

Federal Work-Study Program



THE OHIO STATE UNIVERSITY

Student Financial Aid Off-Campus Agency Manual

2023-2024

“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 |
| The off-campus hiring process | 6 |
| Job referral forms | 6 |
| Background checks | 7 |
| Determining pay rates | 7 |
| Merit raises | 7 |
| Authorizing to pay students | 7 |
| SUPERVISING STUDENT EMPLOYEES | 8 |
| Student timesheets | 8 |
| Timesheet approval processing | 9 |
| 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 OFF-CAMPUS COMMUNITY SERVICE HIRING PROCESS STEP-BY-STEP. | 14 |
| FEDERAL WORK-STUDY OFF CAMPUS TIMESHEET STEP BY STEP | 16 |
| UNIVERSITY 2022 BIWEEKLY PAY PERIOD SCHEDULE | 20 |

Federal Work-Study staff information

Assistant Director
Ashley Corbett

Student Academic Services Building, 4th Floor
281 West Lane Ave.
Columbus, OH 43210-1132
614-247-1540
corbett.244@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 primarily 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 614-247-1540 or 614-247-8364.

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

Best wishes for a wonderful 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” regarding 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 problems related to their needs. Such services include health care, childcare, 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 an index number (Expected Family Contribution, or EFC) that colleges and universities use to calculate a student's need-based aid eligibility.

Every educational institution devises standard student budgets, considering 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 provided to those students who do not file a FAFSA or who do not demonstrate financial need.

Student eligibility criteria

To work under the Ohio State FWS program students must:

- Demonstrate 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

FWS students must reapply for financial aid every year. Some students who are eligible under these criteria may not receive FWS offers 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 FWS offer amount
- Withdrawn from school for the semester
- Are enrolled less than half-time
- Received an additional financial aid offer which meets financial need
- Stopped attending Ohio State
- Been academically dismissed
- Are not meeting the university's Satisfactory Academic Progress (SAP) standards
- Owe 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 aid offers and FWS earnings to date
- An increased Expected Family Contribution (EFC), resulting in decreased financial need that is met or exceeded by other aid offers and FWS earnings to date
- Graduated

HIRING

The off-campus hiring process

While it is true that potential hires are considered employees of The Ohio State University, agency contacts will provide Ohio State with detailed job descriptions, and be tasked with recruiting, interviewing, and selecting candidates they wish to hire. The FWS Office contact will interact with Ohio State Human Resources on behalf of the agency and guide both the employer and the student through the hire process. Detailed step-by-step instructions on this process are provided on page 14 at the end of the manual.

Job referral forms

Job referral forms are an integral part of the hiring process, and unique to FWS off campus community service positions. Student applications for FWS eligible candidates will be forwarded to the agency contact by Holly Wilson and will include a Job Referral Form. The Job Referral Form contains information specific to the student as well as the job they are applying for. A student's verbal assurance to you that they are eligible for work-study is not enough to be considered for an interview or to be hired. Only the student may share FWS offer amounts at the pre-hire stage with a potential employer. Students are instructed by our office to provide you with a copy of their aid letter as proof of available work-study funds, as well as their class schedule during the interview process.

Once the agency has conducted interviews, they will complete the Job Referral Form for the relevant hire and return it to Holly Wilson or Ashley Corbett by email at wilson.1143@osu.edu or Corbett.244@osu.edu. Forms may conversely be received by postal mail to Student Academic Services Building, 281 W. Lane Ave, 4th Floor, Attn: Holly Wilson, 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 by Ohio State for their off-campus position annually. Human Resources will walk the student through this process, the results of which may take 10-30 days to receive. This is free of charge to students and employing agencies.

If the employing agency wants to conduct a background check using their own system or perform any other pre-hire processes (i.e., drug screenings, inoculation records) **the cost is the responsibility of the agency and cannot become the responsibility of the student to pay.** This also means the student will need to be set up with the expectation ahead of time that they will be going through this process twice, through both Ohio State and your agency.

