

Federal Work-Study Program



THE OHIO STATE UNIVERSITY

Student Financial Aid Off-Campus Agency Manual

2018 - 2019

“Federal Work-Study (FWS) is a need-based program that provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study.”

TABLE OF CONTENTS

FEDERAL WORK-STUDY STAFF CONTACT INFORMATION	3
INTRODUCTION	3
FEDERAL WORK-STUDY REGULATIONS	4
Statutory authority	4
Conditions for employer participation	4
Determining need	5
Student eligibility	5
Changes in student eligibility	6
HIRING	6
Job referral forms	6
Background checks	6
Determining pay rates	7
Merit raises	7
Authorizing to pay students	7
SUPERVISING STUDENT EMPLOYEES	7
Off-campus hiring	7
Student timesheets	8
Submission of time sheets: step by step	8
Payroll calendar	9
Work-study audits	9
Terminations	9
Federal Work-Study probation policy	10
Accident and illness report	10
FREQUENTLY ASKED QUESTIONS	11
FEDERAL WORK-STUDY PAY RATE RANGE (chart)	13

Federal Work-Study staff information

Assistant Director
Candace Washington

Student Academic Services Building, 4th Floor
281 West Lane Ave.
Columbus, OH 43210-1132
614-292-0277
washington.203@osu.edu

FWS Staff Assistant
Holly Wilson

Student Academic Services Building, 4th Floor
281 West Lane Ave.
Columbus, OH 43210-1132
614-247-8364
wilson.1143@osu.edu

INTRODUCTION

The Federal Work-Study (FWS) program benefits both student recipients and the employers who hire them. Before anyone can enjoy the benefits of FWS, students, employers and Student Financial Aid together must meet all federal and university guidelines. **FWS is first and foremost a federal financial aid program that must be administered responsibly by Student Financial Aid.** The purpose of this manual is to help you, the FWS supervisors, do what is required and expected of you as FWS agencies.

This manual is intended to help you gain more insight into how the FWS office administers this program in accordance with federal and institutional regulations and policies. Many of the questions that are commonly raised regarding FWS are addressed in this manual, and following guidelines should help keep issues from arising.

Please keep this manual handy for reference by both your agency contacts and your FWS supervisors. If you have any questions or concerns about the FWS program that are not addressed in this manual, please call the Federal Work-Study and Student Employment Office at 614-247-8364 or 614-292-0277.

Contact the FWS office promptly when there are changes to agency addresses, phone numbers or work-study supervisors.

Best wishes for a great year!

FEDERAL WORK-STUDY REGULATIONS

Statutory authority

The FWS program was originally authorized by the Economic Opportunity Act of 1964. The Higher Education Amendments of 1968 (P.L. 90-575) transferred the statutory authority for the program to the Higher Education Act of 1965 (P.L. 89-329), as amended.

Federal Work-Study is currently authorized under Part C of Title IV of the Higher Education Act of 1965, as amended by the Educational Amendments of 1968, 1972, 1976, 1980, 1986, 1992, and 1998, and the Higher Education Reconciliation Act of 2005.

Conditions for employer participation

The restrictions discussed below are applicable to all work under the FWS program whether for the institution or a qualified off-campus agency.

Displacement of regular workers: Employment under the FWS program must not result in the displacement of employed workers or impair existing contracts for services. Employers cannot use students in jobs that traditionally and customarily have been filled by full-time or permanent personnel. It is the intent of the program to create **NEW** job opportunities. Institutions are advised to keep this thought foremost in mind as they develop their programs.

Religious involvement: FWS positions may not involve constructing, operating or maintaining any part of a building used for religious worship or sectarian instruction. The key issues in determining what is “religious work” in regard to work performed by FWS students are 1) the main purpose of the building in which the work is taking place, and 2) the actual job that is being performed. In determining whether any FWS employment will violate this restriction, the FWS office will consider the purpose of the work rather than just the nature of the employing organization.

Political involvement: Positions under the FWS program must be free of political involvement. Under this prohibition, students cannot be assigned to work for individual members of Congress. However, students could be assigned to the staff of a standing committee of a state legislature if the selection of staff for such a committee and the work performed by such a staff is conducted in a nonpartisan fashion. Further, the political support or affiliation of students may not be prerequisites or considerations of employment. Positions that involve lobbying at the federal level are also prohibited.

