

Navigating Federal Work Study

July 14

8 a.m. - 10 a.m.

RSC 3rd Floor

LEARN ABOUT: HANDSHAKE, EPAFS, BUDGET,
PAPERWORK, MONITORING,
& POSITION DESCRIPTIONS





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Federal Work Study Program

MARISSA KOUNS – PROGRAM SPECIALIST

DONNA CARTER – ASSOCIATE DIRECTOR

WILL FULLS – COMPLIANCE OFFICER

OFFICE OF FINANCIAL AID

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Topics

- * Federal Work Study Program Overview**
- * Student Eligibility**
- * Hiring a Federal Work Study Student**
- * Department and Supervisor Responsibilities**
- * Questions?**



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Federal Work Study Overview

- * Federal Work Study is a need-based employment program for students who demonstrate need as determined by the FAFSA.**
- * The FAFSA takes into consideration each student's ability to pay towards their education by generating an Estimated Family Contribution (EFC)**
- * The EFC and WSU's Cost of Attendance is reviewed to calculate a student's eligibility for the program**
 - This also considers the types of grants, scholarships, and loans a student is currently offered**



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Federal Work Study Overview

- * Must pay at least federal minimum wage
 - 25% from department/WSU share
 - 75% from federal share**
- * Wage is determined by each department and should be appropriate for each position**
- * It is appropriate to determine a pay scale, offer increases in pay due to performance, length of time in position, increased responsibilities.**



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Federal Work Study Overview

- * Students can work up to 20 hours per week while classes are in session
- * When classes are not in session, students can work up to 40 hours per week
- * Students **cannot** work or be required to work at the same time they are scheduled to attend a class
- * If a student is also working as a regular employee, total hours cannot exceed 30, with 20 work study hours max.



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Student Eligibility for Federal Work Study

*** To be considered for FWS Eligibility Students must:**

- **Complete a FAFSA application for appropriate year**
- **Demonstrate “need” for the program as determined by the FAFSA**
- **Be awarded federal aid and, in some cases, accepted and/or declined their offers**
- **Making Satisfactory Academic Progress (SAP)**
- **International Students are not eligible for Federal Work Study**



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Hiring a Federal Work Study Student

- * It is up to each department to advertise, interview, and hire their own FWS students**
 - Handshake - Career Development Center**
- * Student must have eligibility and a FWS award to be paid by the program**
- * On a case-by-case basis, OFA can check a student's eligibility**
 - Per FERPA and federal regulations, a list of FWS eligible students cannot be distributed**

Department and Supervisor Responsibilities

*EPAF

- Must be submitted when hiring, changing positions, wage increases, terminations
- For WS positions, must include Financial Aid as an approver

*Position Descriptions

- Must be completed for each student and submitted prior to the student beginning work

*Supervisor Changes

- Please update anytime department contact changes so records can be updated

*Review Bi-Weekly Reports

- Reports show each student's remaining eligibility and should be monitored each pay period



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Department and Supervisor Responsibilities

*Timekeeping

- All students must have their time recorded showing time in and time out
 - Federal Policy states that adequate time sheets/records must be maintained and show separately for each day worked, the hours worked, and the total hours worked for each day
- Time Records in Banner are appropriate as long as student can enter time in/out
- Records should be kept for 7 years



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Federal Work Study Contact

**Marissa Kouns
Program Specialist
Jardine Hall 208**

Marissa.Kouns@Wichita.edu

Ext. 5026



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Questions?



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Work Study ePAF & Time Entry Tips

Mindy Dixon, Payroll
Amy Belden, Applications Training



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Overview

- * Verify Student Status, Enrollment Hours, any Current Positions**
- * WS Position Number > Work Study funded**
- * Enter ePAF**
 - Student eClass & Group Codes
 - Add Financial Aid to Approval Queue in ePAF
- * Work Study Student Time Entry > Accurate times required**



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Reporting Services

* ORIG00140 – Enrollment-Employment Verification Report

- Use this report to verify or view:
 - Student Enrollment information
 - Minimum 6 credit hours
 - Work up to **20 hours WS funded**
 - 40 during academic breaks
- Work Study balance
- Employment Status:
 - Active or Inactive
- Current position information
- Employee EClass information

