



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

PROCEDURES AND FORMS

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 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.
  - 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 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

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. Since work study is need-based and the funds are limited. The Fall/Spring initial offered amount is \$5,000. Summer initial 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 their work study 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 12<sup>th</sup> through the end of the work-study term on January 15<sup>th</sup> (refer to II.B.2 Job Code and Date Range chart).

#### Requesting Work Study

During the interviewing or the hiring process, a student may submit a request to be reviewed for work study eligibility by sending an email to [collegeworkstudy@unt.edu](mailto:collegeworkstudy@unt.edu). (the student must include the ID, Name and aid year to be reviewed).

*Note: The position doesn't have to be a work study position*

### 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.

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

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:**

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

#### Requesting work study for a student

During the interviewing or the hiring process, a department may submit a request for a student to be reviewed for work study eligibility by sending an email to

[collegeworkstudy@unt.edu](mailto:collegeworkstudy@unt.edu). (Please 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 work study and the department will be notified

*Note: The position doesn't have to be a work study position*

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 department and fund numbers from which the department will pay the work study employees. Only the department and fund numbers listed on the agreements may be used on an ePAR and job requests.

If you wish to add department and fund numbers to your participation agreement after they have been submitted, simply email the CWS Coordinator ([collegeworkstudy@unt.edu](mailto:collegeworkstudy@unt.edu)) and request the new number(s) be added to both agreements. ***Please be aware of delays in the approval of ePARs and job requests if department and fund numbers are 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 department has reviewed and signed the agreements, they will need to return them to SFAS via email, or inner-campus mail. Please retain a copy for your files.

## 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:

<https://www.untsystem.edu/>

The items verified by the SFAS Office are:

- The department and fund numbers (must also be listed on the current Participation Agreements);
- The Effective Date (must match Job Code);
- Student's award and acceptance of work study.

Work study Job Codes are as follows:

Program	Job Code	Date Range
<b>Federal</b>	1711 – Fall	08/16/xx – 01/15/xx
	1712 – Spring	01/01/xx – 05/31/xx
	1713 – Summer	05/16/xx – 08/31/xx
<b>Math Tutoring</b>	1731 – Fall	08/16/xx – 01/15/xx
	1732 – Spring	01/01/xx – 05/31/xx
	1733 – Summer	05/16/xx – 08/31/xx
<b>America Reads</b>	1741 – Fall	08/16/xx – 01/15/xx
	1742 – Spring	01/01/xx – 05/31/xx
	1743 – Summer	05/16/xx – 08/31/xx
<b>Texas</b>	1751 – Fall	09/01/xx – 01/15/xx
	1752 – Spring	01/01/xx – 05/31/xx
<b>Institutional</b>	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 (ePAR) containing incorrect information will be pushed back or 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 offered and/or accepted work study
- Job code does not match term and effective date
- Department and fund numbers are not on the participation agreements

**\*\*Important Note:** *Per UNT Policy 05.001 – 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 go to Eagle Careers powered by Handshake. The instructions for hiring student employees are located on the Career Center's website at:

[http://careercenter.unt.edu/fs/supervisors\\_guide](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 department and fund numbers (must be on current Participation Agreements).
- The Pay Rate (must be at least minimum wage);
- Effective Date (must match the academic year and semester).

### 4. 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 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 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 15<sup>th</sup>.