



2017-2018

FEDERAL WORK-STUDY

STUDENT EMPLOYEE MANUAL



THE OHIO STATE UNIVERSITY

STUDENT FINANCIAL AID

FEDERAL WORK-STUDY PROGRAM

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Welcome to the Federal Work-Study Program!

The Federal Work-Study Office wishes you great success this academic year. This manual serves as your guide to how the [Federal Work-Study Program](#) (FWS) functions at Ohio State, and explains your rights and responsibilities as a student worker within the program. Whether this is your first time using work-study at Ohio State or you are a work-study pro, it is always a good idea to read through the manual at the start of every year.

If you have any questions for the Federal Work-Study Office, contact us via email at sfa-jobs@osu.edu or ask a specialist at [Buckeye Link](#).



How work study works

Federal Work Study (FWS) is a form of federal financial aid, and like other forms of financial aid, it is awarded based on the Free Application for Federal Student Aid ([FAFSA](#)). FWS needs to be [accepted](#) in your financial aid [Award Summary](#) and is available provided that you are enrolled at least half-time. But unlike other forms of financial aid (scholarships, grants, and loans) FWS **does not** pay your tuition or housing charges directly. You must look for a job by reviewing the [job board](#), viewable only to FWS students, apply and be hired. Bear in mind, a work-study award is not a guaranteed job. You need to search, apply and interview for a position to get your award.

One perk of being a work-study student is that your employer knows you are a student first and an employee second. That's not to say that you are allowed to study while at work. When you're on the clock you should embody professionalism, Buckeye style! Leave your phone in your backpack, be punctual and focus on the task at hand. Employers know that students are not permitted to work during scheduled class times and that you cannot work more than 20 hours a week. They also know to be flexible during exams and that you may not be available to work during academic breaks.

Important things to know

- You cannot work when you are scheduled to be in class.
- You can work up to 20 hours a week/40 hours a pay period during the term.
- You must be enrolled at least half time in order to work.
- You must work for the hours you are paid.
- Work-study funds do not pay tuition or housing charges directly.
- Receipt of work-study funding is contingent upon meeting financial aid and enrollment criteria, therefore should not be used as a sole source of income.

Once hired, you receive a bi-weekly paycheck that can be used for anything you need. Your employer uses your work-study funds to pay you, so it decreases gradually as you work over the course of the year. You can monitor your balance in your Award Summary tab.

The screenshot shows the 'Award Summary' tab for the 'Summer 2014-Spring 2015' aid year. It features a table with the following data:

Award Name	Category	Offer	Accept
Federal Pell Grant	Grant	\$5730.00	\$5730.00
Federal SEOG	Grant	\$500.00	\$500.00
Federal Work-Study	Work/Study	\$2000.00	\$2000.00
Federal Subsidized Loan	Loan	\$3500.00	\$3500.00
Federal Unsub Loan	Loan	\$2000.00	\$0.00
		\$13730.00	\$11730.00

Below the table, it states 'Parent PLUS Loan Eligibility: \$4704'. A line is circled in black with the text: 'Work-Study Total: \$2000 Remaining Amount: \$1378.4'. Other links include 'Financial Aid Award Guide', 'Less Than Full Time Chart', and 'Shopping Sheet Link'. A 'Print Award Summary' button is highlighted in yellow. At the bottom right, there is a 'With' dropdown menu set to 'Home/Cu' and an 'Address' field.

The opportunities

Work-study employment opportunities are available on and off campus. On-campus jobs permit the most flexibility and allow you to network on campus. [Off-campus opportunities](#) with our approved non-profit agencies allow you to network with the larger Columbus community, apply what you're learning in the classroom and make a bigger impact.