Enrollment and Employment Verification										6/20/2022 3:21:06 PM (PROD)			
Identification										Enrollment Information			
										Hiring Term: 202220 - Spring 2022			
myWSUID	Last Name	First Name	VISA	UG/GR	Major and Description					Term	Description	EnrHrs	
				UG	E31A	Computer Science BS					202220	Spring 2022	9
Miscellaneous Information					Additional Student Information								
		Background Chk	Language Requirements			Cum Earned Hours	Grad	Work Study	Latest Admissions Decision				
I9 Ind	I9 Date	Expiration Date	SESF	TFL3	SPK	IELTS	Probation	Balance	Code and Description		Term	Major	
							12	733.50	A5 Confirmed Self-Reported Admit		202210	E31A	
Active Employment Information													
Employment Status	Position	FTE/Job	Eff. Date	End Date	Job Description	Timesheet Organization			Hrs/Wk	EClass and Description	Activity Date		
Active	997092	0.00	04/13/2022		Student Assistant - Work Study				20	WS Federal Work Study Hrly (N Ben)	4/25/2022		
Totals Hours per WEEK										20			
Job Labor Distribution													
Position	Eff. Date	Job Description	Fund	ORGN	Account	Program	Percent	Last Paid Date					
997092	04/13/2022	Student Assistant - Work Study	A0003		1210	20460	25.00	6/24/2022					
997092	04/13/2022	Student Assistant - Work Study	R40041		1220	20460	75.00	6/24/2022					
When completing New ePAF:													
<ul style="list-style-type: none"> • If the Employment Status field shows Active, use the Add Job ePAF. • If the Employment Status field shows Not Active, use the New Hire/Rehire ePAF with the following Job Change Reason: <ul style="list-style-type: none"> HIREV (Hire Vacant Position) If the I9 date is BLANK REHIR (Prior State Service) If the I9 date is NOT BLANK 													



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Reporting Services

* ORIG00121 – Positions by Organization with Web Time Approvers

- Look up position numbers & Verify:
 - ECLS CODE, Funding, Web Time Approver
- No Work Study position listed? Request new position number
- HR.servicecenter@wichita.edu

ORIG00121 - POSITIONS BY ORGANIZATION WITH WEB TIME APPROVERS											Database: PROD				
FISCAL YEAR: 2022											Date Run: 6/17/2022 2:06:26 PM				
POSN NO	POSN TITLE	STATUS	FTE	ECLS CODE	ECLS DESC	PCLASS	ACCT	FUND	PROG	FUND PERCENTAGE	EMPLOYEE COUNT	ACAT CODE	APPR SEQ NO	APPR POSN	APPR NAME / ID
991919	Student Assistant - Work Study	A	0	WS	Federal Work Study Hrly (N Ben)	0350W	1210	A2000	01620	25	0		998892		Dannie Demo - x123y123
991919	Student Assistant - Work Study	A	0	WS	Federal Work Study Hrly (N Ben)	0350W	1220	R40041	01620	75	0		998892		Dannie Demo - x123y123
994663	Student Assistant	A	0	RS	Regular Student Hrly (Non Ben)	0350R	1200		01620	100	0		998892		



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Tips for Creating WS ePAF

- * Verify Work Study Position Number – Listed under Base Job
- * Double Check Query Date – NEVER Today's Date
- * Employee Class Code: WS
- * Employee Group Code:
 - SWKS, Work Study Students

Electronic Personnel Action Form

✓ Your change was saved successfully.
Enter the information for the EPAF and either Save or Submit.

Name and ID: Vincent Terrell Watson, A988F525
Transaction: 274813
Transaction Status: Waiting
Approval Category: Student Assistant New Hire/Rehire, SANEWH
Save **Submit** **Delete**
[Jump to Bottom](#)

Query Date: Aug 07, 2022

Reminder: Check the Query date!
Will never be today's date unless you are working on a Sunday!

* - indicates a required field.