Note: Students returning to the same position each year need an annual background check conducted by Ohio State. If students have their background checks completed through Ohio State and your agency requires a copy for their records, the student must contact the Background Check Office to obtain a physical copy to share with the agency. The results must be picked up by the student in-person 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 the target hiring range for the position based on the job description and qualifications provided by the community service agency. This will be populated on the Job Referral Form, and you may choose an hourly rate within that range. You will find target hiring ranges with descriptions on page 13 at the end of this manual.

Merit raises

Merit increases can be given within the pay range that is assigned to the student's current job. Providing an increase above the assigned target hiring range would be considered a promotion, and a new position will need to be created. In either case, please contact our office for support.

Authorization to pay a student

The FWS office is responsible for maintaining compliance with federal regulations in the disbursement of all FWS program funds offered 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 to 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 offer; are out of FWS funds for the year; work after the last day of work for the year; work in summer while not enrolled; 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. Accommodation for telework options is acceptable, however supervisory expectations should be documented and communicated clearly with the student before sending them off-site to fulfill their duties. 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.

Student timesheets

It is primarily the supervisor’s responsibility to make sure that time-keeping records are accurate and are submitted for payment weekly.

The supervisor is encouraged to keep track of the students’ earnings, so they do not exceed their offer amount. The FWS office will assist with record keeping by sending out bi-weekly status reports that include how much funding the student has remaining to earn. Remember that students may work no more than 20 hours per week unless otherwise instructed by the FWS office. Be aware that students must be paid for all hours worked. If students without FWS offers are allowed to work, or if a student has exhausted their FWS offer, 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 in Workday are used to document the time worked by FWS students. You are strongly encouraged to create documents at the worksite for your own records to verify what the students are submitting electronically is in fact correct.
- **ALL** information must be filled out in detail, and should include the student’s name, the date, and in/out times.
- Times noted on these timesheets 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. If an unpaid meal break is included in the shift, this should also be included on the timesheet.
- **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. This is especially important if telework options are available.

- **Students cannot be scheduled to work at times when their classes are scheduled.** Such arrangements are prohibited by federal regulation, including online courses. If they come in because class was cancelled, please indicate that on the timesheet in the comment section.

Regarding timesheet approval processing

Federal work-study regulations require that written confirmation from the worksite supervisor that the hours the student has submitted in the time tracking system are true and correct must accompany each timesheet. However, supervisors who do not work for Ohio State will not have access to the university's time tracking system to review and approve their student's timesheets directly.

To address this federal program requirement, students are to submit time in Ohio State's Workday time tracking system each week and forward a PDF copy of that time to their worksite supervisor. Supervisors are to review that information, and if correct, they forward the PDF back to their FWS contact at Ohio State and include a statement confirming the hours are correct. The FWS contact will then approve the timesheet in Workday on behalf of the agency supervisor.

Students are to submit timesheets and forward copies to their worksite supervisor no later than Saturday of each week. Worksite supervisors are to review and approve these copies by 10am the following Monday. Doing so empowers the FWS Office to ensure timesheets are submitted by payroll deadlines, students are paid on time, and documentation for compliance purposes has been met.

It is the worksite supervisor's responsibility to ensure their students have submitted their timesheets by Saturday of each week. Furthermore, if the time the student is asking you to approve is incorrect, it is the worksite supervisor's responsibility to request the student correct the timesheet and provide you with the corrected copy for approval. **Do not blame the student for mistakes on the timesheet. It is the supervisor's responsibility to check the time sheet before approving it.**

A detailed step-by-step of this process has been included on page 16 and is included upon release to start notifications to both students and their direct supervisors. The expectation is that agencies will integrate the procedure into their worksite onboarding upon hire.

Payroll calendar

Ohio State's payroll calendar can be found online at <https://busfin.osu.edu/buy-schedule-travel/payroll/paydate-schedule> . The [Federal Work-Study Calendar](#) is available on our website. For the 2023-2024 academic year, the first day students can work is May 7, 2023, and the last day of work for the year will be May 4, 2024.

Work-study audits

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 timesheet communications 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 can 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:
 - The 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, documented attempts to correct behavior, 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 if 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 semester.

