

# FEDERAL WORK-STUDY PROGRAM NORTH DAKOTA STATE UNIVERSITY

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## - 2023-2024 -



## Resource and Training Manual for On-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 Manual**  
**On-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 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](mailto:ndsu.eoaa@ndsu.edu)

# On-Campus Employer Manual

## Table of Contents

1. What is Federal Work-Study? .....	1
2. Conditions of Employment and Limitations .....	1
3. Work-Study Student Requirements, Responsibilities and Limitations .....	2
4. How is Federal Work-Study Funded? .....	4
5. Contact Information.....	5
6. General Process Overview (Work-Study Flow Chart) .....	6
7. <b>Handshake</b> Resources for Posting Jobs.....	7
a. Posting a Job in Handshake – Handshake 101 for Employers .....	7
b. Interviewing a Work-Study Student .....	7
c. Hiring Instructions.....	7
i. NDSU Payroll Services Requirements.....	7
ii. Work-Study Requirements.....	7
iii. Completing the Hiring Process .....	8
8. Employer Responsibilities (monthly) .....	8
a. Billing.....	8
b. Supervision .....	8
c. Documentation of work performed .....	9
9. Other Important Information and Reminders.....	10
a. Work-Study Balance Notifications .....	10
b. Requesting an Increase to a current Work-Study Award .....	10
c. Requesting your Work-Study Students back from year-to-year.....	10
d. Giving your Work-Study student(s) a raise .....	11
10. Additional Notes for On-Campus Employers.....	11
11. Check List(s): Students and On-Campus Employers .....	11
a. Student Employees .....	11
b. Employers.....	12
c. Employers-Monthly Basis .....	12
12. Timeline .....	13
13. Resources.....	14

## 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 1<sup>st</sup> 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 FWS 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.

*\*Financial need is the difference between the cost of attendance (COA) at a school and the Expected Family Contribution (EFC).*

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.

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 or the 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 may 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. 2022-2023*

### **3. 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 Payroll Services Office
- 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:**

- Students (in general) 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. Students cannot skip class to go to a FWS job. Any such exemptions must be documented.
- 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). The student must meet all NDSU Payroll Services and FWS requirements. Summer FWS is not available unless deemed necessary (not common).

## 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 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.

### 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 as 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  
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### NDSU Payroll Services

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### NDSU Career and Advising Center

