North Dakota State University
Federal Work-Study Program

EMPLOYER INFORMATION & UPDATES
2020-2021

Updated July 21, 2020
Agenda

- Value and Purpose of Student Employment
- Requirements and Limitations
- Student Responsibilities
- Employer Responsibilities (On & Off-Campus Employers)
- CAREERLINK! Job Board for 2020-2021
- Interviewing and Hiring
- HR/Payroll Requirements (Updates and Procedures)
- Managing Student Employees
  - Tracking Balances / Requesting Award Increases
  - Managing Performance
  - Requesting Students Back
The Value of Student Employment

Student jobs help students:

- Learn useful skills that can apply to future employment
- Earn money while pursuing a degree
- Develop leadership and professional skills
- Become involved in the campus and the community

Student employment promotes a foundation of retention and persistence toward graduation
Eligible students can work and earn money while attending college.

Convenient - students work around their class schedules.

FWS Funding helps stretch your departmental dollars!

FWS pays a percentage of the students’ hourly wages:
   - 75% paid from Work-Study funds
   - 25% paid from Employer funds

The exception to this is the America Reads Program which pays 100% of the student wages.

Students employed by America Reads Program employers may work as reading and math tutors for children, or students may work in family literacy projects performing family literacy activities for approved employers.
To be eligible to participate in FWS, students must:

- Complete the Free Application for Federal Student aid (FAFSA)
- Have demonstrated “financial need” as determined by the FAFSA
- Be a U.S. citizen, U.S. permanent resident, or eligible non-citizen
- Be awarded and accept Work-Study funds offered
- Be enrolled in a minimum of 6 credits per semester
- Meet Standards for Satisfactory Academic Progress (SAP) each semester
- Complete Verification process (if selected)
- Complete FWS Authorization form and the hiring process with the employer before beginning work

**NOTE:** FWS jobs cannot displace employees (including those on strike) or impair existing service contracts
Work & class schedules cannot overlap - students cannot skip class to go to a FWS job

Students can work up to a maximum of 20 hours per week - employers should consider student’s academic progress and adjust work schedule if needed

During semester breaks/vacations, students may work up to 40 hours per week if work schedules have been approved by the supervisor

Students may work only one FWS job at a time

Students may not use more than their FWS award

Rate of pay – cannot work for less than minimum wage (rate is set by the employer)

Students may work during the fall and spring semesters only – Not available in summer (First day of classes through last day of finals if meets all HR/Payroll and FWS requirements)
Work-Study Student Responsibilities

- Review and adhere to all rules and policies established by the employer
- Review and adhere to all rules as stated in the FWS Authorization form
- Review and adhere to all rules and policies established by NDSU’s HR/Payroll Office
  - Complete all required paperwork (e.g. I-9, W4, Direct Deposit, etc.)
  - Comply with NDSU Payroll time entry processes and maintain accurate recording of time worked. This may include use of TLAB or other approved methods (e.g. timesheet).
- Complete all required trainings (e.g. Baseline Safety, Title IX, etc.)
- Perform job duties satisfactorily
On-Campus Employer Responsibilities

Billing:

- Employers are charged 25% of student earnings and FWS program pays 75%.
  Important to set up payroll documents correctly so payroll is charged accurately (See Fund Summary Report)
- On-Campus employers should monitor both student charges and award balances carefully to ensure accuracy

Supervision:

- Supervisors are responsible to make sure students report to work as scheduled and work on appropriate projects while in the work place.

Documentation of Work Performed - Choose a Method (Online or Manual Timesheet):

- Online system is referred to as Time and Labor (or TLAB). *Requires computer access.
- Manual timesheets are also available if you do not have computer access for students to log in to TLAB
  - If using a manual timesheet, the supervisor is responsible to entering all hours worked by the student employee
- All hours worked must be verified and approved by the supervisor
- Set up student positions to include default funding for work study to make time entry easier and more efficient. Setting this up will help you maintain the correct 75/25 split when using the TLAB system.
Off-Campus Employer Responsibilities

Annual Responsibility:
- Complete a FWS Agency agreement and provide proof of Non-Profit status (e.g. provide a tax exempt form or letter from IRS).

Billing:
- Responsible to pay 25% of student gross earnings. Off-Campus employers are billed on a monthly basis for 25% of the gross wages paid.
  - The exception to this is America Reads. America Reads funding pays 100% of the student earnings.
- To avoid late fees - pay the balances due on a timely basis. Unpaid balances are subject to late fees as determined by Customer Account Services.
- Setting up payroll documents correctly and on time is very important!
  Work with the FWS Coordinator to coordinate the set up of student employment documentation.
- Important to monitor both student charges and award balances carefully to ensure accuracy.