Applying for positions

[The job board](#) is accessible only if you have accepted the award in your [Award Summary](#). You can log in to the job board within two business days of accepting the award—an error message will appear if you log on too soon. Outstanding verification or appeal items

To access the job board you must

- Receive FWS for the academic year
- [Accept your FWS award](#)
- Meeting all [financial aid criteria](#)
- Complete all [verification items on To Do List](#)

on your To Do List will also give you an error message. Once completed, you will regain access to the job board. Instructions on logging into and navigating the job board can be found on our [Student Financial Aid/Jobs website](#). When you find a job you'd like to apply for, be sure to follow the instructions, contact the employer listed on the form for an interview and print off a [Job Referral Form](#) as this will be needed for your interview.

To be hired and paid with FWS funds

- You must have financial aid for the academic year
- [Accepted your FWS Award](#)
- Be enrolled a minimum of half-time (6 credit hours for undergraduates, 4 credit hours for graduate students.)
- Be meeting all [financial aid criteria](#)
- No outstanding [verification or appeal items on your To Do List](#)

In order to begin working you need to be meeting a few federal financial aid eligibility requirements. First, you must be enrolled a minimum of half-time (6 credit hours for undergraduates, 4 credit hours for graduates), and be meeting [Satisfactory Academic Progress](#) standards. You cannot apply for a position during a term in which you are not meeting enrollment minimums or are otherwise not eligible. Remember, potential employers may want to hire you, but they will not be able to if you aren't meeting requirements.

The hiring process

Bring your [Job Referral Form](#) and a copy of your class schedule to your job interview and plan to leave them with the supervisor that you meet with. On-campus employers that hire you without a referral form risk hiring you into a non-work-study position. Off-campus employers must notate your rate of pay, sign the referral form and return it to our office. You cannot deliver the form to our office yourself; it must come from the employer.



The next few steps vary between on- and off-campus employers, but the basic steps are the same:

- The hiring supervisor submits the Job Referral Form to Human Resources (HR)
- HR provides you with payroll-related paperwork and in some cases, instructions for a background check. Note: Background checks are necessary in most cases, and can take from 10 to 30 days to complete; some employers require additional checks that can take longer. If required, you CANNOT begin work or volunteer until the results of a background check is in.

- Once your background check and HR paperwork are processed, you will receive an email from HR letting you know that you may begin working. HR will also provide a New Hire Packet that includes how to submit timesheets, request time off, set up direct deposit and more. HR will share your approval to begin working with your supervisor, which lets your employer know to contact you and schedule you to start work.
- For off-campus employers who don't have access to Ohio State systems, the FWS office handles the interactions with HR using the information from the Job Referral Form. If you've interviewed with an off-campus employer and you're not sure where you are in the hiring process, you can contact the FWS office at sfa-jobs@osu.edu. If you are being hired by a department at Ohio State, you can follow up with the supervisor listed on the Job Referral Form.

Paperwork and background checks

- Students cannot begin working until HR has received and processed all necessary documentation. For rehired students, this occurs annually.

Getting paid

Work-study students are **paid bi-weekly**. A [Payroll Calendar](#) will be included in your New Hire Packet. If you misplace your packet, most information can be found on the [Student Resources](#) page online.

Students are responsible for submitting their eTimesheets online **at the end of every week**. Once submitted, it is your supervisor's responsibility to review and approve your timesheets on time. If you are working with an off-campus employer, you must forward a copy of your submitted timesheet to your employer to be reviewed. Your supervisor will forward this to the FWS office with their written confirmation that your timesheet is correct. The FWS office can then submit it to payroll. **Remember, submitting timesheets on time = getting paid!**

Remember... Submit on-time every week = paid on-time!

If you are working with an off-campus employer, you must forward a copy of your submitted timesheet to your employer to be reviewed. Your supervisor will forward this to the FWS office with their written confirmation that your timesheet is correct. The FWS office can then submit it to payroll. **Remember, submitting timesheets on time = getting paid!**

It's also worth noting that your FWS earnings are taxable by the IRS but those earnings are FICA exempt and are not counted against your need-based eligibility for the following year's FAFSA. You can view your tax withholdings on your paycheck at [Employee Self-Service](#). For questions about W-2s or direct deposits, go to [Employee Self-Service](#) or contact [Payroll Services](#).