WSU Employment Record

Item	Current Value	New Value
Home Organization: *		101510
Distribution Orgn: *		101510
Employee Class Code: *		WS
Employee Group Code: *		SWKS, Work Study Students
Current Hire Date: MM/DD/YYYY*(Not Enterable)		08/07/2022
Employee Status: *(Not Enterable)		A
Home COAS: *(Not Enterable)		1
Distribution COA: *(Not Enterable)		1

Base Job, 997092-00 Student Assistant - Work Study, Last Paid Date: May 28, 2022

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY* 04/13/2022		08/07/2021
Contract Type: *	Primary	Primary



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Tips for Creating WS ePAF

- ✳️ **Verify Funding**
- ✳️ **Add Financial Aid Approval to Routing Queue**
 - On ALL Work Study Student Assistant ePAFs, including:
 - Student Assistant, Change of Status, & Termination

Reminder: Comments required for all Change of Status ePAFs

Jobs Labor Distribution, 997092-00 Student Assistant - Work Study, Last Paid Date: May 28, 2022

New
Effective Date: mm/dd/yyyy (08/07/2022)

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date	Remove
Q	1	A0003	101510	1210	20460					25.00			<input type="checkbox"/>
Q	1	R40041	101510	1220	20460					75.00			<input type="checkbox"/>
Q													
Q													
Q													
Q													
Q													
Total:										100.00			

Default from Index Save and Add New Rows

Routing Queue

Approval Level	User Name	Required Action	Remove
5 - (BACKGD) HR Verify/Background Check	P434K795 Jennifer Nicole Hutt	Approve	<input type="checkbox"/>
8 - (PAYROL) Payroll Approval	G598A996 Tamara Dawn Fisher	Approve	<input type="checkbox"/>
15 - (DEPBUD) Chair / Budget Officer	X843U559 Carolyn M Shaw	Approve	<input type="checkbox"/>
35 - (FINAID) Financial Aid Approval	D367A634 Marissa Kay Kouns	Approve	<input checked="" type="checkbox"/>
95 - (PRAPLY) Payroll Applier	E399U583 Dannie Demo	Apply	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>

Save and Add New Rows

Comment

Date: Jun 17, 2022 03:00:00 PM
Made by: Goldie Lockes, CS56A927
Comments: Comments are facts not opinions...



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Work Study Timesheet Tips

✱ Must enter accurate Time In & Time Out on timesheet

Student Assistant - Work Study, 995356-00, 1, 10 Center [Leave Balances](#)

05/15/2022 - 05/28/2022 | 31.25 Hours [i](#) Completed Approved On 05/25/2022, 01:38 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
15	16 2.50 Hours	17 4.75 Hours	18 2.00 Hours	19 2.50 Hours	20 2.50 Hours	21

Work Study Student Earnings [11:30 AM - 02:00 PM | 2.50 Hours](#)

11:30 AM - 02:00 PM | 2.50 Hours

Enter accurate time in & time out

Total: 2.50 Hours [Account Distribution](#)



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Questions?



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Budget Office and Financial Operations

CWSP

MONEY, MONEY, MONEY!!



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Question: What amounts are we talking about?

Answer: 75% of the student pay comes from CWSP (Banner Fund R40041). 25% of the student pay comes from either GU or RU or Grant funding



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Question: How do I know if I can budget and spend dollars?

Answer: Collaboration and teamwork between Budget Office and Financial Operations guarantees that you can budget and spend the money.



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Issue: I am worried. I believe that there wouldn't be enough money in CWSP.

Solution: Reality is we have been doing this a long time. We have never run out of money. There is no need to worry.

Dare: We dare you to spend all the work study money. If you spend it all, then you better 'rock' it and better have a CWSP Spending Dance!