Supervision:
- Supervisors are responsible to make sure students report to work as scheduled and work on appropriate projects while in the work place.

Documentation of Work Performed - Choose a Method (Online or Manual Timesheet):
- Online system is referred to as Time and Labor (or TLAB). *Requires computer access.
- Manual timesheets are also available if you do not have computer access for students to log in to TLAB
  - The supervisor is responsible to approve and submit completed time sheets to the FWS Coordinator for processing according to NDSU Payroll entry deadlines.
- All hours worked must be verified and approved by the supervisor.
NDSU Student Employment

NDSU Career and Advising Center

CAREERLINK

Advertise and promote your employment opportunities at
https://ndsu.12twenty.com/hire

▶ The Job Board is a central place where students (both work-study and non-work study) can look for employment opportunities.
▶ This service is offered by a partnership between NDSU Career and Advising Center and Financial Aid and Scholarships.
We prepare students for maximum employability—beginning when they arrive, continuing early and often through graduation.
Your career journey begins on day 1. Take your first step in CAREERLINK.

Welcome to your career management tool!
All part-time, full-time, work-study, volunteer, graduate assistantship, and internship opportunities are now consolidated into one platform.
Select the appropriate login to access your account or register for an account.
THE FIRST TIME YOU SIGN UP

Login with your 12Twenty account to start connecting with qualified candidates from NDSU.

Email Address

Password

Employer Log In

Reset your Password

Sign up for an account

Powered by 12Twenty

Need Help? Privacy Terms
NDSU departments, please use:

“NDSU [department name]”

Ex. NDSU Bookstore
THE NEXT TIME YOU LOG IN
You can pick multiple values; for e.g.: Work Study, Part-Time Job and On Campus

Who Can View & Apply (Eligibility): Can limit by Student/Alumni and Degree level
OTHER RESOURCES

12Twenty Guide
https://12twenty.freshdesk.com/support/solutions/articles/9000043583-posting-a-job
KEY CONTACTS—NDSU CAREER AND ADVISING CENTER

1. **1st point of contact for job postings, presentations, tabling, on-campus interviews**
   - Pat Breen
     Employer Partnership Manager

2. **Internship oversight**
   - Alli Goossens
     Assistant Director, Internship Program

3. **Internship details**
   - Emmanuel Jinor
     Internship Program Specialist

4. **Career fairs/expos**
   - Briana Nupdal
     Events Manager

5. **Employer Engagement Oversight**
   - Smita Garg
     Assistant Director, Employer Engagement

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- **Emmanuel Jinor**
  Internship Program Specialist
- **Pat Breen**
  Employer Partnership Manager
- **Smita Garg**
  Assistant Director, Employer Engagement
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**Emmanuel Jinor**

**Pat Breen**

**Smita Garg**

**Alli Goossens**

**Briana Nupdal**

**Emmanuel Jinor**
QUESTIONS?

Contact:
NDSU Career and Advising Center
306 Ceres Hall
701-231-7111

ndsu.cac@ndsu.edu

https://career-advising.ndsu.edu

THANK YOU!
Work-Study Flow Chart
CURRENT PROCESS
You Have a Potential Employee

You posted your job and a student is contacting you about the job. That’s GREAT!

- Verify if the student has a FWS award.
- Set up an interview/meeting and ask the student to bring a copy of their Financial Aid award.
  - If they don’t bring one, they can access the information through their Campus Connection account.

**Campus Connection → Student Self Service → View Financial Aid → Select Aid Year**

Requesting the FWS Authorization form is easy!

Go to the FWS Employer web page - select

**Request NDSU Work-Study Authorization Form**

Complete requested information and submit your request online.
Completing and Returning the Work-Study Authorization Form

- After submitting the online request for the FWS Authorization form for your student - the document will be sent to you via email if the student:
  - has been awarded and accepted FWS funds
  - is registered for a minimum of 6 credits, and
  - does not have any Financial Aid holds in effect.
  
  If the student has any holds, you will be notified and the authorization form will be sent to you once the holds are no longer in effect.

  - The student cannot begin working using FWS funds if they have any holds in place.

