

University of Kentucky

Federal Work Study (FWS) Program

Student Information and Responsibilities

Find a Job:

Pick-up your FWS job packet from the FWS Office in room 128-C Funkhouser Building.

Review FWS job listings on the web at <https://ukjobs.uky.edu/> All Federal Work-Study jobs have the FWS prefix.

Complete the on-line job application.

Contact departments or organizations with jobs that interest 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."

Students wishing to work off-campus must verify with the FWS Office (FWSO) that the non-profit off-campus employer is set-up and approved by the university to employ FWS workers before accepting a position.

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. Also, eligible non-citizens with any breaks in employment must obtain a new I-9.

New Hires:

- A national background check **must** be requested for you before you can begin work or obtain an I-9. Before the FWSO 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 the signed Job Assignment form to the FWSO or have your supervisor to contact the FWSO to inform us of your hiring.
- Go to the UK Employment Office, 112 Scovell Hall and obtain an I-9 form **only** if you have **not** been employed by the University of Kentucky within the past year. Eligible non-citizens must obtain a new I-9 if there has been any break in employment. 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 via the employee self-service (ESS) portal *which will be available after the FWSO enters your hiring information into the payroll system* <https://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/update-your-info-tax-withholding-w4-k4> Please use your permanent address. You can also opt to complete the paper forms.
- Direct Deposit is strongly encouraged. You can enter the direct deposit information on-line via your ESS tab. <https://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/update-your-info-bank-information> Or with the paper form include a voided check from your account along with your Direct Deposit form. If you only have a savings account, a Direct Deposit form from your bank stating your account and routing number on your bank's letterhead, as well as the signature of a banking official is required.
- Return the following forms to the FWS Office, 128C Funkhouser Building, **BEFORE** you begin working. Please return all items together.

New Hires must submit/complete:

- Completed Job Assignment Form (original)
- Student Information Sheet
- Completed I-9 Form (original)
- W-4 and K-4 Tax Forms (ESS or paper)
- Completed Direct Deposit paperwork (ESS or paper)

Returning Student Workers must submit:

- Completed Job Assignment Form (original)
- Student Information Sheet
- Optional: W-4 and K-4 Tax Withholding information: update using ESS when needed.
- Optional: New Direct Deposit Authorization: enter updates or changes to banking information via ESS.

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 can 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 would like an allotment increase.

- 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.

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 FWSO automatically updates pay rates for students whose class status changes. If you wish to question your pay rate, please contact the FWSO directly as soon as you discover a discrepancy.

Transfer to Another Department:

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

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 timesheets.
- *Students working for select departments will enter time on-line through the employee self-service (ESS) tab. See <http://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/getting-started-sign-to-myuk> for instructions and videos on using myUK online.*
- 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 timely pay.
- All timesheets must be reviewed and signed by your supervisor and you. It is a supervisors' responsibility to make sure timesheets are completed accurately and submitted to the FWS Office before the deadline.
- 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.
- Failure to have timesheets signed by an authorized person could result in the student losing their job and a possible violation of section VI (I) 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.
- 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. Supervisors can also submit timesheets via FWS@uky.edu
- 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.
- If your department enters time via online through myUK, then you will need to enter your time each Friday when timesheets are due and have your supervisor approve the hours.
- You may complete training for online time entry at <https://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/record-working-time-online>
- **You cannot work more than 29 hours per week during the fall and spring semesters.**
- **If working full-time during the summer, 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 and supervisors initial.

FWS Remuneration Statements:

- Please check the FWS Pay Schedule for pay dates.
- Your pay is not applied to your tuition.
- *Pay statements are displayed on the myUK, Employee Self-Service, Payment tab.* Only students who complete a University Printed Pay Statement Election Agreement form will receive printed pay statements. Printed pay statements and paper checks are routed to the FWSO on the scheduled pay dates, unless he/she also has an additional job at the University. If this is the case, the pay statement may be sent to the other department. A pay statement will not be produced if no hours are submitted for the pay period.
- New hires receive paper checks until the direct deposit becomes effective. Contact FWSO at FWS@uky.edu for help in locating a pay check. See above bullet for information on paper check routing procedures.

