

# **NDSU**

# **Work-Study Employer**

# **Resource Manual**

**(On and Off Campus)**

**2026-2027**



A resource manual designed to assist employers (on and off campus) participating in the Federal Work-Study Program at North Dakota State University.

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THE FEDERAL WORK-STUDY PROGRAM IS FUNDED BY THE U.S. DEPARTMENT OF EDUCATION

# **Resource Manual**

## **On and Off Campus Employers**

### **Preface**



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 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 NDSU Policy 168, Reasonable Accommodation on the Basis of Disability-Guidelines for Employee Requests.

The full text for this policy is available at: <https://www.ndsu.edu/fileadmin/policy/168.pdf>

#### **Non-discrimination Policy**

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable.

Direct inquiries to Vice Provost, Title IX/ADA Coordinator, Old Main 100, [\(701\) 231-7708](tel:7012317708), [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu).

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## 1. What is Federal Work-Study?

Federal Work-Study (FWS) is a student aid program that provides funding to support part-time employment opportunities (on and off campus) for eligible students. The FWS program is sponsored by the U.S. Department of Education and administered by NDSU Financial Aid and Scholarships. The FWS program encourages positions in community service; and, to the maximum extent possible, FWS funding helps to support employment opportunities for qualified students in jobs that complement and reinforce their educational program/career goals.

Recipients of FWS funding may use the earnings to help meet their educational costs. The money is earned, so it is paid directly to the student by direct deposit and is not applied to their student bill. The money earned does not have to be repaid and does not count against them for financial aid purposes.

- ❖ *Although many students potentially qualify, a FWS award may not be offered to all eligible students due to funding availability.*

To be considered for an award, students must complete the Free Application for Federal Student Aid (FAFSA). Once the FAFSA is completed the federal processor determines a student's eligibility. NDSU may implement a priority application deadline each year. For the 2026-2027 academic year, there is no application deadline being observed. If a student submits their FAFSA after this deadline and they are otherwise eligible, they will not be awarded initially. These students may reach out to the FWS Coordinator for further guidance.

**Employer Perspective:** 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. Employers should be in contact with the FWS Coordinator if they have questions.

**Student Perspective:** FWS provides opportunities to earn money while attending college; learn useful skills that can be applied to future employment; develop leadership and professional skills; and become involved in the campus and the academic and/or local community. Most FWS jobs have a flexible schedule. Research also shows that student employment promotes a foundation of retention and persistence toward graduation.

## 2. Conditions of Employment and Employer Limitations

All FWS employment, whether on 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.

To be eligible for a Federal Work-Study (FWS) job, a student must meet all eligibility criteria and must demonstrate financial need; that is, the cost of attendance must be greater than the Student Aid Index (SAI). A financial aid administrator may not award FWS to a student if that award, when combined with all other resources, would exceed the student's federal unmet need. Unlike other Campus-Based Programs, the FWS Program does not require that priority be given to students who have exceptional financial need.

- ❖ *Financial need is the difference between the cost of attendance (COA) at a school and the Student Aid Index (SAI).*

FWS employment must not displace employees (including those on strike) or impair existing service contracts. 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.

Neither a school nor an outside employer that has an agreement with the school to hire FWS students may solicit, accept, or permit the soliciting of any fee, commission, contribution, or gift as a condition for a student's FWS employment.

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.

If an institution wishes to have its students employed under this part by a Federal, State or local public agency, or a private nonprofit organization, it shall enter into a written agreement with that agency or organization. The agreement must set forth the FWS work conditions. The agreement must indicate whether the institution, agency, or organization shall pay the students employed, except that the agreement between an institution and a for-profit organization must require the employer to pay the non-Federal share of the student earnings.

The institution may enter into an agreement with an agency or organization that has professional direction and staff. The institution is responsible for ensuring that payment for work performed under each agreement is properly documented, and each student's work is properly supervised.

