Resource and Training Manual for Off-Campus Employers

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

THE FEDERAL WORK-STUDY PROGRAM IS FUNDED BY THE U.S. DEPARTMENT OF EDUCATION
Resource and Training Manual

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 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 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.

Individuals with questions, concerns or complaints related to Title IX should contact:

Title IX Coordinator
Old Main 201
NDSU Main Campus
Fargo, ND 58108
Phone: (701) 231-7708
Email: ndsu.eoaa@ndsu.edu
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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 and administered by NDSU Financial Aid and Scholarships. It provides funding to support employment for eligible students with demonstrated financial need. 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 costs of education, but the money earned is not directly applied to their student bill. The money earned does not have to be paid back.

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

To be considered for an award, students must complete the 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 application 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 request to be added to the waiting list by contacting NDSU One Stop, or, the Work Study Coordinator in the Financial Aid and Scholarships Office.

**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.

**Student Perspective:** 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 and/or local community. Research also shows 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 general eligibility criteria and must have financial need, that is, the cost of attendance must be greater than the expected family contribution (EFC). Also, a financial aid administrator may not award FWS employment to a student if that award, when combined with all other resources, would exceed the student’s need. However, unlike the other Campus-Based Programs, the FWS Program does not require that priority be given to students who have exceptional financial need.

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 October 2020*

### 3. Federal Work-Study 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 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

**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 FWS Authorization form
- Review and adhere to all rules and policies established by NDSU’s HR/Payroll Services Offices
- 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 (e.g. timesheet).
- Complete all required trainings (e.g. Baseline Safety, Title IX, etc.)
- Perform job duties satisfactorily
c. Work-Study Limitations:

- 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 Services and FWS requirements) unless deemed necessary (not common).

4. How is Federal Work-Study 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 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.
### 5. Contact Information

#### NDSU Financial Aid and Scholarships

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAMMIE REGER</td>
<td>Financial Aid Administrator &amp; Work Study Coordinator</td>
<td>(701) 231-7535</td>
<td><a href="mailto:Tammie.Reger@ndsu.edu">Tammie.Reger@ndsu.edu</a></td>
</tr>
<tr>
<td>BONNIE LITTON</td>
<td>Associate Director</td>
<td>(701) 231-7536</td>
<td><a href="mailto:Bonnie.Litton@ndsu.edu">Bonnie.Litton@ndsu.edu</a></td>
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#### NDSU Payroll Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Email</th>
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<tbody>
<tr>
<td>PATRICIA HANSON</td>
<td>Director</td>
<td>(701) 231-8990</td>
<td><a href="mailto:Patricia.Hanson@ndsu.edu">Patricia.Hanson@ndsu.edu</a></td>
</tr>
<tr>
<td>KARI SCHMITZ EILERTSON</td>
<td>Payroll Coordinator</td>
<td>(701) 231-6251</td>
<td><a href="mailto:Kari.SchmitzEilertso@ndsu.edu">Kari.SchmitzEilertso@ndsu.edu</a></td>
</tr>
<tr>
<td>JULIE GIFFEY</td>
<td>Payroll Records Technician</td>
<td>(701) 231-8958</td>
<td><a href="mailto:Julie.Giffey@ndsu.edu">Julie.Giffey@ndsu.edu</a></td>
</tr>
<tr>
<td>AMANDA HAMRE</td>
<td>Payroll Records Technician</td>
<td>(701) 231-5677</td>
<td><a href="mailto:Amanda.Hamre@ndsu.edu">Amanda.Hamre@ndsu.edu</a></td>
</tr>
<tr>
<td>LIZ THOMPSON</td>
<td>HCM Technician</td>
<td>(701) 231-5922</td>
<td><a href="mailto:Elizabeth.Thompson.1@ndsu.edu">Elizabeth.Thompson.1@ndsu.edu</a></td>
</tr>
<tr>
<td>LYDIA HENDRICKS</td>
<td>Human Resources (HR) Coordinator</td>
<td>(701) 231-1835</td>
<td><a href="mailto:Lydia.Hendricks@ndsu.edu">Lydia.Hendricks@ndsu.edu</a></td>
</tr>
</tbody>
</table>

