

Student Handbook

Federal Work-Study (FWS) Program

2009-2010

UNIVERSITY OF VIRGINIA
Student Financial Services

THE FEDERAL WORK-STUDY (FWS) PROGRAM

Federal Work-Study (FWS) is a Federal program established by the Higher Education Act of 1965, as amended in 1992. Rules and regulations governing the program are established by the U.S. Department of Education. FWS encourages part-time employment opportunities to students with demonstrated financial need. Under FWS, student wages are partially funded by annual Federal appropriations. At the University of Virginia, student wages are subsidized at 70% from federal funds, and the remaining 30% of wages is paid by the student's hiring department or approved off-grounds employer.

Student Financial Services, as administrator of the FWS Program, determines FWS eligibility and awards based on the student's financial need. Financial need is determined after the student completes the Free Application for Federal Student Aid (FAFSA) and provides all other required documents to Student Financial Services. We will automatically consider work-study awards for non-Virginian undergraduate students and all graduate students who are enrolled at least half time. Students who are not awarded work-study may request work-study if they wish to replace their need-based loan award or unmet need, depending on availability of funds and eligibility of the student.

The annual award amount for undergraduate students ranges from \$1,000 to \$3,500. The standard annual award amount is \$5,700 for graduate students. Graduate students must request Federal Work-Study on the Intent Page of the University Financial Aid Application in order to be considered for work-study. The application is available on the student's SIS Student Center under Finances.

A FWS award represents the amount students may earn for the academic year or award period. The actual amount received depends on the hours worked each week and the pay rate established by the employer. A student may not earn more than his/her total FWS award. Once you have reached your award limit, you must either stop working or obtain departmental approval to continue working. Your wages will be paid 100% by the department in that case.

Remember, FWS awards are subject to change, even after a student begins working. This is especially true if the student receives additional financial assistance, such as an outside scholarship or award that was not initially considered in the initial financial aid package. Student Financial Services will notify the student by adjusting the work-study award on the SIS Student Center and the employer if we discover that the FWS award has to be reduced or canceled as required by Federal regulations.

Earliest and latest dates for work:

- Students may begin working on the first day of class (August 25, 2009) if enrolled for the fall semester.
- If the student is only enrolled for the spring semester, January 20, 2010 is the first day to work.
- If the student is only enrolled for the fall semester, December 19, 2009 is the last day to work.
- The last day to work is May 14, 2010 if you are enrolled for spring only or for both fall and spring.

If you are interested in obtaining a work-study position, you must accept your work-study award on your SIS Student Center.

FEDERAL WORK-STUDY AT UVA

Federal Work-Study positions are available through CAVLink, an online data system overseen by University Career Services (UCS). With this electronic process, students can search for their own FWS job based on their own interests and class schedules. Students will also have the ability to contact employers directly about job duties, how to secure the job, and how to complete all required FWS paperwork. Financial Aid Administrators will be available to help students with CAVLink and answer FWS questions.

Most student employees remain in the same job or with the same employer for the academic year. Sometimes students may find it necessary to change jobs for various reasons. It will be your own responsibility to seek other job opportunities on CAVLink if you wish to change employers. Remember, students should practice common courtesy and give their supervisors appropriate notice. (Two weeks is standard.)

FWS Hours & Pay Rates

Students normally work between ten to twenty hours per week when classes are in session. In some instances, students may elect to work up to forty hours per week during vacation periods. Work schedules are arranged directly with the students and their supervisors and/or hiring departments.

Pay rates for FWS jobs are based on duties and responsibilities. Employers will determine the pay rate of the student employee based on experience and qualifications. For highly specialized or technical skills, pay rates may be higher. In all cases, no student will be paid less than the Federal minimum wage or wage set by the University Wage Authorization.

As a Federal Work-Study student employee, students may not falsify the number of hours worked to their employer. If a student is found to have falsified hours, employment may be terminated, and the student will be required to reimburse the University all money paid for falsified hours. The student will also be referred to the Dean of Students' adjudication process and may be terminated from the University.

Paychecks

The actual amount students receive depends on the hours worked each week and the pay rate established by the hiring employer. **If students do not earn their entire FWS award, the unearned amount is forfeited at the end of the academic year** (May 14, 2010). There are no exceptions to this rule.

