



University of North Carolina Wilmington  
Federal Work-Study Program

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**Reference Handbook for  
Students & Supervisors**

**2022-2023 Academic Year**

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# **Table of Contents**

Table of Contents.....	2
Introduction .....	3
<b>Section I: Eligibility.....</b>	<b>3</b>
<b>Section II: Employing FWS Students</b>	
Hiring Process – Administration.....	4
Hiring Process – Student/Department.....	5
Employment Period.....	5
<b>Section III: Supervising FWS Employees</b>	
Supervisor’s Responsibilities.....	6-7
Student’s Responsibilities.....	8
<b>Section IV: Terminating FWS Employees.....</b>	<b>8</b>
<b>Section V: Additional Information.....</b>	<b>8</b>
Federal Regulations.....	8
Institutional Guidelines.....	9
<b>Section VI: Forms</b>	
FWS Commonly Used Forms and Links.....	10
UNCW Work Study Pay Rate Matrix.....	11-12
Award Confirmation Form.....	13
Earnings Report.....	14
2022-2023 Employment Calendar.....	15-16

## INTRODUCTION

Federal Work-Study (FWS) is a need-based, federal financial aid program that provides part-time employment for students enrolled as undergraduate or graduate students. The FWS Program serves a variety of purposes for the students, the institution and the community. In addition to providing opportunities for students to earn a portion of their educational costs, the program provides experience in developing skills, creativity, and responsibility. Student development and preparation for the job market are fundamental goals of the program.

***Due to the coronavirus, all FWS student workers should follow all health and safety precautions that are provided by UNCW Administration.***

## Section I: ELIGIBILITY

Students must demonstrate financial need to be eligible to participate in the FWS Program. Financial need is determined by the completion of the Free Application for Federal Student Aid (FAFSA). Funding for the Federal Work-Study Program is limited; students may not receive an award each year. Students who have been awarded FWS will receive an award notification indicating the maximum amount of gross pay to be earned per term.

If there is a change in the student's financial aid eligibility, the OSFA will contact the supervisor and may instruct you to terminate or suspend the employment of a student. Our policy is to allow all earnings for time worked through the day that we notify you to be paid with FWS funds. Subsequent earnings must be paid with your organization's funds.

Some reasons OSFA may terminate students in the following circumstances:

- The student has withdrawn from school for the semester.
- The student has received an additional financial aid award which meets his financial need.
- The student has been academically dismissed.
- The student is not meeting the university's Satisfactory Academic Progress standards for financial aid eligibility (SAP).
- The student owes a refund to a federal grant program or is in default on a federal loan.
- The student's budget has decreased, resulting in decreased financial need.
- The student's Expected Family Contribution (EFC) has increased, resulting in decreased financial need.
- The student has graduated.
- The student has earned the entire awarded amount.
- For a variety of reasons, FWS student employees may have their awards decreased. When this occurs, the OSFA will notify the student and the supervisor.

## Section II: EMPLOYING FWS STUDENTS

The departments and agencies must have an approved FWS allotment of positions from the OSFA before FWS students can be hired and paid under FWS funds. As an employer within the FWS program, we urge departments to pay above the federal minimum wage of \$7.25. A minimum hourly rate of \$8/hour is the recommendation. Refer to the UNCW Work Study Pay Rate Matrix to determine an appropriate rate of pay. OSFA has final approval of the rate of pay.

### Hiring Process - Administration

The hiring process involves multiple offices on campus. Contact the applicable area directly with questions. The department for each area of interest is below:

**FWS Authorization** – The OSFA (Office of Scholarships & Financial Aid) authorizes the number of positions in each department. To hire a work-study student, a department must have an approved Federal Work-Study (FWS) job description on file with the OSFA. Once you get approval from OSFA, you may proceed to Handshake to advertise the position. Additionally, departments must remain in good standing by submitting requested documentation.

**Job Announcement** - The UNCW Career Center maintains Handshake, the system used by departments to advertise jobs and by students to search for positions. Departments should enter job announcements between June 1<sup>st</sup> and September 15<sup>th</sup> for fall hires, and between December 1<sup>st</sup> and January 15<sup>th</sup> for spring hires via [Handshake](#).

**Hiring System** - The UNCW Human Resources Department confirms eligibility for U.S. employment and maintains the employment software used to initiate the hiring process (Electronic Personnel Action Forms [EPAF]). Use W15550 as the position # for FWS employees. The deadline to enter EPAF assignments per HR is the 26<sup>th</sup> of each month.

