Federal Work-Study
Supervisor/HR Partner Training

Trevor Long, Student Financial Aid Program Manager
Agenda

1. What is Federal Work Study & What are the Benefits?
2. Approved Position Types
3. Student Eligibility & Requirements
What is Federal Work Study, and what are the benefits?
What is Federal Work Study?

Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses. FWS encourages community service work related to the student’s course of study and should be equally beneficial to the student and the department.

To be eligible, students must demonstrate a certain amount of unmet need to qualify for FWS as determined by the Free Application for Federal Student Aid (FAFSA) and by completing the Georgia Tech Application (GTAPP) annually. The OSFA performs need-based calculations on a predefined formula basis for all students, and FWS funding is awarded accordingly until funds are exhausted.
Federal Work-Study is unique in allowing students to take advantage of opportunities that may not be available to them in their typical employment environment. Being able to work with professionals, jobs related to their major, and gain experience that proves beneficial to their graduation are all benefits to employing these students.

Additionally, the Department of Education (DOE) encourages schools to take advantage of the program since the hiring department will only have to pay 25% of the student’s FWS wage up until their term cap limit. This means the Department of Education will pay 75%, saving your department a significant expense.
Position Types

Lab Assistants
Student Assistants
Researchers
Technical Assistants
Tutors

JumpStart (Civic Engagement Tutors)
Ameri Reads & Counts Tutors
CEISMC
Student Eligibility & Requirements
Establishing Eligibility

**FAFSA**
Students must complete the Free Application for Federal Student Aid annually to have their eligibility reviewed for Federal Work Study.

**GTAPP**
Students must also complete the Georgia Tech Application for Scholarships & Financial Aid annually and select ‘yes’ to interest in Federal Work Study.

**Financial Aid Notification (FAN)**
If the student completed their FAFSA and GTAPP and has met all requirements, OSFA will package and award a Federal Work-Study to show on their Financial Aid Notification/Award Notice in OSCAR.
Student Requirements

**Enrollment**
The FWS Student must maintain half-time enrollment at the Institute. If a student drops their course schedule or completely withdraws, they must cease working immediately.

**Weekly Work Limit**
Maximum of 20 hours per week (Sunday-Saturday). Specific employment dates are listed on the OSFA FWS webpage.

**Scheduling**
FWS Students are prohibited from reporting to work during scheduled class or exam times. In cases of cancellation, documentation must be provided to the FWS Program Manager. **NO Exceptions!**

**Time Reporting**
FWS students are required to report time daily in OneUSG. **If they cannot report time, they should NOT be working.**
Student Requirements

Satisfactory Academic Progress
FWS students must maintain good academic standing within the Institute and adhere to Satisfactory Academic Progress (SAP) standards throughout their employment terms.

Human Resources Compliance
Before commencing work, FWS students must fulfill all human resources prerequisites, including any necessary onboarding requirements (i.e., I-9 Verification Process).

Notification of Eligibility Changes
FWS students must promptly inform the Office of Scholarships and Financial Aid and their supervisor of any FWS eligibility or award amount alterations. Adjustments or cancellations to the FWS award may occur at any point in the academic year if there is a lack of unmet need.

Multiple Jobs
FWS students are prohibited from holding multiple positions within the Institute.
Hiring a FWS Student

Step One
To request a position, please obtain a Position Request Form by emailing fws@finaid.gatech.edu. Complete the form entirely and promptly return it to fws@finaid.gatech.edu. Upon receipt, a signed copy will be returned, and your position will be posted.

Step Two
Respond to student inquiries, conduct interviews, and make final hiring decisions. Before interviewing the student, request that they show the FWS award on their FAN.

Step Three
Complete the direct hire eRequest and submit it to the Administrative Services Center (ASC) for processing. ALWAYS include the signed position request form and the financial aid notification from the student. Students can retrieve this notification from their OSCAR portal.
Examples:
Example Position Request Form (PRF) & Financial Aid Notification

### Employer Information
- **Department:**
- **Department Work Tag:**
- **Supervisor Name:**
- **Supervisor Phone:**
- **HR Representative Name:**
- **HR Representative Phone:**

### Federal Work Study Position Information
- **Student Assistant:** $1,250.00
- **Technical Assistant:** $1,250.00
- **Lab Assistant:** $1,250.00
- **Unpaid Research:** $1,250.00

### Financial Aid

<table>
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<th>Type</th>
<th>Fall 2023</th>
<th>Spring 2024</th>
<th>Amount</th>
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<td>$1,250.00</td>
<td>$1,250.00</td>
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<tr>
<td></td>
<td>$1,250.00</td>
<td>$1,250.00</td>
<td></td>
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</tbody>
</table>

**Work**

A work program through which you earn money to help you pay for school.

- $2,500.00 ACCEPTED
- (-$2,500.00)

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*Please note that the Administrative Services Center (Human Resources) will not approve the Office Request without an approved SRF signed by PWS Program Management. Failure to adhere to these policies could result in the loss of future PWS allocations for your department. Ensure completed forms are attached to your subject line.***

**PWS Program Manager Signature:**

*Note Georgia Tech's Incentive Only.*

**Note:** Office Use Only

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*Note Georgia Tech's Incentive Only.*

**PWS Program Manager Signature:**

*Note Georgia Tech's Incentive Only.*

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*Note Georgia Tech's Incentive Only.*

**PWS Program Manager Signature:**

*Note Georgia Tech's Incentive Only.*

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*Note Georgia Tech's Incentive Only.*