Students must complete all necessary paperwork with their FWS employer *before* they begin working. Students are required by Federal law to complete the W-4 form, I-9 form, and provide the following documents to their supervisor:

- Picture identification or driver's license **AND**
- Social security card, birth certificate, United States passport, Alien Registration Card, **or** Certificate of U.S. Naturalization.

Remember, students will not be paid until they are entered as an active work-study student employee in the University Payroll Office and in Oracle (done by the hiring department). Payroll is a deadline-driven process, so be sure to adhere to the timesheet deadline to be paid on time. Students are paid according to the bi-weekly payroll calendar available at:

<http://www.hrs.virginia.edu/compensation/payroll/calendar/calendar2009.html>

Direct Deposit

Federal Work-Study awards are not applied to the student account billing statement. Instead, students will receive pay for hours actually worked. The University requires all students to have their FWS earnings deposited directly to their own personal bank account. The Direct Deposit Authorization form is issued at the place of work and also available at <http://www.hrs.virginia.edu/forms/dir-deposit.pdf>. The completed form must be submitted to the Payroll Department in the Office of Human Resources located in the Michie South Building on 914 Emmet Street.

Taxable Federal Work-Study Earnings

Wages under the Federal Work-Study Program are considered earned income and are subject to Federal, state, and local tax withholding. Students employed under the Federal Work-Study Program will receive a W-2 form at the end of January that documents all earnings at the University for that tax year. It is the student's responsibility to report all FWS earnings on their income tax returns. Be sure to report FWS earnings as earned income and as taxable earnings from need-based employment programs on the FASFA for the next award year to avoid being penalized for the FWS earnings.

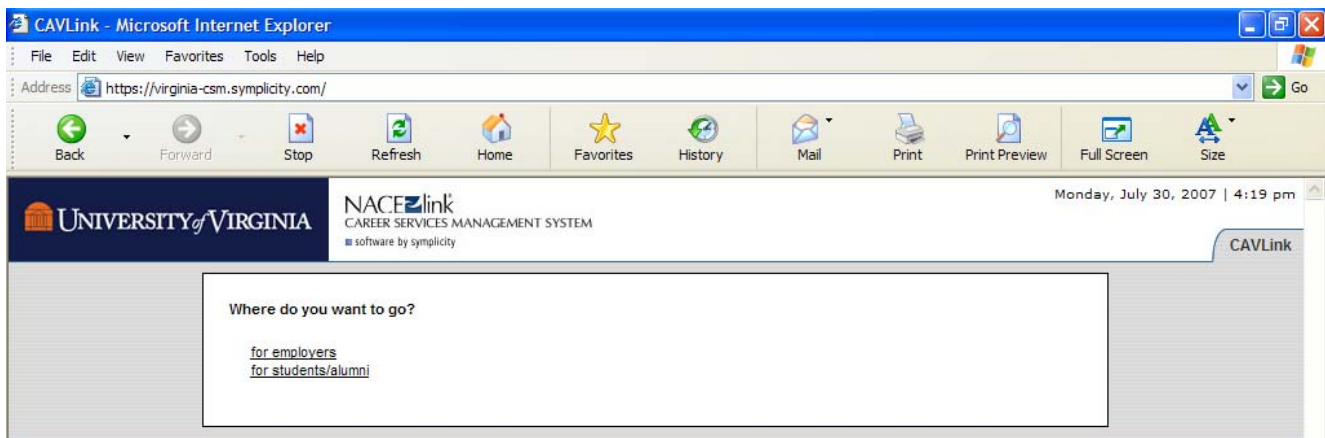
REGISTER ON CAVLINK

1) Go to University Career Services website, www.career.virginia.edu, and click on the CAVLink icon.