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#### NICOLE ASKEW

Employer Partnership Manager  
**Handshake** Job Board Support

Ceres Hall 306

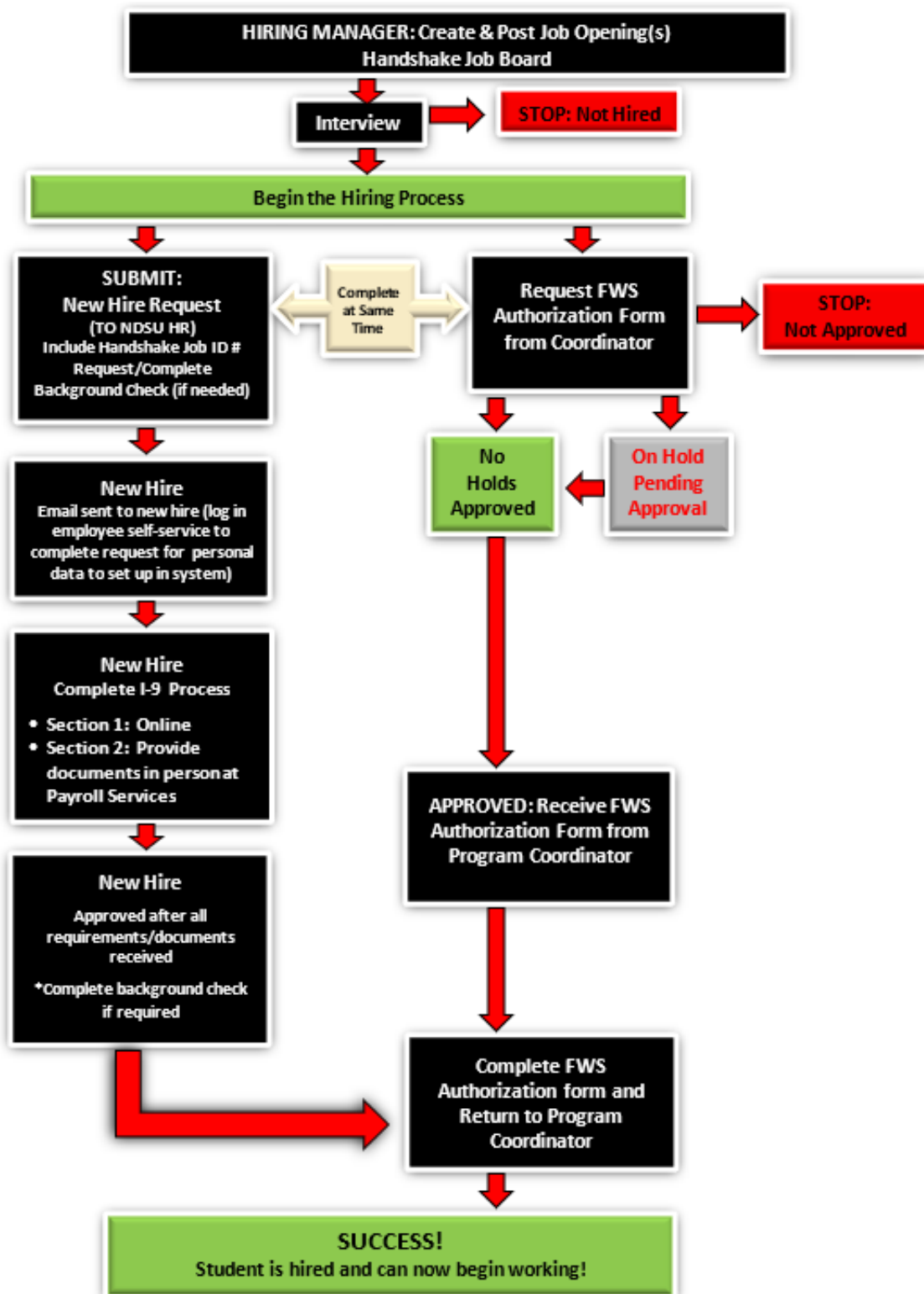
Office: (701) 231-8464

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**6. General Process Overview**

**Work-Study Flow Chart On-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. Introduction to Handshake: Refer to the information found on the NDSU Career and Advising Center’s web page: <https://career-advising.ndsu.edu/resources/handshake-101-for-employers/>

**Getting started with Handshake** and the **Employer Quick Start Guide** are available from the Federal Work-Study Employer web page: <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](mailto:Nicole.M.Askew@ndsu.edu) NDSU Employer Partnerships Manager/Career and Advising Center.

### b. Interviewing a Work-Study student

On-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 and is eligible to use the funds, contact the FWS Coordinator.

If you and the student both decide the job is a great fit for you, then, this where you begin the hiring process.

### c. Hiring Instructions

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

- i. **NDSU Payroll Services Requirements:** If you have 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. **Work-Study Requirements:** Request, complete, and return the signed Work-Study Authorization form to the FWS Coordinator.

#### **Request the FWS Authorization – IMPORTANT! ONLINE PROCESS!**

- Go to: <https://www.ndsu.edu/onestop/employers/>
- Select: “**Work-Study Resources for On 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 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 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 FWS Coordinator to verify whether or not a student has a hold on their account. The coordinator's contact information can be found on page 5.

The FWS Coordinator monitors the student's status on a weekly basis. Once a student no longer has a hold on their account, the FWS Coordinator will email the FWS Authorization form to the person listed as the Payroll Contact.

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

The individual listed as the payroll contact for your agency will receive the authorization form via email.

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

The original, signed document must be returned to the FWS Coordinator. You are strongly encouraged to make a copy for the student and for your departmental records.