Community service requirement: The 1998 Reauthorization of the Higher Education Act of 1965 contains a new provision that institutions must expend at least seven percent of their FWS program allocations to pay students working in jobs that serve the larger community. There is no restriction as to whether these jobs may be on or off-campus (although students may be employed in off-campus jobs **only** under the specific contract arrangements), but the services provided must be available to members of the larger community on an equal basis with institutional faculty, staff and students.

Students working in community service must be providing services that are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Such services include health care, child care, literacy training, education, welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, community improvement, support to students with disabilities (other than those of the institution itself), mentoring, tutoring, supporting educational and recreational activities and counseling.

The America Reads Challenge: Effective July 1, 1997, the Department of Education provided a waiver of the 25 percent institutional-share requirement for students who are employed as reading tutors to elementary school children as part of the America Reads Challenge. The institutional-share requirement is also waived, effective July 1, 1998, for students employed as tutors in a family literacy program that provides services to families with preschool or elementary school children.

Determining financial need

Financial need is defined by the federal government as the difference between the cost of attending a postsecondary institution and the resources available to the student to meet such costs. The first step in determining and documenting financial need is filing the Free Application for Federal Student Aid (FAFSA). The FAFSA provides a complete summary of each student's personal and family financial situation to college financial aid administrators. An analysis of the family's financial situation, according to a standardized methodology devised by the U.S. Congress, produces a dollar amount (Expected Family Contribution, or EFC) that the family is expected to be able to contribute toward the student's educational and education-related expenses.

Every educational institution devises standard student budgets, taking into account instructional and general fees, books and supplies, and estimated living expenses. Each student's EFC is subtracted from the student budget and the resulting difference is the student's financial need. As a NEED-BASED federal financial aid program, FWS cannot be awarded to those students who do not file a FAFSA or who do not demonstrate financial need.

Student eligibility criteria

In order to work under the Ohio State FWS program students must:

- Show demonstrated financial need
- Be admitted to Ohio State in a degree-granting program
- Be registered for the current semester at Ohio State for at least half-time enrollment (6 credit-hours for undergraduates; 4 credit-hours for graduate and professional students)
- Be a U.S. citizen or eligible non-citizen
- Maintain Satisfactory Academic Progress (SAP) according to the standards and practices of The Ohio State University
- Not be in default on Perkins Loans or loans made, insured, or guaranteed under the Stafford Loan Program, the PLUS/SLS Program, or the William D. Ford Federal Direct Loan Programs
- Not owe refunds on any federal funds previously received at any institution
- Have a valid Social Security Number
- Be registered with the Selective Service, if required
- Sign a statement of updated information, if required

FWS students must reapply for financial aid every year. Some students who are eligible under these criteria may not receive FWS awards because of limited funding.

DO NOT PROMISE STUDENTS FWS JOBS WITHOUT KNOWING IF THEY ARE ELIGIBLE.

Changes in student eligibility

The FWS office may contact and instruct you to terminate a student, often because of a change in the student's financial aid eligibility. We will terminate a student if they have:

- Earned the entire award amount
- Withdrawn from school for the semester
- Dropped classes and is now enrolled less than half-time
- Received an additional financial aid award which meets financial need
- Stopped attending Ohio State
- Been academically dismissed
- Has not met or is not meeting the university's Satisfactory Academic Progress (SAP) eligibility
- Owed a refund to a federal grant program or is in default on a federal loan
- A decreased financial aid budget, resulting in decreased financial need which is met or exceeded by other awards and FWS earnings to date
- An increased Expected Family Contribution (EFC), resulting in decreased financial need that is met or exceeded by other awards and FWS earnings to date
- Graduated

HIRING

Job Referral Forms

Job Referral Forms must be obtained by the student from the online work-study system and provided to you before a student can be hired and paid out of FWS funds. A student's verbal assurance that they have work-study is not enough.

Once a student is hired by the agency, the signed referral form should be returned to Holly Wilson or Candace Washington by email at Wilson.1143@osu.edu or Washington.203@osu.edu or by postal mail to Student Academic Services Building, 281 W. Lane Ave, 4th Floor, Columbus, Ohio 43210. Ohio State Human Resources (HR) will then contact the student to complete the hiring processing. Make sure students have completed the hiring process with Ohio State before allowing them to begin working.

Background checks

Current policy states that students need to have a background check completed for their off-campus position, and we will give them a background check form. The student should fill it out and take it to Ohio State's Office of Human Resources, located in the South Campus Gateway Building C, Suite 300 at 1590 N. High St., Columbus, Ohio 43201. This is free of charge to students and employing agencies.

If the employing agency wants to have the student conduct a background check using their own system, the cost is the responsibility of the agency and cannot become the responsibility of the student to pay.