If the FWS office has terminated students, they may not return to work until their eligibility has been determined with the FWS office. You and your student employees will receive guidance from the FWS office at the end of each academic year to address individual concerns.

Federal Work-Study probation policy

Students who have been dismissed from their FWS employment for poor performance or attendance issues may seek another FWS job but will receive a written warning from Student Financial Aid that they have been placed on FWS probation. If a student is subsequently dismissed from another FWS job, that student will not be able to participate in the program for the remainder of the academic year.

Student Financial Aid will refer any allegations of FWS misconduct to the appropriate university office for investigation. Students found in violation of the Student Code of Conduct may lose eligibility for FWS funds and notification will be sent to the student in writing.

Students who are dismissed from their FWS employment for misconduct (falsification of time records; misuse of confidential or privileged information; misuse, misappropriation, or theft of university property; acts of racial discrimination or sexual misconduct; or other serious infractions of The Ohio State University Code of Student Conduct) may lose eligibility to participate in FWS.

Students whose FWS eligibility is canceled will be eligible to receive Federal Direct Loans up to the program maximums for their level of enrollment or up to the student's eligibility.

Accident and illness reporting

If a student has a work-related injury or illness, please alert Holly Wilson, wilson.1143@osu.edu. She will work with the student to help them submit an Employee Accident Report to Ohio State Human Resources.

FREQUENTLY ASKED QUESTIONS

Why can't my student employee work all year long?

Federal Work-Study funding is a type of federal student financial aid, and eligibility is not guaranteed each year. Eligibility is determined when students file the Free Application for Federal Student Aid (FAFSA) annually. Because a family's financial picture can change from year to year, so can a student's eligibility for certain forms of need-based aid. Since we cannot promise your student employee will be work-study eligible at the start of the following academic year, it is best practice to close their hire record at the end of the academic year (spring semester) and rehire them the following year upon proof of FWS funds and enrollment.

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.

What is the policy regarding meal breaks and rest periods?

We typically defer to your worksite policies regarding meal and rest periods for hourly staff; please communicate these clearly to students during your new employee orientation. However, in cases where students are working eight consecutive hours or more in a single shift, we strongly encourage that a 30-minute unpaid meal break be provided and that it should be reflected on the student's timesheet. Rest breaks may be paid if they are 15 minutes or less in duration.

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 during these periods. 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.

How do I recruit students?

Try these options for recruiting students for your positions:

- The FWS office will 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 public that you mention in the ad that the students **must** have a Federal Work-Study offer from Ohio State to be eligible and hired into a Federal Work-Study job.*

Can the positions we offer be worked from home?

Yes, however there are certain considerations in this arrangement that require forethought:

- Have a plan for modeling/communicating/coaching to basic parameters of professionalism while off site.
- Have a plan to support and manage:
 - Time/attendance
 - Quality of work
 - Technical support needs
- Set expectations and resources in writing and reinforce them during your new employee orientation.
- Outline any technology requirements for telework arrangements (including what, if any support, your agency can provide) in the job post.

When will the FWS office perform a site visit?

Site visits occur initially for each new agency upon receipt of the finalized contract 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.

Due to the COVID-19 pandemic, virtual/remote site visits may be performed at any time in accordance with Center for Disease Control and/or State of Ohio Board of Health recommendations and guidelines when applicable. Additional measures may need to be taken by your agency within these guidelines if your positions involve students having a physical presence at your facility.

How should timesheet approvals be managed 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 manage 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 the federally required 25 percent employer contribution of the FWS offer?

Yes, for the 2023-2024 year OSU will fund the employer contribution. This decision is reevaluated annually.

