



# Federal Work-Study Hiring Procedures

Updated 11/2020

This document is designed to provide department supervisors information required to hire a student on the federal work-study program, which includes federal community service work-study. In order to hire a federal work-study student, you need to know four things:

## 1. Do you have federal work-study funds in your departmental budget?

Federal work-study and federal work-study community service funds are received from the federal government and budgeted to departments through the UCA budget process. You will be able to see these funds as a line item on your budget. If federal work-study funds do not already exist in your budget or you would like to request additional funds, please speak with your departmental director, Chair, Dean or Vice President.

Example

### Query Results

Account	Account Title	FY21/PD14 Accounted Budget	FY21/PD14 Year to Date	FY21/PD14 Encumbrances	FY21/PD14 Reservations	FY21/PD14 Commitments	FY21/PD14 Available Balance
650200	Work Study Student Help	6,000.00	537.50	0.00	0.00	0.00	5,462.50

## 2. Is the student you want to hire eligible to work for you on federal work-study?

The Office of Student Financial Aid determines if the student is eligible to work and earn federal work-study funds. In order to determine eligibility, the student must complete the Free Application for Federal Student Aid (FAFSA) and submit all requested supporting documents to the Financial Aid Office. The FAFSA must be completed each academic year to determine eligibility for that year.

Because it is based on “need” some students are eligible for federal work study and some are not. For those that are eligible, the amount they are eligible to work and earn varies depending upon their calculated “need”. If you are trying to fill a federal work study position, you will need to know if the student you would like to hire is eligible. You have options to make that determination:

- You may ask the student to confirm their federal work-study eligibility by logging on to their myUCA Financial Aid Account. If eligibility has not already been determined, the student may also contact the Financial Aid Office and ask to speak with a counselor. Students working on federal work-study must be enrolled in the term in which they are working.
- You may email or phone the Financial Aid Office to inquire.

## 3. What is the hiring process?

### **Job Descriptions:** (Citation FSA HB Nov 2019)

To maintain federal compliance, each work-study position must have a job description that is maintained by the hiring department and is provided to the student. This job description must be available if requested during an internal, legislative or federal audit. The supervisor must create a job description for each position that includes the:



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- name of the position;
- department or office in which the student will be employed;
- location where the student will perform his/her duties;
- name of the student's supervisor;
- purpose or role of the position within the organization;
- duties and responsibilities associated with the position;
- rates of pay for the position
- general qualifications for the position
- evaluation procedures and schedules.

## **Recruiting:**

Departments are expected to advertise their vacant positions through the department of Career Services online tool called [Handshake](#) and through the UCA Human Resources Applicant Tracking portal on myUCA as you would any other position. This allows students looking for a job to identify the departments that have openings. For more information regarding Handshake and the HR Applicant Tracking contact those offices.

## **Hiring Cycle and Paper Flow:**

- Once you identify a student to hire, you will need to follow procedures available on <https://uca.edu/hr/>

## **Student Work Authorization Form:**

The Payroll Department will send an e-mail notification that the student/s has been entered into Banner and they are authorized to work. This e-mail will be sent to the supervisor listed on the Student Work Authorization form.

Example

Human Resources:

**Bruce D Bear has been entered for Fall/Spring**

## **4. How is the student paid?**

### Wage per hour:

It is up to the department supervisor as to the hourly rate of pay. All students must be paid at least minimum wage, currently \$10.00 as of January 1, 2020.

### Time Sheets:

Students are required to submit time sheets each pay period by using [my.UCA](#) Self-Service at <http://my.uca.edu>. Each department is then required to have at least one time sheet approver.

After the student enters the time sheet information the approver must validate the hours submitted. You can approve student time entry through my.UCA Self-Service. Self-Service is an Internet based program that is very user friendly. The following link is a set of instructions for Timekeepers to help you get started: <https://uca.edu/hr/payroll/> located underneath the Instructions and Training Section.



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If you have any additional questions concerning the processing of time sheet you may contact the Human Resources department at (501) 450-3181.

## When to Enter Hours Worked

Hours worked should be entered on a daily basis. This ensures time is kept accurately and timely.

