

2018-2019



NDSU NORTH DAKOTA
STATE UNIVERSITY



Federal Work-Study Program

North Dakota State University
Financial Aid and Scholarships ♦ Academic Affairs

RESOURCE AND TRAINING MANUAL

A training manual designed to assist employers participating in the Federal Work-Study Program and North Dakota State University.



WORK-STUDY IS FUNDED BY THE U.S. DEPARTMENT OF EDUCATION
UPDATED JULY 7, 2018

Resource Manual



This document has been developed to assist employers by providing guidelines, policies, and procedures related to student employment which involves the use of Federal Work-Study (FWS) funding. Policies and procedures are subject to change and notifications will be provided to all employers if/when changes do occur.

Student employment at North Dakota State University falls under the rules and regulations of the University. NDSU is committed to providing equal opportunity for employees with disabilities, as defined by law, by providing reasonable accommodations. An employee whose disability requires reasonable accommodation in order to perform the essential functions of their position may request accommodations at any time during their employment. The process for requesting accommodations is outlined in policy 168.

<https://www.ndsu.edu/fileadmin/policy/168.pdf>

July 2018

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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 eligible 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, but the money earned is not applied to their student bill. 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 considered for FWS by completing a current year Free Application for Federal Student Aid (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 February 1st 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 NDSU One Stop, or, the FWS Coordinator in the Financial Aid and Scholarships Office, and request to be added to a waiting list.

From the perspective of the employer, FWS provides a supplemental source of funding to help pay the wages of 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.

From the perspective of the student, FWS provides opportunities to earn money while attending college; learn useful skills that can apply to future employment; develop leadership and professional skills; and, become involved in the campus and the academic community. Research also shows student employment promotes a foundation of retention and persistence toward graduation.

2. Conditions of Employment and Limitations

All FWS employment, whether on campus or off campus, is subject to certain conditions and limitations. FWS employment is governed by both state and federal law. Employment conditions, including the rate of pay must be appropriate and reasonable according to the type of work performed, the geographic region, and the employee's proficiency. Federal, state and local laws apply including meeting the 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 and the nature of the work to be performed 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.

Source: The Federal Work Study Program, Chapter 2. FSA HB August 2017

3. How is Federal Work-Study Funded?

Federal and Non-Federal Wage Distribution

The FWS Program subsidizes the paychecks of qualified participants who work part-time, typically in jobs on campus. Students with FWS awards work to earn a paycheck which is paid on a bi-monthly basis (1-15 and 16-end of month). 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.

Students can work both on campus and off campus in a variety of positions. They may hold jobs off campus with approved nonprofit or public organizations.

There are some situations when the ratio of federal share to non-federal share of 75/25% does not apply. NDSU must use at least 7% of the total allocated federal funds to support students working in community service jobs for local, non-profit agencies; and, jobs which may include the following responsibilities: reading tutors for preschool age or elementary school children; mathematics tutors for students enrolled in elementary school through ninth grade; or literacy tutors in a family literacy project performing family literacy activities.

The America Reads Program: On July 1, 1997, the U.S. Department of Education encouraged the participation of FWS students to serve as reading mentors or tutors to preschool and elementary school children by waiving the requirement that employers pay part of their wages. Generally, FWS employers pay at least 25% of the student's wages and the program pays the rest. Through the use of the America Reads Program waiver, the federal government funding pays 100% of the wages for qualified work-study students who work to serve this target population.

Research shows that children, whose parents work with them on language and literacy skills during early childhood, become more successful readers. Parents and caregivers are usually the child's first teacher. On July 1, 1998, the America Reads waiver was extended to include services to children from infancy through elementary school and their parents or caregivers.

On July 1, 1999, the Federal government again expanded the FWS Waiver to include mathematics tutoring to first through ninth grade school children. This waiver enables college students with a desire and affinity for mathematics and science to gain valuable work experience as tutors while taking an active role in improving student achievement in mathematics.

- 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. Contact Information

Financial Aid and Scholarships

TAMMIE REGER

Financial Aid Administrator &
FWS Coordinator
Financial Aid and Scholarships
Ceres Hall 202
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TRICIA JOHNSON

Associate Director for Payroll
Human Resources /Payroll
SGC H102
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Tricia.Johnson@ndsu.edu

KARI SCHMITZ EILERTSON

Payroll Coordinator
Human Resources / Payroll
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Kari.Schmitz.Eilertson@ndsu.edu

JULIE GIFFEY

Payroll Records Technician
Human Resources /Payroll
SGC H102
Office: (701) 231-8958
Julie.Giffey@ndsu.edu

