



**Federal Work-Study and Program Student Employee
Supervisors Handbook
2018-2019**

This document serves as a reference guide for Federal Work-Study (FWS) and Panther Work Program (PWP) employees and supervisors. The goal of the FWS Program is to promote student employment opportunities for students who desire job experience and to assist those students who need earnings to help meet educational expenses. Please visit <http://sfs.gsu.edu/> for questions or concerns not addressed in the FWS and PWP Handbook.

Contents

The Federal Work-Study Program	3
The Panther Work Program	3
Qualifications for the Federal Work-Study Program	3
Qualifications for the Panther Work Program	4
Job Codes for Federal Work-Study and Panther Work Student Employees	4
Job Approval	5
Employment Periods for Each Term	5
Pay Information	5
Federal Work-Study Program (FWS) Wage Guidelines	6
Policies	7

The Federal Work-Study Program

The goal of the FWS Program is to promote student employment opportunities for students who desire job experience and to assist those students who need earnings to help meet educational expenses.

The Office of Financial Aid is responsible for coordinating work-study employment for the Atlanta campus and Perimeter College (PC) campuses, participating non-profits, and community organizations. Prior to and during each academic year, information about job openings is posted on the financial aid web page under Student Employment "Work-Study".

The program encourages community service work and work related to the student's course of study. The FWS award amount is determined when the student applies for work-study, the student's level of financial need, and the funding level at GSU at the time the student applies. In addition to earning money, benefits of the program include available positions on-campus and off-campus with flexible schedules, building professional relationships, and gaining valuable experiences.

The Panther Work Program

The Panther Work Program is very similar to the Federal Work-Study Program. Students will be paid \$8.75 per hour. Students will receive their Fall/Spring Semesters Job procedures via email with instructions to contact prospective employers for interviews. Once employment has been agreed upon, the Employer/Supervisor must complete a Hire Form via OneUSG and submit for approval to the Office of Student Financial Aid.

Qualifications for the Federal Work-Study Program (including but may not be limited to the following)

- Demonstrate financial need based on family financial information submitted on the Free Application for Federal Student Aid (FAFSA - fafsa.ed.gov) for the current year. All required forms and documents must be submitted on time. Deadlines are established by the Office of Student Financial Services (Financial Aid). Federal Work-Study funds are awarded on a first-come first-served basis, until all funds are exhausted.
- Must be enrolled at least half-time as an undergraduate student.
- Must maintain satisfactory academic progress and be in good standing with the University.
- Be a citizen, immigrant, refugee, or a permanent resident of the U.S.

Qualifications for the Panther Work Program

- Demonstrate financial need based on family financial information submitted on the Free Application for Federal Student Aid (FAFSA - fafsa.ed.gov) for the current year. All required forms and documents must be submitted on time. Deadlines are established by the Office of Student Financial Services (Financial Aid). Panther Work funds are awarded on a first-come first-served basis, until all funds are exhausted.
- Must be enrolled at least half-time as an undergraduate student.
- Must maintain satisfactory academic progress and be in good standing with the University.
- Be a citizen, immigrant, refugee, or a permanent resident of the U.S.
- Must be Pell eligible
- Must not be HOPE eligible
- Must not be receiving FWS
- Must be a Georgia resident
- Must be enrolled in a 4-year program at Atlanta Campus

***Students will receive communication regarding FWS and PWP procedures via email. The supervisor must complete a Hire Form via OneUSG and submit for approval to the Office of Student Financial Aid.

Job Code for Federal Work-Study and Panther Work Student Employees

Please see the following job codes to be used on the Hire Form for **on** campus jobs:

Atlanta Campus Federal Work Study- SA000AL002

Panther Work Program- PWP*****

The Office of Student Financial Aid cannot guarantee that each position requested will be filled. Every attempt will be made to accommodate the departmental requests as funds allow and students are available. All FWS /PWP Job Postings should be made available to students to access at:

http://career.gsu.edu/students_handshake/

For recruiters to post positions [Log in at GSU.JoinHandshake.com](https://support.joinhandshake.com)

Please review the following tutorials.

Tutorials:

<https://support.joinhandshake.com/hc/en-us>

Select – “Employer” – “2 Minute Training Videos” – “Video: How to Post a New Job”

Job Approval

In order to have your position approved you must submit the following information to the Office of Student Financial Aid by sending to fws@gsu.edu:

- Name:
- Panther ID#:
- Employment start date:
- Location:
- Position Title:
- Hourly Rate:
- Supervisor:
- Supervisor number:
- Supervisor email:

The following paperwork must be completed with the Human Resources Office prior to the student beginning work. The student **cannot** begin work until all paperwork has been completed: Please view hire packet and I-9 information by clicking on the link below:

I-9 Verification: www.newI9.com and hire packet: http://managers.hr.gsu.edu/files/gravity_forms/1-02e6ecd3857a89f67b0161de291608bc/2017/01/TempandStudent2017.pdf

- A. Complete hiring form with the Human Resources Office
- B. Submit a copy of the student's photo ID
- C. Submit a copy of the student's Social Security Card
- D. The student must show a copy of their permanent resident card if they are a permanent resident of the US.