## Recording Hours Worked On Time Sheets:

Students must complete their time sheet each day they work using my.UCA Self-Service. They should sign in and out in the correct day.

Time is recorded by the quarter hour with every 15 minute interval being counted as follows:

- 1 to 7 minutes =:00 (top of current hour)
- 8 to 22 minutes =:15
- 23 to 37 minutes =:30
- 38 to 52 minutes =:45
- 53 to 59 minutes =:00 (top of next hour)

*Example:* A student working from 1:00 - 4:15 should record for the day, a total of 3.25 hours. If total time worked is 6 hours and 20 minutes, it should be recorded as 6.25. If the total time worked is 8 hours and 31 minutes, it should be recorded as 8.50. If the total time worked is 6 hours and 45 minutes, it should be recorded as 6.75. The increments for the quarter hour system are .25, .50, .75, and 1.00. If you have any questions about completing the time sheet contact the payroll office.

It is the supervisor's responsibility to ensure students are not working during class, to monitor and review time sheets for accuracy, completion and timely submission to the Payroll office and for not allowing students to working more than 40 hours within UCAs pay week. (Saturday – Friday)

\*Please note that the 20 hour rule (while enrolled) for International Students is still in place. This is a federal law and not complying may result in the student losing their visa status.

Before time sheets are submitted to the Payroll Office they should be reviewed for the following:

- Department Listed on time sheet is correct
- AM/PM is correct for each hour entered
- Shift has not been changed (should always be 1)
- Hours are entered on the correct Federal line. All hours should be listed in the Federal work-study Funds unless your department has been approved for Community Federal work-study.

## Payroll Deadlines

Electronic time sheets must be submitted to the departments' timekeeper by the end of day on the 1<sup>st</sup> and 16<sup>th</sup> of each month.

## Pay Check Schedule

There are two pay cycles for student employees

- The 1<sup>st</sup> – 15<sup>th</sup> of the month. Paid on the last business day of the month. For example, hours worked from 1/01/20xx to 1/15/20xx are paid on 1/31/20xx



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- The 16<sup>th</sup> – last business day of the month. Paid on the 15<sup>th</sup> of the following month. For example, hours worked from 1/16/20xx to 1/31/20xx are paid on 2/15/20xx.

## Record Keeping:

Supervisors must keep certain records on file in their office for auditing purposes. Records kept on file must include a copy of the following: Student Application for Campus Employment, all Student Work Authorization Forms, the departments Work-study Job Description, guidelines set up for the student worker that he/she fully understand and a copy of all signed paper time sheets. All documents should be kept at least three years.

It is a good idea to keep a monthly ledger of the hours worked and the dollar amount used by each student. This can help prevent over working the student's authorized amount.

## Canceling or Ending a Student's Employment:

To terminate the employment of a student before then end of the semester for any reason such as they stopped working and/or the student will not be returning for a semester in which you had previously hired you must submit a Student Work Authorization Form to the Financial Aid Office (if Federal work-study) or Human Resources with the date of termination inserted in the top right hand corner.

## Student worker assignments are automatically ended

- On the end date noted on the student work authorization form.
- At the end of the Fall semester unless department enters dollar amount into Spring line on the student worker authorization form.
- At the end of Spring and Summer semester.

\*\*If your student will continue working from Spring semester into Summer semester (Summer to Fall) then a new student worker authorization form is required.

## Change in Student Authorization

- Increase in semester award: For Federal work-study, the hiring department may request an increase in a semester award by sending an email to the Financial Aid Office and Human Resources. If an increase may be made, an email will be sent from the Financial Aid Office to the Department and Human Resources indicating the approval.
- Increase/Decrease in wage rate per hour: For both Federal and Institutional Work-study, the department must submit a new authorization form.

The following people can assist you with questions concerning a student's eligibility for Federal work-study (650200) and Federal Community Service Work (650205).

## REMEMBER THESE TWO MOST CRITICAL ISSUES:

1. Do not allow a student to begin working until Human Resources notifies you the student is authorized.
2. Monitor your budget. Do not allow the student to work more than their authorization.