



Overview

This forum will provide you with an overview of the process for creating a Federal Work-Study position, how to hiring and paying a FWS student.

At the end of this forum, you will know how to:

- Create FWS positions for Summer
- Hire and pay a Federal Work-Study Student.

Today we are going to cover:

Positions (Job Board)

- The Plan
- What to do to hire a FWS student for the summer.
- What to do for Autumn

Hiring Students

- No Placement Records
- Hire Checklist / Steps

Payroll Processing

- Pay 416 will not be a part of payroll
- Error Messages and distribution
- PET's
- Land Grant Students

Status Reports

- Will now be in eReports.

Questions and Answers

Student Financial Aid Federal Work-Study

Federal Work-Study Positions

Human Resources Position

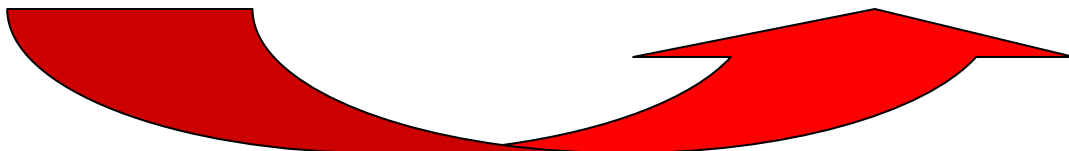
Federal Work-Study Job Description

<div style="border: 1px solid black; padding: 5px;"> <p>Description <u>Specific Information</u> <u>Budget and Incumbents</u></p> <hr/> <p>Position Information Find View All First <input type="text"/> Last</p> <p>Position Number: 00000113 Headcount Status: Partially FI Effective Date: 06/27/2004 Reasons: CRD Comp Position Status: Approved Closure Long: Standby</p> <p>Approvals</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Dept</td> <td>Approved</td> <td>CONN</td> <td>06/09/2002</td> </tr> <tr> <td>College</td> <td>Approved</td> <td>CONN</td> <td>06/09/2002</td> </tr> <tr> <td>OHR/OAA</td> <td>Approved</td> <td>CONN</td> <td>06/09/2002</td> </tr> </table> <p>Job Information</p> <p>Business Unit: OSUBU Ohio State University Bus Unit Job Code: 7968 Student Assistant Manager Level: Non-Applicable Reg/Temp: Temporary Full/Part Time: Part-Time Regular Shift: N/A Union Code: Working Title: Student Library Assistant 1 Short Title: S Lib As 1 Appt Length: 52/52 Week Classified Indc: Student Comments: Detailed Position Description Target Salary Range: Supervision/Essential Duties: Per Hour? <input type="checkbox"/> Negotiable? <input type="checkbox"/> Education/Experience:</p> <p>Work Location</p> <p>Reg Region: USA United States of America Department: 32000 University Libraries Company: OSU The Ohio State University Location: 056 Converse Hall</p> </div>	Dept	Approved	CONN	06/09/2002	College	Approved	CONN	06/09/2002	OHR/OAA	Approved	CONN	06/09/2002	<div style="border: 1px solid black; padding: 5px;"> <p>Position Information [Edit]</p> <p>*Job ID: 2797 *Job Title: Work-Study Assoc Job Reference Num: 1246 Organization Name: University Libraries Linked To: Charles Smith No of Openings: 40 Work Schedule: As determined by supervisor. Hours per Week: Varies Hourly wage: Pay Rate Range: 08.56-09.55 Award Year <input type="text"/> : 2008-2009 award year Supervisor: Brutus Buckeye *Job Description: MUSIC AND DANCE LIBRARY/ #1246 Supervise the operation of a library in the absence of Civil Service or library faculty. Supervise other student employees. May perform all duties of Student Circulation Assistant, Student Information Services Assistant or Student Technical Services Assistant 1 or 2. Is responsible for opening and closing the library. Maintain time sheets for all student employees. May call in requests for repairs or report problems to others. Qualifications: Customer service skills are helpful. *Application Instructions: See department supervisor or contact Library Human Resources in Room 110 Main Library, 292-5794. On-line Application Address:</p> <hr/> <p>Contact Information [Edit]</p> <p>First Name: Brutus Middle Initial: Last Name: Buckeye *Address Line 1: 166 Sullivant Hall Address Line 2: 1813 N. High St. *City: Columbus *State: OH *Zip: 43210 *Phone: Fax: *Email: Website: www.sfa.osu.edu</p> </div>
Dept	Approved	CONN	06/09/2002										
College	Approved	CONN	06/09/2002										
OHR/OAA	Approved	CONN	06/09/2002										

Both contain details about the position.

Title
 Position Description
 Position Number
 Department

Title
 Position Description
 Job ID
 Organization



So let's take the information out of the position and import it into the FWS job board.

This means the FWS job reference number would be the HR position number

Your Federal Work-Study job description might be more generic than usual or you might need to create another position in HR to make the two fit together nicely.

When you hire and pay a student in the Human Resources system, the Federal Work-Study office will be able to see the information regarding that student hire! This means no more FWS placement record.

