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Federal Work-Study Program **OSU On-Campus Employer Handbook** **2007-2008**

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Purpose

The Federal Work-Study (FWS) Program provides employment opportunities for students with financial need. FWS enables students to work and earn money during the summer and academic year to help pay for educational costs. The OSU Financial Aid Office determines the eligibility of all students who apply for Federal Work-Study funding. The program is designed to create new and expanded job opportunities and to enable as many students to work as possible.

Summary Information

- Students must have Federal work-study funding to be employed in the work-study program.
- They must also be initially enrolled at least half-time during the term they are working including Summer term.
- The first day of work for Summer term work-study students is July 1.
- The first day of work for Fall, Winter, or Spring term work-study students is the first day of class.
- Federal work-study positions follow the same student job categories and student pay rate guidelines as do regular student positions at OSU.
- Wages must be between minimum wage (\$7.80 beginning January 2007 for Oregon) and \$12.49. Wages over \$12.49 must be approved by Human Resources.
- Students may not work more than 20 hours per week during the term.
- Students may work up to 40 hours per week between terms ONLY IF their enrollment includes both the previous and the next consecutive term.
- Departments pay 25 percent of the student's wage. Students may earn up to their total amount of their work-study award (federal share plus the department's share).

FWS Program Requirements

- 1) Employment must be with a qualified non-profit, public, or private agency.
- 2) Duties performed by work-study students must be appropriate and reasonable considering the type of work performed in the geographical region, and proficiency of each employee. Work-study duties performed cannot:
 - a) displace employees (including those on strike) or impair existing service contracts.
 - b) involve any religious or political activity, or lobbying on the federal level.
 - c) primarily benefit the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative.

- 3) Work-study students must:
 - a) be U.S. citizens or permanent residents.
 - b) be admitted to or be enrolled a minimum of half-time at OSU.
 - c) maintain good academic standing while employed under the program by meeting the Satisfactory Academic Progress requirements established by the Office of Financial Aid and Scholarships.
 - d) apply each year for financial aid with the Free Application for Federal Student Aid by the Feb 28 priority deadline. The students' eligibility for and continuation in the FWS program from year to year is not guaranteed and depends on:
 - the status of their application
 - the extent of financial need
 - the availability of Federal work-study funds
- 4) The employer is responsible for verifying that the student is initially enrolled a minimum of half-time during each term the student is employed.
- 5) If you are unable to fill a position *only* listed as a Federal Work-Study position with a work-study student, you may hire a non-work-study student under regular student employment and pay their full wage. You cannot advertise the position as volunteer or offer course credit instead of paying for the work. Opening the position to volunteer work or for course credit instead of pay disqualifies the position for the Federal Work-Study Program.

Student Eligibility

1. A student who will be employed part-time by an agency on Federal Work-Study during the academic year must have: (1) received and accepted Federal Work Study as part of a financial aid award prior to beginning employment and (2) completed the necessary payroll paperwork.
2. Students must be initially enrolled at least half-time each term to remain eligible for Federal Work-Study funds throughout the academic year.
3. Students must maintain good academic standing in order to maintain eligibility to work in a Federal work-study position.
4. Students who were approved for Federal Work-Study in the previous year do not automatically qualify for the program the following year. Students must reapply for this program each year and be awarded the funds as a part of their financial aid package. It is not a good policy to promise students a Federal work-study position for future years.

Provisions of Work

1. The first day a student may be paid from Federal Work-Study funds is July 1 for Summer term or the first day of Fall, Winter or Spring terms. Hours worked prior to the first eligible day must be paid 100 percent by the department.
2. No student will be placed on full-time employment under the Federal Work-Study Program. The maximum number of hours a student may work is 20 hours per week, 8 hours per day during the term.
3. Students may work up to but no more than 40 hours per week between terms IF they are enrolled at least half-time for both the previous and the next consecutive term, and if they have remaining funds.
4. Departments are required to pay students the state minimum wage or more.
5. The maximum hourly wage allowed is \$12.49; jobs cannot be posted with a higher rate. Once a student is hired, the employer can request higher pay from HR by submitting the job form indicating the desired rate of pay and a letter of justification. If HR approves the higher rate, then the Office of Financial Aid and Scholarships needs to be notified so they can enter the higher pay rate in the REFERRAL screen.
6. Departments must pay 25 percent of the gross earnings while 75 percent is paid from the Federal Work-Study funds.
7. The student can work during the terms of the award as long as the student has not earned all the work study funding for the year. Once the student has earned the full amount of his/her FWS award, s/he can continue to work in the position **ONLY** if the department is able to pay 100% of the wages.
8. See Section II-G 576-22-0045 regarding OSU student employment appeals, at http://arcweb.sos.state.or.us/rules/OARS_500/OAR_576/576_022.html

