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1. What is Federal Work-Study?

The Federal Work-Study (FWS) Program is an employment program sponsored by the U.S. Department of Education which provides jobs for students with demonstrated financial need. The FWS program encourages positions in community service; and, to the maximum extent possible, FWS employment provides participants with jobs that complement and reinforce their educational program or career goals.

Recipients of FWS funding may use the earnings to help meet their costs of education; and, the money earned does not have to be paid back.

- Although many students qualify, a FWS award may not be offered to all eligible students due to limited funding.

Students are awarded work-study by completing a current year FAFSA – once the FAFSA is complete the federal processor determines a student’s eligibility. Parental income is the largest factor in whether or not a student is awarded work-study. NDSU has a priority deadline of April 15th each year for aid such as work-study – if a student submits their FAFSA after this deadline and they are otherwise eligible, they will not be awarded initially. These students may contact Bison Connection, or, the FWS Coordinator in the Student Financial Services Office, to be added to a waiting list.

From the perspective of the employer, FWS provides a supplemental source of funding to pay student employees who are eligible for the program. Although it is a benefit to have this additional funding, it also requires additional effort to comply with the FWS requirements for verifying eligibility and tracking employment earnings.

2. Conditions of Employment and Limitations

All FWS employment, whether on campus or off campus, is subject to certain conditions and limitations. FWS employment must be governed by those employment conditions, including the rate of pay, that are appropriate and reasonable according to the type of work performed, the geographic region, the employee’s proficiency, and any applicable federal, state, or local law, including state or locally established minimum wage rates.

FWS employment must not displace employees (including those on strike) 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 students. Replacement is interpreted as displacement.

FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. The purpose of the part of the facility in which work will take place, the nature of the work to be performed and the purpose of the part of the facility in which the work will take place should be considered when employing a work-study student.

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.

3. How is Work-Study Funded?

Federal and Non-Federal Wage Distribution

FWS wages are paid to qualified participants on a bi-monthly basis. Federal Work-Study funding pays up to (and may not exceed) 75% of the total gross wages. Employers must provide at least 25% of a student’s total FWS wages from nonfederal sources.

There are some situations when the ratio of federal share to non-federal share of 75/25% does not apply.

- **The America Reads Program:** The federal share of compensation paid to students employed as reading tutors for children, mathematics tutors for children, or in a family literacy project performing family literacy activities may exceed 75% and may be as high as 100%. Wages for qualified FWS student workers employed through America Reads are covered at 100% by the FWS program.

- The federal share of FWS wages paid to a student may be lower than 75% if the employer chooses to contribute more than 25% - the minimum required nonfederal share.

4. General Overview of the Work-Study Process for Employers

- Employers post jobs for students on the NDSU Part-Time Student Job Board
- Eligible students log in to the Job Board and look for jobs of interest and contact employers directly to apply for available positions
- Employers contact the FWS Coordinator regarding potential employees in order to verify student eligibility to begin work using FWS funds
- Employers work with the FWS Coordinator and HR/Payroll staff to set up all required paperwork
- Student employees work and submit timesheets to employer
- Employers submit student work hours for processing (hours are entered from timesheets or through time clock system)
- Student employees are paid twice monthly according to university policy
- FWS Coordinator and employers monitor award balances
- FWS Coordinator works closely with employers to ensure compliance with all federal and university regulations

Additional Notes:

- A student’s work-study hourly rate of pay will not be lower than, and can exceed, the present federal minimum wage
- The work-study student’s award amount is indicative of the **total** amount (gross wages) the student can earn (i.e. 75% the federal fund pays AND the 25% for which the employer is responsible to pay).
- Federal Work-Study money earned is **not** credited to a student’s account (in other words, it will not pay their tuition/fees or other costs directly).
- Work-study jobs may be on-campus or off-campus at nonprofit or community service agencies.
- Students who do not use their full work-study award amount within the current academic year will lose whatever is not earned. **This does not impact a student’s future eligibility for work-study funding nor does it impact other financial aid**
- A student’s current academic work-study award cannot be carried into summer term or the following academic year
5. Employer Responsibilities: ON CAMPUS EMPLOYERS

a. Monthly Responsibility

• Billing:

On Campus Employers are charged 25% of student earnings and the FWS program pays the remaining 75% of student earnings through NDSU payroll system. Setting up the payroll documents correctly is very important for setting up a student’s payroll to be appropriately charged to both your department and to the FWS program. If you have questions about setting up the appropriate documents, please contact the HR/Payroll office for further instruction; or, you may contact the FWS Coordinator too.

