Information for Federal Work-Study (FWS) Supervisors – Off-Campus

**Fall 2016:** Students must come by the Federal Work-Study (FWS) office in Student Financial Aid (SFA) to pick-up the paperwork necessary for beginning on FWS payroll. When students come to you they should have this paperwork.

**Everyone Completes a Job Assignment Form.** All students employed through FWS must complete a job assignment form (JAF). Please do not let students work without signing the JAF - - it is your confirmation that an award has been made.

**New hires:** Pre-employment national background checks (PNBC) are required for Federal Work-Study students who have not been employed at the University within the past year. SFA FWS Office completes requests for the background check for off-campus organizations through the university’s integrated employment system (IES). The cost of the PNBC is billed to the organization in the quarterly billing. SFA will instruct the student on completing the on-line application that is used to request the PNBC. *Remember: a new FWS worker cannot get the I-9 without the PNBC request in IES and absolutely cannot work until an I-9 is issued. No exceptions on this.*

In addition to welcoming and orienting the student to your organization, please ensure that you do each of the following:

- Explain the job requirements to the student.
- Provide an overview of how your office functions.
- Introduce the student to other staff he/she will come in contact with.
- Clearly explain your expectations of the student.
- Explain what the student will be doing and determine the amount of training needed.
- Cover any special restrictions or dress requirements for your office (for example some offices do not allow use of cell phones or eating at the work desk/space or wearing revealing attire).
- Discuss completing and submitting timesheets.
- Display the payroll schedule in a conspicuous place.
- Provide the student with feedback on how he/she is performing.

If a student does not perform as expected and you wish to terminate the student, advise both the student and the FWS office. You should also complete a separation sheet and forward it to SFA FWS: [http://www.uky.edu/hr/sites/www.uky.edu.hr/files/separation-sheet-form.pdf](http://www.uky.edu/hr/sites/www.uky.edu.hr/files/separation-sheet-form.pdf)

**Pay Rates:** Please refer to the pay charts on the UK SFA web page at: [http://www.uky.edu/financialaid/content/federal-work-study](http://www.uky.edu/financialaid/content/federal-work-study)

**FWS Awards:** The amount of money that a student can earn through FWS is limited. Please note the amount of the student’s award on the JAF. Divide the award by the hourly pay rate; then divide that figure by the number of weeks available to work in the semester. There are 16 weeks in the semester, not counting finals week. The result is the number of hours per week that a student can work to evenly earn the FWS allotment. FWS students may not work more than 29 hours a week during the fall and spring terms, except during holiday breaks. If a student should run out of funds but wish to continue working, please refer him/her to SFA to ask a counselor about the possibility of additional funds. It is imperative that you not allow students to work over the allotted amount. SFA will notify organizations and students when an allotment has been reached. If a student continues to work after the organization is notified then the organization will be responsible for paying the student; FWS will no longer process the timesheets for a student in this situation.

**Timesheets:** Please use the time tracking worksheet for recording time worked for your records. See: [http://www.uky.edu/financialaid/frequent-used-forms](http://www.uky.edu/financialaid/frequent-used-forms) Use this to record time on a daily basis and then transfer the daily and weekly totals to the bubble timesheet for submission to SFA FWS. This will provide backup for the hours reported on the bubble timesheet.
Remember FWS students can only be paid for time worked; study time and class time do not count toward work hours. There is no pay for holidays that are not worked.

- As a supervisor, it is your responsibility to complete and sign the bubble sheet, have the student to sign the sheet, to check that it is filled out completely and accurately and to submit the bubble timesheet to the SFA FWS office for pay. Time sheets are to be delivered to SFA FWS office in a sealed envelope. Alternatively, if the physical location of your office makes hand carrying the timesheet to our office impractical, you may fax the bubble timesheet to our office at 859-257-4398. You may also scan timesheets to us. Remember to always copy Rhonda Bryant. Felecia.Proctor@uky.edu and rbryant@uky.edu. You should never provide blank bubble timesheets to your FWS workers.
- Keep a copy of the timesheet for your records. Copies should be maintained for audit purposes for five years.

Time sheets are usually due on Fridays by 11 AM; there are some exceptions for holidays when they will be due earlier. Refer to the FWS pay schedule that is included with this mailing. Submitting timesheets late risk your student not being paid timely. If you forget to submit time for a pay period, please submit that time on a separate bubble timesheet. Do not combine it with another pay period.

Web Page Job Listing: When you have all of the student workers you need and no longer wish for applicants to contact you about your position, contact the FWS office to request that the job listing be removed from the job listing. The listing will remain until you inform us to remove it.

25 Percent Matching: Off-campus organizations pay 25 per cent of FWS earnings, FICA (social security and Medicare) plus the cost of background checks. This is billed on a quarterly basis to the organization or other designated party. Please report any discrepancies on your billing statement to SFA immediately.

Site Visits: SFA will make periodic site visits to offices during the semester. We will be verifying that the timesheets that we have match the timesheets copies in your office. Visits will be random but we will call ahead to schedule a time that best suits you.

Remember that you are welcome to contact our office when questions arise about students’ FWS awards and hours or if you want to confirm that your student has submitted all necessary paperwork.

Thank you and have a great year!
Felecia Proctor
Federal Work Study Program
Office of Student Financial Aid
859-218-2001