Timesheet falsification

Timesheet falsification is time recorded on your timesheet that you did not actually work. Timesheet falsification is a crime. Any student who falsifies 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.

Enrollment requirements

You must maintain at least half-time enrollment at Ohio State (6 hours for undergraduates, 4 hours for graduate students). 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.

If you will be facing an eligibility challenge that will impact your ability to earn work-study funding, discuss this with your supervisor. In limited cases they may be able to secure funds from a different source with which to pay you.

Consortium agreements

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.

Financial aid requirements

It's easy to forget that work-study is a form of federal financial aid. You must be meeting all requirements for financial aid eligibility in order to work, including:

Satisfactory Academic Progress: Work-study students must be meeting **Satisfactory Academic Progress** (SAP) requirements. Should you no longer be meeting SAP, **you immediately cease to be eligible to work**. If you submit a SAP appeal and it is approved, your work-study eligibility is contingent upon meeting the conditional requirements of the appeal while you are on probationary status. For those students who do not appeal, you may regain access to work if you self-correct at the end of a semester. For more information on the SAP appeal process, contact [Buckeye Link](#).

Verification: Federal regulations dictate that Ohio State ensures all students are eligible for the financial aid they are receiving. Ohio State may request **verification** from students and families of what was entered on the FAFSA to determine if a student is eligible for this specific award. If you are selected for verification, you cannot use FWS funds until you complete outstanding verification items in your To Do List. Once the verification and/or appeal process is complete, you can return to work provided you are still meeting the need-based component for the award.

Getting work-study next year

Because need-based aid is contingent upon the FAFSA being filed each year, student eligibility is reassessed each year and you cannot assume you will automatically receive the same financial aid package from one academic year to the next. For instructions on how to apply for Federal Work-Study for the 2018-2019 year go to sfa.osu.edu beginning October 1, 2017.

Tips to improve likelihood of getting work-study next year:

- File the FAFSA by the February 1 priority date, and if chosen for verification, submit those items on-time as well.
- Earn a portion of this year's work-study award
- Meet all federal eligibility criteria to receive federal financial aid

Work hour and funding limits

Limited funds

Federal Work-Study funds are limited in two ways:

1. Because FWS funds are tied to enrollment and the academic year, you have a limited time to secure employment and use the funds. Unused funds will not roll over to the next academic year, nor can they be “cashed out”. For this reason, awards can be canceled for students who do not begin using them by the start of spring semester so that we can further support others with FWS jobs.
2. The amount we have available to allocate each year is limited. To ensure we can award as many students as possible, Ohio State awards each student with a conservative \$1,500 per semester. If you are using work-study funds and are within \$500 of running out, please contact [Buckeye Link](#) or sfa-jobs@osu.edu to see if we can increase your award. We cannot promise funds will be available and not all students are eligible for increases due to financial aid restrictions, but we would like to review your case. If you are not eligible for additional need-based aid, we recommend that you discuss the issue with their supervisor to see if any other funding sources are an option.

Calculating how best to use your funds

Since funds are not designed to carry a student to the end of the year, you and your employer will want to calculate how far your award will stretch based on pay rate and hours worked. You can use the following formula:

- **Award amount** divided by **pay rate** = **total hours** of FWS you have.
 - **Example:** \$3000/\$9.25 = 324 hours
- **Total hours** divided by **hours per week** (cannot exceed 20) = **Weeks** the award will stretch.
 - **Example:** 324/20 = 16 weeks

Or

- **Total hours** divided by **weeks in a semester** (typically 16) = Average **hours per week**.
 - **Example:** 324/16 = 20.25 (you cannot work more than 20 hours per week).

In this example, this student has enough funding to work 20 hours per week for one semester. If the student were to work 10 hours a week, the award is likely to cover 32 weeks or two semesters.

