



Federal Work-Study Student Employee Manual 2011-2012

Welcome to The Ohio State University Federal Work-Study Program! The Federal Work-Study Office wishes you great success this academic year. If you have any questions for the Federal Work-Study Office, please contact us via e-mail at sfa-jobs@osu.edu or ask a Student Services Specialist in the [Student Services Center](#).

For instructions on looking for a Federal Work-Study job, please see

sfa.osu.edu/jobs/index.asp?tab=b

Important Things to Know

- You cannot work during times you are scheduled to be in class!
- You can only work a maximum of 20 hours a week during the term!
- You must be enrolled and have your fees paid for at least half time to work!
- You must work for the hours you are paid!

Pay Schedule

The bi-weekly payroll schedule is available at www.ctlr.ohio-state.edu/pay/pay-calendars.shtm.

Limited Funds

Federal Work-Study funds are limited; therefore, you have a limited amount of time to secure employment on FWS. Typically, awards are canceled for students who do not begin working prior to the end of autumn quarter.

Enrollment Requirements

You must maintain at least half-time enrollment at Ohio State (6 hours for undergraduates, 5 hours for graduate students; Law students should consult their financial aid advisor). If you graduate, withdraw, are dismissed from the university, or drop below half-time enrollment at any point in the term, you immediately cease to be eligible to work. You will be able to begin working again only if you enroll at least half-time for a subsequent term.

Attention Students on Consortium Agreements: Please note that if you are attending another institution under a consortium agreement, you will not be able to work on FWS unless you are enrolled at least half-time **at The Ohio State University**.

Maximum Hours allowed to Work

You may be paid from Federal Work-Study funds for no more than 40 hours per pay period (average of 20 hours per week). If you also work at another, non-FWS, job on campus, the university imposes additional restrictions on the number of hours you may work. Please

consult your department representative or see section III.A.2. of the university's student employment policy at hr.osu.edu/policy/policy1010.pdf.

Work during Breaks

You may be permitted to work between terms by the FWS Office, if FWS funds are available, and if your employer has work for you to do. Your employer will be notified in advance of each break whether work will be permitted.

Class Schedule

Federal regulations prohibit students from working during their scheduled class times. You should provide a copy of your class schedule to your supervisor each term and arrange a work schedule which does not conflict with your classes.

Employee Expectations

You are expected to do your best to be a good employee. This means going to work on time, working your scheduled hours, notifying your supervisor if you will not be able to work, and completing in a satisfactory manner the tasks assigned to you by your supervisor. You are not paid to study. To receive your FWS funds, you must work and report your hours each pay period as directed by your supervisor.

Your FWS job is a great place to learn professionalism. You are expected to act in a businesslike and appropriate manner on the job. This includes giving notice to your employer if you decide to resign once you are hired on a FWS job.

Time-Sheet Falsification

Time-sheet falsification is time recorded on your time sheet that you did not actually work. Time-sheet falsification is a crime. Any student who falsifies his or her hours worked will be referred to the appropriate campus authority for investigation and possible criminal prosecution. Students who have been proven to have engaged in such conduct may expect serious consequences, including termination from the Federal Work-Study program.

Inappropriate Activity

Any student who misuses university equipment or supplies, or commits any other serious infraction of The Ohio State University Code of Student Conduct will be subject to disciplinary action by the appropriate campus authority. Students who have been proven to have engaged in such conduct may expect serious consequences, including termination from the Federal Work-Study Program.

Sexual Harassment

The university maintains an environment for work and study free from sexual harassment. You are encouraged to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs. The Sexual Harassment Policy and Procedures can be found at hr.osu.edu/policy/policy115.pdf.

Getting Work-Study Next Year

For instructions on how to apply for Federal Work-Study for the 2012-2013 year, please see the Office of Student Financial Aid web site, sfa.osu.edu, after January 1, 2012.

Please remember: February 15, 2012 is the priority application date!