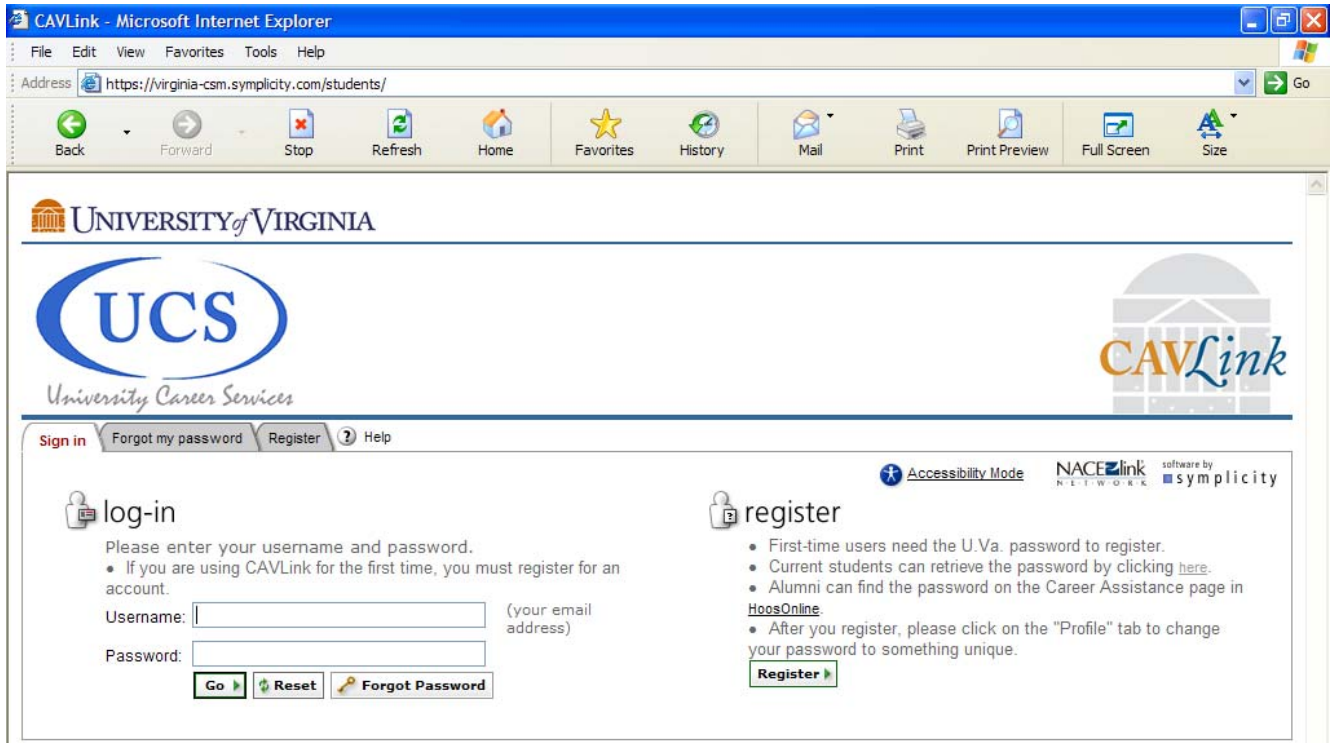


2) Click on “register for a CAVLink account” under For Students/Alumni. This will take you to the CAVLink for students page.

3) Click on “How to register for CAVLink” and under Current Students, click on “Register with your U.Va. e-mail address.” Then click for “students/alumni.”

