

# University of Kentucky

## Federal Work Study (FWS) Program

### Student Information and Responsibilities

#### 1. **Find a Job:**

- Review FWS job listings on the web at <https://ukjobs.uky.edu/> All Federal Work-Study jobs have the FWS prefix.
- Contact any department or organization that interests you and arrange for a job interview. Supervisor contact information is listed within each on-line job description.
- When you are hired, have your supervisor complete the bottom portion of the “Job Assignment Form.”
- *After* you are hired, complete the on-line job application if you have not worked at the University within the past year.

#### 2. **Complete the Paperwork for Payroll:**

- Is this the first time you have been employed by the University? Or has it been over a year since you worked at the university? If your response is yes to either question you are classified as a new hire.

##### **New Hires:**

- A national background check **must** be requested for you before you can begin work or obtain an I-9. Before the FWS Office can request a background check you must complete the job application for the hiring department in the University’s on-line employment system. Then either bring your signed Job Assignment form to the FWS Office or have your supervisor to contact the FWS office.
- Go to the UK Employment Office, 112 Scovell Hall and obtain an I-9 form, a Drug-Free Workplace Certificate and a Race/Ethnicity Disclosure Form **only** if you have **not** been employed by the University of Kentucky within the past year. You will need to take an original Social Security card (not laminated) or birth certificate, and some form of picture ID or a Passport with you to obtain these forms. A background check request must be submitted before an I-9 is issued for FWS students. **YOU CANNOT WORK WITHOUT AN I-9.**
- Complete the W-4 and the K-4 tax forms. Please use your permanent address. Returning students must complete a new W-4 and K-4 forms to maintain a tax exempt status.
- Direct Deposit is required for all university employees. Include a voided check from your account along with your Direct Deposit form. If you only have a savings account, you must provide a Direct Deposit form from your bank stating your account and routing number on your banks letterhead, as well as the signature of a banking official. This must be submitted with your FWS packet **before** you begin work.
- Return the following forms to the FWS Office, 128C Funkhouser Building, **BEFORE** you begin working. Please return all items together.

##### **New Hires must submit:**

- Completed Job Assignment Form (Original)
- Student Information Sheet
- I-9 and Drug-Free Workplace Certificate
- W-4 and K-4 Tax Forms
- Completed Direct Deposit paperwork

##### **Returning Student Workers must submit:**

- Completed Job Assignment Form (Original)
- Student Information Sheet
- Optional: W-4 and K-4 Tax Forms to maintain “exempt” status
- Optional: Direct Deposit if banking information has changed

#### 3. **Things to Discuss with Your Supervisor:**

- Job duties and responsibilities. Develop an understanding of what is expected of you as an employee.
- Work schedule. To determine the number of hours that you must work per week, divide your allotment by your pay rate, divide this by the number of weeks you plan to work. Once you have earned your allotment, you must **stop working** at once. You and your supervisor are responsible for monitoring your allotment. Call the FWS Office if you have any questions or to request an increase in your allotment.
- Time off. Advise your supervisor before you take time off from work. If you are ill, call your supervisor before your scheduled work hours. FWS is like any other job. An employee separation sheet will be completed and

your performance will be evaluated. This form will be sent to personnel and placed in a permanent employment record. A poor performance could keep you from working in other University jobs in the future.

- Procedures for reporting accidents. You must report a work related accident or injury to your supervisor and the FWS Office as soon as possible.

4. **Pay Increases:**

- If your class status changes after grades are posted, you will be eligible for a pay increase for the following semester. (i.e. Sophomore to Junior, etc...)
- The FWS Office automatically updates pay rates for students whose class status changes. If you wish to question your pay rate, please contact the FWS Office directly as soon as you discover a discrepancy.

5. **Transfer to Another Department:**

- **If you want to change jobs, you must first report to the FWS Office.**
- You will be given a transfer sheet that must be signed by your current supervisor and returned to the FWS office.
- Then you will be given a new Job Assignment Form to be completed by the new supervisor.

6. **Reporting Time Worked:**

- The first day that you can begin work is the Monday of the beginning of the term or after you have returned all forms to the FWS Office, whichever is later.
- Use the Time Reporting and Pay Schedule to find the account number and pay period dates that belong on each timesheet.
- All timesheets must be completed in ink by your supervisor. Do not fold, staple, or tear the time sheets.
- Report all partial hours worked in quarter hours (0.25=15 minutes, 0.50=30 minutes, 0.75=45 minutes). Please round up to the nearest quarter if needed.
- Make sure that all information on the timesheet is correct. **All information must be completed.** Incorrect or incomplete timesheets could result in not receiving a timely paycheck.
- All timesheets must be reviewed and signed by your supervisor. It is a supervisors' responsibility to make sure timesheets are completed accurately and submitted to the FWS Office before the deadline.
- Failure to have timesheets signed by an authorized person could result in the student losing their job and a possible violation of section 2.8 (9) of the Code of Student Conduct. Falsifying FWS timesheets is a federal offense. Any student who obtains FWS funds through fraud will be reported to the U.S. Inspector General's Office.
- You and your supervisor should discuss and appoint an alternate person in the department who can sign timesheets in the absence of the supervisor, and establish when it is appropriate for the alternate person to sign a timesheet.
- Timesheets must be turned in at the FWS Office, 128 Funkhouser Building by **11:00 am** on each Friday pending the pay period. Any exceptions to this because of holidays are posted on the schedule.
- Timesheets are provided to your supervisor by the FWS Office. If more are needed, the supervisor should contact the FWS Office to request more timesheets. We cannot give timesheets out to students.
- **You cannot work more than 40 hours per week.**
- You will not be paid for holidays unless you actually work and note this on your timesheet.

7. **FWS Remuneration Statements:**

- Please check the Timesheet and Pay Schedule for pay dates.
- You will receive a remuneration statement bi-weekly. Your pay is not applied to your tuition.
- **GO GREEN!** – Use the employee self-service tab on the myUK portal to opt out of receiving paper statements. Use the portal to view remuneration statements on-line.
- Paper remuneration statements can be picked up at the department where you are working. If you are already employed at another UK department you should pick up your remuneration statement in that department.
- If you work off-campus through the FWS Program, you will have your remuneration statements mailed. Check with the FWS Office to make sure your address is correct.
- All remuneration statements should be available on payday. There should always be a designated person or location where the statement is to be picked up and that should be explained to you by your supervisor when you are hired.
- New hires receive paper checks for the first two pay periods worked after which the direct deposit will be effective.