### iii. **Completing the Hiring Process**

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

## **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 NDSU payroll system. Setting up the student in the payroll system correctly is very important to ensure the student's payroll will be appropriately charged to both your department and to the FWS program. If you have questions about setting up the position to accommodate 25/75 split for FWS; or, if you have questions about other concerns related to this process, please contact NDSU Payroll Services for further instruction.

### b. **Supervision:**

It is expected that students will ordinarily be supervised by full-time, permanent university employees who will be in the area during the students' work hours. The supervisors are responsible to assure each student reports as scheduled and works on appropriate projects while in the work-place. Supervisors are responsible for making sure that students are doing the work indicated on their job descriptions and that the verification of time worked is properly documented. Each employer (on or off campus) is responsible for making sure FWS student employees are adequately supervised by appropriate staff.

### 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.
- 2 Supervisor reviews and approves reported time in HCM/Payroll system.
- 3 Approved time is relayed to payroll in TLAB and paid the next payday.

Various methods can be used to enter time worked into the TLAB module.

- Many 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.
- Some departments may use a physical time clock. This requires swiping the employee badge.
- Some departments may choose to use paper timesheets, if access to a computer or time clock is not feasible. Timesheets require manual entry by an authorized staff member.

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 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 (both on and off campus) notifying you of when time entry deadlines occur. NDSU's monthly payroll calendar is located at:

<https://www.ndsu.edu/fileadmin/hr/docs/MnthlyPayCal.pdf>

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. 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.**

**Warning! Late timesheets!** Any time which is submitted late or after posted deadline dates will be entered/processed by the supervisor and paid on the next available payday.

**SOURCE:** Refer to the [Manager Self Service Training Manual for Time and Labor-Hourly, Non-Benefited Positions \(Including Work-Study\)](#) located on the NDSU Payroll Services website.

## 9. Other Important Information and Reminders

### a. Work-Study Balance Notifications:

The FWS Coordinator will send out balance notifications to those employers whose students are within \$500 of earning their full FWS award. Any unpaid hours submitted after the student has earned their full award must be paid entirely (100%) 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. 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 awarded amount, contact the FWS Coordinator to request an 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 to continue 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. You are responsible for 100% of their hourly pay as of the date their Work-Study funds are depleted. Students who are not eligible for an increase cannot exceed their original award amount! Once the student has earned the full award amount, he/she will need to stop working for you as a FWS student; or, you may choose to keep the student as an employee but you will be responsible for 100% of their hourly pay as of the date their Work-Study funds are depleted. At this point federal funding will no longer be available to help 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 begin reviewing requests for increases at the mid-point of the academic year (or as needed based on remaining balances). If an increase is approved for a student, the FWS Coordinator will contact you via email to notify you with the new award amount. At that point you will want to update your records and any documents you use to track students' 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 FWS Coordinator. Employers can expect to receive an email in mid-February / early March 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. It is important that you let us know 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 by the posted priority deadline (February 1st);
- Indicate they want to be considered to receive Work-Study on the FAFSA;
- 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, 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 database. You will want to give the coordinator the student's current hourly wage, the new hourly wage, and the date the increase will take effect.

### **10. Additional Notes for On-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 (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).
- 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 NDSU Payroll Services and FWS Authorization requirements.

### **11. Check List(s): Students and On-Campus Employers**

**a. Student Employees**

- 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 first day of employment. Specific documents for the I-9 are required. A list of acceptable documents is available at: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents> .

- Direct Deposit is a requirement and students will be instructed how to complete that process online during the onboarding process.
- Request, review, sign and complete the **FWS Authorization form** (actual or digital e-signature acceptable)
- Complete all required background checks and/or fingerprinting requirements for the FWS position. Cost for this process is paid by the agency/department.
- 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/](https://www.ndsu.edu/police_safety/training/)

- 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 the department's payroll contact person according to posted deadlines.