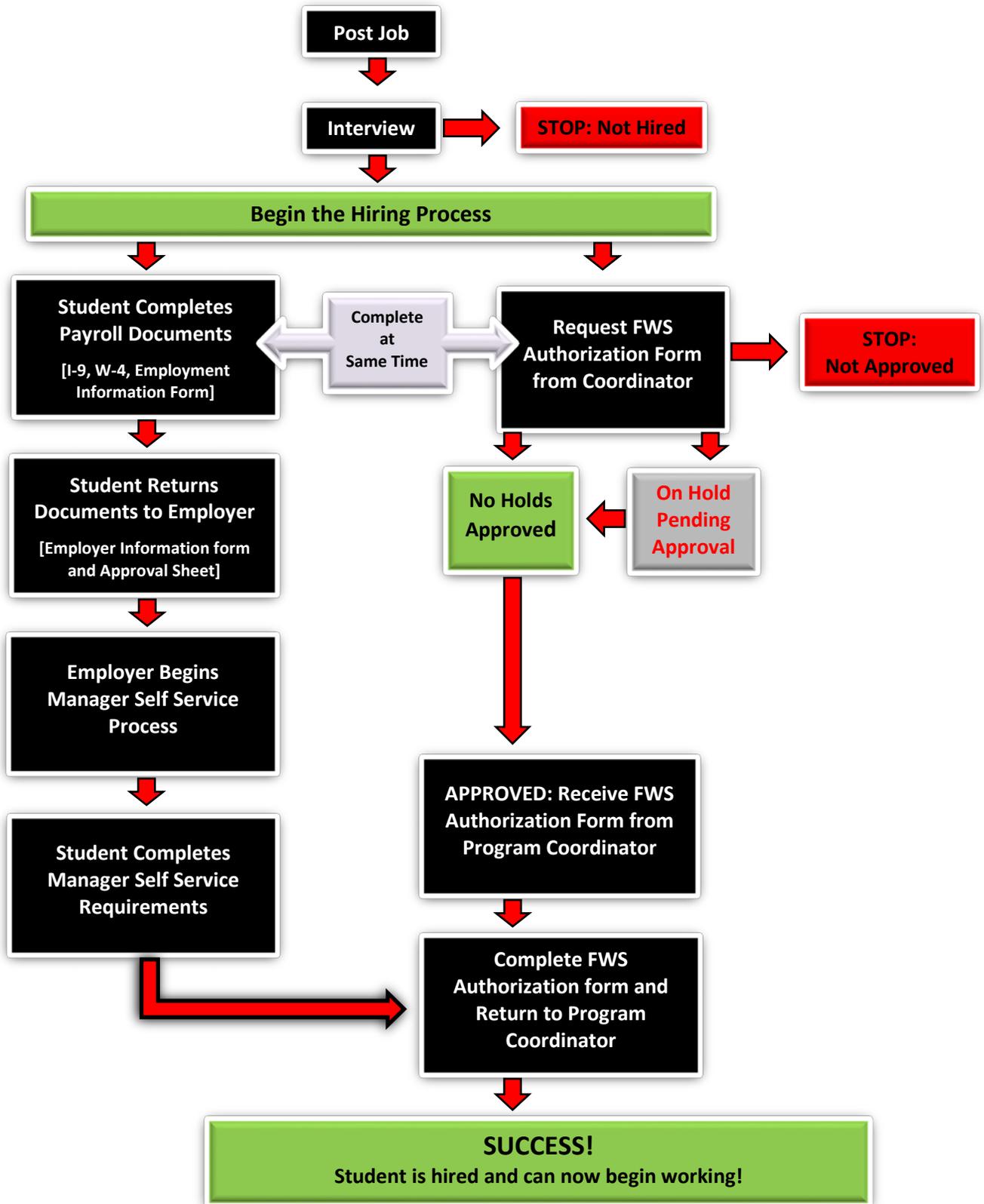
Customer Account Services

TAMARA ROSS

Collections Officer
Accounts Receivable and Account Inquiries
Office: (701) 231-7329
Tammy.Ross@ndsu.edu

5. General Process Overview

Work-Study Flow Chart



6. ON-CAMPUS EMPLOYERS

a. Posting a Job

POSTING A WORK-STUDY JOB and getting those FWS students!

NDSU Career Center manages a job board students can use as a one-stop destination for seeking employment. This job board is called **CAREERLink**. This online platform (new for 2018-19) gives employers greater flexibility to manage job postings.

To access the new job board, go to the Career Center's home page (<https://career.ndsu.edu>) and select **CAREERLink**. If you are a new employer, you will want to select the **Employer Sign Up** button and create your account. In this new system, there are some nice features that make it more intuitive and can help streamline the data entry process to save you time.