This is what the FWS office will be able to view regarding your position:

Joe Student	ID: 123456789	
Aid Year: 2009 Summer 2008-Spring 2009	Institution: OSUSI	
Position Data Find View All First 1 of 1 Last		
Record#: 0	Effective Date: 05/24/2009	Status: Active
Job Location: 005	Science & Engineering Library	
Work Study Community Service:		
Department: 32000	University Libraries	
Supervisor:	Supervisor Email:	
Position ID: 00066698	Hourly Rate:	8.25
Description: Library Student Assistant 1		
Detailed Position Description:		
Check Patrons ID's. Charge and discharge library materials using online circulation system (OSCAR). Provide basic library information to patrons.		

Unfortunately, FWS Job board job import function is not working. This issue has caused the delay in getting information out to you.

For Summer, we will implement "Plan B" while working to resolve the system issue for future terms.

“Plan B”

Update the Current FWS job board job descriptions with your HR position number.

- Identify which of your existing jobs for which you want to hire students this summer.
- Determine which Position Number matches that position in HR.
- Login to the Employer Main Menu at <http://sfa.osu.edu/jobs/index.asp?tab=f>
- Enter the Position Number of the position in the Job Reference Number field on the online FWS system

Viewing Job: 4848/Student Trainer

[Copy Job] [View Activity] [Close Job]

Please update the position information. All fields marked with an * are required.
Once you have completed making changes click **Save** at the bottom.

Position Information

*Job ID: 4848
*Job Title: Student Trainer
*Job Reference Num [?]: 000012365
*Organization Name: Test Organization
No of Openings: 2
Work Schedule: M - F 8 am to 5 pm arranged
Hours per Week: 10-15
Hourly wage:
Pay Rate Range: 08.56-09.55
Award Year [?]: 2008-2009 aw
Supervisor: Marilyn Lee
*Job Description: Develop programs to train students in personal

- Click the Save button at the bottom of the page. This will put your job in Pending status for review in the FWS Office.
- Once the job has been reviewed, it will be active and eligible students can print a referral form for the job.
- Don't forget, the Job Referral Form is your authorization to hire the student and pay him or her on FWS funds!

As soon as the import job is running successfully, we will move forward with the systemic update of positions.

Hiring a FWS Student

You will continue to hire student in HR, like you do today.

Items you will need to do for Federal Work-Study:

Referral Forms:

Referral forms will still be generated out of the FWS job board. But, will now have your HR position number on them!

Enrollment Verification:

You will still need to verify that the student is enrolled at least half-time:
 Undergraduates – 6 hours
 Graduates – 5 hours
 Law – 3 hours

Fees Paid:

You will still need to verify that the student fees are paid.

FWS Pay Range:

You will be required to pay the student within the FWS pay rate range.

Federal Work-Study Pay Rates	
Range 1 FWS Aide I \$7.30 - \$7.55	Entry-level positions requiring basic skills; performs routine tasks, operates simple equipment and exercises very little independent decision making responsibilities; skills may be attained through on the job training; no previous work experience or course work required.
Range 2 FWS Aide II \$7.56 - \$8.55	Requires basic skills acquired through some previous work experience, training and/or completion of related coursework; responsibilities may require the application of basic organizational and/or more technical knowledge; operates and is accountable for more complex equipment; exercises some independent decision-making.
Range 3 FWS Assistant \$8.56 - \$9.55	Considerable work experience and/or completion of related coursework; moderately developed skills; responsibilities may include data analysis, independent supervision or coordination of programs or projects involving complex equipment; may include day to day supervision of other student employees and independent decision making.
Range 4 FWS Associate \$9.56 - \$11.00	Considerable to extensive work experience and/or completion of related coursework; moderately to highly developed skills; responsibilities may include data analysis, independent supervision or coordination of programs or projects involving complex equipment; may include day to day supervision of other student employees and independent decision making. May require travel to and from off-campus work site.

Payroll Monitoring

In the SIS, Federal Work-Study payroll monitoring will occur during the payroll processing.

That means, the FWS office will not be sending you an email that says, this student shouldn't be paid on FWS, please transfer the earnings off the FWS fund and account.

When payroll is processed if the student is not eligible to be paid on FWS funds, the system will change the funding to your wages during the payroll process.

For Example



Joe Student does not have a Federal Work-Study Award.

His employer entered time to have to have him paid on fund 014002 and account number 60155.

The FWS payroll process will change his fund to 011000 and the account number to 60131.



Sandy has only \$100 left to earn of her Federal Work-Study Award

Her employer entered time to have her paid \$150 on FWS.

The student entire earnings of \$150 will be transferred to the fund 011000 and account number 60131.



Departments that are revenue generators or auxiliary units

If you pay a student that is not able to be paid on FWS funds.

The Fund number will remain the same (since it is your fund) and the account number will change to 61031.

