FEDERAL WORK STUDY
REFERENCE
MANUAL

PROCEDURES AND FORMS

FEDERAL WORK STUDY PROGRAM
STUDENT FINANCIAL AID & SCHOLARSHIPS OFFICE

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CONTENTS

I. INTRODUCTION

A. Background
B. Programs
   1. Federal Work Study Program
   2. Texas Work Study Program
   3. Institutional Work Study Program

II. PROCEDURES

A. Students
B. Departments
   1. Participation Agreements
   2. Electronic Payroll Action Requests (ePAR)
   3. Online Job Postings
   4. Federal Work Study Departmental Notices

III. FORMS

A. Federal On-Campus Work Study Participation Agreement
B. Texas On-Campus Work Study Participation Agreement
C. Departmental Notices
I. INTRODUCTION

A. Background

The Federal Work Study Program was created under the Economic Opportunity Act of 1964. Even though it has been revised and restructured throughout the years, the objective has remained the same. The Federal Work Study program was created to provide part-time employment to students who need the extra income to help meet the costs of their education.

B. Programs

There are three work study programs from which a student may earn monies.

1. The Federal Work Study Program (FWS) is federally funded and open to all eligible students.
2. The Texas Work Study Program (TWS) is funded by the state. The requirements for the TWS are the same as FWS with one exception: along with being eligible for federal work study, students must also be a resident of Texas.
3. The Institutional Work Study Program (IWS) is designed for the Emerald Eagle Scholars Program.

II. PROCEDURES

A. Students

1. To be considered for work study, a student must apply for financial aid using the Free Application for Federal Student Aid (FAFSA) and indicate a preference for work study. Work study is awarded based on a student’s enrollment status and financial need. A student must be enrolled at least half-time in order to be considered for the program (5 hours for Graduate and 6 hours for Undergraduate students) and meet Satisfactory Academic Progress requirements. Since work study is need-based and the funds are limited, each student is given a maximum allowable amount which can be earned. The maximum award amount is $2,000 per term. The work study award may be reduced if a student receives other types of financial aid. If the student or department is concerned about exceeding the award amount, the student may contact the financial aid office requesting their work study be increased. The availability of funds and the student’s unmet financial need will determine if a student’s work study award can be increased.

2. A student may work a maximum of 20 hours per week during regular enrollment periods. A student may work a maximum of 29 hours a week between semester periods of regular enrollment (term breaks or between summer sessions) as long as the student has work-study funds available. For example: If a student is awarded fall work-study, the student is able to
work after the last day of class on December 12th through the end of the work-study term on January 15th (refer to II.B.2 Job Code and Date Range chart).

B. Departments

Compared with regular hourly employment, these programs offer a definite advantage to a participating department. Under all programs, a department is charged only 30% of the student’s gross earnings. This adds up to a substantial savings for the department.

Example:

If a student earns $100.00, the work study program is charged $70.00 (70%) and the department is charged $30 (30%) of the total gross earnings.

<table>
<thead>
<tr>
<th>Student’s gross earnings</th>
<th>$100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>FWS is charged</td>
<td>(70.00)</td>
</tr>
<tr>
<td>Department is charged</td>
<td>$ 30.00</td>
</tr>
</tbody>
</table>

Please keep in mind that 100% of the total gross earnings will be deducted from the student’s award, not just the 70% charged to the work study program.

If a department is charged 100% of the gross earnings, it may be because the department didn’t submit an electronic Payroll Action Request (ePAR) for the student or the student may have exceeded his/her award amount. **All earnings over the awarded amount will be charged back to the department at a rate of 100%.** Departments are encouraged to closely monitor a student’s gross earnings to ensure the earnings do not exceed their award. This is especially important if the student’s hourly wage rate is greater than minimum wage or they are employed in more than one department. The departments are responsible for tracking total earnings.

**Work Study payable hours are calculated by:**

\[
\text{Award amount/ rate of pay} = \text{total work study payable hours}
\]

In order to utilize the work study program, departments will need to sign Participation Agreements, submit job requests and complete payroll authorizations.

1. Participation Agreements

Participation Agreements are contracts between Student Financial Aid and Scholarships (SFAS) and the department. There is a separate contract for the federal and the state program. These agreements ensure that all departments comply with federal and state regulations. By completing both agreements, a department will be able to hire students who have either Federal, Texas or Institutional awards. These forms must be completed and on file with SFAS.
before a work study job can be posted, or a payroll action request (ePAR) can be approved for a student.

