

Federal Work-Study (FWS) Program Supervisor Guidelines

Participating as an FWS Employer: Your department must agree to pay the required 17% matching charge and background check costs in order to employ FWS student workers. The University must cover 25% of wages per regulations, but the departmental share is 17%. Complete the Job Listing Form to sign on as a participating department <http://www.uky.edu/financialaid/frequent-used-forms> The form also provides the information needed to post your position on the University's Integrated Employment System (IES). Students are referred to the IES to search for available jobs.

Interviewing and Hiring FWS Students:

When determining which candidates to interview for your position first confirm with the FWS Office that the student has been offered FWS or is eligible to receive FWS. Once you've decided to hire a student, then please contact the FWS office to obtain a Hiring Form for the student. Include a brief job description and the first day you expect the student to work as the start date on the Hiring Form.

Starting Work: Students should not begin working before all required documentation has been submitted to the FWS Office. Students designated as "new hires" must obtain an I-9 from Human Resources in Scovell Hall and submit it to the FWS Office before beginning work.

Hiring Form Required. All supervisors must complete a Hiring Form for each student worker they hire. Supervisors will be asked to provide the FWS position title, their contact information, and their ID and Position Number on the Hiring Form.

New hires: Pre-employment national background checks (PNBC) are required for Federal Work-Study students who have not been employed at the University within the past year. The FWS Office initiates requests for the background check through the university's integrated employment system (IES). *Supervisors should contact the FWS Office when hiring a new student to instigate this process.* The cost of the background check is billed to department's cost center listed on the Job Listing Form. FWS Office staff will instruct the student on completing the on-line application that is used to request the background check. *Remember: a new FWS worker cannot get the I-9 without the background check request in IES and absolutely cannot work until an I-9 is issued. No exceptions on this requirement.* Completed I-9 forms are submitted to the FWS Office by Human Resources.

Integrating FWS Students into Your Office: Please welcome and familiarize the student with your department by covering the following items:

- Explain the job requirements to the student
- Remind the student that he/she cannot work during scheduled class time
- Provide an overview of how your office functions
- Introduce the student to other staff
- Clearly explain your expectations of the student
- Explain what the student will be doing and determine the amount of training needed
- Cover any special restrictions or dress requirements for your office (for example some offices do not allow use of cell phones or eating at the work desk/space or wearing revealing attire)
- Discuss recording hours worked.
- Display the payroll schedule in a conspicuous place
- Provide the student with feedback on how he/she is performing

Terminating Employment: If a student does not perform as expected and you wish to terminate the student, advise both the student and the FWS Office. You should always inform the FWS Office of the last day the student worked and the reason for separation.

Pay Rates: Please refer to the pay charts on the UK FWS web page at:

FWS Allotments: The amount of money that a student can earn through FWS is limited. Please note the amount of the student's allotment on the Hiring Form. Divide the allotment by the hourly pay rate; then divide that figure by the number of weeks in the semester. The result is the number of hours per week that a student can work to evenly earn the FWS allotment. FWS students may not work more than 29 hours a week during the fall and spring terms, except during holiday breaks. If a student desires to continue working or whose allotment does not provide enough hours, please contact us to ask about the possibility of additional funds. It is imperative that you not allow students to work over the allotted amount. The FWS Office will notify organizations and students when an allotment has been reached. If a student continues to work after the organization is notified, then the organization will be responsible for paying the student; FWS will no longer process the timesheets for a student in this situation.

On-Line Time Entry: Select on-campus departments use on-line time entry for FWS student hours. Students enter time through the ESS (employee self-service) tab. Supervisors approve time through the myUK portal according to the bi-weekly pay schedule. Please let us know if you are interested in reporting time using this method. It requires us to create positions that link students to their supervisor and a some additional user training for students and supervisors.

Web Page Job Listing: After your position has been filled, contact the FWS Office to request that the job listing be removed from the job listing. The listing will remain for the entire semester unless you request its removal. See <https://ukjobs.uky.edu/>

17 Percent Matching: On-campus departments pay 17 percent of FWS earnings plus the cost of background checks. This is billed on a bi-weekly basis to the department or other designated party. The supervisor or other designated staff will be emailed charging details. Please report any discrepancies on your statement to us immediately.

Site Visits: SFA may make periodic site visits to offices during the academic year. We will be verifying that the hours approved in our reports match the records in your office. We will schedule visits around your schedule.

Remember that you are welcome to contact our office when questions arise about students' FWS allotments and hours or to confirm that your student has submitted all necessary paperwork.

FWS Q & A

Q: What if I approve their time late?

A: Payroll typically closes at the end of business on the Monday following the Friday that time is due, so payment will be delayed until the following payroll unless a petty cash or short-term loan is requested. Please contact the FWS Office if this situation occurs so we can discuss the best option for the student.

Q: What if a student's performance does not meet expectations – reports for work late or leaves early, does not complete tasks, or does not perform as expected?

A: Your department's policy should dictate how to handle these situations. A student can be dismissed if he/she is not a good fit for the position or your office. Please contact the FWS Office if you have such a situation. We would be glad to discuss your options and what would be best for the student.

Q: When should I complete a separation sheet for a student?

A: Students who graduate, are terminated, resign, or withdraw from school, should have a separation completed. Human Resources asks for separation of all student workers at the end of spring term except for those who continuing working during the summer. Please notify the FWS Office the last day the student worked and the reason for the separation.