The agreement between the institution and the employing agency or nonprofit organization will require the employer to pay the non-federal share of the student earnings and required employer costs such as the employer's share of social security or workers' compensation.

*Source: The Federal Student Aid Handbook, Volume 6, Chapter 2. 2025-2026*

### 3. Student Requirements, Responsibilities, and Limitations

#### a. 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 FWS 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 the hiring process with the employer *before* beginning work
- Read and understand the annual student requirements/responsibilities document

*NOTE: FWS jobs cannot displace employees (including those on strike) or impair existing service contracts.*

#### b. Student Responsibilities:

- Review and adhere to all rules and policies established by the employer
- Review and adhere to all rules as stated in the annual email notice of requirements/responsibilities
- Review and adhere to all rules and policies established by NDSU Payroll Services
- Complete all required paperwork (e.g., I-9, W4, Direct Deposit, etc.)
- Comply with NDSU Payroll Services time entry processes and maintain accurate recording of time worked. This may include use of TLAB or other approved methods.
- Complete all required trainings (e.g., Baseline Safety, Title IX, etc.)
- Perform job duties satisfactorily

#### c. Work-Study Limitations:

- Students are not permitted to work in FWS positions during scheduled class times.
  - Exceptions may be permitted if a class is cancelled, or, if the instructor has excused the student from attending for a particular day. Any such exemptions must be documented. 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
- Although there is no prohibition on paying overtime in the FWS Program, some positions (e.g., event stage crew) may have to work overtime during a production. FWS is designed to provide part-time employment; and, students should not often work in excess of 40 hours in a single week. Overtime payment for those hours may not be used in a way that would create an over award in the student’s financial aid package.

- 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 (first day of fall classes through last day of spring finals or as determined by the FWS Coordinator). The student must meet all NDSU Payroll Services and FWS requirements. Summer FWS is not available.

## 4. How is Federal Work-Study (FWS) Funded?

### Federal and Non-Federal Wage Distribution

The FWS Program subsidizes the hourly wages earned by 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 the 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 a minimum of 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.

### Wage Rates:

FWS wages are computed on an hourly wage basis for actual time worked on the job. An institution may not pay a student a salary, commission, or fee. Fringe benefits are not considered part of the hourly wage rate. Students must be paid at least minimum wage as set by the Fair Labor Standards Act of 1938.

## 5. Contact Information

### NDSU Financial Aid and Scholarships

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**TAMMY FRAASE**

Financial Aid Administrator (Federal Work-Study Coordinator)

Ceres Hall

PH: 701.231.7889

[Tammy.Fraase@ndsu.edu](mailto:Tammy.Fraase@ndsu.edu)

### NDSU Payroll Services

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**DEANNA PEDERSON**

Director

Hastings Hall

PH: 701.231.7119

[Deanna.Pederson@ndsu.edu](mailto:Deanna.Pederson@ndsu.edu)**KARI SCHMITZ EILERTSON**

Payroll Coordinator (TLAB)

Hastings Hall

PH: 701.231.6251

[Kari.SchmitzEilertson@ndsu.edu](mailto:Kari.SchmitzEilertson@ndsu.edu)**CHRISTOPHER LAFFEN**

Payroll Records Technician

(Hires/Terms/Changes)

Hastings Hall

PH: 701.231.8958

[Christopher.Laffen@ndsu.edu](mailto:Christopher.Laffen@ndsu.edu)**AMANDA HAMRE**

Payroll Records Technician

(TLAB back-up)

Hastings Hall

PH: 701.231.5677

[Amanda.Hamre@ndsu.edu](mailto:Amanda.Hamre@ndsu.edu)

### NDSU Human Resources

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**LIZ THOMPSON**

HCM Technician

Hastings Hall

PH: 701.231.5922

[Elizabeth.Thompson.1@ndsu.edu](mailto:Elizabeth.Thompson.1@ndsu.edu)**LYDIA HENDRICKS**