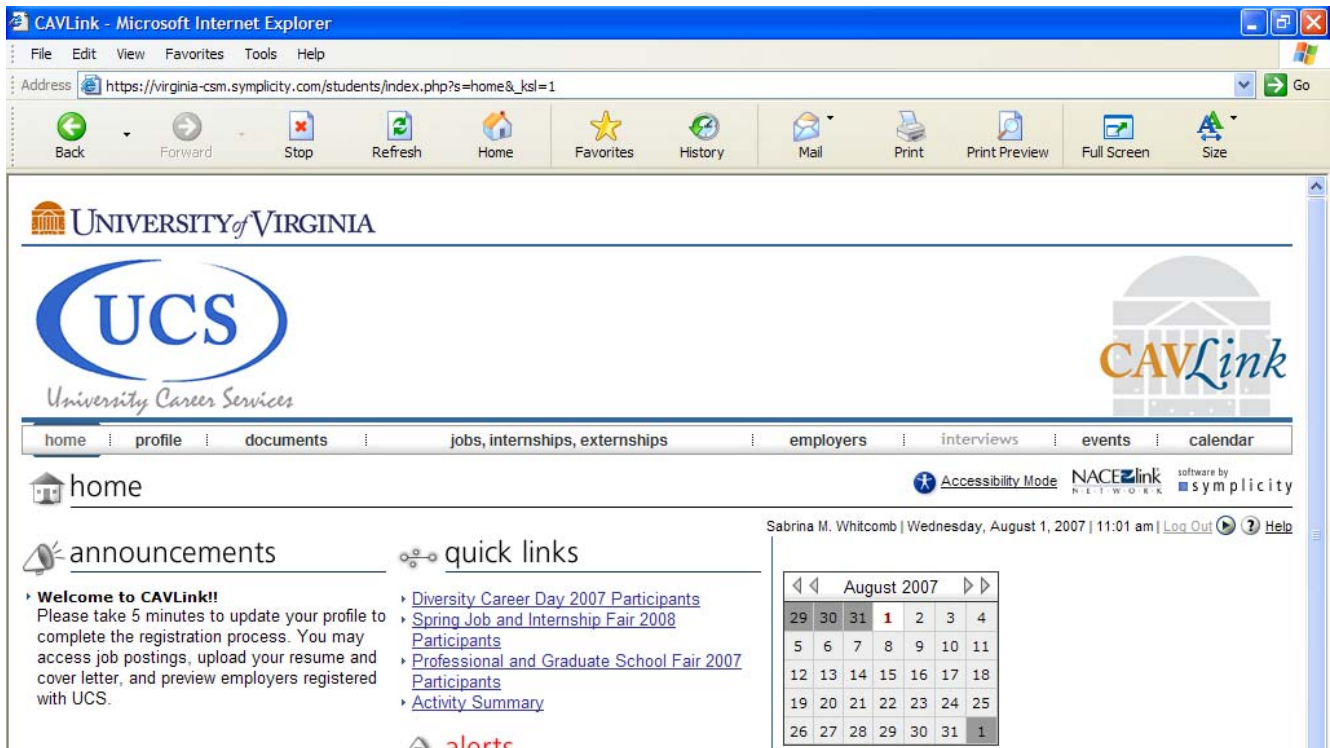


4) Click on the green Register button and enter your email address as your username and the U.Va. password (cavalier). If you misplace or forget the password, you may request the password by visiting the CAVLink for Students webpage. <http://www.career.virginia.edu/students/programs/cavlink/index.php>



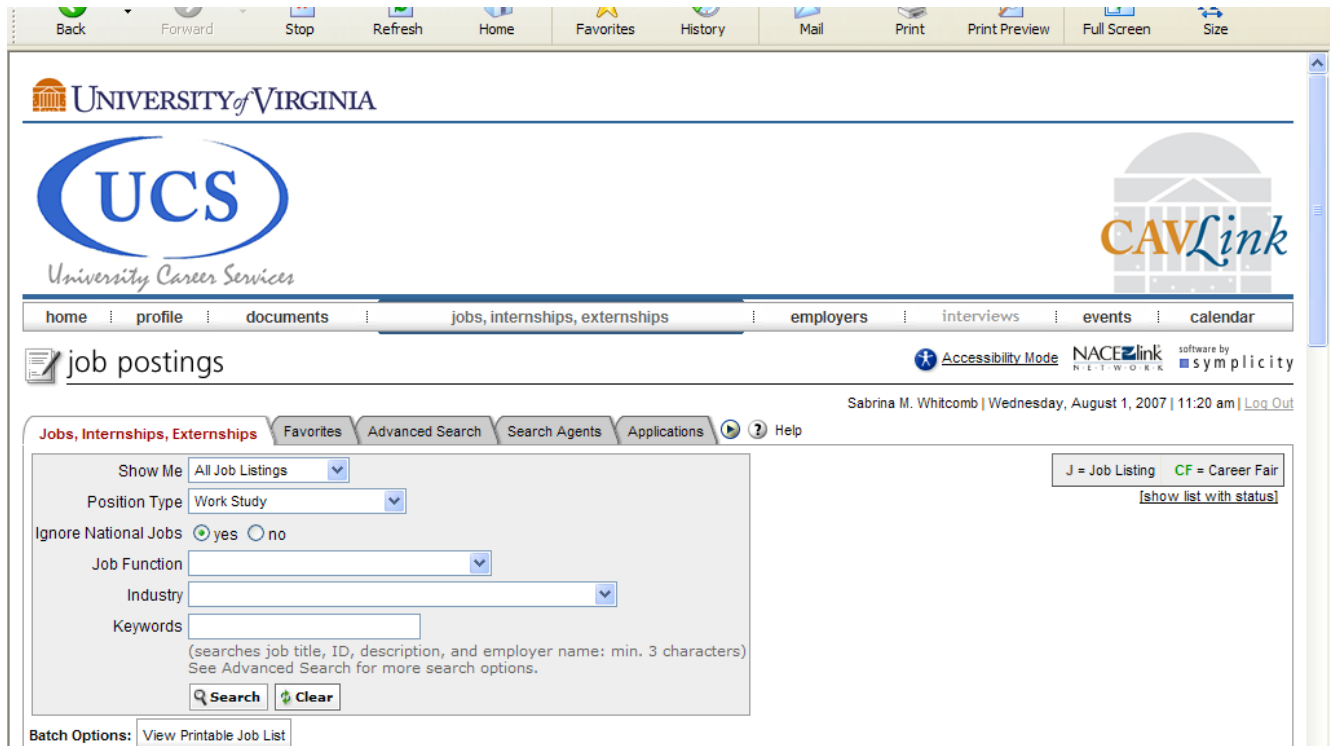
5) Provide your account information and click Submit.