NOTE: When you sign up as an On-Campus Employer, please enter your organization/employer name as "NDSU Department Name" for example, the Career Center would be "*NDSU Career Center*".

If you are already in the **CAREERLink** system, you can simply return to the Employer section and login with your user name and password to manage your job posting(s).

Once you have designed and submitted a job, Career Services staff reviews the information and may contact you if they have any questions. They review and approve all postings before they are made officially available to interested students. After your posting is approved, applicants will be able to review your information and apply for the position based on the instructions you have provided.

If you have questions, please contact the NDSU Career Center (701)231-7111 or send an email to: ndsu.career.center@ndsu.edu. Staff is happy to assist you with this process.

b. 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 have them log in to their Campus Connection account and follow this path to find the information needed:

Student Center→Self Service→Campus Finances→View Financial Aid→ (select current aid year)

Wonderful! The student can print out the copy of their award letter showing they have received a FWS award (and the amount they have been awarded). You proceed with the interview. If you and the student both decide the job is a great fit for you, then, this where you will begin the hiring process.

c. The Hiring Process

i. Requirements for Hiring a Work-Study Student

Both the Federal Work-Study Program (FWS) and the NDSU HR/Payroll Office have requirements your new student employee must meet. The initial requirements can be completed simultaneously.

FWS Requirements: Request, complete, and return the signed Work-Study Authorization form to the Work-Study Coordinator. See **Section ii** for further details.

HR/Payroll Requirements: Refer to the Manager Self Service-Onboarding Overview chart (page 7) for steps required by the HR/Payroll Office. The **HR/Payroll office** located at the Stop-n-Go Center, 1919 N University Drive, Fargo, ND 58102 Phone Number: (701) 231-8961

ii. Requesting the Work-Study Authorization Form - IMPORTANT! ONLINE PROCESS!

Requesting a FWS Authorization form is easy! This process is completed online and designed to transfer your request directly to the FWS Coordinator.

Go to <https://www.ndsu.edu/onestop/finaid/employment/employer/> and select the "Request NDSU Work-Study Authorization Form" link. Complete all requested information and simply submit. You can submit up to 10 student names at one time.

Checking for holds is very important – the student may have a FWS award but also have a financial aid hold on their student account which could prevent them from earning their award right away! **A student who has a hold on their account CANNOT begin working for you until the hold is removed.**

- **You have requested a FWS Authorization form but have not yet received the document:**

Contact the FWS Coordinator to verify whether or not a student has a hold on their account. FWS Coordinator contact information can be found on page 3.

The FWS Coordinator will monitor the student's status on a weekly basis. Once a student no longer has a hold on their account, the FWS Coordinator will email the FWS Authorization form to you.

- **You have requested a FWS Authorization form and there are no holds:**

You will receive the authorization form via email.

Schedule a time to meet with the student to review the document and sign/initial where indicated. This form must be reviewed and signed **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.

iii. Completing the Hiring Process Using Manager Self Service

Manager Self Service (MSS) is a module in the HRMS system for electronic workflow of employee hire and termination information. Workflow streamlines the way employee information is managed in the NDSU payroll system by ensuring accurate data, initiating and tracking approvals, and limiting mistakes that can be made with manual data entry.

Student employees under the Work-Study program are not eligible to receive benefits. The process for non-benefited, student employees will require them to complete a paper I-9 completely **BEFORE** the employer will be given authorization to initiate the hire.

The purpose of I-9 form is to document verification of the identity and employment authorization of each new employee hired after November 6, 1986, to work in the U.S. This document is required and must be completed prior to beginning employment. The I-9 form and general instructions are available at: <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. NOTE: The student employee may complete this process prior to their actual hire date.

NOTE: Training sessions for MSS and other payroll affiliated processes are available to you through the HR/Payroll Office. To locate dates and times for the trainings, as well as finding answers to any other payroll-related questions, contact the HR/Payroll Office at (701)231-8961.

Manager Self Service-Onboarding Overview

New Hire-Non-Benefited

1. Department has employee fill out **Employment Information Form** and retains for use during Step 4. <https://www.ndsu.edu/fileadmin/vpfa/forms/HR-EmploymentInfo.pdf>
2. Department sends employee to HR/Payroll with ID's for I-9, employee completes paper I-9 [Sections 1 and 2] <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf> .
3. Employee returns to department with **Approval Sheet** [provided by HR/Payroll upon completion of I-9 form].
4. Department initiates Hire in Manager Self Service and uploads **Employment Information form and Approval Sheet**.
5. Employee gets email with Temp ID and Temp Password to enter basic Bio-Demo info.
6. Hire continues through MSS workflow to HR/Payroll. If employee has entered basic Bio-Demo info, hire is finalized by HR/Payroll.
7. Employee gets second email with permanent Empl ID, link to claim NDUS Account, and link to complete online Activity Guide.