Note: Students returning to the same position each year need an annual background check. We ask that you provide the FWS office with a copy of the results so we can determine whether a student is able to work in the position for which they have applied. If students have their background checks completed through Ohio State and your agency requires a copy for your records, the student must contact the FWS office 614-247-8364 to schedule a time to pick up a copy of the results. The results must be picked up by the student and will not be mailed or emailed. **Students are NOT TO BEGIN WORKING at an agency while the results of their background check are pending.**

Determining pay rates

The FWS office determines pay rate range on the basis of the job description provided by the community service agency. This will be populated on the Job Referral Form, and you may choose a rate within that range. You will find work-study pay ranges with descriptions at the back of this manual

Merit raises

Merit increases can be given above of the pay range that is assigned to the student's current job. If you would like to give a merit increase outside of the student's current pay range, please contact our office.

Authorization to pay a student

The FWS office is responsible for maintaining compliance with federal regulations in the disbursement of all FWS program funds awarded at Ohio State. **Only the FWS office can authorize an employer to expend these funds, and the sole authority to decide who is eligible for these funds rests with the FWS office.**

Please be aware that any unauthorized expenditures made from FWS funds that are initiated by the agency may lead in immediate termination of the FWS Agreement. This infraction typically occurs when students who are not eligible to receive the funds are allowed to work. Examples include: Students who have not completed the hiring process with Ohio State; who do not have a FWS award; are out of FWS funds for the year; work after the last day of work for the year; work after we have notified an employee to terminate them, for whatever reason.

SUPERVISING STUDENT EMPLOYEES

Each student should be assigned to a permanent supervisor. Normally, this is the supervisor listed on the job post. If the job post specifies that the supervisor is "assigned" by the agency, the agency should assign a specific person to oversee the student's work and be available during a student's work hours to direct their work and verify their attendance. Both the supervisor and the student should have a clear understanding about how records of time worked will be kept.

Make sure that students only perform tasks included in the job description so they are properly compensated for their duties. Send students home when there is no work for them to do.

Off-campus hiring process

1. Have the applicant print the Job Referral Form to bring to the interview.
2. If you want to hire the student, both you and the student will need to sign the Job Referral Form.
3. Select a pay rate based on the Work Study Position Tier structure listed on the Job Referral Form. You will need to note the amount on the form.
4. Return the completed Job Referral form to Wilson.1143@osu.edu or Washington.203@osu.edu
5. Ohio State will contact the student about HR paperwork and the background check. We will copy the supervisor listed on the Job Referral Form to keep you in the loop.
6. After we receive notification that the student is cleared by HR, we will notify you that they can begin working. **DO NOT let the student work (or even volunteer) until you have received an email notification saying that student can begin.**
7. Please note that FWS employees can only work 20 hours per week unless otherwise indicated by the FWS office.

Student timesheets

It is primarily the supervisor's responsibility to make sure that time-keeping records are accurate and are submitted for payment each pay period.

The supervisor is encouraged to keep track of the students' earnings so they do not exceed their award amount. The FWS office will assist with record keeping by sending out bi-weekly status reports. Remember that students may work no more than 40 hours per pay period unless otherwise instructed by the FWS office. Be aware that students must be paid for all hours worked. If students without FWS awards are allowed to work, or if a student has exhausted their award, they cannot be paid from the FWS account. However, they still must be compensated.

Documentation of Work:

- Electronic timesheets created through an Ohio State system are used to document the time worked by FWS students. You are encouraged to create documents at the worksite for your own records in order to verify what the students are submitting electronically is in fact correct.
- **ALL** information must be filled out in detail.
- Times noted on these time sheets must be for the exact time worked with a.m. and p.m. hours noted. Each agency is responsible for making sure that time sheets are accurate and complete.
- **Supervisors must approve time sheets.** The supervisor verifies that the student worked the hours indicated and that all information on the time sheet is correct.
- Students may not work hours in one pay period with the understanding that they will be submitted for payment on a succeeding pay period, regardless of how willing students are to accept such arrangements.
- If students must work outside the normal 8-5, Monday-Friday office hours, these hours must be noted on the original job description. Agencies must have explicit plans concerning their methods for supervising and for monitoring the hours and levels of performance for students.
- **Students cannot be scheduled to work at times when their classes are scheduled.** Such arrangements are prohibited by federal regulation. If they come in because class was cancelled, please indicate that on the timesheet in the comment section.