• Supervision: It is expected that students will ordinarily be supervised by full-time, permanent university employees who will be in the area during the students’ work hours. The supervisors are responsible to assure each student reports as scheduled and works on appropriate projects while in the work-place. Supervisors are responsible for making sure that students are doing the work indicated on their job descriptions and that the verification of time worked is properly documented. Each employer (on or off campus) is responsible for making sure FWS student employees are adequately supervised by appropriate staff.

• Documentation of Work Performed:

Timesheets: Federal regulations require employers of work-study participants to maintain adequate timesheets or records of hours worked. Timesheets must show separately for each day worked, the hours a student worked, and the total hours worked during the pay period. Timesheets must be certified by the student’s supervisor or other designated official.

NDSU pay periods occur twice per month. Students submit hours worked twice monthly. (1) 1-15th of the month, and (2) 16-end of the month. Please be certain your students are completing one timesheet for each unique pay period. It is primarily the supervisor’s responsibility to make sure that time keeping records are accurate and are submitted for payment on time for each pay period.

Email reminders are sent to employers (both on and off campus) notifying you of when timesheets are due.

• Students working for On Campus employers will submit their timesheets to their designated supervisor for processing.

Time Clock/Kronos Entries: Some On Campus employers use a time clock/Kronos time entry system. Departments participating in the time clock/Kronos system will be required to have weekly hours split 75/25 to the appropriate funding by the deadlines provided to them from the HR/Payroll Office. For more detailed information about this process, contact Kari-Schmitz Eilertson, NDSU Payroll Office.

Warning! Late time slips! Timesheets that are received late are entered late! Please be aware if you submit a late timesheet, the student will not get paid for the hours worked during that pay period until at least 30 days from when it is submitted.

6. Employer Responsibilities: OFF CAMPUS EMPLOYERS

a. Annual Responsibility

• Federal Work-Study Agency Agreement

All NDSU approved off campus work-study agencies are required to complete a Federal Work-Study Agency Agreement which must be completed and returned to the FWS Coordinator annually.
• **Proof of Non-Profit Status**

All Off Campus employers who are considered Non-Profit must provide documentation of Non-Profit status such as a Tax Exempt form or tax exemption letter from Internal Revenue Service (IRS). This document will be kept on file with your Federal Work-Study Agency Agreement.

**NOTE:** All documents must be in place prior to student beginning work at the facility/agency.

b. **Monthly Responsibility**

• **Billing:**

Off Campus Employers will be billed for 25% of student earnings through NDSU’s Customer Account Services office. Off Campus Employers are responsible to pay the amount due in a timely basis. Any unpaid portion of a bill that is 30 days past due will be assessed a late fee as determined by Customer Account Services. Late fees may be added to the following billing statement.

America Reads is considered an Off-Campus employer; however, it is exempt from this process due to 100% funding through the FWS program.

• **Supervision:** It is expected that students will ordinarily be supervised by full-time, permanent university employees or agency staff who will be in the area during the students’ work hours. The supervisors are responsible to assure each student reports as scheduled and works on appropriate projects while in the work-place. Supervisors are responsible for making sure that students are doing the work indicated on their job descriptions and that the verification of time worked is properly documented. Each employer (on or off campus) is responsible for making sure FWS student employees are adequately supervised by appropriate staff.

• **Documentation of Work Performed:**

**Timesheets:** Federal regulations require employers of work-study participants to maintain adequate timesheets or records of hours worked. Timesheets must show separately for each day worked, the hours a student worked, and the total hours worked during the pay period. Timesheets must be certified by the student’s supervisor or other designated official. Students working in off-campus jobs must have their timesheets certified by an official at the off-campus site as well as the designated NDSU supervisor.

NDSU pay periods occur twice per month. Students submit hours worked twice monthly. (1) 1-15th of the month, and (2) 16-end of the month. Please be certain your students are completing one timesheet for each unique pay period. It is primarily the supervisor’s responsibility to make sure that time keeping records are accurate and are submitted for payment on time for each pay period.

Email reminders are sent to employers (both on and off campus) notifying you of when timesheets are due.