Source: Manager's Self Service Onboarding Manual – Campus Manual, p. 4.

https://www.ndsu.edu/fileadmin/hr/Online_Onboarding/MSS-Onboarding_Manual-Campus_Manual-I-9.pdf

d. Employer Responsibilities (monthly)

- i. **Billing:** On-Campus Employers are charged 25% of student gross earnings and the FWS program is charged the remaining 75% of student gross earnings through NDSU payroll system. Setting up the student in the payroll system correctly is very important to ensure the student's payroll will be appropriately charged to both your department and to the FWS program. If you have questions about setting up the position to accommodate 25/75 split for FWS; or, if you have questions about other concerns related to this process, please contact the HR/Payroll office for further instruction.
- ii. **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.
- iii. **Documentation of Work Performed:** Federal regulations require employers of FWS participants to maintain adequate records for the number of hours worked. NDSU uses the Time & Labor (TLAB) module in the Oracle/PeopleSoft HRMS system to record time worked.

Various methods can be used to get time into the module. Many hourly employees will access the Web Clock to punch in/out. The Web Clock is built within Oracle/PeopleSoft which requires hourly employees to log in to the system in order to punch in/out. Some departments may use a physical time clock. This requires swiping the employee badge. Some departments may continue to use paper

timesheets, if access to a computer or time clock is not feasible. Some departments may use FAMIS. Regardless of the method used, at the end of each pay period the time entered will be submitted to the supervisor for approval. Employees must record their time daily, either via the web clock, by the time clock, by paper timesheet or through FAMIS. All time must be recorded by one of those four methods by the last day of each pay period. Supervisors must approve or deny the time worked the day after the last day of each pay period, at the very latest. **If the time isn't entered, or isn't approved prior to the deadlines, the employee will not get paid until a subsequent pay period.**

The business process under this new process is as follows:

1. Employee enters and submits hours worked.
2. Supervisor approves reported time.
3. Approved time is sent to payroll and paid the next payday.

Please Note: There will be no more late timesheets sent to HR/Payroll for entry. Late time will be entered by the supervisor and paid on the next available payday.

SOURCE: Manager Self Service Training Manual for Time and Labor-Hourly, Non-Benefited Positions (Including Work-Study): https://www.ndsu.edu/fileadmin/hr/docs/Time_Labor-NDSU-Manager_Self_Service.pdf

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. If using a manual timesheet, 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. If the student is using the online time entry system, they will be logging in/out on actual day they are working. Any hours missed through this process will need to be reported directly to the employer and be manually entered into the system.

Email reminders are sent to employers (both on and off campus) notifying you of when time entry deadlines occur.

Warning! Late timesheets! Timesheets that are received late are entered late! They are entered into the TLAB system when received but are subject to being paid at a later date if entry dates do not coincide with current HR/Payroll deadlines.

e. Other Important Information and Reminders

i. Work-Study Balance Notifications:

The FWS Coordinator will send out balance notifications to those employers whose students are within \$500 of earning their FWS 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.

ii. Requesting an increase to a 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 online form to request an increase. The online request form is located from the following web link:

<https://www.ndsu.edu/onestop/finaid/employment/employer/>

If the student is not eligible for an increase: the FWS Coordinator will contact you as soon as possible to let you know this! It is very important you are closely monitoring the hours and FWS balances for your student employees. Students who are not eligible for an increase cannot exceed their original award amount! Once the student has earned the full award amount, he/she will need to

stop working for you as a FWS student; or, you may choose to keep the student as an employee but you will be responsible for 100% of their hourly pay as of the date their work-study funds are depleted. At this point federal funding will no longer be available to pay the student wages and you will no longer need to work through the FWS Coordinator. Your department or agency can work directly with the student to pay for hours worked.

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. 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 students earnings.

iii. Requesting your FWS students back from year-to-year:

If your FWS student is planning to return to NDSU for the following academic year, you may want to request this student back! The FWS Coordinator will send out an email in February each year, asking employers to submit their student's names/ID numbers in order to request those students back as FWS for the following year. It is imperative that you reply to this email as this is the roster that is used for awarding FWS to returning students. Please note that submitting a request is not a guarantee that the student will be awarded a FWS award for the following academic year.