Human Resources Recruiter

Hastings Hall

PH: 701.231.1897

[Lydia.Hendricks@ndsu.edu](mailto:Lydia.Hendricks@ndsu.edu)

### NDSU Career and Advising Center

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**HANDSHAKE JOB BOARD SUPPORT**

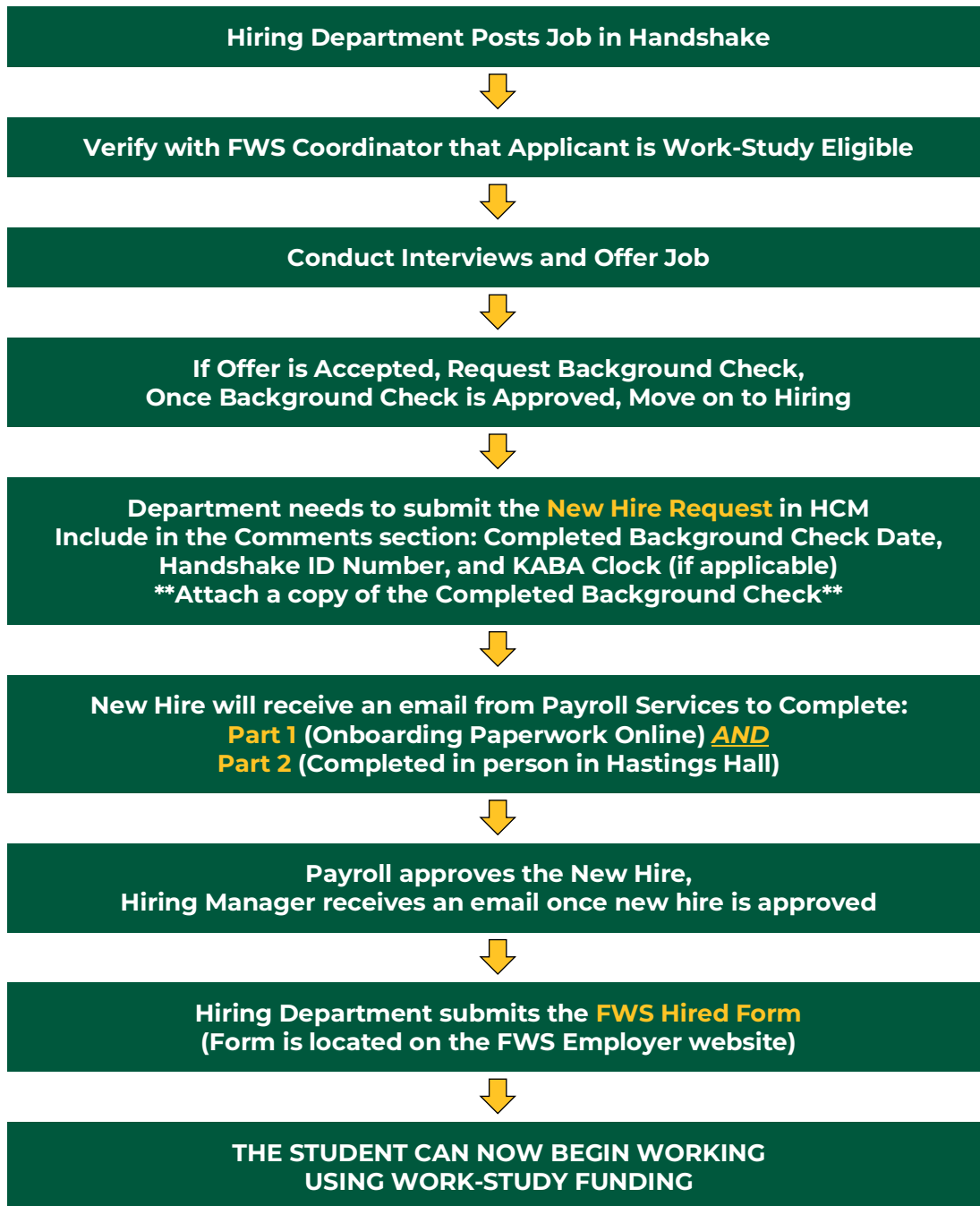
Ceres Hall Room 306

PH: 701.231.7111

[NDSU.CAC@ndsu.edu](mailto:NDSU.CAC@ndsu.edu)