• **Off Campus employers submit timesheets for their student employees directly to the FWS Coordinator for processing. Off campus employers may fax timesheets to the FWS Coordinator, but they must also provide the original documents. Original documents should be mailed or hand delivered to the FWS Coordinator at the first available opportunity.**

**Warning! Late time slips!** Timesheets that are received late are entered late! Please be aware if you submit a late timesheet, the student will not get paid for the hours worked during that pay period until at least 30 days from when it is submitted.
7. Getting Started!

a. **POSTING A NEW WORK-STUDY JOB** and getting those work-study students!

If you have never posted a job on the Part-Time Student Job Board, please submit a job posting at this website: [https://apps.ndsu.edu/studentjobs/employers/](https://apps.ndsu.edu/studentjobs/employers/)

You will indicate the **job type** as “Work-Study”. Once you have submitted the job, it will come to the FWS Coordinator to review and it is posted to the site where the students will be able to view the job description. [https://apps.ndsu.edu/studentjobs/students/](https://apps.ndsu.edu/studentjobs/students/)

You will also be sent a confirmation email – this email will include the job number assigned to your posting. **You will need to keep this number for future reference in order to request updates/changes to your job in the future (and to request that the job be archived from the job board).** Work-study jobs are NOT archived after two weeks, as the non-work-study jobs on the Career Center's website are; therefore, when you have filled a position, please contact the FWS Coordinator to have your job archived.

b. **RE-POSTING AN OLD/EXISTING WORK-STUDY JOB** and getting those work-study students!

If you have posted a job on the Work Study Job Board in the past, you will just need your job number in order to re-post and update this job posting! **Please do NOT submit a new posting!** Send the FWS Coordinator an email with the job number along with your updates/changes (if any) and she will re-activate the job for the students to see!

c. **Interviewing a Work-Study student!**

The student should provide you with a copy of their award letter. Each student has been instructed to bring a copy of their award letter with them when they interview for the job with you. If a student shows up for their interview without an award letter, you can simply sit them down at a computer with internet access and they can get it for you! They need to log in and follow this path:

**Self Service → Campus Finances → Accept/Decline Awards → 2016**

(or, they just need to look for the most RECENT year and select it).

Wonderful! The student has a copy of their award letter showing they have work-study and you proceed to interview them. You and the student both decide the job is a great fit! Now you need to contact the FWS Coordinator as soon as possible to verify the student’s award amount and to check for any holds the student may have on their financial aid award.

d. **Checking for Financial Aid Holds:**

To verify whether or not a student has a hold on their account, contact the NDSU FWS Coordinator.

Checking for holds is very important – the student may have a work-study award but also have a financial aid hold on their student account that prevents them from earning their award right away! If there is a hold on the student's account, the FWS Coordinator will notify you right away and put the student on a list that will be periodically checked to see when the hold is removed. A student that has a hold on their account **CANNOT** begin working for you until the hold is removed. If there is no hold on the student’s account, the FWS Coordinator will email you a Federal Work-Study Authorization form.

e. **Completing and returning the Work-Study Authorization Form:**

Request a Federal Work-Study Authorization form for the student you wish to hire by contacting the FWS Coordinator. The FWS Authorization form will be sent to you via email. Print it out. This form must be reviewed and completed by both the student and supervisor **before** the student can begin working for you. The original, signed document must be returned to the FWS Coordinator. You are strongly encouraged to make a copy for the student and for your departmental records.
8. Other Important Information and Reminders

a. Work-Study Balance Award Notifications:

The FWS Coordinator will send out balance notifications to those employers whose students are within $500 of earning their work-study award. Any unpaid hours submitted after the student has earned their full award must be paid entirely by the employer. It may be possible to increase a student’s FWS award based on eligibility and available funds. See the next section for further instructions relating to requesting an increase.

b. NEW PROCESS! Requesting an increase to a student’s current work-study award:

While increasing a FWS award is a possibility, it is dependent upon available federal funding AND student eligibility. It is possible your student(s) may be considered for an increase in their Work-Study award. If your student employee is within $500 of earning their work-study award, complete the on-line form to request an increase. The online form is located in the Work-Study Employment section of the Student Financial Services website.

**If the student is not eligible for an increase:** the FWS Coordinator will contact you right away to let you know this! You will want to closely monitor this student’s hours as they cannot exceed their award amount! Once the student has reached their full award amount, they will need to cease employment with you as a work-study student. As an employer, you may choose to keep the student as an employee, but the federal funding will no longer be able to assist in paying them and you will no longer need to work through the FWS Coordinator in order for the student to be paid directly by you.