The UNCW Human Resources Department performs a criminal background check for all students hired to work in agencies within the community. The background check includes the following:

- *Statewide Criminal – NC*
- *Nationwide Federal Criminal*
- *Nationwide Record Indicator with SOI (Sex Offender Index)*

*Applicants provide a seven-year address history. If the applicant discloses that s/he has lived outside of North Carolina in that timeframe, the background check will include an additional out-of-state County Criminal searches to cover those locations, including international searches. Issues arising from the background check will be handled on a case-by-case basis.*

## Hiring Process – Student/Department

1. Student identifies a position(s) of interest by searching for a job in [Handshake](#) on the Career Center’s web site.
2. The student follows the instructions in the job announcement. He/she should present the Award Confirmation Form during the interview as verification of having FWS.
3. The department interviewer makes sure the student has the necessary qualifications for the specific job (including the Award Confirmation Form ) and will be available to work on a desired schedule.

Once the department selects a student for hire, the student should complete the associated hiring documentation with the offices as indicated below:

- Employment Eligibility Verification Form I-9 (Human Resources)
- State tax withholding form NC W-4 or federal tax withholding form W-4 (Payroll Office)
- Direct Deposit Authorization Form (Payroll Office).
- Complete the FERPA online training via seaport (Skillport CBT), *if not done previously*. (Must be completed within 2 weeks of starting the work study job or student will be informed to stop working until requirement is satisfied.)

## Employment Period

The standard periods of employment for FWS employees encompasses the fall and spring academic terms. Students may begin work on the first day of August and should end by the last day of May. Employment positions are authorized based on the amount of available funds. The OSFA reserves the right to modify these dates based on the availability of funding.

Summer employment opportunities are not considered as part of the standard employment period. The summer FWS period of employment is June 1 – July 31. Students and/or departments can initiate a summer work-study award by emailing [workstudy@uncw.edu](mailto:workstudy@uncw.edu). To qualify, a student must have:

- A completed FAFSA for the upcoming academic year and be eligible for need-based aid.
- And must be enrolled (or planning to enroll) for the upcoming fall semester.
- And funding must be available.

Note: Summer wages count towards a student’s earnings for the following academic year. (This means the summer earnings will reduce the student’s total fall/spring ‘eligible to earn’ amount.) Eligible students will receive an Award Confirmation Form that reflects permission to work during the summer term. If not enrolled in summer classes, students may work up to 40 hours per week.

## Section III: SUPERVISING FWS EMPLOYEES

Supervisors for students must be full-time, permanent university employees who will be in the area during the students' work hours and who can assure that each student reports as scheduled and works on appropriate departmental projects while in the workplace. When students' regular supervisors are not available, alternates should be designated, and the students should know at all times to whom they are reporting and who is supervising their work. Supervisors are responsible for making sure that students are doing the work indicated on their job descriptions.

### Supervisory Responsibilities

**FWS Confirmation** – Must receive the Award Confirmation Form from the potential student to verify the student's eligibility for FWS employment.

**Base Pay** – To help students to earn their potential entire FWS award, we recommend supervisors to employ students at the rate of \$8:00/hour, unless the department's current pay is higher.

**Establish a Work Schedule** - Establish a clearly defined work schedule that is compatible with the time requirements of both the student and the department. Federal guidelines prohibit students from working during their scheduled class periods. The department should request a copy of each student's class schedule in order to develop a work schedule. Do not allow students to work without a schedule; set specific hours for work.

The supervisor may provide opportunities for the student to make up time lost from work due to unavoidable circumstances. It is recommended that students should not exceed 20 hours per week. If students must work outside the employer's normal business hours, a plan must be in place for supervising and monitoring the hours of these students.

**Provide an Orientation** - The supervisor is responsible for conducting a student job orientation, including a brief one-on-one overview of the office structure and office rules and regulations and the student's job and responsibilities.

**Monitor Earnings** - It is the supervisor's responsibility to monitor a student's earnings to ensure that the student does not work more hours than the work-study award will pay. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under the FWS Program must be paid for all hours worked.

