Federal Work Study Program

Office of Scholarships & Financial Aid
Warwick Center 140
2021-2022 Supervisor Information Session
Zoom Ground Rules

- **MUTE** your phone/mic when not speaking
- **Identify yourself** before you speak so we know who’s talking
- **Close email** and clear other distractions from your desk
- **Use the Raise Hand** or chat feature when you have a question or comment

Please save all questions until the end.

This presentation will be available online here:

https://uncw.edu/finaid/employment.html
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,

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

• identify next steps and key dates and associated expectations as an employer in the work-study program.
FWS Overview

• FWS is a US Dept of Education need-based program that provides funds to students to assist students with paying their educational expenses.
• Need is determined by the FAFSA. The FAFSA opens each year on October 1.
• Being eligible for FWS in one year doesn’t mean that a student will be eligible in a subsequent year.
• If you have a student who applies for your work study position, but does NOT have a FWS award in their award package, please have the student contact their financial aid counselor. If eligible, the student will be added to the FWS wait list for a possible future award.
Duties/job assignments need to be listed in detail in this section. Duties and pay rates should match based on the information given in the UNCW Work Study Position Classification Matrix.

When a job description is submitted to the Work Study Office, if the pay rate does not match the job duties, the description will be returned with a comment to advise on revisions.
Name of person who enters the EPAF here

The name of the student worker’s supervisor should be listed in the “Supervisor” section.

Only list another person’s name in the “Administrative contact” section if it is a different person than the work study supervisor.

Be sure to fill in all sections on the job description.
## UNCW Work Study Position Classification Matrix

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
</tr>
<tr>
<td>Level 1</td>
<td>$8.00</td>
<td>$8.50</td>
<td>$9.00</td>
<td>$9.50</td>
</tr>
<tr>
<td>Level 2</td>
<td>$9.00</td>
<td>$9.50</td>
<td>$10.00</td>
<td>$10.50</td>
</tr>
<tr>
<td>Level 3</td>
<td>$10.00</td>
<td>$10.50</td>
<td>$11.00</td>
<td>$11.50</td>
</tr>
<tr>
<td>Level 4</td>
<td>$11.00</td>
<td>$11.50</td>
<td>$12.00</td>
<td>$12.50</td>
</tr>
</tbody>
</table>

### 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, Videographer. *(Work may occur in a lab or athletic area)*.

**LEVEL 4:**

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

- Prior Experience: Entry level, no prior experience required
- Limited: operates within a specified framework with specific instructions
- Moderate or limited: Work is reviewed periodically throughout the task completion
- Significant: independence performing specialized tasks
- Little supervision required or given

- Specialized training: 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

- Degree of difficulty: 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

- Decision making: Very limited
- Limited discretion within specific work assignments
- Requires independent judgment, decision-making ability
- Requires independent judgment

- Supervision of others: 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.
Hiring Process

• **Prior** to hiring the student, please make sure the student is enrolled at least **half time** (UG ½ = 6 credit hours, GR = 4.5 credit hours). This also applies to when you enter the work study EPAF for the spring semester – the student must be at least a half time enrollment status.

• The fourth step happens once you have hired your student worker.

• You will enter the student/job in EPAF system. When entering jobs in EPAF, **ALWAYS** list the **UNCW Dept and work study job title in the comment section**.

• The work study student must complete the FWS FERPA Training requirement within 2 weeks of their start date. If this is not done timely, we will notify the employer AND the student and the student will not be allowed to work until the requirement is met. The FERPA training session only needs to be done one time while at UNCW under the work study program.
Who you gonna call?
Office of Scholarships & Financial Aid/Work Study
  • Number of FWS positions
  • Hourly pay – refer to Position Classification Matrix (pay rate scale)

Career Center
  • Anything regarding Handshake

Human Resources
  • Incorrect pay rate entered in EPAF (anything related to EPAFs)
  • Student’s “Employee Tab” not appearing in SeaNet for time submission

Payroll
  • Timesheet issues
Next Steps, Key Dates & Expectations – FWS Supervisors

Requesting a Position(s)

✓ May 1 - submit job description to OSFA

Posting a Position

✓ JUNE 1 - advertise in Handshake
✓ Include FWS in job description title
✓ Use appealing job titles & include “work study” in title

Interviewing

✓ View the Award Confirmation Form
✓ Refer to salary matrix

Hiring

✓ Use position #W15550 | general campus
✓ Provide an orientation; establish a work schedule
✓ OCTOBER 1 – target deadline to complete hiring processes

Supervising

✓ Monitor earnings (Monthly earnings reports sent to students)
✓ Complete evaluations: One evaluation per year is due. It is due at the end of the term in which the student is working, unless they are graduating/leaving UNCW. If the student continues into the spring term and you completed a fall evaluation, a spring semester evaluation is not needed unless there is a significant change in their work performance.
✓ Encourage students to keep a record of meaningful work/portfolio
✓ Adhere to University policies as outlined by UNCW HR (i.e. injuries/worker’s comp)
REMINDER!

• Spring FWS evaluations are due by the end of the semester (no later than May 31). Thank you to those who have already submitted the forms. Due to COVID-19 and working remotely, the FWS Evaluation Form has been modified to allow electronic signatures from both parties.

• Only one evaluation needs to be done per academic year. If the student is continuing from the fall AND a fall FWS evaluation was completed, you do not need to do a second one UNLESS there has been a significant change in the student’s job performance.
## Resources

<table>
<thead>
<tr>
<th>Office of Scholarships &amp; Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warwick Center Room 140</td>
</tr>
<tr>
<td>(910) 962-3177</td>
</tr>
<tr>
<td><a href="mailto:workstudy@uncw.edu">workstudy@uncw.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Annex</td>
</tr>
<tr>
<td>(910) 962-3160</td>
</tr>
<tr>
<td><a href="mailto:hrsearch@uncw.edu">hrsearch@uncw.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payroll Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoggard Hall, Suite 16</td>
</tr>
<tr>
<td>Phone: 910-962-3163</td>
</tr>
<tr>
<td><a href="mailto:payroll@uncw.edu">payroll@uncw.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fisher University Union 2035</td>
</tr>
<tr>
<td>910-962-3174</td>
</tr>
<tr>
<td><a href="mailto:careercenter@uncw.edu">careercenter@uncw.edu</a></td>
</tr>
</tbody>
</table>
?? QUESTIONS ??

Please send any questions to workstudy@uncw.edu.

THANK YOU! 😊