Email: sfa-jobs@osu.edu | sfa.osu.edu/jobs/employer-services | FWS/SFA 5/4/2023

Ohio State University
Student Employment Target Hiring Ranges

Effective December 31, 2023

| Job Profile | Minimum | Maximum | Job Description |
|---------------------------------------|--|---------|---|
| Community Service Student Assistant 1 | *\$10.45 *Ohio minimum wage subject to change | \$16.20 | Duties are of a routine and simple nature, entry level. Requires direct supervision with relatively specific instructions. Little or no training or experience is required. |
| Community Service Student Assistant 2 | \$10.97 | \$17.00 | Duties are varied and less routine and involve a moderate degree of responsibility and judgment. May lead or coordinate activities of other student employees. Requires previous knowledge or skill and/or equivalent experience or training. |
| Community Service Student Assistant 3 | \$12.45 | \$19.30 | Duties are moderately technical or complex or involve a high degree of responsibility and judgment. May direct activities of other student employees. A significant amount of specialized training or experience is required. |

Updated 1/9/2024



Federal Work-Study Off-Campus Community Service Hiring Process Step-By-Step

This process also applies to candidates for annual rehire

1. **Create Positions Each Year.** Work with your FWS Office contact to create positions in Ohio State Workday annually. Students will search and apply for jobs within the Workday system.
2. **Recruit.** Your FWS Office Contact will provide you with a roster of FWS eligible students for direct email outreach, along with details to include in your outreach efforts to connect the students to your specific jobs.
3. **Applications.** As students apply in Workday, Recruiters at Ohio State will forward all applications to your FWS Office contact once a week. The FWS Office contact will review each applicant to ensure they are FWS eligible prior to forwarding applications to relevant agency contacts.
4. **Set Up Interviews.** Agencies review applications and contact students directly to schedule interviews.
5. **Complete the Job Referral Form.** Each application forwarded to you by your FWS Office Contact will contain a copy of a Job Referral Form that is unique to both the student and the job. If after the interview the agency would like to hire the student, the agency completes their section of the form, indicating an hourly pay rate for the candidate within the proper work-study position tier structure that will be listed on the form.
6. **Starting the Hire Process.** The agency (not the student) is to return completed Job Referral Forms to the FWS Office contact. The contact will use the form to begin the hiring process in Workday on behalf of the agency. Agencies may notify these candidates that they have been referred for hire when they forward the form on their FWS contact, **but please do not promise a start date.** The start date will be determined by OSU HR and the FWS Office based on when specific hiring tasks are completed.
7. **Ohio State gets to work!** Once the hiring process has started, Ohio State Human Resources will work with the student to obtain the background check, documentation for payroll, and basic Ohio State new employee onboarding.

Please note, background checks can take 10 – 30 days to complete and are mandatory for off-campus positions.

8. **Start date notification.** Once Human Resources completes the processing of the student's paperwork **AND** the results of the background check are confirmed, the FWS Office contact will email both the agency and the student when the student can begin working.
9. **Onboarding.** The expectation is that the student will receive onboarding guidance from both Ohio State and your agency. Ohio State HR and the FWS Office Contact will provide guidance for your student on how to navigate the employee self-service portals in Workday, and provide support related to the FWS award itself. However, because the timesheet submission process will be slightly unique to each agency, the worksite supervisor is expected to go over that process with the student to ensure **both the student AND the student's direct supervisor understand how that works**. Instructions will be provided via email to both the student and agency when the student is released to start work.
10. **It is imperative that the student is not permitted to work (this includes volunteer work) before the agency and student receive notification from the FWS Office that the student has been cleared by both OSU HR and FWS Office.**



Federal Work-Study Off-Campus Timesheet Step-by-Step

Students and supervisors should read this document together, along with the Late Timesheet Policy. It is designed not only as a tutorial, but also to clarify expectations and responsibilities of each party. Following the steps below and understanding one another's role in the process should ensure that we all enjoy a healthy working relationship.

We recognize that it takes teamwork from the student, the supervisor, and our office to ensure paychecks are received on time. If either the student or the supervisor is ever facing challenges related to timesheets that will result in delinquent payment to the student, please let us know, and we will find a solution together.

