THE STEPS IN PAYING A FWS EMPLOYEE

• GEMS Biweekly Processing Schedule
  – Available on the University Payroll Website
• Direct deposit
• Separation of duties
  – Preparer
  – Certifier
UNDERSTANDING THE STEPS IN PAYING AN FWS EMPLOYEE

- No overtime scheduling allowed for FWS
- FICA Taxes
- Underpayments and Overpayments
- Payroll Processing Deadlines
ONLINE RESOURCES

• Talent Management Website
  – How to Prepare Payroll HRPRP
  – How to Certify Payroll HRPRC

www.usf.edu/hr

• Payroll Certification Process section of COMPASS Business Procedures
PAY DISTRIBUTION PROCESS

• Biweekly review of distribution information
  – FWS/SSE student worker appointment
  – Payroll activity
  – Award information
  – Account information
PAY DISTRIBUTION PROCESS

- Reconciliation
  - Correct number of hours
  - Correct rate of pay
  - Charged to the correct account
- Payroll Expenditure Transfers
- GEMS Pay Distribution GEM400 Training - available as needed
**Review of FWS/SSE Processing Differences**

- FWS requires receipt of Spending Authority (SA) Allocations prior to advertising
  - Must closely monitor
    - SA allocation
    - Student award & eligibility
- SSE requires completion of Summer Student Employment Request form detailing hours/week
  - Must closely monitor
    - Student award & eligibility
FWS NEW HIRES

• Prepare job description/pay rate
• Advertise job by posting in Career Connections
• Screen/interview/hire
• Appoint new hire
  – Create Offer Letter
  – Attach student’s OASIS print-out of FWS award
  – Attach print-out of job posting
• Send student to RightStart, if applicable
• Inactivate posting & report a hire
FWS RETURNING APPOINTMENTS

• Log-in to Career Connections account
• Update all relevant fields
• Make the “Post Start Date” and “Post End Date” same date
  – This alerts the Career Center you are not advertising job
• Print job posting for use as job description
• Attach updated job posting and student’s OASIS print-out of FWS award to ASF form
SSE NEW Hires

- Advertise job by posting in Career Connections
- Screen/interview/hire
- Complete student’s Summer Student Employment Request Form
- Create Offer Letter
  - Attach student’s OASIS print-out of SSE award
- Send student to RightStart, if applicable
- Inactivate job posting and report a hire
SSE RETURNING APPOINTMENTS

• No changes in Career Connections are needed
• Complete student’s Summer Student Employment Request Form
• Complete ASF Form
  – Attach student’s OASIS print-out of SSE award
CONTACTS

Financial Aid-Maureen Johnston, mjohnsto@admin.usf.edu

Career Center-Cynthia Newhouse Bacheller, cnewhouse@usf.edu

HR Employment Center-Sandra Sheffield, sheffiel@admin.usf.edu

HR Payroll-Shelly Ford, sford@admin.usf.edu
QUESTIONS?