## 6. Hiring Process Flow Charts for On & Off Campus Employers

### WORK-STUDY FLOW CHART FOR ON-CAMPUS EMPLOYERS



## WORK-STUDY FLOW CHART FOR OFF-CAMPUS EMPLOYERS



## 7. Handshake Resources for Posting Jobs

### a. Posting a Job in Handshake – Handshake 101 for Employers

**Introduction to Handshake:** Handshake is a recruiting platform (job board) where students and employers can connect. Refer to the information found on the [NDSU Career and Advising Center's web page](#).

**Getting Started with Handshake** is available from the [Federal Work-Study Employer web page](#).

If you have questions related to any aspect of the Handshake job board platform, please contact the NDSU Career and Advising Center (701) 231-7111.

### b. Interviewing a Work-Study Student

Both On and Off-Campus employers conduct interviews with potential student employees. You decide how to conduct the interview and also who you plan to hire. If you are uncertain if a student has received a work-study award, you should contact the FWS Coordinator.

If you and the student both decide the job is a good fit; then this is where you begin the hiring process.

### c. Hiring Instructions

Both NDSU Payroll Services and the Federal Work-Study Program have requirements your new student employee must meet.

- i. On-Campus Employer – NDSU Payroll Services Requirements:** See the work-study flow chart in Section 6 of this document for further details. If you have any questions about payroll related requirements, contact NDSU Payroll Services Office located at Hastings Hall, 1320 Bolley Drive, Fargo, ND 58102, Phone Number: (701) 231-8961.

**ii. Off-Campus Employer Requirements:**

Email the FWS Coordinator to notify of intent to hire. Include:

- Handshake Job ID#
- Copy of completed background check
- Starting wage
- Projected start date

The FWS Coordinator will process New Hire Request in the NDSU Payroll Services system. The new hire will receive an email from NDSU Payroll Services for further instructions to be completed as soon as possible, that include:

- Completion of the I-9 process as indicated in the email.
  - **Part 1** is completed online
  - **Part 2** requires the new hire to provide original documents in person at NDSU Payroll Services in Hastings Hall

**Both Part 1 and Part 2 must be completed prior to the hire being approved.**  
**IMPORTANT!!!! Students WILL NOT be able to begin working for you and earning FWS if this is not completed promptly.**

*See the work-study flow chart in Section 6 (above) for further details.*

iii. **Work-Study Requirements (on-campus employers only):** Before offering a work-study job, verify with the FWS Coordinator that the student is work-study eligible. After the student is hired, submit the “**FWS Hired Form**” online.

- Go to the [Federal Work-Study Employer web page](#)
- The form is located under “**Important Resources for Work-Study Employers**”
- Select “**FWS Hired Form**” (usually available by mid-July)
- Complete **ALL** requested information and submit
  - You can submit up to 10 students per form.
- Your request goes directly to the FWS Coordinator electronically

Checking for holds is very important! The student may have received a FWS award but may 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 and using FWS funds until the hold is removed.**

*Every academic year (fall and spring) the FWS Coordinator will send an email to the FWS Employer Listserv with the requirements and responsibilities as a work-study employer. Off-campus employers will be provided a copy of this email at our site visit meeting.*

*FWS students will also receive an email outlining their responsibilities as a work-study student worker.*

*It is very important that this document is read and is understood in its entirety by both the employer and the student.*

## 8. Employer Responsibilities (monthly)

### a. 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 the 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 the 25/75 split for FWS; or if you have questions about other concerns related to this process, please contact NDSU Payroll Services for further instruction.

