



The Role of the Federal Work-Study Departmental Contact

The Federal Work-Study Program at Ohio States employs approximately 2,500 students annually across all campuses. We currently have approximately 1,800 active Columbus Campus positions through over 500 Campus departments on our job board. This calls for a lot of coordination, and for this reason, we ask that there be only one contact per department that has editing access to the work-study job board and acts as the liaison between our office and the myriad of supervisors and Human Resource Professionals (HRP) associated with work-study employment.

You don't need to be an HRP in order to be a good work-study contact for your department, although due to the resources needed to be self-sufficient, many contacts tend to be HRPs. Every department handles the delegation of work-study related duties differently, and we have no wish to change this. We simply ask that we have **one person we can work with regarding job board access**, and that this person also is able to work with various supervisors to ensure the posts are correct. The work-study job board is not only a job board, but acts as our FWS database of position, student, and employer information for federal financial aid reporting purposes. For this reason it is very important that access to make changes to this database is restricted.

To be a good contact and be able to answer questions within your department, it helps to have access to the following resources and databases:

- **SIS access** to check the enrollment of potential work-study students to determine if they are eligible for hire; or a good working relationship with someone in your department with that access.
- **Access to eReports** to check remaining FWS award balances of students; or a good working relationship with someone in your department with that access.
- **Access to hire/terminate students via HRA**; or a good working relationship with someone in your department with that access.
- Access to approve timesheets in **eTimesheet**; or a good working relationship with someone on your department with that access.
- A good working relationship with those who **supervise** and manage work-study students. They may also be the individuals approving timesheets.

Before you decide whether you would like to be the contact for your department, consider the following duties:

- Creating new positions via HR Action on behalf of the department.
 - Using that data to create job board posts on the FWS job board.
- Reviewing and updating positions on the FWS job board annually to ensure they remain current as they roll over from one academic year to another.

- Your direct supervisor may request that you monitor and track interdepartmental position data for their own purposes. This varies greatly by department.
- The departmental contact listed on the FWS job board is sent automated Error Reports when a student is paid with departmental funds instead of work-study funds.
 - Sometimes aids departments by identifying and rectifying payroll errors with our office (varies greatly by department).
- Sometimes aids departments with eReports and additional funding requests.
- Submits Job Referral Forms for hiring purposes through HRA/HRP.
- Sometimes provides eTimesheet approval (direct supervisors who can confirm a student's schedule adherence should ultimately be approving timesheets).
- Acts as a resource within the department for basic FWS information, rules, regulations, and procedures.
- Providing optional read-only access to the job board, and field questions that arise related to that access. If this would create an administrative burden, you are not obligated to provide anyone with read-only access.

Being the main contact for your department does not mean we aren't happy to work directly with other members of your office. However, we find that having one person coordinating the efforts within their department helps streamline communication and resolves problems more quickly when they arise.

If you would like to be the Federal Work-Study Contact for your department, start by reaching out to the current contact in your department to explore if that transition is an option. We would need a request in writing from the current contact in order to change whom is in this role.

If you know your department does not currently have a Federal Work-Study account, please email us at sfa-jobs@osu.edu, and we will be happy to set you up as the contact.