Students are awarded an amount which will allow them to usually work an average of 10 to 20 hours per week. If a student earns beyond the fall semester allotment, this will decrease the amount available to earn in the spring semester. A student must not exceed the total yearly FWS award amount. If this occurs, the student may contact the Office of Scholarships & Financial Aid (OSFA) to inquiry about a potential award increase which will be reviewed on a case-by-case basis. The OSFA will send notifications, as necessary, indicating the amount of potential earnings

a student has remaining. Once the student's total FWS award is exhausted, the student will be required to stop working the FWS job or may be hired by the Department as work assist.

**UNCW Payroll Time Sheets** - Students will need to submit their time worked on the electronic time sheet in SeaNet by the last day of the month. The approval of the supervisor on the time sheet certifies the number of hours worked. Please complete electronic time sheets completely and accurately.

**Off-Campus Position Time Sheets** – Students will need to submit their time worked on the electronic time sheet in SeaNet. A copy will be forwarded to the off-campus supervisor for confirmation of hours worked. Off campus supervisors should review the timesheet for accuracy and respond with approval or the indication of changes needed, if any.

**Evaluate Job Performance** – Supervisors must provide a written performance evaluation for each student using the FWS Program Performance Evaluation Form. Please take the time and effort to complete the evaluation carefully and discuss the feedback with the student. The evaluation form is available for downloading from the OSFA website under forms. Job Evaluations should be completed once a year: by December 15<sup>th</sup> for fall employment and by May 31<sup>st</sup> for spring employment. If the student is employed both semesters, then only the fall evaluation will be required unless there are significant changes in the student's job performance during the spring semester, then a second evaluation may be submitted. Supervisor **and** student signatures are required on the evaluation form.

**Comply with University Policies** - Supervisors must comply with the University's policy on Equal Opportunity and Sexual Harassment. Supervisors must also comply with Title I of the Americans with Disabilities Act, which prohibits employers from discriminating against a "qualified individual with a disability" in all aspects of employment, including application for employment procedures, hiring, compensation, training, discharge, and benefits. Additionally, it is the policy of the UNCW System to maintain and promote equal employment opportunity, without regard to race, sex, color, national origin, religion, age, or handicap. The university is committed to providing equal educational opportunities to students. Inquiries concerning the equal opportunity policy should be addressed to Human Resources.

**In order to maintain compliance with federal regulations governing Federal Work-Study, the OSFA Office may periodically conduct on-site visits to see how departments/off campus agencies are employing FWS students.**

## Student Responsibilities

As a FWS awardee, the student assumes the following responsibilities:

1. read and complete all paperwork required from the OSFA and the supervisor in the department where employed
2. submit the Award Confirmation Form to their employer
3. maintain and keep records of regular work schedule
4. notify the supervisor as soon as possible of any change necessary in work schedule
5. complete a monthly electronic time sheet and submit it electronically for her/his supervisor's approval by the due date (generally the last day of the month worked)
6. refrain from conducting personal affairs on the job (telephone calls, visitors, school work, internet searches, etc.)
7. notify the OSFA if changes occur in name or enrollment status
8. keep track of earnings and **NOT** exceed FWS semester award. *When getting close to award maximum, the student should discuss with supervisor and may contact the OSFA to inquire about a potential FWS award increase.*

## Section IV: TERMINATION PROCEDURES

Students may voluntarily terminate their FWS award if they are no longer interested in the program. They are encouraged to give their supervisor a two-week notice. A supervisor has the right to dismiss a student for unsatisfactory job performance. This includes, but is not limited to:

- Repeated failure to comply with the agreed work schedule
- Unwillingness to accomplish assigned tasks
- Insubordination or lack of cooperation which results in disturbing other workers or work progress

When a student's position is ending, the supervisor is required to contact the Office of Scholarships & Financial Aid Office immediately. OSFA will provide the supervisor the Termination form to complete and return. EPAF revision must be submitted to HR by the supervisor.

## Section V: ADDITIONAL INFORMATION

### Federal Regulations

1. Students may not earn more than the amount of their FWS award.
2. Students may earn more than the fall award, but this will decrease the amount available for the spring semester.

3. Students meeting their maximum yearly FWS award may contact the OSFA to inquire about a potential increase. Reviews done on a case-by-case basis and dependent on unmet financial need.
4. Work assignments must be in the public interest. They may not:
  - a. result in the displacement of employed workers
  - b. be related to sectarian instruction or religious worship
  - c. involve any partisan or non-partisan political activity or lobbying
  - d. be primarily for the benefit of a limited membership organization (e.g., Cooperatives, Unions, Faculty Association, fraternities/sororities, etc...), an elected official, or for which the political affiliation of the student is a prerequisite
5. Students may not receive compensation for receiving instruction in a classroom, lab, or other academic setting.
6. FWS students can only participate in non-profit organizations.

