Navigating Federal Work Study

July 14 8 a.m. - 10 a.m. RSC 3rd Floor

LEARN ABOUT: HANDSHAKE, EPAFS, BUDGET,

PAPERWORK, MONITORING,

& POSITION DESCRIPTIONS





Federal Work Study Program

MARISSA KOUNS - PROGRAM SPECIALIST

DONNA CARTER - ASSOCIATE DIRECTOR

WILL FULLS - COMPLIANCE OFFICER

OFFICE OF FINANCIAL AID

WICHITA STATE UNIVERSITY





Topics

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





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





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.





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.





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





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





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





Federal Work Study Contact

Marissa Kouns Program Specialist Jardine Hall 208

Marissa.Kouns@Wichita.edu

Ext. 5026





Questions?





Work Study ePAF & Time Entry Tips

Mindy Dixon, Payroll Amy Belden, Applications Training





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



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													6/20/2	022 3:					
Identification								Er					Enroll	ment	t Infor				
												Hiring	Term:						
myWSUID	Last Name)	First Na	ime	VISA	UG/GR	JG/GR Major and Description Term Descrip								scripti	ion	EnrHrs		
						UG	E31A	Co	omputer Science BS					20222	O Sp	oring 21	022	9	
Miscellane	Miscellaneous Information						Additional Student Information												
		Background Chk Languag			ge Requirements			Cum Earne				atest Ac	atest Admissions Decision						
19 Ind	19 Date	ate Expiration Date SESF			TFL3	SPK	IELTS	Hours	Probatio		ance	Code and De	escription			Term	Major		
									12		73	733.50	A5 Confirmed S Admit		lf-Rep	Reported 202210		E31A	
Active Emp	Active Employment Information																		
Employme	Employment Status Position FTE/Job Eff. Date End					Date	Job Des	cription	n	Timesheet Organization			tion	Hrs/Wk	s/Wk EClass and Description			Activity Date	
Active 997092 0.00 04/13/2022				Student Study	Assist	ant - Work				20	0 WS Federal Work Stdy Hrly (N Ben)		4/25/2022						
	Tot										Total	s Hour	s per WEEK	20)				
Job Labor	Distribution																		
Position Eff. Date Job Description						Fund	OR	GN Acco	unt Progr	am Pe	rcent	Last Paid Da	ate						
997092	04/13/2022	Student	Student Assistant - Work Study				A0003	3	1210	2046	0	25.00	6/24/20	122					
997092	04/13/2022	2 Student Assistant - Work Study R40041 1220 2							2046	0	75.00	6/24/20	122						
• If th	When completing New ePAF: 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: HIREY (Hire Vacant Position) If the 19 date is BLANK REHIR (Prior State Service) If the 19 date is NOT BLANK																		





Reporting Services

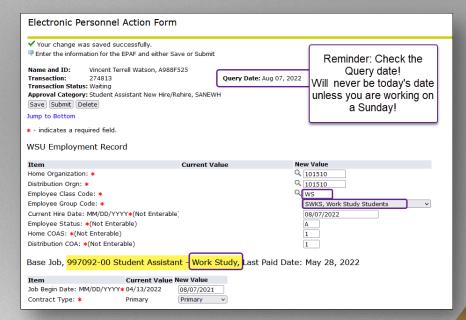
- ORIG00121 Positions by Organization with Web Time Approvers
 - Look up position numbers & Verify:
 - ECLS CODE, Funding, Web Time Approver
 - No Work Study position listed? Request new position number
 - HR.servicecenter@wichita.edu

	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		ECLS CODE	ECL'S DESC	PCLASS	ACCT	FUND 📈	PROG	FUND PERCENTAGE	EMPLOYEE COUNT	ACAT CODE	APPR SEQ APPR POSN	APPR NAME / ID
991919	Student Assistant - Work Study	А			Federal Work Stdy Hrly (N Ben)	0350VV	1210	A2000	01620	25	0	0002	998892	Dannie Demo - x123y123
991919	Student Assistant - Work Study	А	0	ws	Federal Work Stdy Hrly (N Ben)	0350W	1220	R40041	01620	75	0		998892	Dannie Demo - x123y123
994663	Student Assistant	Α	0	RS	Regular Student Hrly (Non Ben)	0350R	1200		01620	100	0		998892	