**It is highly recommended that you set up default funding for your FWS positions. This will eliminate the need for you to manually figure the split. For any questions with default funding set-up please work with your budget contact.**

Off-Campus Employers will be billed for 25% of student gross earnings and the FWS program is charged the remaining 75% through the NDSU payroll system. The **FWS Coordinator** is in charge of setting up and maintaining all aspects of the student hire in the NDSU payroll system, monthly billing, and any changes which occur related to pay rate change and/or termination. An invoice will be mailed to the off-campus agency several times a semester, not necessarily monthly. If you have questions about this process, please contact the FWS Coordinator. If the off-campus employer is a part of the America Reads program, FWS pays 100% of the student wages.

### b. Supervision:

It is expected that students will ordinarily be supervised by full-time, permanent university employees or permanent agency staff who will be in the area during the students' work hours. Supervisors are responsible to ensure each student:

- Reports as scheduled
- Works on appropriate projects while in the work-place
- Confirm students are doing the work indicated on the job descriptions
- Verify time worked is properly documented
- Each employer (on and off campus) is responsible for making sure FWS student employees are adequately supervised by appropriate staff.

It is also the responsibility of the supervisor to verify that the student is **not** working during scheduled class time. Exceptions to this are if classes are canceled, or if an instructor has excused a student from class – **documentation from the instructor is required!** The FWS Coordinator will be conducting random audits on this throughout the academic year. Please be prepared to produce documentation if your student employee is found to have worked during scheduled class time.

### c. 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 PeopleSoft HCM system to record time worked.

The general business process under this system is as follows:

1. Employee punches in/out
2. Supervisor reviews and approves time (verifying that H14 has been used)
3. Approved time is pulled in by payroll in TLAB and paid the next payday

Various methods can be used to enter time worked into the TLAB module for **on-campus** students.

- Hourly employees will access the Web Clock to punch in/out. The Web Clock is a system which requires hourly employees to log in to the People Soft system in order to punch in/out.
- **Payroll strongly encourages that paper timesheets not be used.** However, if access to a computer or time clock is not feasible, this may be the only option. Timesheets will then require manual entry by an authorized staff member.

**Off-campus** students have two options available to punch in/out:

- The agency will document hours worked and submits to the FWS Coordinator; who will then manually enter the time into the TLAB system.
- Students may also punch in/out via the HCM Employee Self Service system.
  - If this method is used, the FWS Coordinator will email the timesheet to the agency supervisor to review (approve) prior to the FWS Coordinator submitting the final approval.

Per federal requirements, student employees must have their work hours verified by the on-site supervisor.

NDSU pay periods occur twice per month. Students submit hours worked twice monthly. **(1)** 1-15<sup>th</sup> 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 the actual day they are working. Any in/out punches or 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 notifying them of when work-study time entry deadlines occur. This is different from the TLAB deadline posted by Payroll Services. **The work-study time entry deadline is one day prior to TLAB deadline. It is extremely important that this deadline is met; so that the FWS Coordinator has time to review your entries for accuracy before the actual Payroll Services deadline.**

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, in the time clock, or report hours worked using a paper timesheet (not recommended). All time must be recorded by one of those methods by the last day of each pay period. Supervisors should plan to approve or deny the time worked the day after the last day of each pay period. **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.**

*SOURCE: Refer to the [NDSU Payroll Services website](#).*

## 9. Other Important Information and Reminders

### a. Work-Study Balance Tracking:

The FWS Coordinator will periodically monitor balances and will notify an employer if a balance is getting low; however, it is the responsibility of the employer to track the work-study balance for their student employees. You may use the **Work-Study Salary Tracking Sheet** provided on the work-study employer website. 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. Contact the FWS Coordinator if you have questions.

