Work Study Student Onboarding Updated Process

One of the goals of the Executive Administration Coordinated Business Services (EACBS) HR team is to assist all units with their human capital activity. As such, we will be streamlining the onboarding of all Federal Work Study students (FWS) for your departments. These services will include:

- Tracking, monitoring, and notifying departments when a onboarding request is submitted to EACBS
- Submitting the Departmental Hire Form (DHF) to financial aid on behalf of all unit supervisors. This form provides financial aid with the required job description of all work study students.
- Tracking and monitoring of all FWS earnings and award amounts. In addition, notifying supervisors when a student is within $300 of exceeding the maximum FWS funding.
- Submitting the Record of Earnings (ROE) to financial aid on behalf of all unit supervisors if a FWS student’s employment ends prior to normal end of their award period (resignations, termination, etc.).

Beginning Summer 2018, Financial Aid requires that all FWS positions have a written job description that will be entered into the Handshake career development system. As such, we will need to obtain this information from you about your FWS positions so that we can assume the steps that are associated with completing this task. Please see the example below and submit your job descriptions to cbshres@louisville.edu by next Thursday, April 26th if you plan to have a FWS student during the summer term.

Example Job Description for Student Assistant

**Job Duties and Responsibilities:**

An assignment in the XXX Department will consist of light clerical duties including, but not limited to, welcoming visitors to the office, answering and routing phone calls, copying, filing, and printing documents.

**General Job Qualifications:**

Position Requirements:

- Excellent verbal and written communication skills
- Proficient in Microsoft Word
- Knowledge of basic office machinery
- Knowledge of PowerPoint and Excel preferred
- Preference will be given to students who are available midday (i.e., 11:00-1:30), but all will be considered

**Other Important FWS Departmental Reminders:**

- **Fall 2017/Spring 2018 FWS program ends on 4/26/18**, regardless of unspent funding. Fall 2017/Spring 2018 work study student employment will terminate as of this date.
- Summer 2018 work study students will need to be rehired for the summer award period. After you receive confirmation from us that a student has been entered into the onboarding system, please send the student to University Business Operations to complete the payroll paperwork.
and to turn in their original WSAN (Work Study Action Notice).学生们必须完成
the Early Request for Financial Aid form on ULink to be considered for the Summer FWS
program.

Criteria for students to be considered for Summer 2018 FWS awards are:
1. Must be enrolled for a minimum of 6 credit hours
2. Must be registered for all hours at the start of the summer semester
3. Must maintain a minimum of 6 hours throughout the summer semester
4. Must be classified as a regular undergraduate student in a degree seeing program
5. Must meet Satisfactory Academic Progress (SAP) requirements as determined by the
   Student Financial Aid Office (SFAO)
6. Must have unmet need as determined by the SFAO
7. Must only work and earn FWS funds at one University of Louisville department
8. Must have completed the Early Request for Summer Federal Aid form on ULink

Link to request the onboarding of a FWS worker:
http://www.louisville.edu/provost/sharedservices/hr

General FWS Reminders

- FWS students are not allowed to work during their scheduled class time or when the University
  is officially closed. The student should turn in a copy of their class schedule to the hiring
  department for their records prior to beginning employment. If the department allows a student
  to work during normal class time, the department must maintain a record of why the student
  was not in class for audit purposes. (i.e. class cancelled email notification, student holiday, etc.).
- FWS awards are based on 15 hours per week. If a student works more than 15 hours per week,
  their award may not last the entire semester. A student can never work more than 40 hours per
  week.
- SUMMER FWS awards are based on an average of 20 hours per week.
- FWS students should be tracking all hours worked on the standard Business Operations biweekly
  timesheet, and supervisors should review and approve all hours worked promptly.