

## FACTS about UVM Federal Work Study

**Federal Work Study (FWS)** is a form of financial aid that provides employment opportunities to help students pay for expenses related to attending college. FWS is awarded in combination with other aid programs to meet students' financial needs. An undergraduate, graduate or professional degree student that is accepted for enrollment for at least half-time and that demonstrates financial need may be eligible for FWS. International, Global Gateway and/or Continuing Education students cannot be considered for FWS.

**October 1** is the deadline to hire FWS awarded students into their first fall/full academic year FWS position.

**February 15** is the deadline to hire FWS awarded students into their first spring semester FWS position.

**TRUE:** As long as a student has been hired into a FWS Job by the applicable deadline, they can be hired into **two** additional FWS Jobs.

**TRUE:** Students are encouraged not to earn more than half of their full year award in the fall semester. This is due to semester based financial aid packaging and the potential of changes that may occur.

**TRUE:** PeopleSoft terminates a student's record once they've earned their FULL FWS award. Any overage within that pay period will be charged to the employing department.

**TRUE:** If a department would like to continue employment for a student nearing the end of their award, they will need to submit the students hire request into a NON-FWS job through the SEO Jobs Board. For graduates, a temp form will need to be used.

**TRUE:** Students awarded work study should be referred to as a member of the team as opposed to a work study student.

**FALSE:** Students are able to study during their scheduled shift.

**FALSE:** Students awarded fall FWS only are able to work during the winter break. **ANSWER:** FWS earning potential for the fall semester ends on the last day of fall final exams.

**FALSE:** PeopleSoft will place a hold on a student's ability to earn FWS once they've earned half of their full year award.

**FALSE:** There is a maximum rate per hour that a student can earn in a work study job. **ANSWER:** every student employment job whether work study or not, must fall within the pay level range associated with the work to be completed.



## How to Manage Student Federal Work Study Awards 8/27/2018-5/10/2019

### 1<sup>st</sup> SCHEDULING

Halve the students' full FWS year award, divide by the # of weeks in the semester then divide by the hourly rate. This number is the weekly allotted hours the student can work.

$$\$900 \text{ (half of the full year award)} / 16.0 \text{ (weeks in semester)} = 56.25 / \$11.00 \text{ (rate)} = 5.11 \text{ hours/week}$$

**Optional-** use the Student Employment Office helpful document- "Student Award Tracking Log" to maintain current award balance.

### 2<sup>nd</sup> PeopleSoft TIME SHEET:

At the bottom of a students work study time sheet, the following appears:

- Hourly Rate
- Eligibility Amount
- Earned Amount- according to the last approved and processed payroll for time worked within the last payroll period. Hours must have been entered & approved for this to reflect properly.
- Remaining Amount in \$
- Remaining Amount in hours

**To access this data, follow the steps below in PeopleSoft:**

#### **Manager Self Service> Time Management>Report Time>Timesheet**

Enter your Supervisor ID and then click to get employees. Choose the student whose time sheet you wish to see this data for (chose their Work Study record if also hired into a Non-Work Study job).

### 3<sup>rd</sup> WORK STUDY AWARD REPORT:

1. Login to PeopleSoft: HR System
2. Select UVM Reports: Payroll Reports: Work Study Award
3. No need to enter a Run Control Id, simply click on the Search.
4. In the Search Criteria box, select the Run Control ID you want (if you have one) or Add a New Value- click this tab and create one (no spaces).
5. For Fiscal Year, enter 2018 and either your Dept ID or your Supervisor ID. Either Save for future use or click **Run**.
6. Process Scheduler Request Screen- simply click **OK**
7. Click on **Process Monitor**
8. The report you just generated will be the first one in the Process List and should have a "Queued" run status. Click the refresh button (may need to happen multiple times) until the run status changes to **Success** and the Distribution Status is **Posted**- then click Details.
9. Click the **View Log/Trace** button at bottom of screen
10. Click on the report that ends with .PDF