A new agreement for both the federal and state program must be filed each academic year (September 1 of current year to August 31 of the next year). The Participation Agreements are usually completed and returned during the summer before the new academic year begins. The forms are available through SFAS which is located in the Eagle Student Services Center (ESSC), room #134 and online at: http://financialaid.unt.edu/work-study

Completing the Agreements

- Fill in the department name.
- Obtain signature of the Department Dean, Chairman, or Director.
- List all the account numbers from which the department will pay the work study employees. Only the account numbers listed on the agreements may be used on an ePAR and job requests.

If you wish to add account numbers to your participation agreement after they have been submitted, simply email the FWS Coordinator (collegeworkstudy@unt.edu) and request the new account number(s) be added to both agreements. **Please be aware that delays in approval will occur when an ePAR or job request is submitted with account numbers not listed on the participation agreements.**

Be sure to read all of the items listed in both agreements. These points constitute the agreement between the department and SFAS. After the agreements have been reviewed, the FWS Coordinator will sign the agreements and return a copy to the department via fax or inner-campus mail.

2. Payroll Action Requests (ePAR)

Payroll Action Requests (ePAR) must be submitted for processing for students who have a work study award. The instructions for submitting an ePAR is located at: http://bsc.untsystem.edu/epar

The items verified by the SFAS Office are:

- The account number (must also be listed on the current Participation Agreements);
- The Effective Date (must match Job Code);
Work study job codes are as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Job Code</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>1711 – Fall</td>
<td>08/16/15 – 01/15/16</td>
</tr>
<tr>
<td></td>
<td>1712 – Spring</td>
<td>01/01/16 – 05/31/16</td>
</tr>
<tr>
<td></td>
<td>1713 – Summer</td>
<td>05/16/16 – 08/31/16</td>
</tr>
<tr>
<td>Texas</td>
<td>1751 – Fall</td>
<td>09/01/15 – 01/15/16</td>
</tr>
<tr>
<td></td>
<td>1752 – Spring</td>
<td>01/01/16 – 05/31/16</td>
</tr>
<tr>
<td>Institutional</td>
<td>1721 – Fall</td>
<td>08/16/15 – 01/15/16</td>
</tr>
<tr>
<td></td>
<td>1722 – Spring</td>
<td>01/01/16 – 05/31/16</td>
</tr>
<tr>
<td></td>
<td>1723 – Summer</td>
<td>05/16/16 – 08/31/16</td>
</tr>
</tbody>
</table>

- The Career Center Requisition Number is obtained through the Career Center. They may be reached at careercenter@unt.edu or Telephone: (940)565-2105.

- Student’s award and acceptance of work study.

Payroll Action Requests (ePAR) containing incorrect information will be denied and reason for denial will be noted in the comment section on the ePAR. Authorization will be approved only when all information has been submitted correctly.

Reasons for denial:
- Student has not been awarded and accepted work study
- Job code does not match term and effective date
- ePAR does not have a Career Center Req number
- Payment account is not on the participation agreements

**Important Note:** Per UNT Policy 05.201 – CWS students are not allowed to work during a scheduled class, even if the class has been cancelled.
3. Online Job Postings

To post jobs online, a department must contact the UNT Career Center to complete the required online information. The instructions for hiring student employees are located on the Career Center’s website at: http://careercenter.unt.edu/fs/supervisors_guide. Click on the link for Job Posting Instructions.

All work study job requests must be approved by SFAS prior to being posted. The items verified are:

- The Job Title (must have a CW# assigned to it);
- The Job Description - must contain the following information:
  MUST HAVE RECEIVED AND ACCEPTED A COLLEGE WORK STUDY AWARD TO APPLY FOR THIS POSITION;
- The account number(s) (must be on current Participation Agreements).
- The Pay Rate (must be at least minimum wage);
- Effective Date (must match the academic year and semester).

Once the job request has been approved, it will be routed back to the Career Center. The Career Center will then report the Career Center Requisition number to the department.