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

- Submit a FAFSA for the upcoming academic year by the posted priority deadline (February 1st);
- Indicate they want to be considered to receive work-study on the FAFSA (there is a question on the FAFSA asking specifically if they want to be considered for the award – they should answer yes);
- Maintain Satisfactory Academic Progress; and,
- Be enrolled in a minimum of 6 credits.

iv. Giving your FWS student(s) a raise:

If you want your students to receive a raise for their great work, please complete the required Payroll documentation (Form 101) to make the change. Please also contact the FWS Coordinator to make certain the change in hourly wage is updated in the database. You will want to give the coordinator the student's current hourly wage, the new hourly wage, and the date the increase will take effect.

7. OFF-CAMPUS EMPLOYERS

a. Posting a Job

POSTING A WORK-STUDY JOB and getting those FWS students!

NDSU Career Center manages a job board students can use as a one-stop destination for seeking employment. This job board is called **CAREERLink**. This online platform (new for 2018-19) gives employers greater flexibility to manage job postings.

To access the new job board, go to the Career Center's home page (<https://career.ndsu.edu>) and select **CAREERLink**. If you are a new employer, you will want to select the **Employer Sign Up** button and create your account. In this new system, there are some nice features that make it more intuitive and can help streamline the data entry process to save you time.

If you are already in the **CAREERLink** system, you can simply return to the Employer section and login with your user name and password to manage your job posting(s).

Once you have designed and submitted a job, Career Services staff reviews the information and may contact you if they have any questions. They review and approve all postings before they are made officially available to interested students. After your posting is approved, applicants will be able to review your information and apply for the position based on the instructions you have provided.

If you have questions, please contact the NDSU Career Center (701)231-7111 or send an email to: ndsu.career.center@ndsu.edu. Staff is happy to assist you with this process.

b. 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 have them log in to their Campus Connection account at <https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/h/?tab=GUEST> to print out what is needed. Instruct them to follow this path to find the information needed:

Self Service → Campus Finances → Accept/Decline Awards → 2018

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

Wonderful! The student can print out the copy of their award letter showing they have received a FWS award (and the amount they have been awarded). You proceed with the interview. If you and the student both decide the job is a great fit for you, then, this where you will begin the hiring process.

c. The Hiring Process

i. Requirements for Hiring a Work-Study Student

Both the Federal Work-Study Program (FWS) and the NDSU HR/Payroll Office have requirements your new student employee must meet. The initial requirements can be completed simultaneously.

FWS Requirements: Request, complete, and return the signed Work-Study Authorization form to the Work-Study Coordinator. See **Section ii** for further details.

HR/Payroll Requirements: Refer to the Manager Self Service-Onboarding Overview chart (page 7) for steps required by the HR/Payroll Office. The **HR/Payroll office** located at the Stop-n-Go Center, 1919 N University Drive, Fargo, ND 58102 Phone Number: (701) 231-8961

ii. Requesting the Work-Study Authorization Form - IMPORTANT! ONLINE PROCESS!

Requesting a FWS Authorization form is easy! This process is completed online and designed to transfer your request directly to the FWS Coordinator.

Go to <https://www.ndsu.edu/onestop/finaid/employment/employer/> and select the "Request NDSU Work-Study Authorization Form" link. Complete all requested information and simply submit. You can submit up to 10 student names at one time.

Checking for holds is very important – the student may have a FWS award but also have a financial aid hold on their student account which could prevent them from earning their award right away! **A student who has a hold on their account CANNOT begin working for you until the hold is removed.**

- **You have requested a FWS Authorization form but have not yet received the document:**

Contact the FWS Coordinator to verify whether or not a student has a hold on their account. FWS Coordinator contact information can be found on page 3.

The FWS Coordinator will monitor the student's status on a weekly basis. Once a student no longer has a hold on their account, the FWS Coordinator will email you the FWS Authorization form to you.

- **You have requested a FWS Authorization form and there are no holds:**

You will receive the authorization form via email.

Schedule a time to meet with the student to review the document and sign/initial where indicated. This form must be reviewed and signed **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.

iii. Completing the Hiring Process Using Manager Self Service – Off-Campus Employers:

- **All hiring documentation for students hired by Off-Campus employers must be processed by the FWS Coordinator. Please work closely with the Coordinator to ensure that all required documents are provided in a timely manner to ensure your student is hired as quickly as possible into the HRMS payroll System! Refer to the steps outlined below.**

Manager Self Service (MSS) is a module in the HRMS system for electronic workflow of employee hire and termination information. Workflow streamlines the way employee information is managed in the NDSU payroll system by ensuring accurate data, initiating and tracking approvals, and limiting mistakes that can be made with manual data entry.

Student employees under the Work-Study program are not eligible to receive benefits. The process for non-benefited, student employees will require them to complete a paper I-9 completely **BEFORE** the employer will be given authorization to initiate the hire.

