
STUDENT FINANCIAL SERVICES

FEDERAL WORK STUDY GUIDE



**327 MILLENNIUM STUDENT CENTER
ONE UNIVERSITY BLVD
ST. LOUIS, MO 63121
PHONE (314) 516-5529
WWW.UMSL.EDU/SERVICES/FINAID**

FEDERAL WORK STUDY OVERVIEW

About the Federal Work-Study Program

Federal Work-Study (FWS) is a federally funded program that allows students who have a demonstrated financial need to work part-time on- or off- campus. The University of Missouri St. Louis (UMSL) actively participates in the FWS program and provides opportunities to hundreds of students every year. The FWS funds serve as an additional source of financial aid for students who meet the eligibility. **Students are not allowed to work FWS during their class schedule.**

Federal Regulations

To become eligible for FWS, student must meet the following requirements:

- Complete their Free Application for Federal Student Aid (FAFSA)
- Be a U.S citizen or permanent resident
- Enroll in at least half-time in a degree or certificate program,
- Achieve satisfactory academic progress and maintain at least a 2.0 GPA for undergraduate students, and a 3.0 GPA for graduate students
- Not be in default for a prior loan

Community Services

To meet with federal regulations, a percentage of students who are awarded FWS will be required to work for community-based organizations. The purpose of the program is to allow students to participate in community service-based activities by providing services that help improve the community. Hence to meet with federal quota seven percent of students who are awarded FWS will be required to select off campus positions.

UMSL Federal Work Study Policies and Procedures

- Remind students that they must complete the FAFSA each academic year to be eligible for FWS in the upcoming year.
- A rehire form will be sent via email to all FWS supervisors the 1st week of April to inquire whether they would like to rehire current FWS students for that upcoming summer and/or following academic year. Supervisors must return the rehire form to the Financial Aid office by April 30th for processing. Students **MUST** be registered for the said semester before rehiring can be processed. Students must be enrolled at least haltime each semester to receive FWS (6 hours undergraduate - 5 hours graduate.)
- A new MoCode for work study each fiscal year will be provided and will automatically be changed if the student is on the FWS MoCode when the transition is made. Supervisors will not need to make the changes unless the student(s) is not on FWS MoCode at that time.

- Supervisors & Community Service Sites must keep Career Services updated of how many positions are open in their department as their position are filled. **Community Service Sites** - FWS coordinator will be responsible for most of the duties mentioned above unless indicated otherwise. Community services sites must correspond with FWS coordinator regarding hiring, processing students and payroll.

Award and Hiring process

The office of Student Financial Services will review student eligibility for FWS. Once students are awarded FWS, they will receive notification via their UMSL email, and given the opportunity to accept or decline the offer. Student will also be sent a link to complete an orientation understanding federal guidelines of the program. Once they accept the award and complete orientation the following steps are necessary:

- Complete all the initial and required paperwork for FWS
- Seek a suitable FWS position on and off campus. FWS positions are available on and off campus; students are free to apply to any FWS position posted on the UMSL career service website <https://www.ums.edu/depts/career/umslstudentjobs.html>. Students must visit the website to seek FWS positions.
- Contact the FWS site or department supervisor and schedule an interview.
- Inform the office of Student Financial Aid about their progress and once they have secured a position by submitting the **Student Information Form**. Supervisors are responsible for submitting the hiring information to HR. Community service sites hiring information will be completed and submitted by the FWS coordinator.
- Secure FWS position within 30 days of attending the orientation. If student fail to secure employment or are not making progressive effort to secure a job within the allocated time, their award may be cancelled and given to the next student on the list.

Supervisor roles and responsibilities as it relates to FWS

Supervisors of FWS sites are responsible for creating and submitting required paperwork to HR for hiring. Please allow HR 10 working days for processing. Community Sites please allow 15 working days for processing. Student are NOT allowed to start their positions until all HR paperwork have been submitted and processed. Department supervisors and Community Service sites will be responsible providing job orientation to FWS students who are hired to work in their departments and for going over all the department rules and regulations. They are also expected to do the following:

- Create a workable schedule that would fit both the organizations and the student schedule
- Provide a student with a list of their tasks and responsibilities
- Provide information about how the student time and pay will be tracked and submitted to avoid any issues with Payroll. Community service site supervisors should refer their student to the FWS coordinator for instructions on completing the electronic timesheet prior to their start date (***paper timesheets still required from community service sites by end of pay period for payroll to be processed on time.***)
- Supervisors must ensure that FWS student does not work beyond the allotted FWS budget by registering with the FWS Management system. Community sites supervisors will not have access to

the system and should keep track by communicating with the FWS coordinator and/or creating their own tracking system.