**If the student is eligible for an increase:** the FWS Coordinator will add the student’s name to a waiting list. This list is evaluated at the mid-point of the academic year in January. You will want to let your students know to watch their Campus Connection (www.ndsu.edu/bisonconnection/connect) to see if an increase to their award was approved (they will see that their award amount has changed). Also, if an increase is approved for a student, the FWS Coordinator will contact you via email to notify you with the new award amount. Please update your records and any documents you may use to track the student’s earnings.

c. Requesting your work-study students back from year-to-year:

If your work-study student is planning to return to NDSU for the following academic year, you will want to request this student back! The FWS Coordinator will send out an email in April each year, asking employers to submit their student’s names/ID numbers in order to get those students back as work-study for the next year. It is imperative that you reply to this email with the names/ID numbers of all work-study students you would like to return. However, just submitting a request is not a guarantee that the student will be awarded a work-study award for the following academic year.

The student has some responsibilities to ensure they are awarded work-study again. These responsibilities include:

- Submitting a FAFSA for the upcoming academic year,
- Indicating they want to be considered to receive work-study on the FAFSA (there is a question that asks them specifically if they want to be considered for the award – they should answer yes to this question), and
- Submitting the FAFSA to NDSU no later than April 15th (the priority deadline) each year!

d. Giving your work-study student(s) a raise in their hourly wage:

If you want your students to receive a raise for their great work, please contact the FWS Coordinator. You will want to give the coordinator the student’s current hourly wage, the new hourly wage, and by what date you’d like this raise to be effective.
<table>
<thead>
<tr>
<th><strong>9. Check List – Required Paperwork</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>*<em>Off Campus Employer (America Reads / <em>Non Profit Agency)</em></em></td>
</tr>
<tr>
<td>Off-Campus Work Study Agency Agreement</td>
</tr>
</tbody>
</table>
| *Non-Profit Status*  
(This can be a tax exempt form or tax exemption letter from Internal Revenue Service) |
| FWS Authorization form (for each student hired) |
| Coordinate with FWS Coordinator to set up payroll documents for student employee  
(date of hire, hourly wage, etc.) |
| ! Students employed off campus are required to go to HR/Payroll office to complete all required documents required to complete various forms for HR/Payroll **ON or BEFORE the first day of employment!** Documents must be on file with HR/Payroll office within 3 days of being hired. |
| Timesheets:  
Submit hours worked by student employees to FWS Coordinator twice monthly  
(pay periods are 1-15 and 16-end of month). |
| **On Campus Employer** |
| FWS Authorization form (for each student hired) |
| Complete all HR/Payroll documents with the student or refer to HR/Payroll |
| Timesheets:  
Process hours worked by student employees twice monthly  
(Use H14 earnings code and appropriate funding) |
| **Student Employee** |
| FWS Authorization form (for each student hired) |
| I-9 – Employment Eligibility Verification form (HR/Payroll) |
| W-4 – Federal Withholding (HR/Payroll) |
| Criminal Disclosure Report (HR/Payroll) |
| Workforce Safety (HR/Payroll) |
| Direct Deposit: [www.ndsu.edu/bisonconnection/forms/directdeposit/](http://www.ndsu.edu/bisonconnection/forms/directdeposit/) |
| ! All student employees, whether they are work-study or not, are required to complete various forms for HR/Payroll **ON or BEFORE the first day of employment!** Documents must be on file with HR/Payroll office within 3 days of being hired.  
Students will need two forms of ID in order to complete the new employee paperwork successfully. |
| Timesheets  
Submit hours worked twice monthly (pay periods are 1-15 and 16-end of month). |
10. **Timeline**

The FWS Coordinator primarily used e-mail to contact employers about various dates and deadlines and updates throughout the academic year as it pertains to work-study:

