



**COLLEGE WORK-STUDY
REFERENCE
MANUAL
Academic Aid Year 2019-2020**

PROCEDURES

COLLEGE WORK-STUDY PROGRAM
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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 education expenses.

B. Programs

There are three work-study programs that provide funding.

1. **The Federal Work-Study Program (FWS)** is federally funded and open to all eligible students.
 - America Reads is part of the FWS program that uses students to tutor children in developing reading skills. Earnings reimbursed at 100%.
 - Math Tutoring is part of the FWS program that uses students to help children develop math skills. Earnings reimbursed at 100%.
2. **The Texas Work-Study Program (TWS)** is funded by the state. The requirements for the TWS are the same as FWS with exception: along with being eligible for federal work-study, students must also be a resident of Texas. They cannot be an athlete.
3. **The Institutional Work-Study Program (IWS)** is available if a student with financial need is not eligible for FWS or TWS.

II. PROCEDURES

A. Students

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 to be considered for the program (5 hours for Graduate and 6 hours for Undergraduate students) and meet Satisfactory Academic Progress requirements. A student may be employed through FWS during a period of nonattendance, such as summer, or an unattended fall or spring semester. Must be planning to enroll or re-enroll and must have financial need.

Since work-study is need-based and the funds are limited. The Fall/Spring initial max offered amount is \$5,000. Summer initial max offered amount is \$2,500.00. The offered amounts are fluid. They may be increased to cover earnings if the student has unmet need or be reduced if a student receives additional gifts or late disbursements. If the

student or department is concerned about exceeding the offered amount, the student or department may contact the financial aid office requesting a review to see if the work-study can be increased. The availability of funds and the student's unmet financial need will determine if a student's work-study offer can be increased.

CWS Positions work no more than 20 hours per week during the semester in which they are employed. Students may work up to 29 hours per week between Fall and Spring semesters (winter break) provided 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.1 Work-study Job Codes Chart).

Student Responsibilities

- Students offered CWS may apply for both CWS or hourly positions
- Must provide CWS notification to department per term
- Provide class schedule to department per term and any changes
- Must not work during a scheduled class time
- Must not work during a scheduled exam time (Finals Week)
- Knowledge of hours allowed to work per week
- Maintaining eligibility to receive funding

Requesting CWS

During the interviewing through the hiring process or after employed, a student may submit a request to be reviewed for CWS eligibility by sending an email to collegeworkstudy@unt.edu. The student must include the ID, Name and aid year to be reviewed.

Note: The position does not have to be a CWS position to take advantage of funds.

B. Departments

Departments are encouraged to provide eligible students the opportunity to earn money for education expenses by hiring them in college work-study (CWS) positions. A CWS position is funded in whole or part by federal or state funds offered based on a student's financial need. [Policies of the University of North Texas 05.001 Student Employment College Work-Study](#).

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.

Student's gross earnings	\$100.00
CWS charged	<u>(70.00)</u>
Department charged	\$ 30.00

Please keep in mind that 100% of the total gross earnings will be deducted from the student's financial aid CWS offer, 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 did not 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%.**

Department supervisors and students are encouraged to work together to closely monitor earnings and avoid exceeding the 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:

Award amount/rate of pay = total work-study payable hours

Department Supervisor Responsibilities

- Students cannot exceed 20 hours a week and 29 hours during winter break
- Responsible for knowing all policies related to employing students in CWS positions
- Verify student has been awarded CWS before offering a CWS position
- Obtain student's class schedule before allowing to work; assigning a set work schedule to ensure student do not work during class time. No exceptions
- Auditing the actual time worked against class schedule, in writing, each payroll cycle; making these audits available to the appropriate UNT System or UNT department upon request
- Participate in CWS training every two years

Requesting CWS for a student

During the interviewing through the hiring process or after employed, a department may submit a request for a student to be reviewed for CWS eligibility by sending an email to collegeworkstudy@unt.edu. Include the student's ID, Name and aid year to be reviewed. Once a student has been reviewed, and is eligible, the student will be offered CWS and the department will be notified.

Note: The position does not have to be a CWS position to take advantage of funds.

In order to utilize the CWS funding, departments will need to submit an ePAR.

1. Electronic Payroll Action Requests (ePAR)

ePARs must be submitted for processing students who have a work-study offer. The instructions for submitting an ePAR is located at: <https://www.untssystem.edu/>

The items verified by the SFAS Office are:

- The Effective Date (must match Job Code);
- Student’s award and acceptance of work-study.

Work-study Job Codes Chart

Program	Job Code	Date Range
Federal	1711 - Fall	08/16/xx-01/15/xx
	1712 - Spring	01/01/xx-05/31/xx
	1713 - Summer	05/16/xx-08/31/xx
Math Tutoring	1731 - Fall	08/16/xx-01/15/xx
	1732 - Spring	01/01/xx-05/31/xx
	1733 - Summer	05/16/xx-08/31/xx
America Reads	1741 - Fall	08/16/xx-01/15/xx
	1742 - Spring	01/01/xx-05/31/xx
	1743 - Summer	05/16/xx-08/31/xx
Texas	1751 - Fall	08/16/xx-01/15/xx
	1752 - Spring	01/01/xx-05/31/xx
Institutional	1721 - Fall	08/16/xx-01/15/xx
	1722 - Spring	01/01/xx-05/31/xx
	1723 - Summer	05/16/xx-08/31/xx

Payroll Action Requests (ePARs) containing incorrect information will be pushed back or denied. 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 offered and/or accepted work-study
- Job code does not match term and effective date

****Important Note:** Per UNT Policy 05.001 – CWS students are not allowed to work during a regularly scheduled class (even if the class has been cancelled) or during scheduled exam times during Finals Week. (even if exempted). No exceptions.

2. Online CWS Job Postings

To post CWS jobs online, a department must go to Eagle Careers powered by Handshake. The instructions for hiring student employees are located on the Career Center's website at:

<https://careercenter.unt.edu/resources/category/handshake/>.

Click on the link for Job Posting Instructions.

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

- The Job Title (must have a CWS# assigned to it)
- The Job Description - must contain the following information:
**MUST HAVE RECEIVED AND ACCEPTED A COLLEGE Work-Study OFFER TO APPLY FOR THIS POSITION. You must have your Financial Aid Award notification or a copy of your awards from MyUNT account uploaded to your Handshake account.
- The Pay Rate (must be at least minimum wage)
- Effective Date (must match the academic year and semester)

3. College Work-Study Departmental Notices

The departmental notices are provided only to assist departments in verifying accuracy of departmental records for each student's work-study offer. The notice will track a student's total financial aid offer for CWS, period earnings, and remaining balance. It is very important that accurate records be kept within each department to prevent students from earning over their award amount, which will result in a 100% chargeback of the overearnings to the department. SFAS will send out these notices once a month around the 15th.