6) Once you are registered, you will be directed to your home page. To customize your password, click on the Profile tab at the top of the page and then Password/Preferences.



HOW TO FIND A WORK-STUDY JOB

- 1) Log into your CAVLink account. Click on “jobs, internships, externships” on your home page.
- 2) Search for Work-Study jobs by selecting Work Study from the drop down box next to Position Type. You may also narrow your search by selecting additional criteria. Click the Search button and a list of all available Work-Study positions will be generated.



The screenshot displays the University of Virginia CAVLink website. At the top, there is a navigation bar with links for home, profile, documents, jobs, internships, externships, employers, interviews, events, and calendar. Below this is a search bar with the text "job postings". The main content area features a search filter section with the following options:

- Show Me: All Job Listings (dropdown)
- Position Type: Work Study (dropdown)
- Ignore National Jobs: yes no
- Job Function: (dropdown)
- Industry: (dropdown)
- Keywords: (text input)

Below the search filters, there are "Search" and "Clear" buttons. A note indicates that the search "(searches job title, ID, description, and employer name: min. 3 characters) See Advanced Search for more search options." To the right of the search filters, there are links for "J = Job Listing" and "CF = Career Fair", along with a "show list with status" link. At the bottom left, there is a "Batch Options" section with a "View Printable Job List" link. The page footer shows the user's name "Sabrina M. Whitcomb" and the date "Wednesday, August 1, 2007 | 11:20 am | Log Out".

- 3) Click on the job title for job descriptions and contact information. To apply for the position, follow the instructions provided on the job description.
- 4) Employers may post new positions throughout the year. If you choose to work at a later date, or are unsuccessful in obtaining a job, you may find a fitting Work-Study position later in the year.

FEDERAL WORK-STUDY CHECKLIST

- ❑ Accept your Federal Work-Study on your SIS Student Center.
- ❑ Find a FWS job using CAVLink.
- ❑ Secure a job after following application instructions.
- ❑ You and your hiring department will complete a Federal Work Study Voucher with your information and return it to our office with a copy of your job description.
- ❑ Complete the following documents and all payroll forms with your supervisor:
 - • Federal Work-Study Voucher (available from your employer)
 - • W-4 and I-9 forms
 - • Picture identification or driver's license
 - • Social security card, birth certificate, United States passport, Alien Registration Card,
 - **OR** Certificate of U.S. Naturalization
- ❑ Submit a completed direct deposit form to Payroll Office, in the Office of Human Resources located in the Michie South Building on 914 Emmet Street.
- ❑ Submit accurate timesheets to your supervisor on time to receive your earnings. This should occur every two weeks through the Self-Service Time and Leave (SSTL) system. See your department for instructions on how to access and use SSTL.
- ❑ The first day you may work is August 25, 2009. The last day is May 14, 2009. (unless enrolled for one semester only – see page 2) However, it is up to your supervisor to determine your actual first and last work days.
- ❑ Monitor your earnings against your work-study award and notify your employer if you are close to running out of funds.
- ❑ Notify your employer immediately if your work-study award is reduced or canceled. You are not eligible to work as a Work-Study student if you have earned all of your awarded Work-Study for the year or if your Work-Study award is canceled. You will be notified by Student Financial Services of any changes to your award package through an adjustment to your award in your SIS Student Center.