Objectives

Participants will be able to:

• understand the role of the U. S. Department of Education and the use of the FWS program to achieve UNCW’s mission,

• analyze components of a job description for student employment positions and differentiate between inappropriate and appropriate content,

• identify and order the elements of the hiring process for student employees in the work-study program, and

• identify next steps, key dates and associated expectations as an employer in the work-study program.
U.S. Dept of Education
Beneficiaries
Expectations
Processes
Software Systems
Questions?
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The Money

How we get it:

• U.S. Department of Education

• Purpose of FWS
  • Benefits:
    • students
    • campus and
    • community

• Reporting/auditing
The Money

How we get it:

• U.S. Department of Education
• Purpose of FWS
  • Benefits:
    • students
    • campus and
    • community

How we give it:

• FASFA – October 1
• Awarding
• Continued employment
• Increases

• Reporting/auditing
UNCW’s MISSION

The University of North Carolina Wilmington, the state's coastal university, is dedicated to the integration of teaching and mentoring with research and service. Our commitment to student engagement, creative inquiry, critical thinking, thoughtful expression, and responsible citizenship is expressed in our baccalaureate and masters' programs, as well as doctoral programs in areas of expertise that serve state needs. Our culture reflects our values of diversity and globalization, ethics and integrity, and excellence and innovation.
OSFA’s FWS Mission Statement

The UNCW FWS Program facilitates partnerships among students, faculty, staff and the community by enabling employment experiences that engage students in processes that contribute to responsible citizenship. We value opportunities that:

- **Align** with the academic interest of students,
- **Balance** academic and employment responsibilities,
- **Cater** to career and industry possibilities,
- **Deepen** the understanding and appreciation of diversity,
- **Empowers** students with an expanded set of technical and professional skills,
- **Fulfill** the fiduciary expectations of the US Department of Education while providing a framework to offset educational expenses for students, and
- **Grow** areas of personal development for students.
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Hiring Process (cont.)

Department submits job description to OSFA

OSFA approves job description

Department enters job in Handshake (Career Center)

Department enters job in EPAF
Who you gonna call?
Topic
• Hourly pay
• # of FWS positions
• Student not appearing in EPAF for timesheet approval
• Incorrect pay rate entered in EPAF
• Timesheet issues
• Anything re: Handshake 😊

Resource
• Career Center
• Human Resources
• OSFA
• Payroll
Next Steps
Resources

Office of Scholarships & Financial Aid
Warwick Center Room 140
(910) 962-3177
workstudy@uncw.edu

Human Resources
Administrative Annex
(910) 962-3160
hrsearch@uncw.edu

Payroll Department
Administrative Annex
Phone: 910-962-3163
payroll@uncw.edu

Career Center
Fisher University Union 2035
910-962-3174
careercenter@uncw.edu
Questions?

Thank you!