- Review the document with the student, sign where requested, make a copy of the FWS Authorization form for your files, and return the original to the FWS Coordinator.
Students earning wages using FWS funds are “employees of the University” and must adhere to University, State, and Federal regulations.
Manager Self Service Process

What is the Manager Self Service Process?

- Hiring process used for non-benefited hires
- Utilizes electronic workflow of employee hire and termination information
- Provides tracking mechanism for documentation
- Process encourages initiating hires EARLY, well before the actual first day of work!
New Hire Overview – Non Benefited

1. **Employer** has employee fill out Employment Information Form and retains for use during Step 4. Form is available online at: [https://www.ndsu.edu/fileadmin/vpfa/forms/HR-EmploymentInfo.pdf](https://www.ndsu.edu/fileadmin/vpfa/forms/HR-EmploymentInfo.pdf)

2. **Employer** sends employee to HR/Payroll (HR/P) with ID’s for I-9. Employee completes I-9 Section 1 and 2 at the Payroll office.
   - Student must provide (original) forms of identification. Acceptable forms of ID are listed at: [https://www.ndsu.edu/forms/#human9](https://www.ndsu.edu/forms/#human9)

3. **Student** returns Approval Sheet to the employer. The date on the form shows date student is eligible to be hired as of that date (or later)

4. **On-Campus employers** initiate the Hire in Manager Self Service and upload Employment Information Form and Approval Sheet.
   - *Off-Campus employers work with the FWS Coordinator to complete this process.*

5. **Student** receives emails required to complete HR/P set up (basic Bio-Demo information, designated medical provider, direct deposit account data, and link to complete online Activity Guide, etc).

6. **Hire** continues through MSS workflow to HR/P. If employee has responded to all required emails, the hire is finalized by HR/P.

- The employee cannot start working until **ALL** required documentation is completed.
- Training / Reference Manual
Default Funding enables you to make single-line entries and the system creates the 75/25 split for you! Otherwise you have to manually set up the 75/25 split in the timesheet.

* Departments using multiple funding sources may not be able to fully utilize default funding.
Positions and Default Funding

- On-Campus employers can use Funding Summary report in HRMS to look up Default Funding
- Budget Office Resources and Job Aids: https://www.ndsu.edu/budget/reportsandresources/
- Work with HR/Payroll and your Budget Office to set up positions to include default combination codes!

*This saves you time during time entry!*
## Example: Funding Summary Report

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<th>STATUS</th>
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<th>COMBINATION CODE</th>
<th>EARN CODE</th>
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</tbody>
</table>
HRMS TIME ENTRY EXAMPLES

ENTRIES SHOULD BE MADE AND PROOFED PRIOR TO TLAB APPROVAL DEADLINES

Position Includes Default Funding for Work-Study – SYSTEM GENERATED SPLIT

1. **HRMS SYSTEM:** Student punches IN / OUT
2. **Use H14 Earnings Code For Work-Study**
3. **OR - Manually enter total hours worked / day**
4. **Leave fields blank if using Default Funding**

Position **DOES NOT** include Default Funding for Work-Study – MANUAL SPLIT

1. **Add 2nd Line in order to enter Manual Split**
2. **HRMS SYSTEM:** Student punches IN / OUT
3. **Use H14 Earnings Code For ALL hours**
4. **Create manual 25/75% split FWS - ALWAYS ROUND DOWN!**
5. **Enter Department & FWS Combo Codes here**
Want to learn more?

TRAINING SESSIONS
Offered by HR/Payroll
https://www.ndsu.edu/hr/training/

ONLINE RESOURCES
Administrative/Office Toolbox
https://www.ndsu.edu/hr/admintoolbox/tlab_resources/
A new system for processing hires is coming! Designed to automate hiring processes and create efficiencies. GO LIVE - beginning October 2020.

TRAINING SESSIONS - AVAILABLE IN AUGUST
Watch for the invitation and plan to attend!
HR/Payroll Contacts

https://www.ndsu.edu/hr/staff/

- Patricia Hanson - Director for Payroll
  - Phone: (701) 231-8990  Patricia.Hanson@ndsu.edu

- Kari Schmitz-Eilertson - Payroll Coordinator
  - Phone: (701) 231-6251  Kari.SchmitzEilertson@ndsu.edu

- Julie Giffey - Payroll Records Technician
  - Phone: (701) 231-8958  Julie.Giffey@ndsu.edu

- Kimberly Pithey - Payroll Records Technician
  - Phone: (701) 231-5677  Kimberly.Pithey@ndsu.edu

- Liz Thompson - HRMS Technician
  - Phone: (701) 231-5922  Elizabeth.Thompson@ndsu.edu
Once you have hired your student employee(s), it’s important you keep track of their FWS award balance.