Student:

1. You are to submit time **after the last shift worked each week**. The last day to submit time for a given week is Saturday. To submit time, log into **Workday** and navigate to the **Time** section on your dashboard.
2. Choose **This Week** to enter time for the current week for the pay period. Be sure you are inputting hours for the correct dates.
3. Clicking in the desired day/time on the calendar will open a popup box.
 - a. Leave the **Time Type** as **Regular**, and record when you came in to work, when you left, and include any unpaid meal breaks using the **Meal** option in the **Out Reason** field.
 - b. The **Details** section may be left blank unless you hold multiple positions. If you hold multiple positions, choose the correct position in the **Work Details**.
 - c. Click **OK**.
4. If you are recording your hours each day as you work and are not ready to submit, Workday will automatically save the time block you entered until you are ready to submit at the end of the week. A running tally of hours submitted as you work is viewable in the **Summary** section.
5. When you are ready to submit, click **Review**. Review the time entered, paying close attention to dates. If anything is incorrect, go back and fix the error.
6. If the time is correct in the Review view, click **Submit**. You'll see the time blocks on the calendar will be notated as **Submitted** and are now ready to be reviewed and approved by a supervisor.
 - a. **This should be done at the end of your last shift for each week**. Your supervisor **MUST** receive your timesheet no later than close of business each Saturday.
7. **After you have submitted your timesheet in Workday, you need to send a copy to your worksite supervisor.** [Create a PDF](#) of your timesheet and save to your desktop. Make sure the PDF captures your name, dates, and all hours submitted. Email as an attachment to your worksite supervisor.
8. Your worksite supervisor will review the PDF and forward it to SAE-timesheets@osu.edu. This is how we in the FWS Office know your timesheet is correct.

DEADLINES

- Weekly deadline for **student** to submit timesheets is **SATURDAY**
- Weekly deadline for **supervisor** approvals is **MONDAY, 10am**
- Hard payroll deadline is **every other Tuesday, 10am**.

9. When your worksite supervisor has forwarded the timesheet to the FWS Office with their written approval, the FWS Office will submit the approval to the Payroll Office in Workday on your supervisor's behalf. Your timesheet will then display as **'Approved'** in Workday, and an automated confirmation message will be sent to your OSU email address.
10. **Please note, by federal regulation we cannot approve your timesheet in Workday without your worksite supervisor's written approval;** they cannot help you if they do not receive a copy of your timesheet, or it is received late. Also be aware that if your supervisor finds a mistake on your timesheet, you will need to submit a corrected timesheet. Submitting your timesheet at the end of each week will allow you and your supervisor time to make corrections if needed before deadlines are missed. **Late timesheets cannot be processed until the following pay period, significantly delaying when you will be paid for hours worked.**

Agency:

1. The agency supervisor will receive an email forwarded from the student containing an attached copy of the student's timesheet for review.
 - a. The agency supervisor is responsible for following up with a student if they do not receive a timesheet from the student before **10am each Monday morning.**
2. Open the attachment from the email to view the student's timesheet.
3. If the hours are correct:
 - a. Forward the email to your OSU contact at SAE-timesheets@osu.edu. Make sure to write in the body of your email that this is 'Approved' and that the timesheet attachment is included.
 - b. **If the hours are incorrect,** reach out to your student. They will need to make corrections and resubmit their timesheet. Once you receive the correction, forward the correct timesheet with your approval to our office.
4. Once you have forwarded the message, and your contact has received the PDF timesheet and approval statement, your OSU contact will approve the time in Workday on your behalf.
5. Once the timesheet is approved in Workday, an email is sent by the system to the student notifying them of the approval.
6. It is best practice for supervisors to **approve timesheets each Monday by 10am;** this allows some time for you and your student to work together if there is an error on the timesheet.
 - a. **The final deadline is 10am the Tuesday following the last day of the pay period.** Missing this deadline is what impacts the Late Timesheet Policy. If you do not think you will be able to approve timesheets in a timely manner or you will be unavailable for a period of time, please delegate this duty to a staff member that has knowledge of the student's schedule adherence and can meet the deadline. If a back-up cannot be appointed, it is best for the student not to work. **Late timesheets cannot be processed until the following pay period, significantly delaying the receipt of payment.**
7. Please note, by federal regulation we cannot approve timesheets without your **written approval,** so the email forwarded to our office **must** contain a copy of the timesheet and "approved" in the subject heading or the body of the email.