Submission of timesheets: Student Steps

1. Log into etimesheet.osu.edu
2. Select the pay period range. The current pay period will be automatically displayed.
3. Click View Timesheet to enter time for that week. You must submit time on a weekly basis.
4. Record your hours including when you came to work, when you left and any breaks. The system will calculate the total hours.
5. If you are not ready to submit, click save for later.
6. If you are ready to submit, click submit for approval. This should be done on the last working day of each week. A timesheet week starts Sunday and ends Saturday.
7. After you have submitted your timesheet, click 'Send Notification' which appears after the page reloads. This allows you to send a copy to your agency supervisor.

8. A box will pop up where you will enter your supervisor's email and any notes you have for them. They will review the file and forward it to ESUE-timesheets@osu.edu for final approval.
9. Once you have submitted your timesheet to your supervisor your status will read Submitted, Pending Approval.
10. When it is approved, it will show as 'Approved'.

Submission of timesheets: Agency Steps

1. The agency supervisor will receive an email forwarded from the student containing an attachment.
2. Open the attachment from the email to view the student's timesheet.
3. If the hours are correct:
 - Forward the email to your Ohio State contact at ESUE-timesheets@osu.edu or your designated regional campus representative. Make sure to write in the body of your email that this is 'Approved'.
 - If hours are incorrect, contact the student and ask them to make the necessary changes.
4. Once you have forwarded the message, and your contact has received the PDF timesheet and approval statement, they will approve the time in eTimesheet on your behalf.
5. Once the timesheet is approved by Ohio State, an email is sent to the student notifying them that their timesheet is approved.

Do not blame the student for mistakes on the time sheet. It is the supervisor's responsibility to check the time sheet before approving it.

Payroll calendar

Ohio State's payroll calendar can be found online at <https://busfin.osu.edu/buy-schedule-travel/payroll/paydate-schedule>. Additionally, the FWS office will email you a copy of the updated calendar as soon as it is available. The first day students can work is April 29, 2018, and the last day of work for the year will be April 27, 2019.

Work-study audits

In order to maintain compliance with federal regulations governing the FWS program, the FWS office will periodically conduct audits of payroll procedures. If a student working at your agency is randomly selected for an audit, you must be prepared to provide the requested timesheets and any site-specific documents (sign-in sheets, punch cards, etc.) for that student. Keep copies of each work-study student's timesheets so you can document time worked by each student.

Terminations

As a FWS agency, you may be in a position to release FWS students for a number of reasons. If behavioral issues arise, the expectation is that you will provide coaching and time for them to correct their behavior prior to taking steps to release them. Any time you terminate a student, please follow these guidelines to document the termination for our office.

1. Students may be released under the following circumstances:

- The student requests to be released. The employer does not have the authority to refuse to release a FWS student upon request.
 - The employer does not have sufficient work for the student to do.
 - The student’s work or attendance is unsatisfactory. The employer has the authority to terminate any student for unsatisfactory job performance.
 - The agency wishes to eliminate a job.
2. When releasing students, the employer should do the following:
 - agency will notify the student of the termination, and include why the student is being terminated.
 - The Federal Work Study office should be informed immediately by email of the student’s last day of work and reason for termination. We will work with Human Resources to close the student’s hire record in our system on your behalf.
 3. Transferring students from FWS to agency wages does not require permission from the FWS Office. When a student has been terminated from FWS for any of the above reasons, you may continue to employ the student on agency wages as long as you do so within the guidelines and requirements of all applicable federal, state and local employment regulations.
 4. **ALL** FWS students are automatically released from their FWS jobs at the end of spring term each year. No documentation of termination from the agency is necessary for students who work up to the end of spring term.

If the FWS office has terminated students, they may not return to work until their eligibility has been determined with the FWS office.

Federal Work-Study probation policy

Students have been dismissed from their FWS employment for poor performance or attendance will be eligible obtain another FWS job, but will receive a written warning from the FWS office and will be considered to be on probation for the remainder of the semester, and the semester following the infraction. Should the FWS office be informed that a student be dismissed from a second FWS job for similar reasons, that student may have the rest of their FWS eligibility canceled for the academic year.

If the reason for dismissal is due to violating the Student Code of Conduct, depending upon the nature of the infraction, there may be no probationary period. In such cases, the FWS office retains the right to revoke work-study eligibility immediately, and future eligibility may be nullified depending on the severity of the transgression. Notification will be sent to the student in writing, and is not appealable.