Note: Peak employment search is at the beginning of Fall term.

Hiring Checklist for Student Employment

Adapted From Student Employment Manual
Section 500: Employing Students Regular Term
Effective: 03/01/1997 Revised: 08/01/2005

1. _____ Determine the need for a student employee (insure the position can not be filled by classified staff).
2. _____ Determine the type of student employment, i.e. regular (department paid) or Federal work-study.
3. _____ Determine the student job category and pay rate, and develop the job description. Resources are available online at <http://oregonstate.edu/dept/budgets/STUEMPManual/OSUEmployerTOC1.htm#two>
4. _____ Advertise the position on the Beaver Recruiting web site through Career Services for a minimum of 3 business days and through other public media channels if desired.
5. _____ Accept applications, screen applicants for eligibility, including having Federal work-study funds in their financial aid award, and interview qualified applicants.
6. _____ Select the employee and make the offer to the student.
7. _____ Inform the student of the required items/information needed for completing the hiring process (see STU EMP 505-01: *Hiring at* <http://oregonstate.edu/dept/budgets/STUEMPManual/STUEMP505-01.htm>).
8. _____ Complete the Student New Hire Job Form and New Hire Packet (available in OSCAR) and submit to the Office of Human Resources (OHR).
 - In Person, to 204 Kerr Admin, Employee Records & Information
 - Campus or US Mail: Employee Records & Information, Office of Human Resources, OSU, 122 Kerr Administration Bldg., Corvallis OR 97331-2132
9. _____ Once the student has been approved by OHR, contact Career Services Student Employment to have the job listing removed from Beaver Recruiting.
10. _____ Schedule an orientation / training session for your new student employee, insuring that all mandatory safety training is accomplished prior to the student assuming any job responsibilities covered in the required safety training.
11. _____ The training session should also include any necessary FERPA or other confidentiality training required for the position.

Encourage new employees to visit the [New Employee web site](#) for more information about OSU.

CAMPUS RESOURCES

For Questions on:

Call

- | | | |
|---|----------------|-----------------------------------|
| • Eligibility and Paperwork | (541) 737-2959 | Student Employee Coordinator |
| • Payroll | (541) 737-0576 | Payroll Technician |
| • Beaver Recruiting and General Student Employment | (541) 737-0520 | Student Employment Coordinator |
| • Work Study & Financial Aid | (541) 737-6531 | Financial Aid FWS Coordinator |
| • Safety & Safety Training | (541) 737-2276 | Manager, EH&S |

Post Jobs and Hire Work-Study Students

The basic steps for the required posting of jobs to hire work-study student employees are:

1. Establish yourself as an employer on the Beaver Recruiting system.
2. Submit new jobs to the Beaver Recruiting job database as required and specified below.
3. Complete the Banner referral form RYACWSR and hiring packets (OSCAR) for students you choose to hire.

1. Establish yourself as an employer on the Beaver Recruiting system

Work-study Employers use the Oregon State University Career Services web based recruiting system called Beaver Recruiting (eRecruiting) to post jobs, and provide position description, schedules, and application information.

You will be able to post jobs for free on Beaver Recruiting after creating an account with OSU Career Services.

If you already have an account: Login using your username and password. The system will recognize the existing employer school account and you will automatically be connected to the Beaver Recruiting system.

The following will introduce new employers to the one-time process for creating an account on Beaver Recruiting:

Step 1: Click on the following link to access the employer login page.