Work Schedule

Supervisors in each worksite are responsible for designing a work schedule that is suitable to the needs of the department and student. Students are not allowed to work during time that conflict with their classes. It is always advised that a suitable time be found among both parties. If for any reason a student must miss work, they must inform their supervisors and make up for any loss time if possible. The maximum number of hours that students can work under FWS is 20 hours per week. During winter, fall and spring break, when classes are not in session students may work up to 40 hours per week, if they have not exhausted their funding.

Payroll

Time Sheets

- Supervisors must approve all student FWS hours electronically via PeopleSoft by payroll deadline to Human Resources for processing at the end of each pay period.
- FWS students are paid electronically through direct deposit twice a month (Every other Wednesday).
- For all on campus positions, students must complete and submit their timesheet online by going to the link MyHR located on the UMSL website (<https://myhr.umsystem.edu/psp/prd/?cmd=login>).
- Once they get to the link the student will log into the Human Resources section of the website by using their UMSL username and password.
- Supervisors are responsible for explaining the completion of the timesheet process to FWS students working on campus. Community service site supervisors should refer their student to the FWS coordinator for instructions on completing the electronic timesheet prior to their start date (***paper timesheets still required from community service sites by end of pay period for payroll to be processed on time.***)
- Once a student reports their time, the supervisor must validate the time submitted on the system before HR pays the student for that time period. Supervisors must also ensure that the time reported is accurate and that student did not work overtime and are still within the FWS amount allocated for the academic year.
- For off campus positions, students must still submit their timesheet information electronically through the UMSL Human resources website (<https://myhr.umsystem.edu/psp/prd/?cmd=login>). Community Site supervisor will be required to submit the paper timesheet before electronic timesheet is approved.
- The supervisor at the offsite location must complete a paper timesheet and email the approval to Sherlie Wilson at swilson@umsl.edu by the end of the pay period. Students who fail to complete their time sheet electronically run the risk of missing their payment for the designated pay period. Both the electronic and the paper timesheet must be submitted for payroll to be processed.

Note

Supervisors and students alike must keep track of the earnings in order to avoid an overpayment of the student FWS budget. In case of overpayment, the department or organization will be responsible for paying the amount in excess of the budget. At that time the department should only allow the student to continue working if they will be paid from another source.

Paychecks

All FWS students will receive their paycheck electronically to the account of their choice and will be paid for the number of hours worked.

Separation, Job termination or Cancellation of the FWS award

- Students who fail to meet the minimum requirement for FWS will be dismissed from the program.
- If a student no longer wishes to participate in the FWS program we ask that they contact their immediate supervisor and Student Services as soon as possible.
- In case of termination, supervisors are required to contact Student Financial Services and complete the necessary paperwork if any.
- If a student is terminated from one department, they will be reviewed by the Student Financial Services for FWS eligibility. If they are still eligible for FWS they can find another position another position on or off campus, the old department will forward a turn around PAF form to the new department.
- In the case of transfer between departments, supervisors must complete a transfer form and send it to the Human Resource for processing.

Additional Information

UMSL Financial Service Office	314-516-5526
FWS Coordinator (Sherlie Wilson)	314-516-5529
FAFSA Website	www.fafsa.ed.gov

Financial Aid Important Dates

January 1	FAFSA become available
March 1	FAFSA Priority deadline for submission and renewal
April 1	State FAFSA priority for need based aid

Federal Work Study required forms

The following forms must be complete and submitted to the Human Resources department

Personal Action Form

Direct Deposit

I-9 Employment Verification Form

Federal Employee's Withholding Certificate

Missouri Employee's Withholding Certificate

Personal Data Form

Student Employee FICA checklist

Federal Work Study Agreement

These forms **MUST** be initiated and completed by the respective department electronically before student may begin employment. Keep in mind this information is time sensitive. ***Please allow 10 working days for Human Resource processing. Community Services Sites please allow 15 working days for processing.***

Thank you

Student Financial Services~

University of Missouri – St. Louis
Federal Work Study Agreement for Community Service Sites

This is an agreement between the University of Missouri – St. Louis Office of Student Financial Aid, hereinafter known as the “Institution,” and _____ hereinafter known as the “Organization,” for the purpose of providing work to student employees in the Federal Work Study Program.