Accident and illness reporting

In the event that a student has a work-related injury or illness, the student, whether an undergraduate, graduate or professional will need to obtain an “Employee Accident Report” form from Kalah Leone (KL) Smith, to be completed and submitted as soon as possible. As the supervisor, you can help by contacting KL at 614-292-3240 or smith.5406@osu.edu.

FREQUENTLY ASKED QUESTIONS

Can I formally evaluate a work-study student's performance at my agency?

Yes, you may use any type of evaluation form you would like but only evaluate based on the job duties in your job description.

Can work-study students work during school breaks?

Yes, work study students can work over break (excluding summer, see question below). Occasionally we allow students to work additional hours. If this is the case, the agency contact will receive notification via email. If you are unsure of the policy, please ask for clarification.

Students are not obligated to work over breaks and holidays. Conversely, your agency is not obligated to provide work for students if your agency would otherwise be closed. Students who do work on holidays are paid their regular hourly rate.

Can work-study students work during summer?

Yes, however very few students fulfill the eligibility requirements necessary to be paid with FWS funding during summer. Contact the FWS office for details.

Can I recruit students? How?

Yes. It is difficult for us to promote the community service jobs when students are not required to come to the FWS office to obtain a referral form. Try these options for recruiting students for your positions:

- The FWS office can provide you with rosters of FWS students for direct email upon request.
- Contact specific departments based on what major may be interested in your position(s): osu.edu/search.html. The departments may know of students looking for jobs or can tell you how you can advertise your jobs with them.
- Look into contacting student groups who may be interested in your positions: activities.osu.edu/involvement/student_organizations/find_a_student_org/.
- If you have had FWS students in the past, ask them to promote your jobs and their experiences working for you with other Ohio State students.
- Place an advertisement in The Lantern, the student newspaper on campus (website: thelantern.com and look under "Classifieds").

Note: *Please make sure, when advertising to the general public, that you mention in the ad that the students **must** have a Federal Work-Study award from Ohio State in order to be eligible and hired into a Federal Work-Study job.*

When will the FWS office perform a site visit?

Site visits occur initially for each new agency and then again anytime the agency changes physical location, adds a new site or changes the site's contact. We will perform site visits every three years for those agencies who have not experienced any changes. We do reserve the right to perform unannounced site visits in cases where we suspect an issue is at hand.

How should timesheet approvals be handled while I'm on vacation/away from the office?

It is extremely important that students be paid on time and that timesheet deadlines are met. You may appoint another staff member at your agency to handle this responsibility on your behalf if you will be

unable to approve timesheets by weekly deadlines. Ensure both the FWS office and the students affected know who their back-up approver is and ensure you train your back-up approver on the procedure. If you cannot find someone to take this responsibility on your behalf, it may be best to request students not to work while you are out of the office.

Will Ohio State continue funding 25 percent of the award not covered through the federal government?

Yes for the 2018-2019 year. This decision will be reexamined every year, and for the 2019-2020 award year and after, Ohio State may require some or all agencies to pay the 25 percent employer match.

Email: sfa-jobs@osu.edu | sfa.osu.edu/jobs/employer-services | FWS/SFA 05/22/2018

Federal Work-Study Pay Ranges
Effective January 1, 2018

<p>Range 1 Student Aide I \$8.30-\$9.50</p>	<p>Entry-level positions requiring basic skills; performs routine tasks, operates simple equipment and exercises very little independent decision making responsibilities; skills may be attained through on the job training; no previous work experience or course work required.</p>
<p>Range 2 Student Aide II \$9.51 - \$10.50</p>	<p>Requires basic skills acquired through some previous work experience, training and/or completion of related coursework; responsibilities may require the application of basic organizational and/or more technical knowledge; operates and is accountable for more complex equipment; exercises some independent decision-making.</p>
<p>Range 3 Student Assistant \$10.51 - \$11.50</p>	<p>Considerable work experience and/or completion of related coursework; moderately developed skills; responsibilities may include data analysis, independent supervision or coordination of programs or projects involving complex equipment; may include day to day supervision of other student employees and independent decision making.</p>
<p>Range 4 Student Associate \$11.51 - \$13.00</p>	<p>Considerable to extensive work experience and/or completion of related coursework; moderately to highly developed skills; responsibilities may include data analysis, independent supervision or coordination of programs or projects involving complex equipment; may include day to day supervision of other student employees and independent decision making. May require travel to and from off-campus work site.</p>

Please do not use verbiage indicating work-study in the working title for hiring and job post purposes. Working titles are made public via FindPeople, and can be viewed as a FERPA violation when this form of need-based aid is made part of the public student record.