If the student doesn't have these forms of identification, please contact Human Resources at (404) 413-3270 to find out what forms of alternative identification will be accepted.

Employment Periods for Each Term

Fall Semester	08/20/2018	-	12/21/2018
Spring Semester	01/14/2019	-	05/10/2019
Summer semester	05/13/2019	-	06/07/2019

Pay Information

Please view the following Payroll Schedule for federal work-study and PWP students at <http://employees.hr.gsu.edu/payroll/important-dates/reporting-deadlines/>

FEDERAL WORK-STUDY PROGRAM (FWS) WAGE GUIDELINES

Salary Range

Level 1 Basic Support Functions

\$8.00 - \$8.50

No experience or general experience

Minimal technical ability

Minimal responsibility

General clerical duties

Level II Skilled Support Functions

\$8.75 - \$9.00

Prior job related experience

Average to extensive technical ability

Level III Advanced Support Functions

\$9.50-\$10.00

Proficient in Microsoft Office

Extensive experience

Panther Work Employment

\$8.75

On Campus Employment

Level IV Community Service

\$10.00 - \$12.00

Off Campus Employment

Policies

Causes for Financial Aid Award Adjustments:

Listing of Factors:

The following circumstances may cause your Financial Aid Awards to be adjusted:

- ✓ You withdraw from the university.
- ✓ Your enrolled hours change (you drop below full-time or below half-time (six credit hours) or you stop attending your classes).
- ✓ You receive additional financial aid or outside financial resources. This includes scholarships, veteran's benefits, third party payments (state fee waivers or dependent student discounts), etc.
- ✓ You register for all Regents Online Degree Program (RODP) courses.
- ✓ You do not meet our satisfactory academic progress guidelines to receive financial aid.
- ✓ If a student does not have a position within 30 days after being awarded, their funds will be cancelled.

Communication between student and supervisor:

Good communication between the student and the supervisor is essential to make the job satisfying to both the employer and the employee. A FWS student is expected to conduct him/herself in the same manner as all other department staff members. Also, it is up to the supervisor to allow the student to have a break if they work for six consecutive hours. Please refer to Georgia State University's handbook for a more detailed explanation of policy **section 505.5 of the GSU employment Handbook.**

The Office of Financial Aid does not become directly involved in a problem between a student and supervisor unless a solution cannot be reached by the supervisor and the student employee. After every effort, has been made to reach an acceptable solution, the FWS representative should be contacted. In the event of termination, a two-week notice should be given to the student by the Department Supervisor. A student employee who has been found in extreme violation of college or organizational policies may be terminated without notice. In some cases, the student will be reported to the Dean of Students, Internal Auditor, and possibly Public Safety.

If a student is not performing his/her job and is not making an effort to remedy the situation, the following steps should be taken:

Oral Warning → Written Warning → Termination

A student will be paid for hours worked before the date of termination/resignation. When a student employee finds it necessary to resign or leave a job he/she should give the employer a two-week notice.

The Office of Student Financial Services (Financial Aid) must be notified whenever a student terminates employment with a department. Students terminating from one department and desiring employment in

another department must get approval from the FWS representative and complete the necessary paperwork before working in the new department.

Supervisor (Employer) Rights and Responsibilities

A clear explanation of the procedures for submitting completed time worked and for receiving paychecks must be provided to the student. Furthermore, the student must receive instructions from supervisors regarding procedures to be followed if the student cannot report for a scheduled work period. A procedure for stating concerns related to the job or the supervisor should be agreed upon. A student has the right to be excused and hours rescheduled if the employer does not have a work assignment prepared.

Employing departments have the primary responsibility for monitoring FWS/PWP students' earnings. Students will benefit from being included in this process; however, departments, not students, will be held accountable for funding excess earnings that result from negligent monitoring practices. Students must be paid for all time worked.

The supervisor must establish the department policy in compliance with state and federal laws and inform the student employee of the rules before hiring the student. Please schedule a non-conflicting work schedule with students before they begin work and ensure students are not working during scheduled class hours (even if class is dismissed early). Supervisors are expected to properly train the student employee.

When establishing the rate of pay for students, the employer must adhere to university wage guidelines. A copy of these guidelines is enclosed for your examination.

Each FWS position should have a job description that includes the following information:

1. The name and address of the student's employer,
(Department, public agency, nonprofit organization)
2. The purpose of the student's job
3. The student's duties and responsibilities
4. The job qualifications
5. The job wage rate or range
6. The length of the student's employment (beginning and ending dates)
7. The name of the student's supervisor.

Please see the following example:

Georgia State University Office of Student Financial Aid
P.O. Box 4040 Atlanta, GA 30302-4040

Position: Federal Work-Study Student

Starting Date: 8/22/2017

Ending Date: 5/02/2017

Wages: \$8.00 - \$9.00 per hour

Job Qualifications: Student must be currently enrolled. Student must have federal work-study awarded for the year. Student must be able to handle confidential information.

A strong customer service orientation is essential, as is the ability to prioritize effectively.

Strong written and verbal skills, advanced computer skills are a plus as well as the use of a fax, printer and copy machine.

For any Federal Work-Study or Panther work award concerns please submit the requested information to fws@gsu.edu.