
STUDENT FINANCIAL AID

FEDERAL WORK STUDY HANDBOOK



327 MILLENNIUM STUDENT CENTER
ONE UNIVERSITY BLVD
ST. LOUIS, MO 63121
PHONE (341) 516-5526
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.

Federal Regulations

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

- Complete their Free Application for Federal Student Aid (FAFSA) by April 1st
- The FAFSA record must demonstrate that a student has a financial need for FWS
- 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 student 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 by April 1st to be eligible for FWS in the upcoming year
- Send a rehire form via email to all FWS supervisors the 1st week of April to inquire whether they want to rehire current FWS students. Supervisors must return the form to the Financial Services Office by April 30th for processing.
- Update and inform all supervisors about the new MoCode for work study for the upcoming year
- Make an Excel spreadsheet of all rehire and new hire students and keep it on file
- Check and see if students meet eligibility to work, Students must to be enrolled at least halftime each semester to participate in the program. Rehire students are the only one eligible to work as part of the FWS program during the summer. If funding is available, summer work study would be available for the students who are interested and eligible for Federal Work Study. FWS student(s) does have a choice not to work during summer but can continue into the fall semester if student meets eligibility requirements.

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. Once they accept the award, they will be asked to complete the following steps.

- Complete mandatory orientation sent in email via link
- Seek a suitable FWS position on and/or 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://fusion.umsl.edu/career/workstudy/list.cfm?job_type=F).
- Contact the FWS site or department supervisor and schedule an interview. Students must follow hiring department directions for employment.
- Once student has been hired~ take the following documentation to Human Resources: their social security card, driver's license, a copy of voided check for direct deposit for a checking account, a deposit slip for direct deposit in a saving account
- Complete all the initial and required paperwork for FWS site.
- Inform the office of Student Financial Aid about their progress and once they have secured a position via information sheet provided to site supervisor by Financial Service Office.
- Complete the FWS position search within a month of attending the orientation. If student fail to secure a job or are not making progressive effort to secure a job within the allocated time, their award will 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 providing a 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 their organizations and the student schedule
- Provide a student with a list of their tasks and responsibilities
- Provide information and instructions about how the student time and pay will be tracked and submitted to avoid any issues with Payroll
- Supervisors must ensure that FWS student does not work beyond the allotted FWS budget or work during their class scheduled times.

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 the winter, fall and spring break, when classes are not in session students may work up to 28 hours per week, if they have not exhausted their funding.

Payroll

Time Sheets

- Supervisors must validate and report all student FWS hours worked to Human Resources for processing at the end of each pay period via People Soft timesheet.
- FWS students are paid electronically through direct deposit bi-weekly (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.
- 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>).

- The supervisor at the offsite location must complete a paper time sheet and email the approval to Sherlie Wilson at swilson@umsl.edu in the Student Financial Services Office. Students who fail to complete their time sheet electronically run the risk of missing their payment for the designated pay period.

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. Supervisors are to keep track of student's earnings via FWS Management System. Once a student reaches their maximum FWS budget 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 direct deposit 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 Financial Services as soon as possible.
- In case of termination, supervisors are required to contact Human Resources copy 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 on or off campus.
- 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 Aid Office	314-516-5526
FWS Coordinator (Sherlie)	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

From Supervisor

Hiring Form

From Student

Direct Deposit

I-9 Employment Verification Form

Federal Employee's Withholding Certificate

Missouri Employee's Withholding Certificate

Personal Data Form

Student Employee FICA checklist

These forms will need to be initiated and completed by the respective department electronically before student may begin employment. Keep in mind this information is time sensitive.

Thank you

Student Financial Services~

FEDERAL WORK STUDY CHECKLIST FOR
STUDENT FINANCIAL AID FEDERAL STUDY
COORDINATOR



327 MILLENNIUM STUDENT CENTER
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Fall Federal Work Study Process for the fall semester.

Before awarding, please ensure that student meet the following criteria

- Complete their Free Application for Federal Student Aid (FAFSA) by April 1st
- Indicate on the FAFSA that they are interested in the FWS program. The FAFSA record must demonstrate that a student has a financial need for FWS
- 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

If student meet all eligibility, then consult the application list and review the student information on a first come basis. If student meet all eligibility please go ahead and post award. It is also a good idea to contact the student and find out if they are still interested in the FWS program.

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 taken into account 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 non partisan 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 particular 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 Aid is 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

Date

Please Print

Organization/Agency _____

Address _____

Telephone Number _____ E-mail Address _____

Name of Authorized Supervisor of Student Employees _____

Non Acceptance of FWS award

Dear

Our records indicate that you have been offered a Federal Work Study Award and have not yet accepted your award, please log into My View to accept or decline your award. Failure to accept your aid within two weeks will lead the Financial Aid office to cancel your award and forward it to the next student on our waiting list. If you have any questions or concerns about this letter, please feel free to contact the Financial Aid office at 516-5526 or at financialaid@umsl.edu.