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







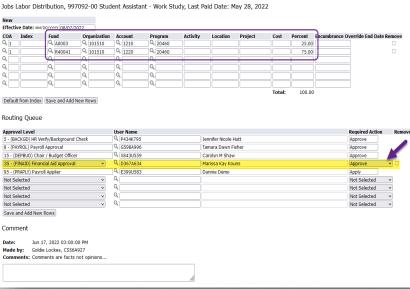
Tips for Creating WS ePAF

- 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

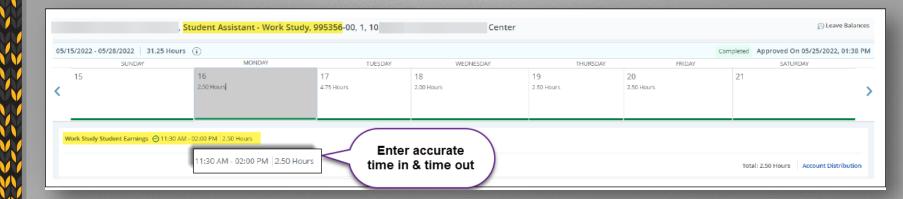






Work Study Timesheet Tips

**** Must enter accurate Time In & Time Out on timesheet**







Questions?





Budget Office and Financial Operations

CWSP

MONEY, MONEY, MONEY!!





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





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.





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





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:

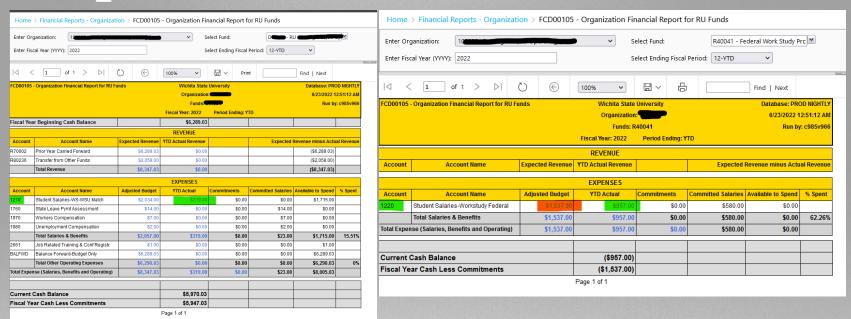
		•••
	Financial Reports -	
Ш	Organization	



★ Favorites 🔲 Brow	wse												
Home > Financial Reports - Organization > FCD00105 - Organization Financial Report for RU Funds													
Enter Organization:	10 4	Select Fund: Select Ending Fiscal Period:	LI CONTROLLE	~									
			R40041 - Federal Work Stuc >										



Reports (continued):







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





Questions?





Managing Federal Work Study On-Campus Jobs in Handshake







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





Writing a Position Description







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.





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







- 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





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.





