

## **Federal Work-Study (FWS) Program Supervisor Guidelines**

**Participating as a FWS Employer:** Your department must agree to pay the required 17% matching charge and background check costs in order to employ FWS student workers. The University must cover 25% of wages per regulations, but the departmental share is 17%. Complete the Job Listing/Payroll Authorization Form to sign on as a participating department <http://www.uky.edu/financialaid/frequent-used-forms> The form also provides the information needed to post your position on the University's integrated employment system (IES). Students are referred to the IES to search for available jobs.

### **Interviewing and Hiring FWS Students:**

When determining which candidates to interview for your position first confirm with the FWS Office that the student has been awarded FWS or is eligible to be awarded.

Ask the student to pick-up the FWS job packet before the interview. The job packet contains the job assignment form which you will complete (lower portion) when the student is hired. Include a brief job description and the first day you expect the student to work as the start date on the job assignment form.

**Starting Work:** Students should not begin working before all required documentation has been submitted to the FWS Office. Encourage the student to take completed job packet information to the FWS Office as soon as he/she can. Forms include Job Assignment Form, Student Information Sheet, and I-9 Forms (if needed). Students designated as "new hires" must obtain an I-9 from Human Resources in Scovell Hall and submit it to the FWS Office before beginning work.

**Job Assignment Form Required.** All students employed through FWS for the fall 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. A new JAF must be completed even if a student worked for your office in the spring or summer.

**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. The FWS Office initiates requests for the background check through the university's integrated employment system (IES). *Supervisors should contact the FWS Office when hiring a new student to instigate this process.* The cost of the background check is billed to department's cost center listed on the job listing/payroll authorization form. FWS Office staff will instruct the student on completing the on-line application that is used to request the background check. *Remember: a new FWS worker cannot get the I-9 without the background check request in IES and absolutely cannot work until an I-9 is issued. No exceptions on this requirement.* Completed I-9 forms are submitted to the FWS Office in room 128 Funkhouser Building.

**Integrating FWS Students into Your Office:** Please welcome and familiarize the student with your department by covering the following items:

- Explain the job requirements to the student
- Remind the student that he/she cannot work during scheduled class time
- Provide an overview of how your office functions
- Introduce the student to other staff
- 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 recording hours worked, completing and submitting timesheets
- Display the payroll schedule in a conspicuous place
- Provide the student with feedback on how he/she is performing

**Terminating Employment:** 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 [FWS@uky.edu](mailto:FWS@uky.edu) : <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>

**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 in the semester. 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 desires to continue working or whose allotment does not provide enough hours, please contact us to ask 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.

**Paper Timesheets:** Please use the time tracking worksheet for recording time worked for your records. See: <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. Do not allow students to work during scheduled class time, unless the class is canceled. 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 it to the FWS Office for pay. Time sheets are to be delivered to 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 scan it to us at [FWS@uky.edu](mailto:FWS@uky.edu) . You should not 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.

**On-Line Time Entry:** Select on-campus departments use on-line time entry for FWS student hours. Students enter time through the ESS (employee self-service) tab. Supervisors approve time through the

myUK portal according to the bi-weekly pay schedule. Please let us know if you are interested in reporting time using this method. It requires us to create positions that link students to their supervisor and a some additional user training for students and supervisors.

**Web Page Job Listing:** After your position has been filled, contact the FWS Office to request that the job listing be removed from the job listing. The listing will remain for the entire semester unless you request its removal. See <https://ukjobs.uky.edu/>

**17 Percent Matching:** On-campus departments pay 17 percent of FWS earnings plus the cost of background checks. This is billed on a bi-weekly basis to the department or other designated party. The supervisor or other designated staff will be emailed charging details. Please report any discrepancies on your statement to us immediately.

**Site Visits:** SFA will make periodic site visits to offices during the academic year. We will be verifying that the timesheets that we have match the timesheets copies in your office. We will schedule visits around your schedule.

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

### **Important FWS Dates**

- 08/12/19 – beginning of FWS job packet distribution. Awarded students can visit 128-C Funkhouser Building to pick-up a packet. This includes new and returning students.
- 08/18/19 – 08/31/19 – final payroll of summer and the first payroll for fall. There will be two timesheets due during this pay period; one for the last week of summer and one for the first week of fall.
- 08/26/19 – first day students can begin working for the fall semester
- 12/18/19 – timesheets will be due early because of the holiday schedule

### **FWS Q & A**

**Q:** What if a student's timesheet is submitted late or I approve their time late?

**A:** Payroll typically closes at the end of business on the Monday following the Friday that timesheets are due, so payment will be delayed until the following payroll unless a petty cash or short-term loan is requested. Please contact the FWS Office if this situation occurs so we can discuss the best option for the student.

**Q:** What if a student's performance does not meet expectations – reports for work late or leaves early, does not complete tasks, or does not perform as expected?

**A:** Your department's policy should dictate how to handle these situations. A student can be dismissed if he/she is not a good fit for the position or your office. Please contact the FWS Office if you have such a situation. We would be glad to discuss your options and what would be best for the student.

**Q:** When should I complete a separation sheet for a student?

**A:** Students who graduate, are terminated, resign, or withdraw from school, should have a separation sheet completed. Human Resources asks for separation of all student workers at the end of spring term

except for those who continuing working during the summer. Please forward separation sheets for FWS students to the FWS Office.

**Q:** Can my department pay the student more than the FWS payrate?

**A:** Yes, the department must set up a separate position to pay the difference in wages to the student. For example, a student's FWS hourly rate is \$9.00 per hour, but a department wants to pay the student \$11.00 per hour. The department would set up a separate position to pay the extra \$2.00 to the student.

