

**FINANCIAL AID
STUDENT EMPLOYMENT PROGRAMS:
FWS & SSE**

Hiring Department
Administrative Training
2009-2010 Academic Year

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**IMPORTANT CHANGES
BEGINNING FALL 2009**

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- **CHANGES**
 - Two programs-FWS and SSE
 - Federal Work Study (FWS)
 - USF Summer Student Employment (SSE)
 - FWS spending authority allocations
 - Processing changes
- **DECENTRALIZED AND COORDINATED PROCESS**
 - Financial Aid
 - Vice President/Dean Area
 - Career Center
 - Hiring Department
 - HR Employment Center
 - HR Payroll

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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
 - Institutional funds
 - No summer spending authority allocations

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FEDERAL WORK STUDY (FWS)

- Part-time student jobs during fall & spring semesters – federal and institutional financial aid requirements
- Students awarded funds based on eligibility for financial aid-maximum award \$4,500
- Students must accept FWS award and be appointed to a job by 3rd week of fall classes, or FWS award cancelled
- Both on-campus and community service jobs

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USF SUMMER STUDENT EMPLOYMENT (SSE)

- Part-time jobs during summer semester-institutional financial aid requirements
- Separate application sent to qualified students
- Students awarded funds based on eligibility for financial aid –maximum award \$2,250
- On-campus positions only
- Students must be enrolled at least half-time in USF summer classes to qualify

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SPENDING AUTHORITY (SA) ALLOCATION FOR FWS FUNDS

- Each VP area is allocated spending authority for fall/spring FWS funds – notification sent end of June
- VP areas determine allocations to the hiring departments
- FWS spending authority cannot be exceeded – VP area accountable for overages

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COORDINATED PROCESS INVOLVING:

Financial Aid
Vice President/Dean Area
Career Center
Hiring Department
Human Resources Employment Center
Human Resources Payroll
Student

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ROLE OF FINANCIAL AID

- Manage FWS funds and ensure compliance with federal requirements
- Determine spending authority for VP areas
- Notify VP areas of spending authority
- Award funds to qualified students
- Cancel FWS awards not accepted by students

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ROLE OF FINANCIAL AID (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

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ROLE OF FINANCIAL AID (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)
 - Have financial need as measured by the FAFSA & the financial aid cost of attendance
- U.S. citizen or eligible non-citizen

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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

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JOB DESCRIPTION

- 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 & can use their listing 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

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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

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JOB DESCRIPTION (CONT'D) as it appears in Career Connections

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JOB DESCRIPTION (CONT'D) as it appears in Career Connections

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ADVERTISING YOUR JOB(S)

- Post your vacancies on "**Career Connections**" via the Career Center website
 - www.career.usf.edu
- Can view your job listing 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

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CAREER CONNECTIONS



Click [here](#) to access information on how to create an account, post a job, search student resumes, inactivate an account, and report a hire

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PAY RANGE GUIDE

- **General Support**
– \$7.50 – \$9.00
- **Reading Tutors/Community Service**
– \$9.00 – \$10.00
- **Specialists and Technicians**
– \$8.50 – \$12.00

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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

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ROLE OF HIRING DEPARTMENT

NEW HIRES

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

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ROLE OF HIRING DEPARTMENT (CONT'D)

REAPPOINTMENTS

- Ensure FWS job description is posted in Career Connections, but marked “inactive”.
- Ensure student awarded FWS funds – obtain copy of OASIS printout showing FWS award
- Interview, hire and appoint according to USF hiring policies - Utilize RightStart for new hires
 - Attach a copy of OASIS printout showing FWS award, and
 - Attach copy of position description posting from Career Connections

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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

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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

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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/usfpers/rightstart/>

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EXTENDED RIGHTSTART HOURS

- No appointment necessary
- Saturday sessions:
August 1st, August 8th, and August 22nd
11 a.m. to 3 p.m.
- Monday to Thursday sessions:
August 3 – August 27
8 a.m. to 7 p.m.

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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

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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

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PAYING A FWS/SSE EMPLOYEE

- Eligible student employee with a valid FWS/SSE award
- Appointment Status Form
- Active record in GEMS
- Timesheets
 - Available on the HR Website
- Web-based Certs Application

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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

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ONLINE RESOURCES

- Talent Management Website
 - How to Prepare Payroll HRPRP
 - How to Certify Payroll HRPRC

<http://usfweb2.usf.edu/usfpers/pa.htm>
- Payroll Certification Process section of COMPASS Business Procedures
 - Also in FWS Handbook

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UNDERSTANDING THE STEPS IN PAYING A FWS EMPLOYEE

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

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PAY DISTRIBUTION PROCESS

- Biweekly review of distribution information
 - FWS/SSE student worker appointment
 - Payroll activity
 - Award information
 - Account information

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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

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QUESTIONS?

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