The purpose of I-9 form is to document verification of the identity and employment authorization of each new employee hired after November 6, 1986, to work in the U.S. This document is required and must be completed prior to beginning employment. The I-9 form and general instructions are available at: <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. NOTE: The student employee may complete this process prior to their actual hire date.

d. Onboarding Process – Off-Campus Employers!

i. Complete **Employment Information** and **I-9 Forms**

The student completes the **Employment Information Form** and you retain the document for your reference as you begin the process to hire.

This form can be found at <https://www.ndsu.edu/fileadmin/vpfa/forms/HR-EmploymentInfo.pdf>

Send the student to HR/Payroll Office to complete the **I-9 Form** and all required documentation (e.g. W4, Direct Deposit, etc.).

The **HR/Payroll office** is located at: the Stop-n-Go Center, 1919 N University Dr, Fargo, ND 58102
Phone Number: (701) 231-8961

ii. The student, after completing required paperwork, will receive an **Approval Sheet** from HR/Payroll which states the first date he/she is *eligible* to start work. Student must submit that form to you. **NOTE: This is the earliest date a student can be hired and is the date that can be listed FWS Authorization form as the effective hire date.**

iii. Send the **Employment Information Form** and the **Approval Sheet** to the FWS Coordinator (send original hard copy, or, scan and email documents). Once the two documents have been received, the Coordinator initiates the Hire in Manager Self Service by uploading both forms into the system.

During the Onboarding process, the student employee receives up to 3 emails with requests to respond and provide additional information which includes basic Bio-Demo information. These emails must be completed. Once the student has entered basic Bio-Demo information, the hire is finalized by HR/Payroll and the student can begin working for you.

Work with the FWS Coordinator to ensure all HR/Payroll hiring steps have been completed; and, be sure you have requested, received, signed, and returned the FWS Authorization to the Financial Aid and Scholarships Office.

Students working for Off-Campus employers will have the option to either complete a hard copy timesheet or will use the HRMS TLAB system for logging in/out for hours worked. The Onboarding process must be completed before the student employee will be able to access the HRMS TLAB system.

e. Off-Campus Employer Responsibilities

i. Annual Responsibility

- **Federal Work-Study Agency Agreement**

All NDSU approved Off-Campus FWS agencies are required to complete a **Federal Work-Study Agency Agreement** which must be completed and returned to the FWS Coordinator annually.

If you would like to be considered to be an Off-Campus Work-Study Employer, you need to complete the Agency Agreement form. For further details or to request a meeting, please contact the FWS Coordinator. Contact information is available on page 3 of this document.

- **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(s) beginning work at the facility/agency.

- ii. **Monthly Responsibility**

- **Billing:**

Off-Campus Employers will be billed for 25% of student gross earnings through NDSU's Customer Account Services office. Off-Campus Employers are responsible to pay the amount due in a timely basis. Accounts will be billed on a monthly basis. Any unpaid portion of a bill that is 30 days past due will be assessed a late fee as determined by NDSU 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. If you are unsure whether or not your agency is able to utilize this program, please contact the FWS Coordinator.

- **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:** Federal regulations require employers of FWS participants to maintain adequate records for the number of hours worked. NDSU uses the Time & Labor (TLAB) module in the Oracle/PeopleSoft HRMS system to record time worked.

Various methods can be used to get time into the module. Many hourly employees will access the Web Clock to punch in/out. The Web Clock is built within Oracle/PeopleSoft which requires hourly employees to log in to the system to punch in/out. Some Off-Campus employers may continue to use paper timesheets, if access to a computer is not feasible. At the end of each pay period the time entered will be submitted to the supervisor for approval. Employees must record their time daily, either via the web clock, or by a paper timesheet. All time must be recorded by one of those 2 methods by the last day of each pay period. Supervisors must approve or deny the time worked the day after the last day of each pay period, at the very latest. **If the time isn't entered, or isn't approved prior to the deadlines, the employee will not get paid until a subsequent pay period.**

The business process under this new process is as follows:

1. Employee enters and submits hours worked.
2. Supervisor approves reported time.
3. Approved time is sent to payroll and paid the next payday.

Please Note: There will be no more late timesheets sent to HR/Payroll for entry. Late time will be entered by the FWS Coordinator and paid on the next available payday.

SOURCE: Manager Self Service Training Manual for Time and Labor-Hourly, Non-Benefited Positions (Including Work-Study): https://www.ndsu.edu/fileadmin/hr/docs/Time_Labor-NDSU-Manager_Self_Service.pdf

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. If using a paper timesheet, 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. If the student is using the Web Clock time entry system, they will be logging in/out on actual day they are working. Any hours missed through this process will need to be reported directly to the employer and will be manually entered into the system by the FWS Coordinator.

