



AUGUSTA
UNIVERSITY

**2023-2024 FEDERAL WORK STUDY
REQUEST FORM**

Office of Student Financial Aid
1120 15th Street
Summerville Campus, Fanning Hall
Augusta, Georgia 30912

*Please complete and return this form to request a student worker under FWSP. **If you have a variety of positions, duplicate the form as needed.** The 25 percent matching of each student's earnings is charged to your departmental supply budget.*

DATE OF REQUEST: _____ DEPARTMENT: _____

CONTACT FOR INTERVIEW: _____ PHONE: _____

SUPERVISOR'S TITLE: _____ BLDG/ROOM: _____

NUMBER OF POSITIONS: _____ DATE STUDENT(S) MAY BEGIN: _____

FWS JOB TITLE: _____ POSITION NUMBER # : _____ HOURLY RATE OF PAY: \$ _____

*******Can this position be classified as Community Service?*******
Community Service position are those that are *designed to improve the quality of life for community residents, particularly low-income individuals, or problems related to their needs.* Services include welfare, social service, recreation, rural development, community improvement, and counseling, tutoring, and supporting educational activities. **Yes No**

QUALIFICATIONS PREFERRED:

SUMMARY OF DUTIES AND RESPONSIBILITIES (**please attach job description**):

DAYS/HOURS TO BE WORKED (check one):

MUST NOT WORK DURING SCHEDULED CLASSES FOR WHICH STUDENT IS ENROLLED

- Open - Student may work day, evening and/or weekend hours
- Flexible - Student must work within the regular office hours, from _____ to _____ but there can be flexibility in the student's work schedule.

LIST PREFERRED STUDENT(S), IF ANY:

DEPARTMENT HEAD

DEPARTMENT/AGENCY
(ENTER ACCOUNT # TO BE CHARGED IF APPLICABLE)

The Office of Student Financial Aid refers eligible candidates to departments where vacancies exist. The number of students eligible for FWSP employment is determined by the volume of applicants and the amount of federal funds allocated to Augusta University.

AU Federal Work Study (FWS) Process and Guidelines

Setting up a Position

- 1) Submit Position Classification Form (PCF) through the add/change position transaction process in OneUSG to have a position created and/or updated by HR Compensation, Classification and Information Systems (CCIS), if needed.
 - a. Attach the PCF to the add/change transaction
 - b. Student positions are classified at .49 FTE
 - c. PCFs for student titled positions in Colleges/Admin Units that report to the Provost, no longer require approval from the Office of the Provost,
 - d. Positions must be updated through the add/change position transaction process in OneUSG **every 3 years**
 - e. Transaction Approval Levels: Department > Budget > finally CCIS in HR (CCIS has a 10 working day review/approval turn around)
- 2) Attend the Student Employment Hiring Workshop.
- 3) If seeking candidates for FWS openings, post positions in Handshake via the EMPLOYER login (www.augusta.edu/careerservices)
Help guide link here <https://www.augusta.edu/careerservices/students/ocbp.pdf>

Hiring a FWS Student

- 1) Complete the Student Hire Request Form and email the form along with any required documentation to HR_Student_Hires@augusta.edu for processing.
- 2) Once the student is cleared, an HR assistant will inform the supervisor. **The department bears the responsibility for following up with a distribution ePAR to attach the correct account string to the position number for payroll – this is especially important for new positions or positions that have been re-activated.** The student will be contacted to set-up an in-processing appointment.
- 3) After completion of in-processing, student begins work on date of hire.
- 4) All students are required to have a new FWS Approval form on file **each new academic year.**
- 5) The supervisor returns the FWS approval form to osfa@augusta.edu.

Returning FWS students

- 1) Continuing FWS students have to be determined eligible and awarded FWS before they can return to work.
- 2) Returning FWS students are not required to complete the criminal history background checks again.
- 3) All students are required to have a new FWS Approval form on file for the new academic year.
- 4) The supervisor returns the FWS approval form to osfa@augusta.edu.

Termination of FWS Student

- 1) Notify Grant Warf of termination date.
- 2) Hiring department submits ePAR.
- 3) Supervisor provides student with a Clearance Form **(Human Resources form).**

Additional Information

- The department pays 25% of the student's earnings from their department's PeopleSoft account number (723100) entered on the FWS Request Form.
- FWS pays 75% of the student's warnings from the PeopleSoft account number.
- FWS positions can never replace a full time position. FWS students can never replace full time employees.
- The department bears the responsibility for following up with a distribution ePAR to attach the correct account string to the position number for payroll – this is especially important for new positions or positions that have been re-activated.
- FWS students are REQUIRED to be in an official FWS position number. If the department does not have an official FWS position, a PCF will need to be completed to obtain an official FWS position number.
- Students can only work a maximum of 25 hours per week.
- A student may **never** work unsupervised or during the time he/she is scheduled to be in class (even if the class is cancelled for the day).
- Students and departments will be notified of the remaining earnings on a quarterly basis (October, January, April) and also when a student is within \$1000 of their annual award limit.
- Students can work during the breaks as long as the school is open. If a student is graduating in a given semester, the last date to work is their official last day of class.
- Students are required to be enrolled at least half time, however if the student would like to work over the summer break, they may do so. They will have to submit a letter declaring the intent to return the next consecutive semester to the Office of Student Financial Aid in order to be approved to work during a semester they are not enrolled.
- The last day to work for the fall semester is the last day of class (Date may be provided by the Registrar's Office).
- The last day to work for spring semester is the last of class (Date may be provided by the Registrar's Office).
- **The student should never exceed the amount awarded. The department should be monitoring the earnings/hours and will have to pay for any and all hours worked in excess of award.**

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures of the Title IV Federal Work Study program.

Department Head Signature

Date

Direct Supervisor Signature

Date