Maximum hours allowed to work and holding multiple positions

Because you are a student first and an employee second, there are policies in place that limit the amount of hours you can work and be paid with work-study funds. **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 a non-FWS job on campus, the university imposes additional restrictions on the number of hours you may work to 28 hours a week; bear in mind, only 20 of those hours can be paid using work-study funds. If both positions are FWS, the combined hours between the two positions cannot exceed 20 hours a

week or 40 hours in a pay period. For more information, see section III.A.2. of the university’s student employment policy at: hr.osu.edu/public/documents/policy/policy1010.pdf?t=201463104327.

Typically, it is the supervisor’s responsibility to monitor the hours a work-study students is working. If you exceed the 20 hour allotment, your entire paycheck must be funded by your department instead of from work-study funds, which can be a very expensive mistake for your employer! If you are working only one position, the onus is on the department —not you—to monitor your hours and you should not be terminated for working more than the 20 hours allotted.

If you are working multiple positions, it is your responsibility to monitor your hours. Bear in mind, exceeding the hour limitations when you are holding down multiple positions means that one or both of your departments will have to pay you from their own funds instead of FWS funds. If you are repeatedly miscalculating your combined hours, your employers may have to terminate your position or ask that you choose just one employer.

Breaks and holidays: working “off term”

Work during breaks and university observed holidays

You may be permitted to work more hours during breaks by the FWS Office if funds are available and if your employer has work for you to do. You and your employer will be notified in advance of each break whether work will be permitted. The hour limit per week typically increases to 38 hours a week during breaks. Hours usually are not increased during university observed holidays. Students who work during a university observed holiday or breaks are paid their regular, hourly wage. You are not required to work over breaks and university observed holidays. In some cases, the office or off-campus agency you work for may be closed, so working may not be an option.

University observed holidays	
New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Columbus Day
Independence Day	Christmas Day
Labor Day	President's Day

Working during summer term

At Ohio State, FWS eligibility is tied to a student’s current enrollment. Summer term is the start of Ohio State’s academic year. You can use FWS during summer term provided you are awarded with FWS for the new academic year and are fulfilling the same financial aid and enrollment eligibility criteria required in autumn or spring semesters.

Any combination of summer 12 week term, 8-week, 6-week and 4-week sessions can be used to meet the 6 credit hour minimum enrollment requirement during summer term. Be advised that the workload for summer courses can be heavy due to the truncated nature of the courses. A student can begin working in summer when all HR steps for hire/rehire have been completed. It bears repeating, students that drop below half time at any point in the term immediately cease to be eligible to earn work-study funds. If you find you cannot handle the accelerated summer course load and will be dropping below half time, it is wise to discuss with your supervisor whether other funding options are available.

Using FWS during the summer extends the time in which to earn your award which means you could exhaust your award sooner than anticipated. While we can review student accounts when they have reached a FWS balance of \$500 or less, we cannot promise that we will be able to increase existing awards. We strongly suggest you discuss your situation and possible financial aid impacts with a [Buckeye Link counselor](#). You also have the option of looking for non-FWS summer employment on our [general job board](#).

Probation and different types of termination

Seasonal, voluntary and involuntary termination

Because we cannot confirm or deny a student's financial aid eligibility for the upcoming academic year, work-study students should automatically be terminated, also called **seasonal release or seasonal termination**, from their positions at the end of spring semester, which is the last term of the academic year. This does not mean you are not allowed to work in the same position each year—in fact, we hope you do! But because we can't promise you will be awarded with work-study each year you may need to go through the hiring process again annually. Each department handles this transition a little differently. Please discuss this annual transition with your supervisor.

Students who graduate in the middle of an academic year also fall into this seasonal category. They can expect their last day to work and use work-study funds to be the last day of the semester that they graduate. The [Federal Work-Study Calendar](#) lists the last day students can work.

Voluntary release is initiated by the student and can happen any time during the semester for a variety of reasons. You may discover that your ability to be successful in the classroom is being compromised by your work responsibilities. Or, maybe you would like to quit one position in order to work a different one. Regardless of the reason, it is professional courtesy to provide your supervisor with two weeks' notice, verbal and in writing, if you would like to quit your position. Your supervisor will work with HR to update your hiring record. Please note, your employer does not have the authority to refuse to release you from your work commitment.