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



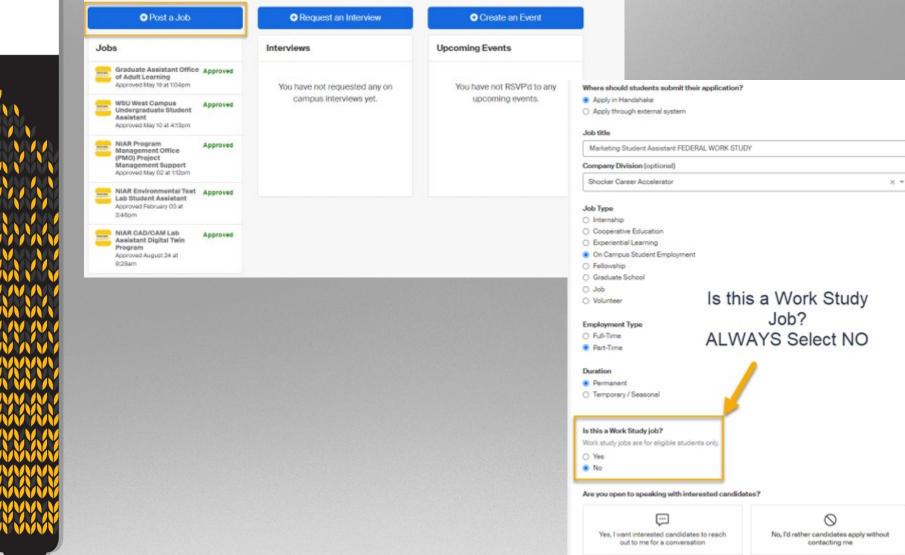


Posting Positions in Handshake



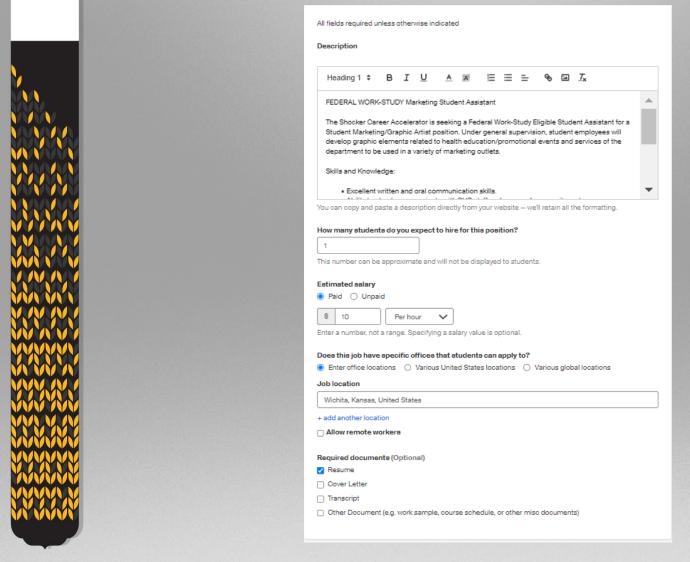


How do I post a job?



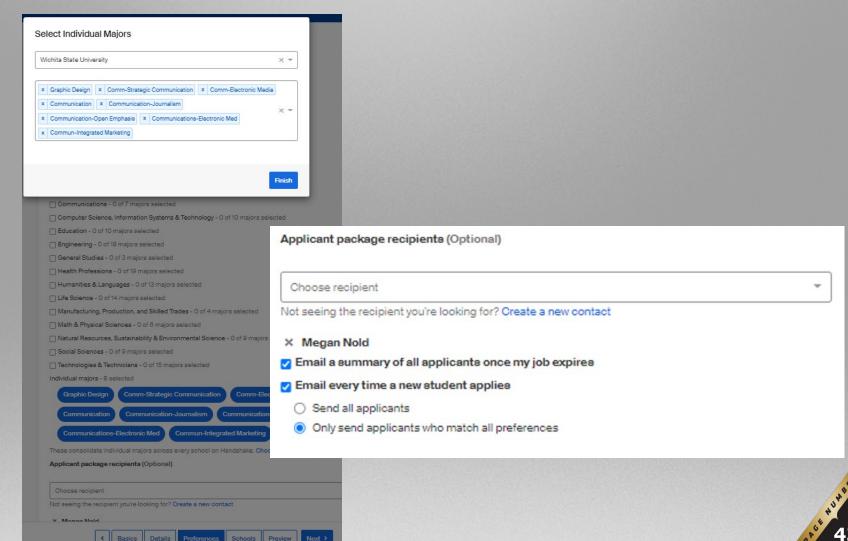


How do I post a job?





How do I post a job?