### b. Requesting an increase to a current Work-Study award:

While increasing a FWS award may be a possibility, it is dependent upon available federal funds **AND** student eligibility. If your student employee is within \$500 of earning their awarded amount, you may contact the FWS Coordinator to request a possible increase.

**If the student is not eligible for an increase:** the FWS Coordinator will contact you as soon as possible to let you know. You are responsible for continuing to monitor the hours worked by the student(s) to avoid an overage. Students who are not eligible for an increase will either need to stop working for you as a FWS employee; or, you may choose to keep the student as an employee, but you will be responsible to pay 100% of their hourly wage 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 review requests for increases as needed. If an increase is approved for a student, the FWS Coordinator will contact you via email to notify you of the new award amount. At that point you will want to update your records and any documents you use to track student earnings.

### c. Requesting your FWS students back from year-to-year:

*Returning students are not automatically considered for FWS awards.* If your FWS student is planning to return to NDSU for the next academic year, and you are interested in having them return to work for you and be considered for a FWS award, please make sure to respond to the request from the FWS Coordinator. Employers can expect to receive an email in April from the FWS Coordinator requesting you to submit the names/ID numbers of the student(s) you would like considered for a FWS award in the upcoming year. There will be an online form available to submit these requests. It is important that you submit this form by the requested deadline. We review your requests and use this "returners roster" for awarding FWS funds to eligible students. Please note that submitting a request is not a guarantee that the student will receive a FWS award for the following academic year. They must still meet all FWS requirements.

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;
- Complete all requirements if their FAFSA is selected for verification;
- Maintain Satisfactory Academic Progress; and,
- Be enrolled in a minimum of 6 credits.

**d. Giving your Work-Study student(s) a raise:**

If you want your student(s) to receive a raise for their good performance or additional responsibilities, **on-campus** employers must complete the required Payroll Services form to make the change. This form is available from the Payroll Services website. Please also contact the FWS Coordinator to make certain the change in hourly wage is updated in the records in the financial aid office.

**Off-campus** employers must email the FWS Coordinator with your request. It may take several days for the changes to be processed; so, if it is close to the end of a pay period, it may not be processed until the following pay period. The FWS Coordinator will provide you with the effective date.

**e. Termination of a Work-Study student:**

If you terminate a work-study employee, please notify the FWS Coordinator so that the records in the financial aid office can be updated.

**f. National Student Employment Week:**

The second full week of April each year has been declared by the National Student Employment Association as National Student Employment Week. Employers are encouraged to celebrate their student employees during this week.

## 10. Additional Notes for 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 indicates the **total** amount (gross wages) the student can earn (e.g., 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). This is an earned award.
- 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 is not carried into summer term or the following academic year. FWS is not available for summer.
- 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 NDSU Payroll Services and FWS requirements. The last day to use FWS may be adjusted to fit within payroll cycles.

## II. Check List(s): Students and On and Off Campus Employers

### a. Student Employees

- Complete all required background checks and/or fingerprinting requirements for the FWS position. Cost for this process is paid by the agency/department.
- Respond to and complete ALL NDSU Payroll Services requirements in order to be hired.
- Provide all required documents (I-9, W-4) to NDSU Payroll Services. This must be completed prior to the first day of employment. Specific documents for the I-9 are required. A [list of acceptable documents](#) is available online.
- Direct Deposit is a requirement and students will be instructed how to complete that process online during the onboarding process.
- Read the Requirements and Responsibilities email you will receive from the FWS Coordinator each semester you are a work-study student. It is your responsibility to understand and adhere to these requirements and responsibilities.
- Complete all Safety Office requirements:
  - Annual Notice of Policies/Designated Medical Provider
  - Baseline Safety Training
  - Title IX Training
  - 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.
- 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 to your supervisor according to posted deadlines.

