

FEDERAL WORK STUDY AND HOW IT WORKS

The Federal Work Study (FWS) Process

- / How students apply for positions
- / The hiring process

Post a Federal Work Study Job

Request form is online at

/ [Click here](#) to complete the FWS Request Form to have your job posted on MountaineerTRAK

Supervisors will receive a job referral email when a student applies for a position within your department which includes:

- / Resume**
- / Class schedule or work availability schedule**

FWS Job Referral Email

August 8, 2017, 10:19 AM

Greetings,

_____ has submitted a resume for you to review. This resume has been attached and is for the position of 7875 Office Assistant- Office of Enrollment Services. Thanks!

WVU Career Services Center

// Sarah Rotruck Glenn, Associate Director, sarah.glenn@mail.wvu.edu

// Rachael Conrad, Employer Relations Specialist, rachael.conrad@mail.wvu.edu

College of Business & Economics Center for Career Development

// Kellyn Smith, Associate Director, kellyn.smith@mail.wvu.edu

// Katherine Kopp, Program Coordinator, katherine.kopp@mail.wvu.edu

WVU Office of Student Employment (Federal Work Study and On-Campus/Part-Time Recruitment)

// Amy Diznoff, Program Manager, amy.diznoff@mail.wvu.edu

// Courtney Jennings, Program Manager, courtney.jennings@mail.wvu.edu

Hiring Options

- / Formal interview
- / Phone interview
- / Hire directly from the job referral email

FWS Selection

Complete FWS Selection Form accessible at:

- / [Click here](#) to complete the FWS Selection Form once you have selected a student to hire for your department

Must provide WVU ID Number

FWS representative sends confirmation of hire email to Payroll Office, Supervisor and Student:

- / Amount to earn
- / Rate of pay
- / Supervisor and Job location
- / Payroll processing

Confirmation of New Hire Email

<Student's Name>,

You recently applied for a Federal Work Study position through MountaineerTRAK for the 2017-2018 academic year.

You have been hired as a <job title> with <department> under <supervisor>. Please contact him/her at <supervisor's email> at your earliest convenience to finalize your schedule.

You were awarded \$2500.00 of Federal Work Study funding. You will be permitted to work at \$8.75/hour up to 20 hours per week, until you've exhausted your award. When you get close to your funding limit you will receive a notification through your MIX email.

If you have not already processed for Payroll, please do so as soon as possible. Payroll processing can be completed Monday-Friday, 8:00 a.m. to 4:00 p.m. at the Payroll Office located in the Administration Building (diagonally across from the Mary F. Shipper Library), room 106. The office entrance is on the main floor as you enter the front door of the building.

You must be processed for payroll before you may begin working. Another e-mail will follow with your start date. Do not begin to work until after that date or the first day of classes (Wednesday, August 16th), whichever is later.

You will need to bring original documents with you to establish identity and employment eligibility as well as a Blank Check or Direct Deposit Form from your Bank in order to complete Payroll Processing. Please see attached for required documents needed to complete the payroll process.

If you have any questions concerning this process, contact the Payroll Office at (304) 788-6829.

Monitoring Student's Wages

- / Monitor Federal Work Study earnings to ensure that students don't work over their award limit
- / Any earnings exceeding the student's award will result in a charge to the department

Termination of FWS Employment

A student's employment may be terminated for several reasons:

- /The full FWS award has been earned
- /At the student's request
- /Unacceptable performance based on an objective assessment
- /Student not making Satisfactory Academic Progress
- /[Click here](#) to complete the FWS Student Release Form

FWS Employment Policies

- / A student may work up to 20 hours per week
- / A student working a consecutive four-hour period is entitled to a 15 minute break
- / If a student works at least 6 hours they must take a 30 minute lunch break without pay and are entitled to two 15 minute breaks

Introducing FWS Students to the Workplace

Your FWS student may have little or no work experience:

- / Agree on a specific work schedule
- / Provide training on MyTime
- / Describe the goals and activities of your department
- / Discuss the student's duties and responsibilities
- / Outline expectations
 - / Reporting to work on time
 - / Staying on task
 - / How to call off
 - / Interacting appropriately with colleagues, etc.
- / Provide a place to secure personal belongings

Recording Time

- / Students will clock in and out via a MyTime Wall Clock or PC
- / Keep separate sign-in sheet for accountability
 - / Missed punches
 - / MyTime malfunction
 - / Fraudulent recording of time
 - / Cases of fraud will be reported to the Office of Student Conduct for appropriate disciplinary action

THANK YOU!