## College Work Study Basics



## What is College Work Study?

The Federal Work Study Program was created under the Economic Opportunity Act of 1964. The objective is to provide part-time employment to students who need the extra income to help meet the costs of their education.

### **CWS Programs**

#### Federal Work Study Program (FWS)

Federally funded and open to all eligible students.

#### Texas Work Study (TWS)

 Funded by the state. The requirements for the TWS are the same as FWS with two exceptions: along with being eligible for federal work study, students must also be a resident of Texas and not an athlete.

#### Institutional Work Study Program (IWS)

Designed for the Emerald Eagle Scholars program.

## Student Eligibility Requirements

- File a Free Application for Federal Student Aid (FAFSA) and indicate a preference for college work study
- Have financial need
- Be enrolled in at least half-time:
  - Undergraduate: 6 hours
  - Graduate: 5 hours
- Meet Standard Academic Progress (SAP):
  - Undergraduate: 2.00
  - Graduate: 2.75

#### **CWS** Guidelines

Maximum award for students is \$2,500 per term.

Awards may be reduced if a student receives additional aid (example: grants, scholarships).

#### Students cannot exceed:

- 20 hours a week
- 29 hours a week during winter break

\*Per UNT Policy 05.001 – College Work-Study students are <u>NOT</u> allowed to work during a scheduled class, even if the class has been cancelled.

## Student Responsibility

- Provide CWS award letter to department per term
  - Includes program and award amount
  - Report any changes, i.e. change in amount
- Provide class schedule to department per term
  - Report any changes to schedule

# Audit Finding - Student Working During Scheduled Class Time

#### Finding 2. FWS Ineligible Work Time

Citation: The FWS program assists students with educational expenses by allowing students to earn money while enrolled in an institution. Institutions are responsible for ensuring that students are paid for work performed regardless of who employs the student. 34 C.F.R. §§ 675.16, 675.20

Noncompliance: UNT did not properly monitor the hours worked by Student #32. The timecards for Student #32 showed that she worked while scheduled to be in class on the following occasions:

Timecard Date	Timecard Hours	Class Schedule
01/19/10	11:50AM-12:20PM	11:00AM-12:20PM
01/19/10	1:00PM-5:00PM	12:30PM-1:50PM
01/26/10	1:45PM-5:00PM	12:30PM-1:50PM
02/02/10	1:00PM-5:00PM	12:30PM-1:50PM

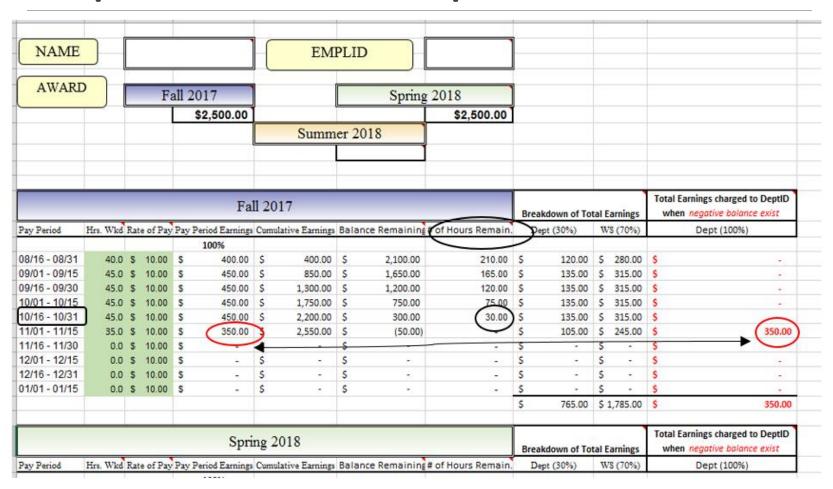
# How Much Will It Cost Your Department?

Example: If a student earns \$100.00 during a pay period, the Federal Work Study Program is charged \$70.00 (70%) and the department will be charged for the remainder, \$30.00 (30%).

Student's Gross Earnings:	\$100.00	100%
- Federal WS is Charged:	- 70.00	<u>- 70%</u>
Department will be Charged:	\$30.00	30%

\*All earnings <u>over</u> a student's award will be charged back <u>100%</u> to the department.

### Departmental Template

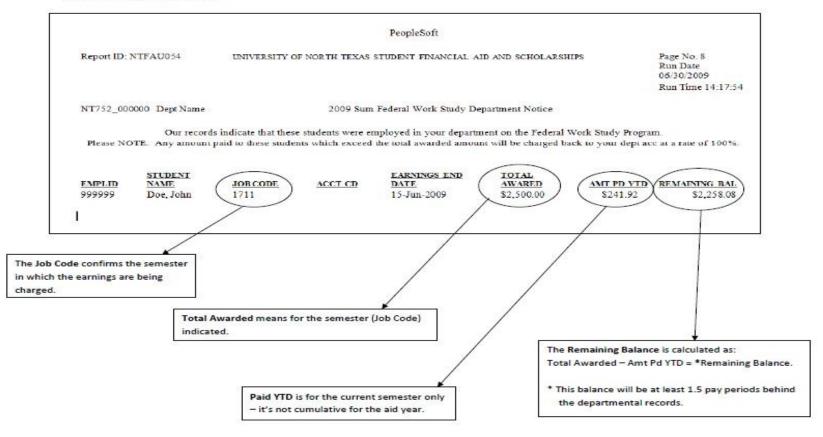


#### **CWS Departmental Notices**

- Includes a student's award amount, amount paid YTD, and remaining balance.
- Generated once a month; 1 to 2 pay periods behind.
- Tool to assist departments in reconciling earnings on the template.

## Departmental Notice Example

#### Sample of Departmental Notices



### Setting Up Your Department

#### Complete Participation Agreements

Both Federal & Texas agreements annually

Post Jobs Online through Eagle Careers powered by Handshake

#### Submit Payroll Authorization (ePar)

- Job ID number from job posting
- Account # listed on the current participation agreements
- Correct Job code for CWS by program and term
- Student has been awarded & accepted CWS award

## Participation Agreement Example

#### 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 (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 Worl 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 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 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 apportunities 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, not 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 appropriate 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 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 Programl: 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 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 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 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

## CWS Job Codes & Date Range

rogram	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
Texas	1751 – Fall	09/01/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

#### **Need More Information?**

\*Manual & annual agreements can be found online at:

http://financialaid.unt.edu/work-study

\*Email questions to:

collegeworkstudy@unt.edu