Funds and Account Codes

Funds:

- Federal dollars are Banner Fund R40041 = 75%
- GU, RU, Grant funding = 25%

Account Codes:

- Federal dollars is 1220
- GU, RU, Grant funding is 1210



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Process for Upcoming Fiscal Year that hasn't Started

Timeframe: April - May

*** Budget Office will open TM1 at the end of April
for upcoming Fiscal Year**



Process for After Fiscal Year has Started

Timeframe: After July 1

- **For the CWSP (Banner fund R40041), we have your back. Complete nothing.**
- **For the GU, RU, Grant funds, you may need to complete a Budget Adjustment. More than likely there is budget there.**

Reports:



Financial Reports - Organization



FCD00105 - Organization ***
Financial Report for RU
Funds



★ Favorites □ Browse

[Home](#) > [Financial Reports - Organization](#) > FCD00105 - Organization Financial Report for RU Funds

Enter Organization: Select Fund:

Enter Fiscal Year (YYYY): Select Ending Fiscal Period:



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Reports (continued):

Home > Financial Reports - Organization > FCD00105 - Organization Financial Report for RU Funds

Enter Organization: 10- [REDACTED] Select Fund: C- [REDACTED] RU
Enter Fiscal Year (YYYY): 2022 Select Ending Fiscal Period: 12-YTD

100% Find | Next

FCD00105 - Organization Financial Report for RU Funds
Wichita State University Database: PROD NIGHTLY
Organization: [REDACTED] 6/23/2022 12:51:12 AM
Funds: [REDACTED] Run by: c985v966
Fiscal Year: 2022 Period Ending: YTD

Fiscal Year Beginning Cash Balance					
			\$6,289.03		

REVENUE					
Account	Account Name	Expected Revenue	YTD Actual Revenue	Expected Revenue minus Actual Revenue	
R70002	Prior Year Carried Forward	\$6,289.03	\$0.00		(\$6,289.03)
R80236	Transfer from Other Funds	\$2,058.00	\$0.00		(\$2,058.00)
	Total Revenue	\$8,347.03	\$0.00		(\$8,347.03)

EXPENSES						
Account	Account Name	Adjusted Budget	YTD Actual	Commitments	Committed Salaries	Available to Spend
1212	Student Salaries-WS-WSU Match	\$2,034.00	\$3,151.00	\$0.00	\$0.00	\$1,715.00
1760	State Leave Pymt Assessment	\$14.00	\$0.00	\$0.00	\$14.00	\$0.00
1970	Workers Compensation	\$7.00	\$0.00	\$0.00	\$7.00	\$0.00
1980	Unemployment Compensation	\$2.00	\$0.00	\$0.00	\$2.00	\$0.00
	Total Salaries & Benefits	\$2,057.00	\$3,151.00	\$0.00	\$23.00	\$1,715.00
						15.51%
2661	Job Related Training & Conf Registr	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
BALFWD	Balance Forward-Budget Only	\$6,289.03	\$0.00	\$0.00	\$0.00	\$6,289.03
	Total Other Operating Expenses	\$6,290.03	\$0.00	\$0.00	\$0.00	\$6,290.03
						0%
	Total Expense (Salaries, Benefits and Operating)	\$8,347.03	\$3,151.00	\$0.00	\$23.00	\$8,005.03

Current Cash Balance	
	\$5,970.03

Fiscal Year Cash Less Commitments	
	\$5,947.03

Page 1 of 1

Home > Financial Reports - Organization > FCD00105 - Organization Financial Report for RU Funds

Enter Organization: 10- [REDACTED] Select Fund: R40041 - Federal Work Study Prc
Enter Fiscal Year (YYYY): 2022 Select Ending Fiscal Period: 12-YTD

100% Find | Next

FCD00105 - Organization Financial Report for RU Funds
Wichita State University Database: PROD NIGHTLY
Organization: [REDACTED] 6/23/2022 12:51:12 AM
Funds: R40041 Run by: c985v966
Fiscal Year: 2022 Period Ending: YTD

REVENUE					
Account	Account Name	Expected Revenue	YTD Actual Revenue	Expected Revenue minus Actual Revenue	

EXPENSES						
Account	Account Name	Adjusted Budget	YTD Actual	Commitments	Committed Salaries	Available to Spend
1220	Student Salaries-Workstudy Federal	\$1,537.00	\$957.00	\$0.00	\$580.00	\$0.00
	Total Salaries & Benefits	\$1,537.00	\$957.00	\$0.00	\$580.00	\$0.00
						62.26%
	Total Expense (Salaries, Benefits and Operating)	\$1,537.00	\$957.00	\$0.00	\$580.00	\$0.00