#### NDSU Career and Advising Center

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Email</th>
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<tbody>
<tr>
<td>NICOLE ASKEW</td>
<td>Employer Partnership Manager</td>
<td>(701) 231-8464</td>
<td><a href="mailto:Nicole.M.Askew@ndsu.edu">Nicole.M.Askew@ndsu.edu</a></td>
</tr>
</tbody>
</table>
6. General Process Overview

Work-Study Flow Chart for Off-Campus Employers

Agency/Employer: Create & Post Job Opening(s)
Handshake Job Board

Interview → STOP: Not Hired

Begin the Hiring Process

EMAIL
FWS COORDINATOR:
Intent to Hire
(Including Handshake Job ID #)
Complete background check
(if needed)

New Hire Request
(submitted by FWS Coordinator)
Email sent to new hire (log in
employee self-service to complete
request for personal data to set)

New Hire
Complete I-9 Process
* Section 1: Online
* Section 2: Provide
documents in person at
Payroll Services

New Hire
Approved after all
requirements/documents
received
*Be sure to complete background
check if required

APPROVED: Receive FWS
Authorization Form from
Program Coordinator

Complete FWS
Authorization form and
Return to Program
Coordinator

SUCCESS!
Student is hired and can now begin working!
7. Handshake Resources for Posting Jobs

a. Posting a Job in Handshake

Refer to the Instructions available on the Federal Work Study Employer web page Employer Quick Start Guide and Getting Started with Handshake:
https://www.ndsu.edu/onestop/employers

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 or direct your inquiries to Nicole.M.Askew@ndsu.edu NDSU Employer Partnerships Manager/Career and Advising Center.

b. Interviewing a Work-Study student

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 FWS award and is eligible to use the funds, contact the Work Study Coordinator.

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. Hiring Instructions

i. Requirements for Hiring a Work-Study Student

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

Summary of Initial Requirements:

Email Work Study Coordinator to notify of intent to hire. Include HANDSHAKE Job ID#.
Complete background check for your agency (if required).
Work Study Coordinator will process New Hire Request in NDSU Payroll system. The new hire will receive an email requiring him/her to log in and complete questionnaire to verify personal data.

New Hire must complete I-9 process (2-part). Section 1 is online and student will receive an email requesting them to complete the required information. Section 2 requires new hire to provide original documents in person at NDSU Payroll Services in Hastings Hall.

Both Section 1 and Section 2 must be completed prior to the hire being approved.

IMPORTANT! Students WILL NOT be able to begin working for you and earning FWS funding until the entire hiring process has been completed and you are notified of the start date by the Work Study Coordinator.

HR/Payroll Services Requirements: If you have questions about payroll related requirements, contact HR/Payroll Services Office located at Hastings Hall, 1320 Bolley Drive, Fargo, ND 58102. Phone Number: (701) 231-8961.

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

Request the FWS Authorization online:

- Go to: https://www.ndsu.edu/onestop/employers
- Select: “Work-Study Resources for Off Campus Employers”
• Select: “Work Study Authorization Form Request” link
• Complete ALL requested information and submit
  (NOTE: You can submit up to 10 student names at one time.)
• Your request goes directly to the Work Study 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 for you and using FWS funds until the hold is removed.

• You have requested a FWS Authorization form but have not yet received the document:
  Contact the Work Study Coordinator to verify whether or not a student has a hold on their account. The Coordinator’s contact information can be found on page 3.
  The Work Study Coordinator monitors the student’s status on a weekly basis. Once a student no longer has a hold on their account, the Work Study 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 Work Study Coordinator. You are strongly encouraged to make a copy for the student and for your departmental records.

iii. Completing the Hiring Process

NOTE: The student employee must complete all Payroll and Work-Study requirements in order to begin working.