Student Financial Aid Federal Work-Study

FWS Payroll Error	How to prevent
Not a Student Employee	Never pay faculty or staff on FWS funds. FWS is only for student employees.
No Federal Work-Study Award	Always validate the student has a FWS award by looking at the student's referral form.
Tuition is not Paid	Always validate that the students term fees are paid before allowing the student to work.
Not Meeting Satisfactory Academic Progress	You should be notified prior to the student eligibility being removed. This student is not meeting the academic progress toward their degrees.
More than 40 hours in a pay period	Do not allow students to work more than 40 hours in a pay period.
No Enrollment for at least half-time	Always validate that the student is enrolled for at least: 6 hours for Undergraduate Students 5 hours for Graduate Students 3 hours for Law (except during Summer Term when they can work without enrollment)
Not Enough remaining FWS award	Use the FWS status reports to monitor how many hours the student has left to earn.
Earnings dates do not fall within 2 pay periods	Always make sure your students submit their time sheets. One pay period back is acceptable; two pay periods is not.
Ineligible to work, student is under review	The Financial Aid office is reviewing this student's record; most likely we will need information from the student. The student earnings will stay on the FWS account. Any earnings from the current pay period already worked can be paid on FWS funds, however the following pay period the funding will change and the employer will be responsible for the students earnings if the student has not resolved the issue.

Note: This process will run every time payroll is processed and after payroll is confirmed.

A process is run after payroll confirmation to identify any payroll changes that occurred during the payroll process and off-cycle checks. For these students, you will receive an email from the FWS office detailing the error message and instructing you to record a Personnel Expenditure Transfer (PET) to correct these issues.

PETs

PETs will continue to be monitored by the FWS office.

If you need to transfer money from your wages to the FWS office, you must get prior approval from the FWS office.


The number of PETs the FWS office requires should be significantly less.

If the payroll process changed funding and you feel it shouldn't have, contact the FWS office.

Land Grants

The University has a scholarship program called Land Grant Scholars that is very similar to Federal Work-Study. As a part of this program there is an offer of a work-study award. Some students don't qualify for FWS. So, these few students are given a Land Grant Work-Study Award. In the past we had to have you change the program value to change the funding allocation from the Federal Work-Study fund.

In SIS, you will not have to make changes to how you pay a Land Grant Student

Land Grant Example		
	<p>Employers would enter time on:</p> <p>Fund 014002 Account 60155</p> <p>Or your fund XXXXXX and Account 60155.</p>	<p>Payroll Processing will change the account number to 014005.</p> <p>Payroll Processing will change to fund 014005.</p>

Land Grant Scholars will still cost you nothing and the student will be paid out of the correct Fund without the employer or the FWS office completing PETS!

Note: You will see these changes on your check distribution reports. You do not have to make changes to the student JED unless you want to.

If these students are not eligible for to be paid (no award, no hours, etc) the earnings will be transferred to your general fund and wages account.

Work Study Status Reports

FWS status reports will now be in eReports.

When you run the Work Study Status report, the output is a list of students paid by the university area (College, Department, Organization) you select as report criteria.

The screenshot shows a web interface titled "OSU-FA - Work Study Status" with the identifier "FAB110FWS" in the top right corner. Below the title is the instruction "Select From the Following Options".

There are two main selection options:

- Option 1:** "VP/COLLEGE or COLLEGE_1 Level". It includes two radio buttons: "VP/College" and "College_1 Level". Below these is a list box containing the following items: ARTS, BIOLOGICAL_SCI, BUSINESS, BUSINESS_FINANCE, COMMUNICATIONS, and DENTISTRY. A note "(Select up to 5)" is present.
- Option 2:** "DEPARTMENT(Dxxxx) or ORGANIZATION". It features a text input field with the instruction "(Separate multiple items by a comma)" and the label "(TextBox)".

Below Option 1, there is a sub-section for "DEPARTMENT(Dxxxx) or ORGANIZATION" with two radio buttons: "Department Level (Dxxxx)" and "Organization", followed by a list box and the label "(ListBox)".

At the bottom left, a note reads: "(Hold down the [CTRL] button to select multiple items or de-select an item)".

Two buttons are visible: "Clear Form" in the top right and "Run Report" in the bottom right.

You can select a College and Department/Organization using Option 1 or type the Department or Organization value(s) using Option 2 (record multiple Departments or Organizations by separating values with a comma).

The report will display the students that have been paid. Unlike prior reports, this report will always display the student, even if they were not paid in the last payroll.

**The Ohio State University
Federal Work-Study Status Report**

**Fiscal Year 2009
As of 06/17/09**

Org	OSUID	Name	Career	Total Paid	FWS Award	Dollar Amount Left to Earn	Message
42187	10015	Katelyn	Undergraduate	\$74.80	\$1,000.00	\$925.20	
42187	10011	Travis	Undergraduate	\$906.96	\$2,000.00	\$1,093.04	
42187	10016	Laura	Undergraduate	\$1,372.03	\$2,000.00	\$627.97	
42187	0717	Stacy	Undergraduate	\$1,643.42	\$2,000.00	\$356.58	Warning: less than \$500
42187	0616	Regina	Undergraduate	\$1,688.62	\$2,000.00	\$311.38	Warning: less than \$500

The report will highlight when the student is close to earnings their entire award.

Students will be able to see their FWS earnings in the Student Center.