Current Cash Balance	
	(\$957.00)

Fiscal Year Cash Less Commitments	
	(\$1,537.00)

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Contact Information

* Budget Office

- Jason Post
- jason.post@wichita.edu
- Ext. 6532
- Room 208 Morrison Hall

* Financial Operations

- Robyn Bongartz
- robyn.bongartz@wichita.edu
- Ext. 6014
- Room 201 Jardine Hall



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Questions?



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Managing Federal Work Study On-Campus Jobs in Handshake





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Your Department has been Awarded Federal Work Study Funds. What's next?

- Create a Position Description
- Post Position in Handshake
- Review Applicants
- Check FWS Status
- Make Hiring Decision



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Writing a Position Description



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What is needed for a quality position description?

- Position Title
 - Include Federal Work Study in the job title
 - Example: FEDERAL WORK STUDY Marketing Student Assistant
- Brief overview of position and name of the department
 - Example: The Shocker Career Accelerator is seeking a Federal Work Study Eligible Student Assistant for a Student Marketing/Graphic Artist position. Under general supervision, student employee will develop graphic elements related to health education/promotional events and services of the department to be used in a variety of marketing outlets.



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What is a quality position description?

- Job Description
 - The job description should outline the duties and responsibilities of the position
- Example:
 - Job Description:
 - Social media campaigns
 - Writing articles about students, faculty and staff
 - Event support
 - Website updates
 - Other duties as assigned



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What is a quality position description?

- Skills and Knowledge: or Requirements:
- Excellent written and oral communication skills.
- Ability to clearly communicate with SHS staff and campus/community partners.
- Must have strong working knowledge of grammar and spelling in the English language to avoid typos/errors in work.
- Some knowledge of and experience using Adobe Creative Suite: Photoshop, Illustrator, InDesign
- Demonstrate ability to design and produce printed marketing materials including but not limited to posters, brochures, handouts, handbills or copy to submit to campus news outlets
- Ability to set up, monitor, maintain and support social media outlets for SHS such as Facebook or Twitter



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What is a quality position description?

- Helpful, but not required, information:
 - Preferred Requirements, Knowledge, Skills, and Abilities
- Example:
 - Marketing or communications background or classroom work
 - Knowledge of Wichita State's visual standards policies
 - Knowledge of video recording and editing
 - Knowledge of social media platforms including Facebook, Twitter, Instagram and YouTube

Physical Demands: This is needed if the position requires bending, stooping, carrying objects, working in various spaces, non-climate controlled areas, etc.



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What is a quality position description?

- Job Details:
 - Salary
 - Hours/Work Schedule
 - Location
- The last line of the position description should say:
 - **FEDERAL WORK STUDY IS REQUIRED FOR THIS POSITION. STUDENTS THAT HAVE NOT BEEN AWARDED FEDERAL WORK STUDY WILL NOT BE CONSIDERED FOR THE POSITION.**
 - Not sure if you qualify? Contact Financial Aid at Phone: (316) 978-3430 or (855) 978-1787



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Posting Positions in Handshake



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How do I post a job?

Post a Job

Jobs

Graduate Assistant Office of Adult Learning

Approved

Approved May 19 at 1:04pm

WSU West Campus Undergraduate Student Assistant

Approved

Approved May 10 at 4:13pm

NIAR Program Management Office (PMO) Project Management Support

Approved

Approved May 02 at 1:12pm

NIAR Environmental Test Lab Student Assistant

Approved

Approved February 03 at 3:46pm

NIAR CAD/CAM Lab Assistant Digital Twin Program

Approved

Approved August 24 at 9:28am

Request an Interview

Interviews

You have not requested any on campus interviews yet.

Create an Event

Upcoming Events

You have not RSVP'd to any upcoming events.

Where should students submit their application?