#### b. Employers

- Request, review, sign and return the **FWS Authorization form** to the FWS Coordinator <https://www.ndsu.edu/onestop/employers> (actual or digital e-signature acceptable)
- 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.  
[https://www.ndsu.edu/fileadmin/budget/docs/NDSU\\_Funding\\_Summary\\_Report\\_Job\\_Aid.pdf](https://www.ndsu.edu/fileadmin/budget/docs/NDSU_Funding_Summary_Report_Job_Aid.pdf)
- 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.  
[https://www.ndsu.edu/police\\_safety/annual\\_notices\\_and\\_training/lab\\_safety\\_course\\_modules/](https://www.ndsu.edu/police_safety/annual_notices_and_training/lab_safety_course_modules/)

#### c. Employers – Monthly Basis

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

## 12. Timeline

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

MONTH	NOTIFICATION
JULY	Notifications sent to employers to request review old job descriptions and add new or revised job descriptions to the <b>Handshake</b> site ( <a href="https://career-advising.ndsu.edu/front-page/12980-2/">https://career-advising.ndsu.edu/front-page/12980-2/</a> )
	Host Work-Study Employer Information Session (policy/procedure updates)
	Distribute the new project numbers for upcoming year to employers
AUGUST	Authorization forms sent to employers as requested (and ongoing throughout Fall term) for all eligible students. Students with holds are not able to start working and using FWS funds until ALL holds have been lifted.
SEPTEMBER	E-mail notification sent to all students who have been awarded FWS but not yet accepted the award to provide notification that all unaccepted awards will be cancelled by September 30.
	E-mail notification sent to employers for students who are no longer eligible for FWS due to Financial Aid disqualification
OCTOBER	Waiting lists evaluated and FWS awards entered pending eligibility. Notifications and Authorization forms sent out on an on-going basis throughout the Fall term.
NOVEMBER	1 <sup>st</sup> e-mail sent to employers to remind students who wish to be considered for FWS for the upcoming academic year to complete a FAFSA by posted deadlines.
NOVEMBER-DECEMBER	E-mail sent to current employers to review current FWS award balances.
	Every 2-3 weeks: E-mail notifications sent to employers for students with \$500 or less remaining in FWS award. Employers may request an increase in FWS awards. <ul style="list-style-type: none"> <li>- Submit request by contacting FWS Coordinator via email.</li> <li>- Increases dependent upon available funds and student eligibility</li> </ul>
	2 <sup>nd</sup> e-mail sent to employers to remind students who wish to be considered for FWS for the upcoming academic year to complete a FAFSA by posted deadlines.
JANUARY	E-mail sent to employers who have FWS students who are no longer eligible for funding.
	Eligible students are awarded an increase to their current FWS award (if funding permits).
	3 <sup>rd</sup> e-mail sent to employers to remind students who wish to be considered for FWS for the upcoming academic year to complete a FAFSA by posted deadlines.
FEBRUARY	1 <sup>st</sup> E-mail request sent to employers to submit names of students they want to return (request back) for next year.
MARCH	2 <sup>nd</sup> E-mail request sent to employers to submit names of students they want to return (request back) for next year.
APRIL - MAY	3 <sup>rd</sup> E-mail request sent to employers to submit names of students they want to return (request back) for next year.
	E-mail sent to FWS employers to review <b>Handshake</b> postings and inactivate job postings that are not active for summer semester.
JUNE	Terminate all student employees in HR/Payroll system who are not returning for Fall semester



### 13. Resources:

#### PROGRAM RELATED INFORMATION:

- **Federal Work-Study Employer Information – NDSU**  
<https://www.ndsu.edu/onestop/employers>
- **Student Employment – NDSU Work-Study**  
<https://www.ndsu.edu/onestop/student-employment>
- **The Federal Work-Study Program, Chapter 2. Federal Student Aid Handbook**  
<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2022-2023/vol6/ch2-federal-work-study-program>
- **Federal Work-Study (FWS) Program, U.S. Department of Education**  
<http://www2.ed.gov/programs/fws/index.html>