### **Institutional Guidelines**

1. There is to be no differential pay for students working on FWS in contrast to students working as regular student assistants where the experience, skills, and job requirements are comparable.
2. Students must remain enrolled at least part-time in UNCW campus courses during the term of employment. *The summer term is the exception, but must intend to enroll in the upcoming Fall semester.*
3. If a student becomes ineligible for the work-study program, the employer assumes responsibility for the student's earnings. Please be aware that the department will be responsible to pay, from departmental funds, any unauthorized charges submitted for payment from Federal Work-Study (FWS) Program funds. This includes charges for students who do not have FWS awards; students who are out of FWS funds for the year; and students that worked outside of the authorized periods of employment.
4. If funding is available, it may be possible for a student to earn more than the allocated award. However, this must be determined on a case-by-case basis. Please have the FWS student worker contact [workstudy@uncw.edu](mailto:workstudy@uncw.edu) to make requests.

## **Federal Work Study (FWS) Commonly Used Forms & Links**

[FWS Position Request](#) – Agencies interested in participating in the UNCW Federal Work Study program need to submit this form.

[FWS Job Description](#) – This form is required when creating a new job or modifying/updating a current FWS job within your department.

[FWS Performance Evaluation](#) – This is to be completed at the end of Fall and/or Spring semester.

[FWS Transferable Skills](#) – Transferable skills are areas of development that apply in all profession and can be used in multiple environments, including varying employment sectors, volunteerism, or extracurricular activities. This document provides a list of common categories of transferable skills, and examples of associated activities.

FWS Termination Assessment – ***This form is available upon request. Not published on OSFA website.***

## UNCW Work Study Pay Rate Matrix

	Years of Service			
	Year 1	Year 2	Year 3	Year 4
Level 1	\$8.00	\$8.50	\$9.00	\$9.50
Level 2	\$9.50	\$10.00	\$10.50	\$11.00
Level 3	\$11.00	\$11.50	\$12.00	\$12.50
Level 4	\$12.50	\$13.00	\$13.50	\$14 -15.00

### Position Examples:

#### LEVEL 1:

Front Desk Clerk, Office Assistant, Mail Room Clerk, Study Hall Monitor. *(Work occurs in a traditional campus office setting).*

#### LEVEL 2:

Library Assistant, Social Media Manager *(Work occurs in a traditional campus office setting).*

#### LEVEL 3:

Athletic Team Assistant, Institutional Tutor, Marketing Assistant, Mentor, Research Assistant, First-Year Graduate Student, Videographer *(Work may occur in a lab or athletic area).*

#### LEVEL 4:

Exhibits Assistant, Legislative Assistant, Mentor, Second Year+ Graduate Student *(Work may occur off campus in a public school, community agency or government office).*

	Level 1	Level 2	Level 3	Level 4
<b>Prior Experience</b>	Entry level, no prior experience required	Little or moderate experience, technical knowledge or previous training is required	Moderate experience, technical knowledge or previous training or certification is required	Substantial independence performing specialized tasks requiring independent knowledge, a definable skill, or management of functions or people
<b>Level of independence</b>	Limited; operates within specified framework w/specific instructions	Moderate or limited; Work is reviewed periodically throughout the task completion	Significant independence performing specialized tasks	Little supervision required or given
<b>Specialized training</b>	none	May require specific on-the-job training	requires a high level of competency or fluency with a specialized skill	Requires substantial experience, advanced technical knowledge and training or certification
<b>Degree of difficulty</b>	Basic, routine task	Assignments remain at the task level	Duties involve several steps in a process with specific procedural and operational guidelines	Assignments are programmatic rather than task level
<b>decision making</b>	Very limited	Limited discretion within specific work assignments	Requires independent judgment decision-making ability	Requires independent judgment
<b>Supervision of others</b>	none	May involve occasionally providing guidance or instructions to others	May involve supervising, training and/or tutoring of others	Expectations to manage special projects or activities of significant scope



## Federal Work Study Program 2022 - 2023 Award Confirmation Form

This form is used to document a student’s eligibility for employment in the Federal Work Study Program (FWS) during the academic year. Students should present this form to potential employers during the application process and may make copies of the form to submit to multiple employers.