☒ Apply in Handshake

☐ Apply through external system

Job title

Marketing Student Assistant FEDERAL WORK STUDY

Company Division (optional)

Shocker Career Accelerator

Job Type

☐ Internship

☐ Cooperative Education

☐ Experiential Learning

☒ On Campus Student Employment

☐ Fellowship

☐ Graduate School

☐ Job

☐ Volunteer

Employment Type

☐ Full-Time

☒ Part-Time

Duration

☒ Permanent

☐ Temporary / Seasonal

Is this a Work Study job?

Work study jobs are for eligible students only.

☐ Yes

☒ No

Are you open to speaking with interested candidates?

☒ Yes, I want interested candidates to reach out to me for a conversation

☐ No, I'd rather candidates apply without contacting me

Is this a Work Study Job?

ALWAYS Select NO

How do I post a job?

All fields required unless otherwise indicated

Description

Heading 1 **B I U A**

FEDERAL WORK-STUDY Marketing Student Assistant

The Shocker Career Accelerator is seeking a Federal Work-Study Eligible Student Assistant for a Student Marketing/Graphic Artist position. Under general supervision, student employees will develop graphic elements related to health education/promotional events and services of the department to be used in a variety of marketing outlets.

Skills and Knowledge:

- Excellent written and oral communication skills.

You can copy and paste a description directly from your website — we'll retain all the formatting.

How many students do you expect to hire for this position?

This number can be approximate and will not be displayed to students.

Estimated salary

☒ Paid ☐ Unpaid

\$ 10 Per hour

Enter a number, not a range. Specifying a salary value is optional.

Does this job have specific offices that students can apply to?

☒ Enter office locations ☐ Various United States locations ☐ Various global locations

Job location

[+ add another location](#)

☐ Allow remote workers

Required documents (Optional)

- ☒ Resume
- ☐ Cover Letter
- ☐ Transcript
- ☐ Other Document (e.g. work sample, course schedule, or other misc documents)

How do I post a job?

Select Individual Majors

Wichita State University

x Graphic Design

x Comm-Strategic Communication

x Comm-Electronic Media

x Communication

x Communication-Journalism

x Communication-Open Emphasis

x Communications-Electronic Med

x Commun-Integrated Marketing

Finish

☐ Communications - 0 of 7 majors selected

☐ Computer Science, Information Systems & Technology - 0 of 10 majors selected

☐ Education - 0 of 10 majors selected

☐ Engineering - 0 of 19 majors selected

☐ General Studies - 0 of 3 majors selected

☐ Health Professions - 0 of 19 majors selected

☐ Humanities & Languages - 0 of 13 majors selected

☐ Life Science - 0 of 14 majors selected

☐ Manufacturing, Production, and Skilled Trades - 0 of 4 majors selected

☐ Math & Physical Sciences - 0 of 6 majors selected

☐ Natural Resources, Sustainability & Environmental Science - 0 of 9 majors selected

☐ Social Sciences - 0 of 9 majors selected

☐ Technologies & Technicians - 0 of 15 majors selected

Individual majors - 8 selected

Graphic Design

Comm-Strategic Communication

Comm-Elec

Communication

Communication-Journalism

Communication

Communications-Electronic Med

Commun-Integrated Marketing

These consolidate individual majors across every school on Handshake.

Applicant package recipients (Optional)

Choose recipient

Not seeing the recipient you're looking for? Create a new contact

Meghan Meltzer

x Meghan Meltzer

☒ Email address

☒ Email phone number

☐ Send message

☒ Only email

Applicant package recipients (Optional)

Choose recipient

Not seeing the recipient you're looking for? [Create a new contact](#)

× **Megan Nold**

- ☒ **Email a summary of all applicants once my job expires**
- ☒ **Email every time a new student applies**

☐ Send all applicants

☒ Only send applicants who match all preferences



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Review Applicants



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Review Applicants

Handshake Search...