Ohio State Workday Time Tracking Job Aids and Videos for Student Employees

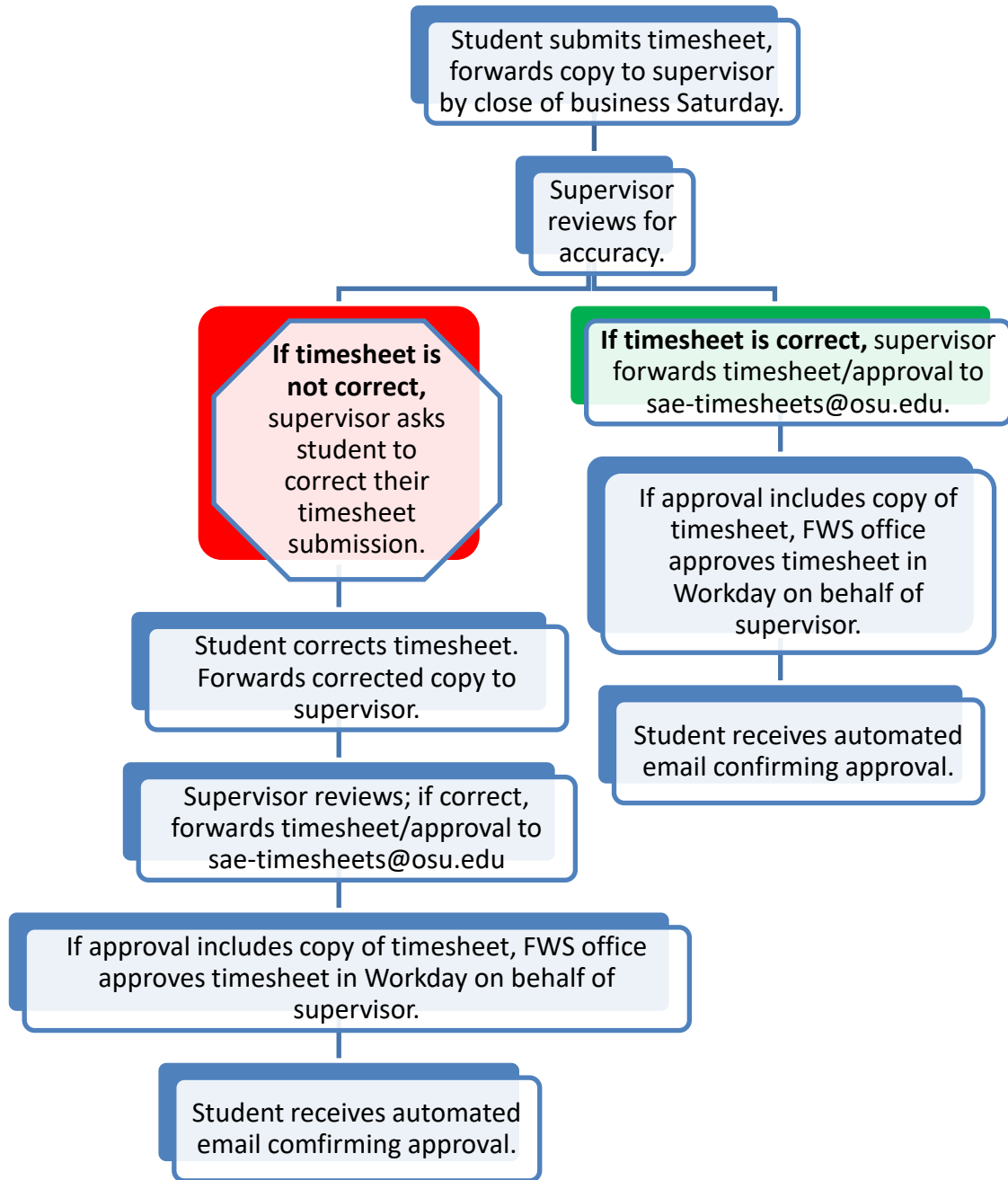
Job Aids

- How to enter time: <https://admin.resources.osu.edu/workday/workday-for-employees/time-entry-processes>
- How to correct time: <https://admin.resources.osu.edu/workday/workday-for-employees/time-entry-corrections>
- Mobile app version: <https://admin.resources.osu.edu/workday/workday-for-employees/time-entry-check-inout-mobile>