Email reminders are sent to employers (both on and off campus) notifying you of when time entry deadlines occur.

Timesheets must be certified by the student's supervisor or other designated official. Students working in jobs off campus 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.

- *Off-Campus employers may submit scanned timesheets for their student employees to the FWS Coordinator for processing in order to meet payroll processing deadlines. Off-Campus employers may keep a copy of the submitted documents for their files, but, the original forms must be returned to the FWS Coordinator for the official files.*

f. Other Important Information and Reminders

i. Work-Study Balance Award Notifications:

The FWS Coordinator will send out balance notifications to those employers whose students are within \$500 of earning their FWS 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.

ii. 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 request form is located in the Work-Study Employment section of the Financial Aid and Scholarships website. Go to: <https://www.ndsu.edu/onestop/finaid/employment/employer/> and select the "REQUEST INCREASE TO AN EXISTING WORK-STUDY AWARD" link.

If the student is not eligible for an increase: the FWS Coordinator will contact you as soon as possible to let you know this! You will need to closely monitor the student's hours. Students who are not eligible for an increase cannot exceed their original award amount! Once the student has earned the full award amount, he/she will need to stop working for you as a FWS student; or, you may choose to keep the student as an employee but you will be responsible for 100% of their hourly pay as of the date their work-study funds are depleted. At this point federal funding will no longer be available to pay the student wages and you will no longer need to work through the FWS Coordinator. Your department or agency can work directly with the student to pay for hours worked.

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. 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 students earnings.

iii. **Requesting your FWS students back from year-to-year:**

If your FWS student is planning to return to NDSU for the following academic year, you may want to request the student back! The FWS Coordinator will send out an email in February/March asking employers to submit their student's names/ID numbers in order to request those students back as FWS for the following 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 FWS award for the following academic year.

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

- Submit a FAFSA for the upcoming academic year by the posted priority deadline (February 1st);
- Indicate 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);
- Maintain Satisfactory Academic Progress; and,
- Be enrolled in a minimum of 6 credits.

iv. **Giving your FWS student(s) a raise:**

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. Providing supporting documentation for the pay increase is helpful. The FWS Coordinator will complete the required Payroll documentation to make the change on your behalf as soon as possible. HR/Payroll dates and deadlines apply.

8. Additional Notes for On and Off-Campus Employers:

- A student's FWS hourly rate of pay will not be lower than, and can exceed, the present federal minimum wage.
- The FWS 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).
- FWS money earned is **not** credited to a student's account (in other words, it will not pay their tuition/fees or other costs directly).
- FWS jobs may be located on campus or off campus at nonprofit or community service agencies.
- Students who do not use their full FWS 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 FWS award cannot be carried into summer term or the following academic year.
- FWS funding can be used from the first day of classes (fall) through the last day of finals (spring) providing the student has met all HR/Payroll and FWS Authorization requirements..

9. Check List(s): Students and Employers

a. Student Employees

- Complete the **Employment Information form** (submit to the employer)
- Complete the all HR/Payroll required documents (I-9, W-4) (submit to HR/Payroll)
- Submit Approval Sheet received from HR/Payroll to supervisor
- Complete ALL requested onboarding emails (submitted through the Manager Self Service Process)
- Set up Direct Deposit or print out the document and submit to HR/Payroll:
Online: https://www.ndsu.edu/hr/emplttoolbox/direct_deposit/ or
Print form: <https://www.ndsu.edu/fileadmin/vpfa/forms/HR-DirectDeposit.pdf>
- Review and complete the **FWS Authorization form** (with the employer)
- Complete all required background checks and fingerprinting requirements if working with children (e.g. America Reads)
- Complete all Safety Office requirements (e.g. Annual Notice of Policies/Designated Medical Provider, Baseline Safety Training, and if hired to work in a lab setting, students must complete the Laboratory Safety Course Modules)

To complete these requirements go to:

https://www.ndsu.edu/police_safety/annual_notices_and_training/#c265528

- Timesheets: If using a timesheet instead of the TLAB system, submit hours worked twice monthly (pay periods are 1-15 and 16-end of month) in a timely manner according to posted deadlines.