<table>
<thead>
<tr>
<th>Month</th>
<th>Notification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>- Notifications sent to employers to request Job Board updates&lt;br&gt;  - New Jobs to be added&lt;br&gt;  - Revisions made to previous jobs&lt;br&gt;  - Host Employer Information Session (policy/procedure updates)&lt;br&gt;  - Distribute the new project numbers for upcoming year to employers</td>
</tr>
<tr>
<td>August</td>
<td>Authorization forms sent to employers as requested (and ongoing throughout Fall term) for all eligible students. Students with holds are not able to start working and using FWS funds until ALL holds have been lifted.</td>
</tr>
<tr>
<td>September - October</td>
<td>Waiting lists evaluated and FWS awards entered pending eligibility. Notifications and Authorization forms sent out on an on-going basis throughout the Fall term.&lt;br&gt;  - E-mail notification sent to employers for students who are no longer eligible for FWS due to Financial Aid disqualification</td>
</tr>
<tr>
<td>November - December</td>
<td>E-mail sent to current employers to review current work study award balances.&lt;br&gt;  - Every 2-3 weeks: email notifications for FWS award balances sent to employers for students with $500 or less remaining in FWS award.&lt;br&gt;  - NEW! Employers may request an increase in work-study awards.&lt;br&gt;  - Submit request using the <strong>On-Line Work Study Award Increase Request</strong> form</td>
</tr>
<tr>
<td>January</td>
<td>E-mail sent to employers who have FWS students who are no longer eligible. Eligible students are awarded an increase to their current work-study award (if funding permits).&lt;br&gt;  - 1st e-mail sent to employers to remind students who wish to be considered for work-study for the upcoming academic year to complete a FAFSA by April 15th.&lt;br&gt;  - 2nd e-mail sent to employers to remind students who wish to be considered for work-study for the upcoming academic year to complete a FAFSA by April 15th.</td>
</tr>
<tr>
<td>February</td>
<td>E-mail request sent to employers to submit names of students they want to return (request back) for next year.&lt;br&gt;  - 3rd e-mail sent to employers to remind students who wish to be considered for work-study for the upcoming academic year to complete a FAFSA by April 15th.</td>
</tr>
<tr>
<td>March</td>
<td>E-mail sent to employers that any remaining active jobs will be pulled from the job board.</td>
</tr>
<tr>
<td>April - May</td>
<td>E-mail sent to employers – all active jobs on Part Time Student Job Board will be pulled&lt;br&gt;  - E-mail sent to employers to request review of previous job descriptions and submit updates and/or new postings</td>
</tr>
<tr>
<td>June</td>
<td>Terminate all student employees not returning for Fall term in Payroll system</td>
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</table>
11. Contact Information:

**Student Financial Services**

<table>
<thead>
<tr>
<th>Tammie Reger</th>
<th>Bonnie Litton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Administrator &amp; FWS Coordinator</td>
<td>Associate Director</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>Student Financial Services</td>
</tr>
<tr>
<td>Ceres Hall 202</td>
<td>Ceres Hall 202</td>
</tr>
<tr>
<td>Office: (701) 231-7535</td>
<td>Office: (701) 231-7536</td>
</tr>
<tr>
<td>Fax: (701) 231-6126</td>
<td>Fax: (701) 231-6126</td>
</tr>
<tr>
<td><a href="mailto:Tammie.Reger@ndsu.edu">Tammie.Reger@ndsu.edu</a></td>
<td><a href="mailto:Bonnie.Litton@ndsu.edu">Bonnie.Litton@ndsu.edu</a></td>
</tr>
</tbody>
</table>

**Human Resources / Payroll**

<table>
<thead>
<tr>
<th>Tricia Johnson</th>
<th>Kari Schmitz Eilertson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director for Payroll</td>
<td>Payroll Coordinator</td>
</tr>
<tr>
<td>Human Resources / Payroll</td>
<td>Human Resources / Payroll</td>
</tr>
<tr>
<td>SGC H102</td>
<td>SGC H102</td>
</tr>
<tr>
<td>Office: (701) 231-8990</td>
<td>Office: (701) 231-6251</td>
</tr>
<tr>
<td><a href="mailto:Tricia.Johnson@ndsu.edu">Tricia.Johnson@ndsu.edu</a></td>
<td><a href="mailto:Kari.Schmitz.Eilertson@ndsu.edu">Kari.Schmitz.Eilertson@ndsu.edu</a></td>
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</table>

**Customer Account Services**

<table>
<thead>
<tr>
<th>Sandra Klemetson</th>
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<tbody>
<tr>
<td>Collections Officer</td>
</tr>
<tr>
<td>Accounts Receivable and Account Inquiries</td>
</tr>
<tr>
<td>Office: (701) 231-9724</td>
</tr>
<tr>
<td><a href="mailto:S.Klemetson@ndsu.edu">S.Klemetson@ndsu.edu</a></td>
</tr>
</tbody>
</table>

12. Resources:

- 2015-2016 Federal Student Aid Handbook

- Federal Work-Study (FWS) Program, U.S. Department of Education