



STUDENT FINANCIAL AID

FEDERAL WORK STUDY

HANDBOOK

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I. 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) preferably by February 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
 - Summer can be enrolled or not enrolled
 - If not enrolled, must be enrolled at least half-time for upcoming Fall and have all other Financial Aid items completed
- Maintain Satisfactory Academic Progress (SAP), including earning at least a 2.0 GPA (UGRAD) or 3.0 GPA (GRAD)
- Not be in default for a prior student 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 such positions.

II. UMSL Federal Work Study Policies and Procedures

- Send a rehire form via email to all FWS supervisors the 1st week of April to inquire whether or not they want to rehire current FWS students. Supervisors must return the form to the Financial Aid office by May 1st for processing.
- The FWS Application for new students will be available at our front desk and on our website beginning in April. Awards are made on a first-come, first-serve basis as students meet the eligibility criteria.
- Students may work a maximum of 20 hours a week, per Student Financial Aid. Students may work up to 40 hours in a week as long as they have not earned their full award amount for the semester and ***Only*** during periods when school is not in session. The supervisor must approve this decision with Student Financial Aid. (Example: The week after finals in December until campus closes for the holidays.)
 - Per Human Resources, if a student has a FWS appointment and another appointment on-campus, the student cannot exceed 28 hours per week. Any earnings exceeding 28 hours will be funded by the other department ***NOT*** FWS.
 - Students in the FWS Program are not eligible for any benefits.
- If we have funding remaining, summer work study may be available for the students already in the FWS Program who are interested and eligible for Federal Work Study.
 - A FWS student does have the choice not to work the summer session and can continue into the fall semester, if the student meets eligibility requirements.
 - Students have the options of whether or not to enroll in summer courses pertaining to summer work study. The hours they work per week will be based on their award and hourly rate and agreed upon with their supervisor. In most cases, students should still be working around 20 and not to exceed their summer award .

Award and Hiring process

The office of Student Financial Aid will review student eligibility for FWS. Once students are awarded FWS, they will receive notification via their UMSL email, and are given the opportunity to accept or decline the offer. Once the student accepts the award he/she will be asked to complete the following steps.

- Contact Student Financial Aid and attend a mandatory orientation meeting
- 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://cf.umsl.edu/webapps/ITS/career/workstudy_fws/index.cfm). Students must click on “Browse Open Jobs” on the Work Study Page of the Financial Aid website to log in to view the FWS open positions.
- Contact department supervisors and schedule interviews for positions which interest them
- Inform the office of Student Financial Aid about their progress and once they have secured a position so we can update our files

- Complete the FWS position search *within a month* of attending the orientation. If the student fails to secure a job or does not follow through with securing a job within the allocated time, their award will be cancelled and given to the next student on the list.

III. 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:

- Initiate all required paperwork for FWS for student with HR
- Create a workable schedule fitting both their needs and the student's schedule
 - Ensuring the student is not scheduled to work during their class time
- 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 (completed through MyHR)
- Supervisor is required for setting student up for payroll in MyHR
- Supervisors must ensure that FWS student does not work beyond their allotted FWS award

Work Schedule

- Supervisors in each worksite are responsible for designing a work schedule that is suitable to the needs of the department and student. **It is against Federal Student Aid policy for a student to be working when their classes are scheduled.** Students must provide the supervisor with a copy of their course schedule for each semester they are working in the office. If for any reason a student must miss work, they must inform their supervisors and may make up for any lost time.
- The maximum number of hours students are allowed to work under FWS is 20 hours per week, but no more than 20 is recommended. During the 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. A student or supervisor can check on a student's total earnings at any point by contacting the FWS Coordinator.

IV. Getting Paid

Hourly Rate for FWS Program

- **\$7.75-\$10.00**
 - The hourly rate is subject to the supervisor's determination based on the duties of the job. If the supervisor foresees any raises for the student during their years in the program, this must be taken into consideration when first setting the hourly rate. The maximum a student can be paid an hour is \$10.00 regardless of undergraduate or graduate level status.
 - The College of Optometry has the authority to set their own hourly pay rate based on their specific needs. Their FWS students are hired specifically from within the College of Optometry only.

Time Sheets

- Supervisors must validate and report all student FWS hours worked to Human Resources for processing at the end of each pay period.
- FWS students are paid electronically through direct deposit twice a month on Wednesdays.
 - Paper checks are not an option
- 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&languageCd=ENG&>).
- 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 his/her 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, supervisors will be advised by Sherlie in the Financial Aid Office on the proper payroll processing policies.
- If a student misses the deadline for submitting his/her timesheet, it is the student's responsibility to contact the supervisor as soon as possible.
 - If a timesheet deadline is missed, the student will get paid, but it will not be on the next pay date. The direct deposit will be made on a future pay date.

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.

Note

Supervisors and students alike must keep track of the earnings in order to avoid an overpayment of the student FWS budget. An Award Tracker is sent each semester to the supervisor, and they may share it with the student to help in the tracking of the hours and awards. In case of overpayment, the department or organization will be responsible for paying the amount in excess of the budget. Once a student reaches their maximum FWS budget, Student Financial Aid will inform the supervisor and student. At that time the department should only allow the student to continue working if they will be paid from another source.

V. 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 Aid as soon as possible.
- In case of termination, supervisors are required to contact Student Financial Aid and complete the necessary paperwork, if any.
- If a student is terminated from one department, they will be reviewed by the Student Financial Aid for FWS eligibility. If they are still eligible for FWS, the student can find another position on or off campus. The old department will forward a turn around ePAF form to the new department.
- In the case of transfer between departments, supervisors must complete a new ePAF and send it to the Human Resource for processing.

VI. Additional Information

UMSL Financial Aid Office	314-516-5526; financialaid@umsl.edu
FWS Coordinator (Sherlie)	314-516-5529; swilson@umsl.edu
FAFSA Website	www.fafsa.ed.gov

VII. Financial Aid Important Dates

October 1	FAFSA become available
February 1	State FAFSA priority for need based aid