

Work-Study Students

I. Federal Work Study (FWS) Program

- a. Student must apply for FWS by submitting a Free Application for Federal Student Aid (FAFSA)
 - i. Students are notified of eligibility as part of their year-specific financial aid package
 - ii. FWS is awarded on an annual basis, therefore, students must reapply and qualify each year
- b. Only students who have been awarded FWS may participate in FWS employment opportunities
 - i. Students may hold only one FWS position at a time (other non-FWS employment is fine)
 - ii. Students are not permitted to work more than 20 hours/week
- c. Students are provided a maximum FWS award amount – earnings must not exceed award amount during the enrollment period
 - i. The FWS team will contact students and their supervisors if the student's total earnings is within \$550 of their FWS award AND/OR a student's total earnings have exceeded their FWS award
 - ii. If the student's earnings exceed their award, supervisors will be required to submit a PAAT entry for the overage and either convert the student to departmental funding or end their employment
- d. Students may only work during periods of active enrollment
 - i. Fall/Spring Semester: Work may begin on/after the first day of classes and must stop on/before the last day of exams
 - ii. Winter Break: Work is NOT permitted between semesters
 - iii. Summer Terms: Funding is NOT available for Summer FWS
 - iv. Student Breaks: Students may work during Fall Break and/or Spring Break
 - v. Work is NOT permitted during university holidays (Thanksgiving, New Year's, Labor Day, etc.)

II. Establishing Work Study Positions

- a. Position be approved by the Office of Scholarships and Student Aid (OSSA) prior to posting on JobX
 - i. Positions must provide students with opportunity to develop/expand professional skill sets and should correspond with academic/career-related interests
- b. OSSA has established a Job Classification System (JCS) to assist with determining equitable compensation based on job requirements
 - i. Level 1 (\$7.25-\$8.30): No experience or previous training required. Positions that perform routine tasks with minimal responsibility; student employee works in well-supervised setting
 - ii. Level 2 (\$8.30-\$10.05): Little or moderate experience, technical knowledge, or previous training is necessary. Student employee must demonstrate ability to learn new tasks and work independently with moderate supervision.
 - iii. Level 3 (\$10.05-\$11.80): Moderate to substantial experience, technical knowledge, or previous training or certification is necessary. Student employee must possess a high level of competency with a specialized skill, and readily demonstrate the use of independent judgment, decision-making ability, and to work responsibly with little or no direct supervision. Previous work experience at a lower level within the same department may be required.
 - iv. Level 4 (\$11.80-\$13.55): Qualifications/scope associated with Level 3 in addition to requiring an individual who possesses substantial experience, advanced technical knowledge, and previous training or certification. The student may be expected to manage research, analyses, publications, instruction, or other special projects or activities of significant scope.

III. JobX

- a. JobX is the current system of record for all FWS placements
- b. On June 1st, the JobX site is opened for supervisors to post positions
 - i. FWS jobs must be submitted by June 30th to guarantee they will be available when the system opens to students in August
 1. Jobs submitted July 1-21st may not be posted by August 1st
 2. Jobs submitted after August 31st will not be accepted
- c. On June 2nd, FWS staff begins approving and displaying jobs on the website
- d. On August 1st, FWS students are granted JobX access to view and apply to jobs
- e. August 22nd, supervisors confirm that students have completed all requirements and can allow students to begin work after developing a work schedule

- f. Supervisors can create new positions or update positions from previous years (recommended)
- g. Once you have selected the student(s) you are interested in hiring, you will need to conduct an interview (in person, via phone, or over the internet)
 - i. Supervisors are not required to interview students if they worked in the same position in the previous year
- h. You are required to notify a candidate you do not wish to hire
- i. Supervisors need to extend an offer of employment (email, via phone, in person, etc.) and it is best practice to include the following items in the offer:
 - i. Name of position, academic term(s) during which the student will be employed, wage rate and number of hours/week, deadline by which the applicant needs to give a decision, a method by which the applicant can reach out if they have questions
- j. Once student has accepted offer, supervisor will need to update JobX to officially hire the student
 - i. Students MUST be hired through JobX. Students hired without authorization through JobX will have all earned wages retroactively charged to the hiring department and the department may be removed from the FWS program

IV. Hiring Work Study Students

- a. Departments should provide HR Specialists with confirmation email provided by Work-Study Office.
- b. HR Specialist will work with the student to ensure they have completed required employment forms: NC4, W4, Direct Deposit, and I-9
 - i. For I-9, student MUST provide official/original identification documentation as appropriate
- c. HR Specialist either submits action to create a new work-study position or utilizes an existing position and updates the information if necessary
- d. Following position action (if needed) and completion of employment forms, HR Specialist submits hire action in ConnectCarolina
- e. Work hours are tracked in TIM
 - i. Student must complete the CBT for "[Time Stamp Student and Temp Employees](#)" on the first day of work
- f. Supervisor Responsibilities
 - i. Becoming a Federal Work-Study Supervisor
 - 1. Review the [FWS Supervisor](#) and [JobX Supervisor](#) training presentations
 - 2. Complete the [FWS Supervisor Training Certification Form](#)
 - ii. Student should not engage in work before the hiring/payroll process is complete. Additionally, students should not begin work before August 22nd
 - iii. Must set an appointment for the student to meet the dept. HR rep for payroll purposes
 - iv. Must be available for supervision and instruction
 - 1. Provide training sufficient to accomplish the job requirements and provide training materials
 - 2. Make job expectations and departmental requirements clear and provide periodic feedback about job performance
 - v. Ensure that required University training (FERPA, HIPAA, confidentiality clauses, etc.) is completed
 - vi. Understand that academics come first and be willing to work with student around their schedule as long as student clearly communicates their needs.
- g. Student Responsibilities
 - i. Before beginning work, provide supervisor with documentation that you successful completed FWS Student Training in Sakai
 - ii. Establish a work schedule and report to work on time. Notify supervisor of any absence.
 - iii. Complete tasks assigned. Students are prohibited from studying on the job and should refrain from personal calls, texts, emails & social media updates.

Helpful Links

- Office of Scholarships & Student Aid: <http://studentaid.unc.edu/types-of-aid/work/>
- JobX Student Resources: https://unc.studentemployment.ngwebsolutions.com/cmxc_content.aspx?cpid=9
- Time Record Log: https://unc.studentemployment.ngwebsolutions.com/cimages/Hour_Tracker_20180718.xlsx
- Work-Study Application for Graduate Students: <https://www.unc.edu/studentaid/pdf/misc/GradFWSForm.pdf>
- Work-Study Frequently Asked Questions: https://studentaid.unc.edu/files/2011/12/FWS_FAQ_20170719.pdf