b. Employers

- Request, complete and return the **FWS Authorization form** to the FWS Coordinator
<https://www.ndsu.edu/onestop/finaid/employment/employer/>
- Set up Work-Study positions to include FWS funding in the default settings. Contact HR/Payroll for assistance in this process.
- Ensure that all student employees have completed all online trainings required by the University
 - o Annual Notice of Policies/Designated Medical Provider
 - o Baseline Safety Training
 - o If a student is hired to work in a lab setting, they must complete the Laboratory Safety Course Modules. Instruct students to go to the Safety Office Website to complete these requirements.
https://www.ndsu.edu/police_safety/annual_notices_and_training/#c265528

c. Additional Requirements: Off-Campus Employers (e.g. America Reads and Non Profit Agencies):

- Complete and sign the Off-Campus Work-Study Agency Agreement annually
- Submit documents to the FWS Coordinator demonstrating non-profit status
[This can be a tax exempt form or tax exemption letter from Internal Revenue Service]
- Coordinate with FWS Coordinator to complete the Manager Self Service Onboarding process for student employee
- Work with all student employees who will be working with children to complete all required background checks and fingerprint requirements.

d. Employers – Monthly Basis

- Collect employee timesheets for hours worked. Pay periods run 1-15 and 16-end of month.
 - On-Campus Employers process time sheets using TLAB system
 - Off-Campus Employers can use TLAB system or submit time sheets to the FWS Coordinator for processing
- NOTE: H14 is the earnings code used for all FWS related payroll.

10. Timeline

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

MONTH	NOTIFICATION
JULY	Notifications sent to employers to request review old job descriptions and add new or revised job descriptions to the CAREERLink site (www.career.ndsu.edu/)
	Host Work-Study Employer Information Session (policy/procedure updates)
	Distribute the new project numbers for upcoming year to employers
AUGUST	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.
SEPTEMBER	E-mail notification sent to all students who have been awarded FWS but not yet accepted the award to provide notification that all unaccepted awards will be cancelled by September 30.
	E-mail notification sent to employers for students who are no longer eligible for FWS due to Financial Aid disqualification
OCTOBER	Waiting lists evaluated and FWS awards entered pending eligibility. Notifications and Authorization forms sent out on an on-going basis throughout the Fall term.
NOVEMBER	1 st e-mail sent to employers to remind students who wish to be considered for FWS for the upcoming academic year to complete a FAFSA by posted deadlines.
NOVEMBER- DECEMBER	E-mail sent to current employers to review current FWS award balances.
	Every 2-3 weeks: E-mail notifications sent to employers for students with \$500 or less remaining in FWS award. Employers may request an increase in FWS awards. <ul style="list-style-type: none"> - Submit request using the On-Line Work Study Award Increase Request form - Increases dependent upon available funds and student eligibility
	2 nd e-mail sent to employers to remind students who wish to be considered for FWS for the upcoming academic year to complete a FAFSA by posted deadlines.
JANUARY	E-mail sent to employers who have FWS students who are no longer eligible for funding.
	Eligible students are awarded an increase to their current FWS award (if funding permits).
	3 rd e-mail sent to employers to remind students who wish to be considered for FWS for the upcoming academic year to complete a FAFSA by posted deadlines.
FEBRUARY	1 st E-mail request sent to employers to submit names of students they want to return (request back) for next year.
MARCH	2 nd E-mail request sent to employers to submit names of students they want to return (request back) for next year.
APRIL - MAY	3 rd E-mail request sent to employers to submit names of students they want to return (request back) for next year.
	E-mail sent to FWS employers to review CAREERLink postings and inactivate job postings that are not active for summer semester.
JUNE	Terminate all student employees in HR/Payroll system who are not returning for Fall semester

Resources:

2016-2017 Federal Student Aid Handbook

<https://ifap.ed.gov/fsahandbook/attachments/1617FSAHbkVol6Ch2.pdf>

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

<http://www2.ed.gov/programs/fws/index.html>

Posting a Job - *CAREERLink*

<https://career.ndsu.edu/>

NDSU Work Study Authorization Request Form

<https://www.ndsu.edu/onestop/finaid/employment/employer/>

Request Increase to an existing work-Study Award

<https://www.ndsu.edu/onestop/finaid/employment/employer/>

Human Resources and Payroll

<https://www.ndsu.edu/hr/>

Manager's Toolbox

<https://www.ndsu.edu/hr/mgrtoolbox/>

Time and Labor: Manager Self Service Training Manual

(Hourly, Non-Benefited Positions (including Work-Study))

https://www.ndsu.edu/fileadmin/hr/docs/Time_Labor-NDSU-Manager_Self_Service.pdf

The I-9 form and general instructions

<https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

Employment Information Form

<https://www.ndsu.edu/fileadmin/vpfa/forms/HR-EmploymentInfo.pdf>

Safety Office Training

https://www.ndsu.edu/police_safety/annual_notices_and_training/#c265528