### b. On-Campus Employers

- Verify with the FWS Coordinator that the student you want to hire is work-study eligible.
- Submit the **FWS Hired Form** once you have been notified by Payroll that the student is approved for hire.
- Read the Requirements and Responsibilities email you will receive from the FWS Coordinator. It is your responsibility to understand and adhere to these requirements and responsibilities.
- Check the [Position Funding Summary Report](#) for your department to see if the position you are using includes FWS funding in the default settings. Contact NDSU Payroll Services or the Budget Office for assistance in this process.
- Ensure that all student employees have completed all trainings required by the University
  - Annual Notice of Policies/Designated Medical Provider
  - Baseline Safety Training
  - Title IX Training
  - 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.

- Notify the FWS Coordinator of any staff changes (examples: terminations, supervisor changes), so that the FWS Coordinator's records are up to date.

### c. Off-Campus Employers

- 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 the Internal Revenue Service]
- Verify with the FWS Coordinator that the student you want to hire is work-study eligible.
- Submit all the required items for the FWS Coordinator to request the hire in the NDSU Payroll System.
  - Copy of completed background check
  - Pay rate
  - Projected Start date
  - Handshake job ID number
- Read the Requirements and Responsibilities document provided by the FWS Coordinator at the site visit. It is your responsibility to understand and adhere to these requirements and responsibilities.
- Ensure that all student employees are aware to complete all trainings required by the University – **The FWS Coordinator will verify this information for off-campus employers.**
  - Annual Notice of Policies/Designated Medical Provider
  - Baseline Safety Training
  - Title IX Training
  - 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.
- Notify the FWS Coordinator of any staff changes that may affect either the payroll or supervisor contact information for the Agency.

### d. Employers – Monthly Basis

- Review monthly payroll data for accuracy. If using a manual time sheet, collect documents, and enter time for hours worked. Pay periods run 1-15 and 16-end of month.
  - NOTE for on-campus employers only: H14 is the earnings code used for all FWS related payroll
- Maintain and monitor all FWS employee award balances each pay period using the Work-Study Salary Tracking Sheet

## 12. Timeline

The FWS Coordinator uses e-mail as the primary way to communicate with employers about various dates, deadlines, and updates throughout the academic year as it pertains to FWS:

### June

- Employers should be reviewing and updating job descriptions in Handshake
- FWS Coordinator will distribute new project numbers
- FWS Coordinator will review returner requests

### July - August

- Employers should begin interviewing and hiring student employees eligible for work-study
- **On-campus employers only:** Submit the FWS Hired Form for all work-study students you have hired (even if they are a returner) – located on the FWS employer website
- Prepare your Work-Study Salary Tracking Sheets – located on the FWS employer website

### September

- FWS Coordinator will be emailing students who have been awarded work-study but have not accepted their award – awards not accepted will be canceled on September 30, 2026

### October

- FWS email goes out with the requirements and responsibilities to supervisors via the FWS Listserv (**on-campus employers only**) and student employees

### November - December

- No items for these months; subject to change

### January – February – March

- FWS email goes out with the requirements and responsibilities to supervisors via the FWS Listserv (**on-campus employers only**) and student employees
- Employers should be paying close attention to work-study balances
- FWS Coordinator will email employers via the FWS Listserv (and individual email to off-campus employers) with spring semester updates

### April

- Employers begin to request returning students for fall

### May

- FWS Coordinator will email employers via the FWS Listserv (and individual email to off-campus employers) with final details for the spring term

## 13. Resources:

### Program-Related Information:

- **Federal Work-Study Employer Information – NDSU**  
<https://www.ndsu.edu/onestop/finaid/workstudy/employers>
- **Student Employment – NDSU Work-Study**  
<https://www.ndsu.edu/onestop/finaid/workstudy/students>
- **The Federal Work-Study Program, Chapter 2. Federal Student Aid Handbook**  
<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2025-2026/vol6>
- **Federal Work-Study (FWS) Program, U.S. Department of Education**  
<https://studentaid.gov/understand-aid/types/work-study>