Schedules. Schedules for the purpose of this agreement include the student employee’s signed Federal Work Study Agreement form and a sample biweekly payroll timesheet. These schedules may require signature by an authorized official of the Institution and/or the Organization and will outline the total number of students to be employed, and other expectations of the supervisor for the student employee appointed by the Organization

Work Assignments. Students will perform specific work assignments. No student employee working through the Federal Work Study Program may work more than 20 hours per week. The work assignments shall be work in the public interest, which is defined as work performed for the national or community welfare. Work is NOT in the public interest if:

- a) it primarily benefits the members of a particular interest/group or a limited membership organization such as a credit union, fraternal or religious order, or cooperative;
- b) a student works for an elected official outside the regular administration of federal, state, or local government; or
- c) a student’s political support or party affiliation is considered when hiring him or her.

The Organization certifies that it is a public or private, non-profit organization eligible to participate in this program and that the work performed by the student employee participating in this program will not:

- a) impair existing service contracts;
- b) displace employees or fill jobs that are vacant because the regular employees are on strike;
- c) involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction;
- d) involve any partisan or nonpartisan political activity associated with a faction in an election for public or party office
- e) involve lobbying on the federal level; or
- f) include employment by the Department of Education.

The institution may remove student employees from the Organization or from work on a assignment, either on its own initiative or at the request of the Organization.

The Organization agrees that no students will be denied work or subjected to different treatment under this agreement to the grounds of race, color, national origin, or sex. It further agrees that it will comply with provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts.

Supervision. The Organization has the right to control and direct the services of the student, not only as to the results to be accomplished. The Institution is limited to determining that students meet the eligibility requirements for employment under the Federal Work Study Program, to making eligible applicants available

to the Organization for interviews and placement upon the Organization's request, and to determining that students employees perform work in fact through the use of a biweekly timesheets signed by the Organization's appointed supervisor.

Compensation. The Institution is responsible for disbursing compensation to student employees working under this agreement through the Federal Work Study Program.

The Organization will report to the Institution the time worked by student employees under this agreement as certified by an employee of the Organization. Submission of timesheets biweekly to the Office of Student Financial Service has the responsibility of the authorized supervisor of the student employee.

Termination of Agreement. This agreement may be terminated by either party upon two weeks written notice should the other party fail to perform the covenants contained herein.

This agreement, together with the schedules attached hereto, contains the entire understanding of the parties. There are no representations, promised, covenants, or understandings other than those expressly set forth herein. No amendment or modification of the terms of this agreement shall be valid unless made in writing and signed by the parties in writing.

University of Missouri St. Louis
Coordinator of Federal Work Study Program

Organization Supervisor

Date

Date

Please Print

Organization/Agency _____

Address _____

Telephone Number _____ E-mail Address _____

Name of Authorized Supervisor of Student Employees _____

Memo of Understanding about the Federal Work Study Site

Dear Federal Work Study Site Member:

Welcome to the Federal Work Study program as a partner in this program this memo will serve as a guideline to facilitate the FWS Program. Each department will be expected to complete the following:

1. Have a designated person who will be responsible to complete the PAF (initiating, updating, and change). Please indicate the name of the person in your department, who will be responsible for completing and updating the PAF form in your department, (-----). The Financial Aid office will not initiate, update or complete the PAF forms for FWS student; each department will be responsible for completing and updating their PAF unless you are a community service site.
2. Approve student time sheet electronically if you are an on-campus site, off campus site will forward the completed time sheet to Sherlie Wilson at swilson@umsl.edu
3. Track the number of hours that FWS student each semester earns, and the amount disbursed by using the FWS Management system. Community Service Site may create their own tracking system and will be assisted by the FWS coordinator.
4. Update the FWS coordinator about any change in student status

Student Financial Services
327 Millennium Student Center
One University Boulevard
Saint Louis, MO 63121
314-516-5526
financialaid@umsl.edu

NOTES