North Dakota State University
Federal Work-Study Program

EMPLOYER INFORMATION & UPDATES
OFF-CAMPUS EMPLOYERS
2021-2022

Updated July 7, 2021
Value and Purpose of Student Employment
Requirements and Limitations
Student Responsibilities
Employer Responsibilities (Off-Campus Employers)

**Handshake**! New Job Board for 2021-2022

Interviewing and Hiring

HR/Payroll Requirements (Updates and Procedures)

Managing Student Employees
- Tracking Balances / Requesting Award Increases
- Managing Performance
- Requesting Students Back
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)
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 Services 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
Off-Campus Employer Responsibilities

Annual:
- Complete and return the Federal Work-Study Agency agreement form and provide copy of non-profit status documentation

Monthly:
- Employers are billed 25% of gross student earnings and expected to pay amounts billed on timely basis. FWS program pays remaining 75%. Late fees may be applied for unpaid balances which are 30 days past due.
- Students employed under America Reads positions are paid 100% by FWS funding
- Off-Campus employers should monitor both student earnings and award balances carefully to ensure accuracy.

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

Documentation of Work Performed:
- Manual timesheets are required for students working for Off-Campus employers.
- Supervisor is responsible for verifying, approving and submitting timesheets to FWS Coordinator for processing according to Payroll Services monthly deadlines.
  - Payroll processing occurs twice monthly: (1) 1-15th of the month and (2) 16-end of the month
Work-Study Flow Chart
CURRENT PROCESS
OFF-CAMPUS EMPLOYERS
NDSU Career and Advising Center

Handshake

Advertise and promote your employment opportunities online

https://career-advising.ndsu.edu/

- 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.
CAREER AND ADVISING CENTER
- 306 CERES HALL -
We prepare students for maximum employability—beginning when they arrive, continuing early and often through graduation.
NDSU is moving to Handshake

Implementation

On July 16 – Employers welcomed into Handshake
On July 27 – Students invited into Handshake
Job postings will be visible in CAREERLINK until July 27th (or later)
Job postings will be visible in Handshake starting July 27th

Handshake Employer training:
https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer
All students will be able to see Work Study jobs.
Will be replaced with “Handshake”
KEY CONTACTS—NDSU CAREER AND ADVISING CENTER

Connectivity
Career Fairs/Expos

Rebecca Bahe
Director

Point of contact for job postings, presentations, tabling, on-campus interviews

Internship Program

Alli Goossens
Assistant Director, Internship Program

Pat Breen
Employer Partnership Manager
QUESTIONS?

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

ndsucac@ndsu.edu

https://career-advising.ndsu.edu

THANK YOU!
Students earning wages using FWS funds are “employees of the University” and must adhere to University, State, and Federal regulations.
Recruiting Solutions – is the NDSU Applicant Tracking system

- Posting Positions
- Hiring employees
- Only way to “hire” any NDSU employee – Students, Temps, PT, Grads or FT

Recruiting Solutions - a module within the HRMS/PeopleSoft

- Candidate Gateway - where candidates go to look and apply for jobs
- Talent Acquisition Manager - the internal HR module for recruiters, hiring supervisors, and others to create, post, interview and hire
Student Positions & Hires

Student Positions are posted in both Recruiting Solutions and *Handshake*.

1. **Employer posts the position in *Handshake***
2. **FWS Coordinator posts position in Recruiting Solutions** (based on *Handshake* position)
3. FWS Coordinator monitors Recruiting Solutions and works with employer to process the hire.
Background Checks

Off-Campus agencies are responsible for conducting appropriate background checks if required for the type of position.

Some examples may include:

- Working in daycare setting
- Working with children
- Working with sensitive information
Onboarding of New Hire

❖ FWS Coordinator determines if new employee is currently employed in another position at NDSU
❖ If current employee, no need for a new I-9, only need to review their information in the On-Boarding system.
❖ New Employee will receive an email, with instructions, to Claim their NDUS Account (if not a current employee or student) and complete their On-Boarding, which includes completion of Part 1 of I-9 (if needed) and the Employee Information form.
❖ If new employee is not a current NDSU employee, FWS Coordinator reminds employee to complete the On-Boarding:
  ✓ Complete Section 1 of the I-9 online and then complete Section 2 by presenting original identification documents (no pictures, copies or expired documents) to Payroll Services in person no later than the first day of employment. Contact Payroll Services for I-9 remote hire instructions.
  ✓ Complete remaining On-Boarding activities as soon as possible. (W4 form, Direct Deposit etc.)
❖ FWS Coordinator and employers are responsible to remind new employees to complete their on-boarding. Payroll Services will monitor new hires and will contact new employees & FWS Coordinator, as necessary, to remind them to complete On-Boarding and the I-9 by deadlines above.
❖ **New employees who do not complete the I-9 by INS deadlines, will be terminated immediately and the hiring department will need to start the hiring process again.**
I-9 Acceptable Documents

1. Document from List A
   OR
2. Documents from List B & C
You posted your job and a student is contacting you about the job.

- Verify if the student has a FWS award
- Set up an interview/meeting
  - Student can provide copy of the Financial Aid award or contact the FWS Coordinator

You have decided to hire the student. That’s great!

- Be sure to request the FWS Authorization form online from the FWS Employer web page: https://www.ndsu.edu/onestop/finaid/employment/employers/
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 are paid through NDSU Payroll Services.
All payroll for FWS employees is processed through Time and Labor (TLAB)

- Off-Campus agencies are required to use manual time sheet
- On-site supervisors work with employees to complete and submit time sheets to FWS Coordinator for processing
- Time entry periods run from (1) 1-15 of the month and (2) 16-end of month
- Employees are paid twice monthly
- On-site supervisors are responsible to submit time sheets for processing according to posted payroll deadlines
- Time sheets received after payroll deadlines are paid late.
Student employees cannot start working until **ALL** required documentation is completed.

This includes:

- completing all online Recruiting Solutions requirements
- providing the required I-9 documentation to Payroll Services
It’s important to keep track of FWS award balances!

- FWS award balances are 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 agency.
- Email notices are sent to employers with students who have a balance of $500 or under.
  - 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.
FWS jobs provide a great place to develop 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 Resources for 2021-2022 available online from the Financial Aid and Scholarships web page. Items available include:

- NDSU Handshake (New Job Board)
- Important Links for Employers
  - Request FWS Authorization form (online) – Available by August 6, 2021
  - Request Increase to existing FWS award (online)
- Work-Study Resources for Off-Campus Employers
  - FWS Off-Campus Employer Resource and Training Manual
  - Off-Campus Employer Information Session PowerPoint
  - Salary Tracking sheet and Fund Number / Combo Code Reference
- HR/Payroll Resources (training manuals, forms, etc.)
Returning students are NOT automatically considered for a FWS award!

- Employers may request specific students be considered for FWS funding for the next year
- Returning FWS students still must meet eligibility requirements
- Students you request to return to work for you, if eligible, will receive funding 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.)
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

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