Involuntary termination is when the employer initiates termination for reasons other than the temporary or seasonal nature of the position. Depending upon the circumstances of the termination, there may be ramifications to your work-study eligibility.

Here is a sample of reasons your employer may choose to terminate employment:

- The department does not have sufficient work.
- The department wishes to eliminate a job.
- The student's work or attendance is unsatisfactory.
- The student has violated the [Student Code of Conduct](#).

Federal Work-Study probation

Students who have been dismissed from their FWS employment for poor performance or attendance are eligible to be referred to another FWS job, but will receive a written warning from the FWS Office and will be placed on probation for the remainder of the semester, and the semester following the termination. Should the FWS Office be informed that a student is dismissed from a second FWS job for similar reasons, that student may have their FWS eligibility canceled for the academic year.

If the dismissal was due to violation of the [The Ohio State University Code of Student Conduct](#), 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.

Inappropriate activity

Any student who misuses university equipment or supplies, or commits any serious infraction of the [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. If as a student employee witnesses inappropriate activity that you do not feel comfortable bringing to the attention of your direct supervisor, you may contact sfa-jobs@osu.edu.

Sexual misconduct

The university maintains an environment for work and study free from sexual misconduct. You are encouraged to report concerns or complaints, regardless of whether you work on or off campus. Prompt corrective measures will be taken to stop sexual misconduct whenever it occurs. The Sexual Misconduct Policy and Procedures can be found at hr.osu.edu/policy/policy115.pdf. Reports of sexual misconduct can be filed with the Title IX Compliance Coordinator: titleix.osu.edu/.

We value our hardest working Buckeyes!

The Federal Work Study Program is designed to support our students with the greatest economic need as they embark on their educational and professional journeys. We strive to provide the professional development, networking opportunities and real-world experience our students need to be successful as they graduate and become our future leaders. In return, the enthusiasm, energy and talent of our students make The Ohio State University an enriching and unparalleled place to learn and grow. Buckeye Nation is strong in part because it is a reflection of the people that work here... **and that includes you, the student worker!**

We know that holding down a job while taking classes can be demanding. We know there are late nights, long days and so much to learn. We know this is new territory, that you are up for the challenge, and that you will thrive here. We know this because as your supervisors and mentors we witness daily how hard you work and appreciate you as fellow staff members. You inspire us, and we can't wait to work alongside you.

Resources for Work-Study Students

Federal Work-Study Program: Student Financial Aid: sfa-jobs@osu.edu

- FWS Job Board: sfa.osu.edu/jobs/federal-work-study-program/federal-work-study-job-board
- Resources: sfa.osu.edu/jobs/federal-work-study-program/student-resources
- Federal Work-Study FAQ: sfa.osu.edu/jobs/contact-us/fws-student-faq

Human Resources

- eTimesheet Tutorial: it.osu.edu/assist/assisttime/Submit%20timesheet.html
- Ohio State Human Resources Student Employment Policy: hr.osu.edu/public/documents/policy/policy1010.pdf

Office of the Controller: 614-292-2311

- Payroll calendars: controller.osu.edu/pay/pay-calendars.shtm
- Payroll services: controller.osu.edu/pay/pay-home.shtm
- University observed holidays: controller.osu.edu/pay/pay-holidays.shtm

Office of Student Life

- Code of Student Conduct: studentconduct.osu.edu/
- Buckeye OnPACE Career Modules: onpace.osu.edu/

Buckeye Link: buckeyelink.osu.edu, buckeyelink@osu.edu, 614-292-0300

- File the FAFSA: sfa.osu.edu/current-student/about-aid/file-the-fafsa
- Important dates: sfa.osu.edu/current-student/apply-for-aid/important-dates
- Satisfactory Academic Progress: sfa.osu.edu/contact-us/consumer-disclosure/satisfactory-academic-progress-policy
- Drop and withdrawal: sfa.osu.edu/contact-us/consumer-disclosure/drop-and-withdrawal
- Academic Calendar: registrar.osu.edu/staff/bigcal.asp