4. Federal Work Study Departmental Notices

The departmental notices are provided only to assist departments in keeping records for each student’s work study award. The notice will track a student’s total award, period earnings, and remaining balance. It is very important that accurate records be kept within each department to prevent students from earning more than their award amount. It will also benefit the department by reducing the student’s chances of earning wages over his award which will result in a 100% chargeback of the overearnings to the department. SFAS will send out these notices on the 1st and 15th of each month.

III. FORMS

These forms are found in the following pages:

- Federal On-Campus Work Study Participation Agreement
- Texas On-Campus Work Study Participation Agreement
- Departmental Notices (sample)
FEDERAL ON-CAMPUS WORK STUDY PARTICIPATION AGREEMENT

AT THE UNIVERSITY OF NORTH TEXAS

This Participation Agreement is between UNT Student Financial Aid & Scholarships Office and the _______________________________ department
(hereafter referred to as the Employing Department). This agreement covers the period from September 1, 2015 to August 31, 2016, and is for the purpose of employing
Federal Work Study students by University "On-Campus" departments. This agreement must be executed by each UNT employing department prior to hiring any Federal Work
Study students for the applicable periods as indicated by this Agreement.

***Per UNT Policy 05.201 – CWS students are not allowed to work during a scheduled class, even if the class has been cancelled

The employing department agrees to:

1. Continue to expend from its scholarship and student employment funds and amount not less than average expenditure for the last three fiscal years covered
   by the Participation Agreement;

2. Provide job opportunities for Federal Work Study students which are meaningful to the Federal Work Study employee and a definite service to the employing
   department through the regular University related programs, functions, and activities. I further agree that the work performed at the University by the Federal Work
   Study employee will be nonprofit, non-political and non-sectarian activities or functions;

3. Provide job opportunities for Federal Work Study employees in addition to the existing part-time and full-time budgeted employees of the department. In other
   words, the department agrees not to replace its part-time or full-time employees to hire Federal Work Study students;

4. Employ Federal Work Study students on an hourly basis, net to exceed a maximum of 20 hours per week while school is in session, and 29 hours per week when
   school is not in session. The hours may be averaged for the academic period of the Federal Work-study grant;

5. Monitor the earnings of the student to prevent the student from exceeding the authorized earnings limit, which is the student’s federal Work study award for
   the proper academic period, indicated by the Student Employment Office Referral form;

6. Pay each Federal Work study student for 100% of the total hours worked within the department and at least once a month, through the use of the University
   approved payroll procedures;

7. Maintain accurate and auditable University approved time sheets and other support records in the department for each Federal Work Study employee that
   indicates the actual number of hours worked, the rate of pay, the total hours paid, and the remaining balance authorized for each Federal Work study student.
   Students are not allowed to submit hours for time worked during scheduled classes;

8. Keep the records indicated in item #7 for at least 5 (Five) years following the end of the fiscal year in which the student is being paid (this is to comply with the
   federal regulations and requirements for each federal Work Study Program);

9. Return all payroll checks which have not been directly distributed to the student back to the University Payroll Office by the end of the fifth day following the
   University payroll date;

10. Use the University Employees Classification and Pay Plan to establish a pay scale for each Federal Work study employees (this scale is consistent with the
    University’s Policies and Procedures);

11. Abide by all federal, state, and institutional regulations which affect the Federal Work Study program as soon as these regulations are made known to the
    department; and

12. Comply with all federal, state, and University Equal Opportunity laws and policies which prohibit discrimination of any type because of sex, color, religion,
    handicap or national origin, and furthermore, the employing department hereby agrees to comply with the provisions of the Civil Rights Act of 1964 and
    Title IX of the Educational Amendments of 1972.

The Student Financial Aid & Scholarships Office agrees to:

1. Approve Federal Work Study students for employment at the University who have met the necessary qualifying criteria for the program within the
   appropriate award period;

2. Keep the employing departments informed of the maximum amount of eligibility for each student on the Federal Work Study program; and

3. Reimburse each employing department at a rate of 70% of the total salary paid to each Federal Work Study student at the end of each payroll period.

________________________________________  ______________________________
Dean, Chairman or Director                      Signature of Student Financial Aid & Scholarships

____________________________  ______________________________
Date Agreement Signed                           Date Agreement Signed

__________________________
Account Number(s) to be charged

*Department Work Study Contact: Name

*Department Work Study Contact: Extension and Email Address

*Please provide a departmental contact for questions directly relating to your on-campus Work Study. This will aid us in ensuring that proper notification
regarding policy changes and participation agreement renewals are received by the correct person within your department.