Videos:

- How to enter time: <https://admin.resources.osu.edu/workday/workday-for-employees/enter-time-time-calendar>
- How to correct time: <https://admin.resources.osu.edu/workday/workday-for-employees/time-entry-corrections>

FWS Off-Campus Timesheet Submission Flow Chart



- Students are to submit timesheets and forward a copy of their timesheet to their agency supervisor at the end of their last shift for the week. **This is to be done weekly, no later than close of business each Saturday.**
- Supervisors are to forward the timesheet along with their approval to sae-timesheets@osu.edu **each Monday by 10am.** If a timesheet requires correction, approval for that timesheet is due Tuesday by 10am.

There is a bi-weekly hard payroll deadline that falls on Tuesdays at 10am; there are no exceptions. Missing this deadline delays payment until the following Pay Period and counts against the Late Timesheet Policy Agreement. **Meeting the weekly deadlines ensures the hard bi-weekly deadlines are met and students are paid on time.**



University 2023 Biweekly Pay Period Schedule

| Pay Period # | Begins | Ends | Payday | Payroll |
|--------------|----------|----------|----------|----------|
| 1 | 12/18/22 | 12/31/22 | 01/13/23 | 01/03/23 |
| 2 | 01/01/23 | 01/14/23 | 01/27/23 | 01/17/23 |
| 3 | 01/15/23 | 01/28/23 | 02/10/23 | 01/31/23 |
| 4 | 01/29/23 | 02/11/23 | 02/24/23 | 02/14/23 |
| 5 | 02/12/23 | 02/25/23 | 03/10/23 | 02/28/23 |
| 6 | 02/26/23 | 03/11/23 | 03/24/23 | 03/14/23 |
| 7 | 03/12/23 | 03/25/23 | 04/07/23 | 03/28/23 |
| 8 | 03/26/23 | 04/08/23 | 04/21/23 | 04/11/23 |
| 9 | 04/09/23 | 04/22/23 | 05/05/23 | 04/25/23 |
| 10 | 04/23/23 | 05/06/23 | 05/19/23 | 05/09/23 |
| 11 | 05/07/23 | 05/20/23 | 06/02/23 | 05/23/23 |
| 12 | 05/21/23 | 06/03/23 | 06/16/23 | 06/06/23 |
| 13 | 06/04/23 | 06/17/23 | 06/30/23 | 06/20/23 |
| 14 | 06/18/23 | 07/01/23 | 07/14/23 | 07/04/23 |
| 15 | 07/02/23 | 07/15/23 | 07/28/23 | 07/18/23 |
| 16 | 07/16/23 | 07/29/23 | 08/11/23 | 08/01/23 |
| 17 | 07/30/23 | 08/12/23 | 08/25/23 | 08/15/23 |
| 18 | 08/13/23 | 08/26/23 | 09/08/23 | 08/29/23 |
| 19 | 08/27/23 | 09/09/23 | 09/22/23 | 09/12/23 |
| 20 | 09/10/23 | 09/23/23 | 10/06/23 | 09/26/23 |
| 21 | 09/24/23 | 10/07/23 | 10/20/23 | 10/10/23 |
| 22 | 10/08/23 | 10/21/23 | 11/03/23 | 10/24/23 |
| 23 | 10/22/23 | 11/04/23 | 11/17/23 | 11/07/23 |
| 24 | 11/05/23 | 11/18/23 | 12/01/23 | 11/21/23 |
| 25 | 11/19/23 | 12/02/23 | 12/15/23 | 12/05/23 |
| 26 | 12/03/23 | 12/16/23 | 12/29/23 | 12/19/23 |

This Payroll document has been amended by the FWS Office 7/29/2022 to include the biweekly payroll deadline. Timesheets not approved by the agency worksite supervisor before 10am on the biweekly payroll deadline will not be processed until the following pay period.

Pay Period 10 is the last pay period of the 2022-2023 academic year. Pay Period 11 is the first pay period of the 2023-2024 academic year.

Resource document: <https://busfin.osu.edu/buy-schedule-travel/payroll/paydate-schedule>