<b>STUDENT NAME</b>	
<b>BANNER ID#</b>	
<b>EMAIL ADDRESS</b>	
<b>MAJOR</b>	
<b>FALL AWARD AMOUNT</b>	
<b>SPRING AWARD AMOUNT</b>	

The FWS program will allow students to gain employment at a job site that works around their class schedule. Students receive a paycheck monthly for the hours worked; the earnings are not applied to a student’s bill. Acceptance of this award does not guarantee placement in a work assignment.

**Notes:**

- You must obtain a job by September 15. Contact [workstudy@uncw.edu](mailto:workstudy@uncw.edu) if additional time is needed. Available positions are advertised in Handshake. Failure to obtain a job in a timely manner may result in the cancellation of the FWS award.
- You may not earn more than your FWS awarded amount. Contact [workstudy@uncw.edu](mailto:workstudy@uncw.edu) for potential increase.
- Summer employment is possible (\$1000 maximum). Earnings are part of the upcoming fall/spring financial aid award package and will reduce the amount of your potential earnings during the fall/spring semesters. Please contact [your financial aid counselor](#) if you would like to discuss this in greater detail.



## Federal Work Study Program 2022-2023 Monthly Earnings Report

The amount below reflects the payments to you from the Federal Work Study program through the most recent pay period. Please monitor your work hours so that you do not exceed your total awarded amount.

<b>DATE</b>	
<b>STUDENT NAME</b>	
<b>STUDENT ID#</b>	
<b>AWARD AMOUNT</b>	
<b>AMOUNT PAID</b>	
<b>FALL AWARD AMOUNT</b>	
<b>SPRING AWARD AMOUNT</b>	

The FWS program allows students to gain employment at a job site that works around their class schedule. Students receive a paycheck monthly for the hours worked; the earnings are not applied to a student's bill. Acceptance of this award does not guarantee placement in a work assignment.

**Notes:**

- You must obtain a job by Sept 15. Contact [workstudy@uncw.edu](mailto:workstudy@uncw.edu) if additional time is needed. Available positions are advertised in Handshake. Failure to obtain a job in a timely manner may result in the cancellation of the FWS award.
- You may not earn more than your FWS awarded amount.
- Summer employment is possible. Earnings are part of the fall/spring financial aid award package and will reduce the amount of your potential earnings during the fall/spring semesters. Please contact [your financial aid counselor](#) if you would like to discuss this in greater detail.



## Fall 2022 Calendar

### August

- 1 – Students may begin employment
- 24 - Classes begin
- 31 – Electronic timesheet due

### September

- 5 – Labor Day holiday
- 30 – Electronic timesheet due

### October

- 13-15 – Fall Break – no classes
- 31 – Electronic timesheet due

### November

- 23 – No classes (University open)
- 24-26 – Thanksgiving holiday (no classes)
- 30 – Electronic timesheet due

### December

- 7 – Last day of classes
- 8 – Reading day
- 9-15 – Final exams
- 17 – Commencement (*last day for fall semester graduates*)
- 19 – Semester ends (*submit timesheets on last day of work*)
- 19-22 – Students may work up to 40 hours per week
- 22 – Electronic timesheet due (*if not submitted previously*)
- 23 -31 – UNCW closed for Winter break

*\*FWS students may not work on observed holidays. Hours indicated on timesheets during these dates will delay the standard UNCW payroll processes*



## Spring 2023 Calendar

### January

- 2 – New Year's Day holiday
- 3 – University opens
- 4 – Spring semester begins
- 11 – First day of classes
- 16 – Dr. Martin Luther King, Jr. holiday
- 31 Electronic timesheets due

### February

- 28 – Electronic timesheet due

### March

- 4-12 – Spring Break (no classes)
- 31 – Electronic timesheet due

### April

- 6 – No classes
- 7 – Good Friday, no classes
- 10 - Classes resume
- 30 – Electronic timesheet due

### May

- 1 - Last day of classes
- 2 - Reading Day
- 3-9 – Final Exams
- 10 - *Last day seniors can work\**
- 12-13 – Commencement
- 31 – Last Day of Spring Semester Employment\*
- 31 – Electronic timesheet due

*\*FWS students may work up to May 31, if not a graduating senior. Any graduating student must end work on the last day of the semester.*