8. Employer Responsibilities (monthly) Handshake Resources for Posting Jobs

a. Billing:

Off-Campus Employers will be billed for 25% of student gross earnings and the FWS program is charged the remaining 75% 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. The Work Study Coordinator is in charge of setting up and maintaining all aspects of the student hire, monthly billing and any changes which occur related to pay rate change and/or termination. If you have questions about this process, please contact the Work Study Program Coordinator.
b. Supervision:

It is expected that students will ordinarily be supervised by full-time, permanent agency staff who will be in the area during the students’ work hours. The supervisors are responsible to assure each student reports as scheduled, works on appropriate projects while in the work-place, and reports work hours accurately for work performed. Each off-campus employer is responsible for making sure FWS student employees are adequately supervised by appropriate staff.

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 enters and submits hours worked in the Work Study time sheet and submits to the agency supervisor.
2. Supervisor reviews and approves reported time and returns the time sheet to the Work Study Coordinator.
3. Approved time is entered to payroll system (TLAB) by the Work Study Coordinator and paid the next payday.

Due to federal requirements, student employees must have their work hours verified by the on-site supervisor. For this reason, student employees working for off campus agencies require the use of a manual time sheet for reporting hours worked. This time sheet is provided to the agency by the Work Study Coordinator. The student employee completes the timesheet, submits the document to the supervisor, the supervisor reviews and approves hours worked, and the completed time sheet is returned to the Work Study Coordinator for entering according to published payroll deadlines.

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. **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.**

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

a. Work-Study Balance Notifications:

The Work Study 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.

b. 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, you will work contact the Work Study Coordinator to request an increase.

If the student is not eligible for an increase: the Work Study Coordinator will let you know as soon as possible. You are responsible to continue to closely 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 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 Work Study 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 Work Study Coordinator will add the student’s name to a review list. This list is evaluated at the mid-point of the academic year. If an increase is approved for a student, the Work Study Coordinator will contact you via email to notify you with the new award amount. Please update your records and any documents you may use to track the student’s earnings.

c. Requesting your 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 to have them return to work for you and be considered for a FWS award, please make sure to respond to the request from the Work Study Coordinator. Employers can expect to receive an email in late January/early February from the Work Study 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. It is important that you let us know by replying to the email. 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.

The student has some responsibilities to ensure they are considered for a Work-Study award 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 (answer YES on FAFSA if they want to be considered for Work Study);
- Maintain Satisfactory Academic Progress; and,
- Be enrolled in a minimum of 6 credits.
d. Giving your FWS student(s) a raise:

If you want your students to receive a raise for their good performance or additional responsibilities, contact the Work Study Coordinator. You will need to provide 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 Work Study Coordinator will complete the required payroll documentation to make the change on your behalf as soon as possible. HR/Payroll Services dates and deadlines apply.

10. Additional Notes for 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 indicates 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 is not 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.

11. Check List(s): Students and Off-Campus Employers

a. Student Employees

- Respond to and complete ALL NDSU HR/Payroll requirements in order to be hired.
- Provide all required documents (I-9, W-4) to the HR/Payroll Office. This must be completed prior to first day of employment. Specific documents for the I-9 are required. A list of those documents is available at: https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.
- Direct Deposit is a requirement and you will be instructed how to complete that process online in the onboarding process.
- Review and complete the FWS Authorization form (with the employer)
- Complete all required background checks and/or fingerprinting requirements for the FWS position
- 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/training/
b. Off-Campus Employers

☐ Complete and sign the Off-Campus Work-Study Agency Agreement annually

☐ Submit documents to the Work Study Coordinator demonstrating non-profit status [This can be a tax-exempt form or tax exemption letter from Internal Revenue Service]

☐ Request, complete and return the FWS Authorization form to the Work Study Coordinator
https://www.ndsu.edu/onestop/finaid/employment/employer/

☐ Coordinate with Work Study 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.

