



Office of Financial Aid

Federal Work Study Manual for Supervisors 2017-2018 Year

Federal Work-Study (FWS) funds are considered self-help aid for students. The FWS funds provide part-time employment for students with financial need. Priority is given to students who complete the FAFSA application by **February 15th**. Federal Work Study is awarded on a first-come first-serve basis. There is also a waitlist for students who miss the deadline or complete the FAFSA late. Please have any interested waitlist students email the Federal Work Study coordinator directly (Harrison Fowler, hfowler@ndm.edu). Eligible students earn money to help pay for educational expenses. FWS earnings are distributed to the students via a monthly paycheck from Notre Dame of Maryland University. Students can also request that their paycheck go directly to their charges if applicable. Awards are generally capped at \$1,200/year based on the average earnings. Funding is limited; therefore, not all students meeting the criteria will receive FWS funds.

The supervisor from each department must read this FWS manual to ensure that the FWS processing will be done in compliance with federal regulations. In order for students to apply for a job, the appropriate person from campus departments will need to send a job announcement to Mary Priebe in the Career Center.

The job posting will be viewable to students online in late August. * Please save a copy of your job description so it can be used from year to year.

For the 2017-2018 academic year Federal Work Study payroll will be administered from the Financial Aid budget.

FWS Process

1. Students with financial need will be awarded up to \$1,200/year in FWS until all the funds are used.
2. In May, an email will be sent out to departments to post the jobs on the web.
3. In late July/early August, an email will be sent to new and returning Women's College students with FWS awards announcing the start of the FWS activation cycle.
4. New Hires will be required to attend FWS Job Fair on August 29th and 31st and return FWS Hire Packet by September 23rd
5. Rehire students (students returning to the same department from the previous year) must also turn in the FWS Hire Packet by September 23rd
6. Students who may be eligible for FWS but did not complete FAFSA by priority deadline or sent their other financial aid paperwork late will need to contact the FWS coordinator to be placed on the FWS waitlist.

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7. The departments are strongly encouraged to verify with FWS coordinator that the student they hire does in fact have a FWS award. Students can view on WebAdvisor if they have been awarded FWS or not. Only students with an FWS award will be admitted to the FWS Job Fair. The students will be sent multiple reminders about the deadline to secure a FWS position. The students who do not find jobs by the deadline will have their FWS awards cancelled.

*****No student will be allowed to start working until the supervisor has verified with the Federal Work Study Coordinator (Harrison Fowler) that there is a valid Federal Work Study Authorization form on file.*****

8. The community service sites will be given the priority for hiring. 7% of all federal work study funds must be spent on students working in community service locations. For 2017-18 Notre Dame will be meeting the requirement by utilizing GEI students and Bonner Leaders.
9. Once the Deadline for paperwork has passed for Federal Work Study, the Office of Financial Aid will determine which students from the FWS Waitlist are eligible for Federal Work Study Funds. Supervisors must make all positions available to students who have been awarded Federal Work Study and met the deadlines.
10. Any unfilled FWS positions will become available to all students after September 23rd to ensure that other students without FWS awards will be hired using institutional funds. If a supervisor does not have institutional funds to pay students then he/she **must** send an email to the Mary Priebe in the Career Center to remove the job from the web.
11. Human resources department will be responsible for collecting all employment and payroll paperwork from students and departments. Any returning FWS employees only need to complete a student worker agreement in HR and Federal Work Study Authorization Form. Students who have never worked on-campus before must complete a **FWS Hire Packet**.
12. The FWS coordinator will monitor students' FWS earnings along with the departments where the students will be employed. A warning e-mail will be sent to the student's supervisor once the student starts approaching the FWS limit; **this will be when a student will have \$200 or less of their award amount left to earn.**
13. Each month HR will send a payroll report to the FWS coordinator. The information will be entered in an excel spreadsheet to keep track of students' earnings. If a student depletes or exceeds her FWS award, the student and supervisor will be notified that they have exhausted their FWS money. The student will need to contact a supervisor to find out whether or not the employment could continue using institutional funds.



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It is the responsibility of the supervisor and the student to be aware of what the award amount is and to keep track of the student's earnings. The FWS coordinator does not get the payroll report until after the student has already earned the money.

14. Department supervisors are to follow the rules for submitting payroll as determined by Human Resources. Students will have their FWS cancelled if time is not reported for two consecutive months. The supervisor and student will be notified via email. Any timesheets turned in after notification of cancellation will be paid from the department's budget.
15. It is the responsibility of the department supervisors to inform the FWS coordinator if and when a student quits or is terminated from employment.
16. At the end of the first semester, the FWS coordinator will review all students' payroll. FWS awards could be adjusted based on the average hours that the student works or if the student is not turning in timesheets on a regular basis. The FWS coordinator will use a professional judgment and consult with the supervisor to determine if any student's FWS dollars should be decreased. It is important that the students use their entire award or it affects the amount the school can be eligible for the next academic year.
17. Office of Financial Aid will keep the copies of the FWS authorization form and job description received in students' files.



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Acknowledgement and Receipt

Signature on this receipt acknowledges that you, the FWS supervisor, have reviewed the Notre Dame of Maryland University Federal Work Study Manual for Supervisors. Please sign and date the receipt.

Statement of Certification

I, _____, certify that I have received and reviewed the Notre Dame of Maryland University Federal Work Study Manual for Supervisors.

I further understand that, by signing this statement, as required, I am indicating that I have read the FWS manual and understand its contents, or have discussed questions I have with the Federal Work Study Coordinator.

Supervisor's Name (Please Print)

Signature

Date

*Please return to the Office of Financial Aid.

*A hold will be placed on the Federal Work Study payroll if this form is not received by Office of Financial Aid