**PWS Program Manager Signature:**

*Note Georgia Tech's Incentive Only.*
Example Direct Hiring E-Request

- Indicates required
  - Hire Type
    - Student
  - Hiree Information
    - Hiree Lookup (By Name or GTID)
      - [ ] Hiree Lookup Not Found
    - [ ] Hiree Lookup Not Found
    - Opened For
      - Trevor Long (Office of Schl & Financial Aid)
  - Position/Job Information
    - Position/Job Information
      - Is there an existing Position?
        - No
      - Job
        - [ ] 901X01: Work Study
      - Pay Frequency
        - Hourly
      - Hourly Pay Rate
        - Must Fall Within Rate Listed on PRF Form
      - Hours
        - No more than 20
      - Background Check
        - Department’s Discretion
  - Hiring Supervisor's Information
    - Hiring Supervisor
      - Desired Start Date / Target Assignment Date
        - MM/DD/YYYY
      - [ ] Expected End Date / Assignment End Date
        - MM/DD/YYYY
    - Work Department Number
      - Office of Schl & Financial Aid
    - Location
      - [031] Moore, Bill Student Success Center

Very Important!

- Existing Position: No
- Job: MUST be 901X01- Work Study
- Pay Frequency: Hourly
- Hourly Pay Rate: Must Fall Within Rate Listed on PRF Form
- Hours: No more than 20
- Background Check: Department’s Discretion
- Desired Start Date/End Date should correspond with the beginning of the pay period, and last day of employment for that specific FWS term.
Example Direct Hiring E-Request

Very Important!

The distribution ratio for WorkTag is consistently 75/25%.

The department is responsible for covering 25% of the expenses. These funds must not originate from federally sponsored funds or grants and must come from non-federal sources.

The Department of Education will cover the remaining 75%. You must allocate the appropriate WorkTag based on the fiscal year (FY).

Upon completion, two WorkTags should accurately represent the 75% and 25% distribution.

Exceptions:

In specific cases, such as community service positions like CEISMC, JumpStart, or AmeriCorps, authorization for 100% federal share may be granted. In such instances, utilize the relevant FY WorkTag.

A signed PRF form and FAN must be attached.
Supervisor Responsibilities
In addition to hiring responsibilities...

• The supervisor must be a full-time, non-student employee within the department at the university.
• The supervisor will be the primary contact for all Federal Work-Study (FWS) correspondence within the department.
• It is the supervisor's responsibility to ensure the department's adherence to all FWS policies and procedures.
• The supervisor must oversee the FWS student's compliance with their maximum semester award limit. If the student is nearing this limit, timely responses to transfer or termination correspondence are required.
• Supervisors must monitor the student's work hours to ensure accuracy and compliance with schedule limitations, specifically ensuring that they do not exceed 20 hours per week or work during class time.
• Lastly, the supervisor must approve student timesheets within OneUSG.
MSS Transactions & Audits
The direct supervisor and/or HR Partner will serve as the primary conduit for reviewing and approving EDR requests, position change funding requests, and promptly entering any MSS transactions as requested by the OSFA Program Management Team.

Please note that requests are only initiated by the OSFA Program Management Team if an error requiring resolution is identified. While you will typically receive notification, sometimes, notification may not be provided. If you have any questions, please feel free to email fws@finaid.gatech.edu for assistance.

Any requests submitted by the department are to be ad-hoc to a member of the OSFA Program Management Team (either Trevor Long or LaTonya Harrell). Commitment Accounting & OHR will not approve requests without a proper ad-hoc.

Requests to transfer students to BWS, resolve overages, or change position funding requests are expected to receive a response within 3 business days. Prolonged wait times may lead to the escalation of errors or result in backend accounting issues.
Audits

Departments may be audited anytime by the OSFA FWS Management Team or OSFA Leadership. Failure to furnish FWS documentation or comply with FWS policies and procedures can result in losing FWS hiring privileges.

Given that the Department of Education directly audits the OSFA, it is imperative that we collectively ensure proper administration of the program throughout the Institute. **Compliance is a shared responsibility.**

Criteria reviewed during audits include, but are not limited to:

- Time entry and over-award issues
- Potential overlaps between work and class/exam schedules
- Batch approval processes in OneUSG
- Adherence to specific work parameters
- Adherence to proper hiring procedures
2024-2025 Timeline & Whats New!
2024-2025 FWS Timeline

May 15th - Fall Position Request Forms Sent

June 21st - Fall Position Request Form(s) due back to OSFA

July 8th - 2024-2025 Positions Posted

August 1st - Submit Direct Hire eRequest for New Hires and Rehires for Fall 2024 Start Date

August 19th - First day of Fall 2024 Classes (FWS Students Begin Work)

December 12th - Last day of Fall 2024 Classes (Fall Employment Only Ends)
2024-2025 Pay Increases

- Student Assistant I (75% FWS / 25% Dept) - $8.80 - $11.00
  Student Assistant II (75% FWS / 25% Dept) - $11.00 - $13.50
  Student Assistant III (75% FWS / 25% Dept) - $13.50 - $15.20 - NEW!

- Technical Assistant I (75% FWS / 25% Dept) - $9.35 - $13.00
  Technical Assistant II (75% FWS / 25% Dept) - $13.00 - $15.20

- Lab Assistant I (75% FWS / 25% Dept) - $9.35 - $13.00
  Lab Assistant II (75% FWS / 25% Dept) - $13.00 - $15.20

- Undergrad Researcher I (75% FWS / 25% Dept) - $9.35 - $13.00
  Undergrad Researcher II (75% FWS / 25% Dept) - $13.00 - $15.20

- Tutor (75% FWS / 25% Dept) - $11.00 - $16.00
  Tutor AmeriCorps or Jumpstart - (100% Federal Share Authorized) - $11.00 - $16.00

*When hiring students, it's crucial to prioritize pay equity, ensuring that they are fairly compensated in a manner that truly reflects the responsibilities and value of their work.*
Questions?
Thank you!

fws@finaid.gatech.edu

404-894-3437