☐ Remind all student employees to complete all online trainings required by the University (contact the Work Study Coordinator if you have questions).
  o Annual Notice of Policies/Designated Medical Provider
  o Baseline Safety Training
  o Title IX 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

☐ Notify the Work Study Coordinator of any staff changes that may affect either the payroll or supervisor contact information for the Agency.

c. Off-Campus Employers – Monthly Basis

☐ Collect employee timesheets for hours worked. Pay periods run 1-15 and 16-end of month. Submit timesheets to Work Study Coordinator by posted deadlines for processing.
  o You may submit copies of the timesheets to the Work Study Coordinator via email in order to meet payroll deadlines; however, the original documents must be returned to the Work Study Coordinator for the FWS payroll files.
  o When transferring documents
12. Timeline

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

<table>
<thead>
<tr>
<th>MONTH</th>
<th>NOTIFICATION / ACTION</th>
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<tbody>
<tr>
<td>JULY</td>
<td>Notifications sent to employers to request review old job descriptions and add new or revised job descriptions to the Handshake site (<a href="https://career-advising.ndsu.edu/front-page/12980-2/">https://career-advising.ndsu.edu/front-page/12980-2/</a>)</td>
</tr>
<tr>
<td></td>
<td>Host Work-Study Employer Information Session (policy/procedure updates)</td>
</tr>
<tr>
<td></td>
<td>Distribute the new project numbers for upcoming year to employers</td>
</tr>
<tr>
<td>AUGUST</td>
<td>Authorization forms sent to employers as requested (and ongoing throughout Fall term) for all eligible students. Students with holds are not able to start working and using FWS funds until ALL holds have been lifted.</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>E-mail notification sent to employers for students who are no longer eligible for FWS due to Financial Aid disqualification</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>Waiting lists evaluated and FWS awards entered pending eligibility. Notifications and Authorization forms sent out on an on-going basis throughout the Fall term.</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>1st 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.</td>
</tr>
<tr>
<td>NOVEMBER-DECEMBER</td>
<td>E-mail sent to current employers to review current FWS award balances.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>- Submit requests Work Study Coordinator</td>
</tr>
<tr>
<td></td>
<td>- Increases dependent upon available funds and student eligibility</td>
</tr>
<tr>
<td></td>
<td>2nd 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.</td>
</tr>
<tr>
<td>JANUARY</td>
<td>E-mail sent to employers who have FWS students who are no longer eligible for funding.</td>
</tr>
<tr>
<td></td>
<td>Eligible students are awarded an increase to their current FWS award (if funding permits).</td>
</tr>
<tr>
<td></td>
<td>3rd 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.</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>1st E-mail request sent to employers to submit names of students they want to return (request back) for next year.</td>
</tr>
<tr>
<td>MARCH</td>
<td>2nd E-mail request sent to employers to submit names of students they want to return (request back) for next year.</td>
</tr>
<tr>
<td>APRIL-MAY</td>
<td>3rd E-mail request sent to employers to submit names of students they want to return (request back) for next year.</td>
</tr>
<tr>
<td></td>
<td>E-mail sent to FWS employers to review Handshake postings and inactivate job postings that are not active for summer semester.</td>
</tr>
<tr>
<td>JUNE</td>
<td>Terminate all student employees in HR/Payroll system who are not returning for Fall semester.</td>
</tr>
</tbody>
</table>
13. Resources:

**PROGRAM RELATED INFORMATION:**

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

- Federal Work-Study Employer Information – NDSU
  [https://www.ndsu.edu/onestop/employers](https://www.ndsu.edu/onestop/employers)

- Student Employment – NDSU Work Study
  [https://www.ndsu.edu/onestop/student-employment](https://www.ndsu.edu/onestop/student-employment)

- The Federal Work-Study Program, Chapter 2. Federal Student Aid Handbook