



Student Financial Aid & Scholarships
UNIVERSITY OF NORTH TEXAS

Work Study Basics

What is 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.

Types of Work Study 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.

Work Study Job Codes & Start and End Dates

Work study job codes are as follows:

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
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

Student Eligibility Requirements

To be eligible, students must:

- File a Free Application for Federal Student Aid (FAFSA) and indicate a preference for 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**

Work Study Guidelines

- Maximum award for the school year 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 during each term
 - 29 hours a week only during winter break

*Per UNT Policy 05.201 – College Work Study students are NOT allowed to work during a scheduled class, even if the class has been cancelled.

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%
<u>- Federal WS is Charged:</u>	<u>- 70.00</u>	<u>- 70%</u>
Department will be Charged:	\$30.00	30%

*All earnings over a student's award will be charged back 100% to the department.

Departmental Template

NAME		EMPLID								
AWARD	Fall 2017	Spring 2018								
	\$2,500.00	\$2,500.00								
		Summer 2018								
Fall 2017										
Breakdown of Total Earnings										
Total Earnings charged to DeptID when <i>negative balance exist</i>										
Pay Period	Hrs.	Wkd	Rate of Pay	Pay Period Earnings	Cumulative Earnings	Balance Remaining	# of Hours Remain.	Dept (30%)	WS (70%)	Dept (100%)
100%										
08/16 - 08/31	40.0	\$	10.00	\$ 400.00	\$ 400.00	\$ 2,100.00	210.00	\$ 120.00	\$ 280.00	\$ -
09/01 - 09/15	45.0	\$	10.00	\$ 450.00	\$ 850.00	\$ 1,650.00	165.00	\$ 135.00	\$ 315.00	\$ -
09/16 - 09/30	45.0	\$	10.00	\$ 450.00	\$ 1,300.00	\$ 1,200.00	120.00	\$ 135.00	\$ 315.00	\$ -
10/01 - 10/15	45.0	\$	10.00	\$ 450.00	\$ 1,750.00	\$ 750.00	75.00	\$ 135.00	\$ 315.00	\$ -
10/16 - 10/31	45.0	\$	10.00	\$ 450.00	\$ 2,200.00	\$ 300.00	30.00	\$ 135.00	\$ 315.00	\$ -
11/01 - 11/15	35.0	\$	10.00	\$ 350.00	\$ 2,550.00	\$ (50.00)		\$ 105.00	\$ 245.00	\$ 350.00
11/16 - 11/30	0.0	\$	10.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
12/01 - 12/15	0.0	\$	10.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
12/16 - 12/31	0.0	\$	10.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
01/01 - 01/15	0.0	\$	10.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
								\$ 765.00	\$ 1,785.00	\$ 350.00
Spring 2018										
Breakdown of Total Earnings										
Total Earnings charged to DeptID when <i>negative balance exist</i>										
Pay Period	Hrs.	Wkd	Rate of Pay	Pay Period Earnings	Cumulative Earnings	Balance Remaining	# of Hours Remain.	Dept (30%)	WS (70%)	Dept (100%)

Setting Up Your Department for Work Study

- 1. Complete Participation Agreements**
 - Departments must complete both the Federal & Texas agreements annually
- 2. Post Jobs Online through Eagle Network**
- 3. Payroll Authorization (ePar)**
 - The account number is listed on the current participation agreements
 - The ePar has the correct Job ID number from job posting
 - Student has been awarded and accepted Work Study

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 _____ 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 employees 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, 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.
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.

FWS Departmental Notices

- Report is generated once a month.
- The report is a tool to assist departments in reconciling earnings on the template.

Departmental Notice Example

Sample of Departmental Notices

PeopleSoft

Report ID: NTFAU054 UNIVERSITY OF NORTH TEXAS STUDENT FINANCIAL AID AND SCHOLARSHIPS Page No. 8
Run Date 06/30/2009
Run Time 14:17:54

NT752_000000 Dept Name 2009 Sum Federal Work Study Department Notice

Our records indicate that these students were employed in your department on the Federal Work Study Program.
Please NOTE. Any amount paid to these students which exceed the total awarded amount will be charged back to your dept acc at a rate of 100%.

<u>EMPLID</u>	<u>STUDENT NAME</u>	<u>JOB CODE</u>	<u>ACCT CD</u>	<u>EARNINGS END DATE</u>	<u>TOTAL AWARDED</u>	<u>AMT PD YTD</u>	<u>REMAINING BAL.</u>
999999	Doe, John	1711		15-Jun-2009	\$2,500.00	\$241.92	\$2,258.08

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

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

Paid YTD is for the current semester only – it's not cumulative for the aid year.

The Remaining Balance is calculated as:
Total Awarded – Amt Pd YTD = *Remaining Balance.

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

Need more information?

*Manual & annual agreements can be found online at:
<http://financialaid.unt.edu/work-study>

*Email questions to:
collegeworkstudy@unt.edu

*Contact SFAS:
Connie Williams @ 940-565-4638
Sherry Gleaton @ 940-565-3913