Home
My Profile
Company Profile

Postings
Jobs
Relationships
Search Students
Schools
Contacts

Meetings
Events
Scheduling
On-Campus
Interviews
Fairs

Talent Engagement
Branding
Segments
Campaigns
Analytics
[Learn More →](#)

Post a Job **Request an Interview** **Create an Event**

Jobs

- OCJF22-Engraver Approved July 11 at 8:52am **Approved**
- OCJF22-Building Manager Approved July 11 at 8:50am **Approved**
- OCJF22-Guest Server Approved July 11 at 8:48am **Approved**
- OCJF Graphic Design/Typesetter Student Assistant Approved July 08 at 1:34pm **Approved**
- Molecular Diagnostics Lab Specimen Processor Approved about 20 hours ago **Approved**

Interviews

You have not requested any on campus interviews yet.

Upcoming Events

You have not RSVP'd to any upcoming events.

Upcoming Career Fairs

[View All Upcoming Career Fairs](#)

**To Review Applicants
Select the Jobs Tab**



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Review Applicants

Jobs viewing all Wichita State University jobs [Edit this](#)

Click on the Applicant
Number Listed next to
Job Title

Search

Create Job

Active

Expired

All

Declined

Not Posted

Divisions ▾

VIEW BY

School

Job

<input type="checkbox"/>	ID :	Job :	Applicants :	School :	Expires :	Status :	Campus Interview :
<input type="checkbox"/>	6520521	Research Assistant, R&D Statistics & Machine Learning	81	Wichita State University	7/15/2022	Approved	No
<input type="checkbox"/>	6520521	Research Assistant, R&D Statistics & Machine Learning	0	Newman University	7/15/2022	Approved	No
<input type="checkbox"/>	6520521	Research Assistant, R&D Statistics & Machine Learning	0	Butler Community College	7/15/2022	Approved	No
<input type="checkbox"/>	6520521	Research Assistant, R&D Statistics & Machine Learning	0	Friends University	7/15/2022	Approved	No
<input type="checkbox"/>	6516129	Research Assistant, R&D Additive Manufacturing	65	Wichita State University	7/22/2022	Approved	No
<input type="checkbox"/>	6632055	On Campus - Graduate School Graduate or Student Assistant - Receptionist	91	Wichita State University	7/22/2022	Approved	No
<input type="checkbox"/>	6061900	OCJF22 - Access Services Student Assistant	162	Wichita State University	7/23/2022	Approved	No
<input type="checkbox"/>	6655248	OCJF22 -- Student Engagement Assistant	49	Wichita State University	7/27/2022	Approved	No



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Review Applicants

Overview Schools Matches **Applicants (49)** Details

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☐ potential interview (10)

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Schools [^](#)

49 Applicants

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View only those who match my preferences for:

☐ Graduation Date / School Years ☐ GPA ☐ Majors ☐ Work Authorization [Select All](#)

49 of 49 selected [Clear selection](#) [Message Students](#) [Download applicant packages \(PDF\)](#) [More \[v\]\(#\)](#)

<input checked="" type="checkbox"/>	Ramya Krishna Yarram	Wichita State University	Pending v	0 of 1	7/12/22	Download v
<input checked="" type="checkbox"/>	Sravani Narisetty	Wichita State University	Pending v	0 of 1	7/12/22	Download v
<input checked="" type="checkbox"/>	Karthik Kolla	Wichita State University	Pending v	0 of 1	7/12/22	Download v
<input checked="" type="checkbox"/>	Swathi mounika Bheemana	Wichita State University	Pending v	0 of 1	7/12/22	Download v
<input checked="" type="checkbox"/>	Tara Nepali	Wichita State University	Pending v	1 of 1 v	7/11/22	Download v

Select the Students
you would like to
review and click
Download packages
(PDF)



WICHITA STATE
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Review Applicants

#6655248 OCJF22 -- Student Engagement Assistant
Wichita State University
Job applicants as of 7/12/2022



