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

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**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

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**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

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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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**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
**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.

**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

**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

**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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**Role of Hiring Department**

**NEW HIRE**

- 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

**Role of Hiring Department (cont’d)**

**REAPPOINTMENTS**

- 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

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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

**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
**GEMS Report**
(FWS Balances By Department)

**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

**FWS/SSE Employment Policies**
- 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

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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/human-resources/employment-center/right-start.asp

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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
  - Award Letter
  - Job Posting/Job Description
- Active record in GEMS
- Timesheets are 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
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

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**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

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**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

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**CONTACTS**

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

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

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**QUESTIONS?**