Tracking FWS award balances is based on 100% of their total earnings – not just the percentage that the employer pays.

All dollars earned beyond the FWS award are to be charged 100% to the department.

Balance award notifications can be sent to you as needed or as requested. It is important to monitor balances regularly so you won’t exceed the available amount awarded!

Once student has reached a balance of $500 or under, you will receive an email notification.

Data reflected in the “$500 and under” report has a lag time. It is best to track the hours the students worked on an on-going basis to maintain an up-to-date balance.
What if the student is running out of Work-Study Funds?

- Submit a request for an increase online to see if the student qualifies for an increase: [https://www.ndsu.edu/onestop/finaid/employment/employer/](https://www.ndsu.edu/onestop/finaid/employment/employer/)

- Increases are awarded only if:
  - Funds are available, **AND**, the student is eligible to receive an increase
    - You will be contacted by the FWS Coordinator via email with the updated information.

- If the student **IS NOT** eligible for an increase:
  - She/he must stop working at the time FWS funds have been used up; **or**
  - the student may continue to work for you if the department/agency is willing to pay 100% of the student’s hourly wages.
Managing Your Student Employees
Work-Study is a real job!

- FWS jobs provide a great place to start (or continue) developing skills and good performance habits.
- Students should treat the job as an opportunity to learn and grow professionally.
- Students not performing up to required job standards should be treated like any other staff person and subject to performance evaluation.
- If you have provided adequate counseling and guidance to a student and he/she continues to display poor or inappropriate work performance, and, does not meet the basic requirements of the job, you do have the right to dismiss the student from the position.
- Contact the FWS Coordinator if you decide to terminate a student who is using FWS funds.
Employer Information

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

- Employer Resources for 2020-2021 available online from the Financial Aid and Scholarships web page. Items available include:
  - NDSU CAREERLINK (Job Board)
  - Important Links for Employers
    - Request FWS Authorization form (online) – *Available by August 7, 2020*
    - Request Increase to existing FWS award (online)
  - Work-Study Resources for All Employers
    - FWS Employer Resource and Training Manual
    - Employer Information Session PowerPoint
    - Salary Tracking sheet and Fund Number / Combo Code Reference
  - HR/Payroll Resources (training manuals, forms, etc.)
Requesting Your Students Back

- **Returning students are NOT automatically considered for a FWS award!**
- You can request to have specific students considered for FWS funding for the next academic year
- Returning FWS students still must meet eligibility requirements
- Students you request to return to work for you, if eligible, would receive funding during first round of awarding along with first-year students prior to start of the academic year
- Returning students still go through the standard hiring process annually
  - Request the FWS Authorization form
  - Complete hiring documentation (required by HR/Payroll)
  - Must complete all required trainings (e.g. Baseline Safety, Title IX, etc.)
NDSU implementing process to phase in return of employees (ensure appropriate distancing)

Can I ask an employee if he/she has COVID-19?
- Supervisors may ask an employee how he or she is feeling in general and can set up and require employee(s) follow protocol before reporting to work (e.g. take their temperature and report to supervisor if not feeling well, are running a fever or are experiencing COVID-19 symptoms).

Everyone should:
- Clean/wash hands often
- Avoid close contact – limit number of people in work spaces
- Cover mouth and nose with face mask/cloth face cover
- Cover coughs and sneezes
- Clean and disinfect frequently touched surfaces
COVID-19 Preparedness & Response
https://www.ndsu.edu/police_safety/covid_19_preparedness_and_response/

- Proceed thoughtfully, carefully and deliberately!
  - Set department procedures based on University policy
  - Plan ahead – develop an action plan
    - What if a student staff member contracts COVID-19?
- To Mask or Not to Mask – That is the Question
  - Follow University and Department Policies
  - Evaluate scheduling, work spaces, and processes
  - Always think SAFETY FIRST!
Questions?
Thank You for Attending Today’s Session!

FOR FURTHER INFORMATION, CONTACT:

TAMMIE REGER
NDSU FINANCIAL AID AND SCHOLARSHIPS
FINANCIAL AID ADMINISTRATOR AND WORK-STUDY COORDINATOR
TAMMIE.REGER@NDSU.EDU
701-231-7535