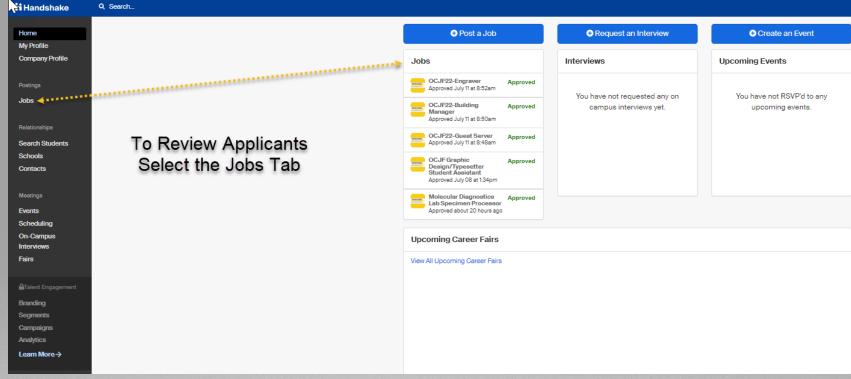




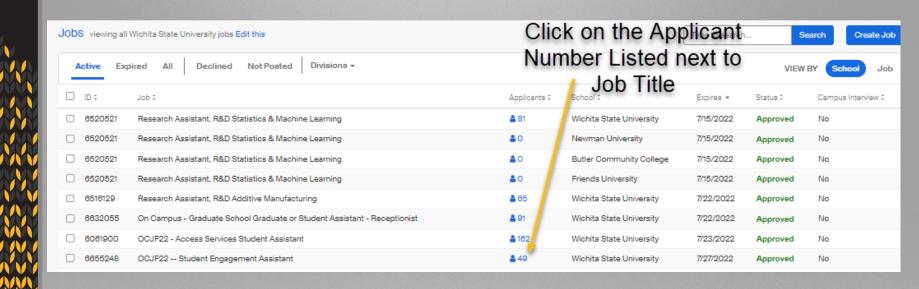




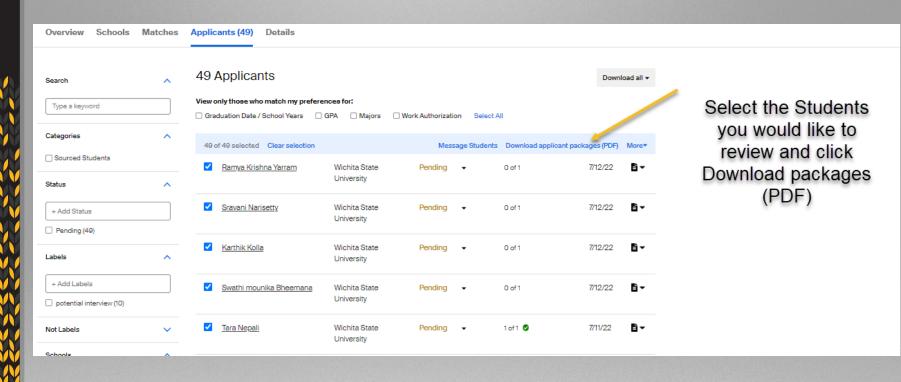




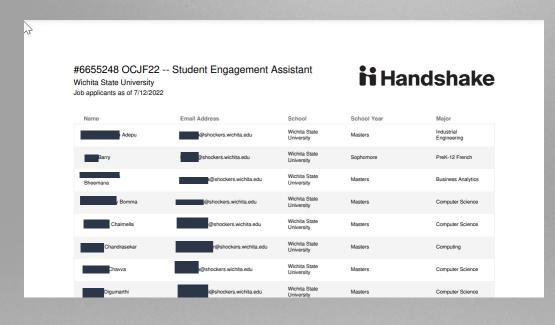












Review the Resumes in the PDF and determine which applicants you are interested in interviewing. Compile a list of names and email addresses. These can be found at the top of the PDF.





Check FWS Status





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 Cardwell Cheatham Harris Hutson Sanchez Unruh

YORKE

@shockers.wichita.edu @shockers.wichita.edu @shockers.wichita.edu

Student Email

@shockers.wichita.edu @shockers.wichita.edu @shockers.wichita.edu

@shockers.wichita.edu @shockers.wichita.edu

Thanks so much!

Megan Nold

Employer Relations Shocker Career Accelerator Wichita State University

Direct: (316)978-6132 Office: (316)978-HIRE









Making Hiring Decision





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.





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





Questions?







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





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