Thank you,

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Supervisor and Student Warning Letter

Dear FWS supervisor and student,

We are writing this letter to inform you that you are approaching your fall/spring FWS award amount limit. Student can earn up to \$1750.00 per semester and our records indicate that you are quickly approaching the limit for this semester. Your earned amount at this point is (\$-----). To avoid any over award for the semester we ask that the student stop working on the following date (-----). If you have any questions or concerns please feel free to contact the Financial Aid office at 516-5526 or at financialaid@umsl.edu for more information.

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Memo of Understanding about the Federal Work Study Site

Dear Federal Work Study site Member (Name of FWS Site)

Welcome to the Federal Work Study program as a partner in this program this memo will serve as a guideline to facilitate the smooth. 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.
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 (516-5529 (p) and 516-5408 (f)) for further processing.
3. Track the number of hours that FWS student each semester earn and the amount disbursed by using the award tracking sheet
4. Update the Financial Aid about any change in student status
5. Attend a FWS orientation at least once annually, FWS orientations are held a couple of weeks before the start of each semester.
6. Off campus site will be required to renew their partnerships agreement annually.

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Email Students about Orientations

Congratulations! You have been awarded Federal Work Study for the 2013-2014 academic year at the University of Missouri-St. Louis. Before you can begin working, you must attend one mandatory Federal Work Study orientation. This session will be held in the Financial Aid office, located in the Financial Aid conference room 327 MSC and will last approximately 1 ½ hours. An overview of the FWS program will be completed as well as the completion of your paperwork online. Please bring a copy of your driver's license, social security card, birth certificate; US Passport voided check and or saving deposit slip to the orientation.

Orientation for will be held on the following dates and times

If you have any questions or concerns, please call the Financial Aid office at 516-5526 or at financialaid@umsl.edu if you have any questions or concerns.

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Outline for FWS Orientation

General FWS Guidelines

1. FWS agreement
 - a. GPA
 - b. Award Amount (\$3500ay)
 - c. 20 hours per week when the semester is in session
 - d. Last day to work is the last day of the semester and first day to work is the first day of the semester
 - e. Summer FWS involves a different process (Student can work full time in the summer but they must not take any summer class)
 - f. *Student will need to complete the following paperwork electronically through their hiring departments***
 - i. City Earning Taxes
 - ii. Direct Deposit Forms
 - iii. FICA Checklist
 - iv. I-9
 - v. Personal Data Forms
 - vi. UMSL Application for employment
 - vii. MO W-4
 - viii. Federal W-4
 - ix. *The Financial Aid Office will initiate the following forms electronically for all of our Off campus students***
2. Timesheet submitted to HR from the supervisor
 - a. Due biweekly
 - b. Signed by student and supervisor electronically of on campus
 - c. For off campus student they must fax a copy of timesheet to Sherlie Wilson 516-5408.
3. Employee Expectations
 - a. Communicate with your supervisor about your job duties and their expectations
 - b. They will provide you with information concerning your time sheet, pay rate,

4. Termination
 - a. Supervisors are responsible for evaluating your performance and providing you with the necessary feedback
 - b. They will provide you with oral warning, written warning, and discharge when necessary
5. We encourage students when reviewing the job posting, to find the right fit for the job

FWS Schedule beginning January- October

January

1-8-2014 New hires notified of award

1-13-2014 Deadline for New Hires to schedule orientation

1-21-2014 First Day to Begin Work (First day of the semester)

February

2-7-2014 Deadline to complete orientation and secure employment

March

3-17-2014 Supervisor sent email regarding Rehires for Summer & Fall

April

4-15-2014 Reminder email to supervisor rehires for summer and fall

May

5-1-2014 Deadline for Rehire forms due to the FA office

5-16-2014 Last day FWS students can work using Fall/Spring award

6----First day summer FWS students can work (first day of summer session)

June

6-15-2014 Rehire Students receive notification about upcoming fall and spring award

July

7-15-2014 New FWS student notified for award for upcoming fall and spring award

August

Last day of the summer semester is the last day that student can work for the summer

End of August orientations conducted

First day of fall semester is the first day that the student can work

September

Forms

FEDERAL WORK STUDY AGREEMENT

This work agreement is between -----and the University of Missouri-St. Louis
Financial Aid Office and Career Services for Fall-----Winter-----Summer -----(s)

You have been approved for the maximum gross earnings of

\$-----Fall \$-----Winter \$-----Summer

By signing this work agreement th