Updated: 10/14/15

TEXAS ON-CAMPUS WORK STUDY PARTICIPATION AGREEMENT
AT THE UNIVERSITY OF NORTH TEXAS

This Participation Agreement is between the UNT Student Financial Aid & Scholarships Office, and the ________________________________ department (hereafter referred to as the employing department). This agreement covers the period from September 1, 2015 to August 31, 2016, and is for the purpose of employing Work Study students by University “On-Campus” departments.

**** Per UNT Policy 05.201 - OWS students are not allowed to work during a scheduled class, even if the class has been cancelled

The employing department agrees to:
1. Continue to expend from its scholarship and student employment funds and amount not less than average expenditure from the department covering the last three fiscal years immediately preceding the year covered by this participation agreement;
2. Employ eligible students through the Federal or State College Work Study Program in Part-time positions which are nonpartisan and nonsectarian;
3. Provide employment opportunities and jobs to students, in so far as it is practical, that relate to the students’ academic major field of interest;
4. Use the college work study program positions only to supplant not and not supplant positions normally filled by persons who are ineligible to participate in the work study programs;
5. Employee college work study students on a part-time basis and rate per hour will not exceed the amount approved by the University Personnel Office as the maximum pay rate for all student employees at the University;
6. Monitor the college work study student’s number of hours worked and their earnings to prevent the student from:
   a. Exceeding the authorized earnings limit (the student’s college work study award for the appropriate academic period), or
   b. Exceeding the maximum of 20 hours per week while the student is enrolled within any academic semester;
7. Pay each college work study student 100% of the total funds earned by the student each month through the use of the University approved payroll procedures;
   Maintain an auditable University approved time card and time sheets with supporting documentation within the employing department. These records must indicate the actual number of hours worked by the student, the rate of pay, the total number hours paid, and the signature of both the employing department’s supervisor and the student employee. Students are not allowed to submit hours for time worked during scheduled classes.
8. Keep the records indicated in Item #7 for at least 5 (five) years following the end of the fiscal year in which the student is being paid;
9. Return all students payroll checks which have not been directly disbursed to the student back to the payroll office by the end of the 5th day following the University’s payroll date, and
10. Comply with the federal, state, and institutional regulations governing the college work study program.

The Student Financial Aid & Scholarships Office agrees to:
1. Approve each student for the college work study program through the applicable federal and state regulations which govern the program;
2. Keep the employing department informed of the charges and new requirements that affect the employing departments as they are distributed to the student aid office; and
3. Reimburse each department at a rate of 70%, or as dictated by the State regulations, of the total salary paid to each eligible college work study student at the end of each payroll period.

_____________________________________________  ________________________________
Dean, Chairman or Director                       Signature of Student Financial Aid & Scholarships

_____________________________________________  __________________________________
Date Agreement Signed                              Date Agreement Signed

_____________________________________________
Account Number(s) to be charged

_____________________________________________
*Department Work Study Contact: Name

_____________________________________________
*Department Work Study Contact: Extension and Email Address

* Please provide a departmental contact for questions directly relating to your on-campus Work Study. This will aid us in ensuring that proper notification regarding policy changes and participation agreement renewals are received by the correct person within your department.

Updated: 11/16/15

Sample of Departmental Notices

<table>
<thead>
<tr>
<th>EMPLID</th>
<th>STUDENT NAME</th>
<th>JOB CODE</th>
<th>ACCT CD</th>
<th>EARNINGS END DATE</th>
<th>TOTAL AWARDED</th>
<th>AMT PD YTD</th>
<th>REMAINING BAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999</td>
<td>Doe, John</td>
<td>1711</td>
<td></td>
<td>15-Jun-2009</td>
<td>$2,500.00</td>
<td>$241.92</td>
<td>$2,258.08</td>
</tr>
</tbody>
</table>

A. **Job Code** confirms the semester in which the earnings are being charged.

B. **Total Awarded** means for the semester (Job Code) indicated.

C. **Amt Pd YTD** is for the current semester only – it’s not cumulative for the aid year.

D. **Remaining Bal** is calculated as:

   Total Awarded – Amt Pd YTD = *Remaining Balance.

   * This balance will be at least 1.5 pay periods behind the departmental records.