Name	Email Address	School	School Year	Major
[REDACTED] Adepu	[REDACTED]@shockers.wichita.edu	Wichita State University	Masters	Industrial Engineering
[REDACTED] Barry	[REDACTED]@shockers.wichita.edu	Wichita State University	Sophomore	PreK-12 French
[REDACTED] Bheemana	[REDACTED]@shockers.wichita.edu	Wichita State University	Masters	Business Analytics
[REDACTED] Bomma	[REDACTED]@shockers.wichita.edu	Wichita State University	Masters	Computer Science
[REDACTED] Chalmella	[REDACTED]@shockers.wichita.edu	Wichita State University	Masters	Computer Science
[REDACTED] Chandrasekar	[REDACTED]@shockers.wichita.edu	Wichita State University	Masters	Computing
[REDACTED] Chavva	[REDACTED]@shockers.wichita.edu	Wichita State University	Masters	Computer Science
[REDACTED] Digumarthi	[REDACTED]@shockers.wichita.edu	Wichita State University	Masters	Computer Science

Review the Resumes in the PDF and determine which applicants you are interested in interviewing. Compile a list of names and email addresses. These can be found at the top of the PDF.



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Check FWS Status



WICHITA STATE
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Check FWS Status

Once the list of applicants has been chosen you can send the list in an email to Megan Nold, megan.nold@wichita.edu, Shocker Career Accelerator OR Marissa Kouns, Marissa.kouns@wichita.edu, Office of Financial Aid. When sending the list be sure you include the following information:

- Student First name
- Student Last name
- Student email
- Position Title
- Department

Once FWS Eligibility is determined, a list of eligible students will be emailed back to you.

From: Nold, Megan
Sent: Thursday, September 2, 2021 2:36 PM
To: Kouns, Marissa <marissa.kouns@wichita.edu>
Subject: FWS Eligibility

Marissa,
Can you tell me if any of these students qualify for FWS? This is for a FWS position with the Dental Hygiene department. We appreciate your help!!!

Student First Name	Student Last Name	Student Email
[REDACTED]	Cardwell	[REDACTED]@shockers.wichita.edu
[REDACTED]	Cheatham	[REDACTED]@shockers.wichita.edu
[REDACTED]	Harris	[REDACTED]@shockers.wichita.edu
[REDACTED]	Hutson	[REDACTED]@shockers.wichita.edu
[REDACTED]	Sanchez	[REDACTED]@shockers.wichita.edu
[REDACTED]	Unruh	[REDACTED]@shockers.wichita.edu
[REDACTED]	YORKE	[REDACTED]@shockers.wichita.edu

Thanks so much!

Megan Nold
Employer Relations
Shocker Career Accelerator
Wichita State University
Direct: (316)978-6132
Office: (316)978-HIRE





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Making Hiring Decision

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Making Hiring Decision

Once FWS Eligibility is determined you can contact the students directly to coordinate interviews. Once a hiring decision has been made you can contact Megan Nold, megan.nold@wichita.edu, to close the position in Handshake.



WICHITA STATE
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Managing Federal Work Study On-Campus Jobs in Handshake

The Shocker Career Accelerator is here to support our on-campus partners in hiring student talent.

For more information on Handshake and the services we provide please contact:

Megan Nold
Employer Relations Manager
Shocker Career Accelerator
Megan.nold@wichita.edu
(316)978-6132



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Questions?



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Marissa Kouns Program Specialist

Marissa.Kouns@Wichita.edu Ext. 5026

Donna Carter Director Financial Aid Operations

Donna.Carter@Wichita.edu Ext. 3430

Will Fulls Financial Aid Compliance Officer

Will.Fulls@Wichita.edu Ext. 5076

Amy Belden ITS Applications Training Manager

Amy.Belden@Wichita.edu Ext. 3960

Your experts in the field

Navigating FWS

Mindy Dixon Senior Payroll Analyst

Mindy.Dixon@Wichita.edu Ext. 5922

Robyn Bongartz Director Accounts Receivable

Robyn.Bongartz@Wichita.edu Ext. 6014

Jason Post VP for Finance & Administration

Jason.Post@Wichita.edu Ext. 6532

Megan Nold Employer Relations

Megan.Nold@Wichita.edu Ext. 6132



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Resources

**Resources including today's
PowerPoint Slide & Video of the
Presentation can be found at the
Navigating FWS webpage:**

<https://Wichita.edu/NavigatingFWS>

**Thank you for attending
Today's Presentation**