<http://oregonstate.erecruiting.com/emp/sblogin>.

Step 2: Select to "Create an Account"

Step 3: Enter your email address and click "Submit". This will assure that you don't already have an account with Experience.

Step 4: Fill in all other required fields and agree to the "Terms of Service."

Step 5: Click the "Submit" button to complete the account creation process.

Step 6: Next, select the link to "Request Access" to our school.

- Career Services will be alerted to the pending request for access and will view the employer details and choose to "Accept" or "Decline."
- If accepted, Career Services will create the new employer record, or match you to an existing one if you are a new contact to that employer.
- If your application is "Declined," you will be sent email notification. Declining will permanently remove your request.

After creating your account and after Career Services has activated your link to OSU, you will receive a confirmation email from Career Services that will contain general instructions and specific guidelines for using the free posting service. Please retain your username and password.

2. Submit new jobs to the job database.

After your account and link are established you can post jobs any time using your username and password.

NOTE: Open Federal Work Study Positions must be posted on Beaver Recruiting BEFORE a student is hired. It is an institutional policy that all FWS jobs be posted a minimum of 3 business days on Beaver Recruiting. All students are due a fair and equitable hiring process.

To post jobs on Beaver Recruiting:

1. Go to <http://oregonstate.erecruiting.com/emp/sblogin>.
2. Enter your username and your password.
3. On the next page under “Your Linked Schools,” you will see Oregon State University with three options: “Create a Job,” “View Jobs” and “Resume books.”
4. Select Create a Job to begin. Follow the on screen prompts to enter your information.

NOTE: If you want to update and re-submit a job that was posted the previous year or earlier the current year, see below.

5. Description Box Requirements:

PLEASE NOTE: The U.S. Department of Education requires specific information to be in the job description for work-study positions. Because the primary field seen by students who log in as Benny Beaver is the Description box in Beaver Recruiting, you must include all of the following elements in the Description box in order for your job to be posted. In an attempt to make it easier, a template for the job description can be found at:

<http://oregonstate.edu/admin/finaid/pdfs/FWS%20On-Campus%20Employer%20Template.pdf>

6. Establish the application method.

The “Application Method” portion of the posting gives you two options, and the system default is the first option: receive applications through our online recruiting system. However, that is for on-campus interviewing in the Career Services office and does not apply to Federal work-study jobs. Change the default setting to the second option:

- Click on “Change this setting.”
- Click on NO – Use alternate Application Instructions.
- Click “Other” and either type in your instructions, or type in “Per instructions in job description.”

7. SAVE when all data is entered to submit the job.

8. All jobs that you submit go into a pending queue called “Pending Date Assignment.” Please note that when your job is placed in the pending queue *the dates look wrong. DON’T WORRY - THEY ARE NOT WRONG. The jobs are dated into the future to keep them from appearing on the live board without the job code.* The dates will change when they post to the live board.

NOTE: You will receive an email at this point from the eRecruiting system to let you know the job has been put into the “Pending Date Assignment” queue. The job you submitted has not yet been processed.

9. Review and Posting to the active job board
 - Career Services does the initial review of all job postings put into the ‘Pending Date Assignment’ queue.
 - Jobs marked only as regular student employment (non-work-study) will be activated by Career Services.
 - Jobs marked as work-study or as both work-study and regular student employment are moved by Career Services into the “Pending Work-Study” queue.
 - The work-study staff in the Financial Aid office then approves and activates all work-study jobs posted in Beaver Recruiting and assigns job codes.
10. **Please allow a week for the review of job postings to be completed. You will receive an email from the work-study staff in the Office of Financial Aid and Scholarships when the job has been approved. This email includes the newly assigned job code and information as to when the job will be visible to students on the active job board.**
11. Re-Posting Previous Jobs
 - Retrieve the old job and click on it.
 - Scroll down to bottom of the screen – choose “COPY”. The system brings up the document exactly as it was previously. [Do not simply edit the original job posting and save it – be sure to copy it first.]
 - Edit accordingly noting changes in dates, wage amounts or responsibilities.
 - **Please be sure the job description section includes all the required elements included in the template mentioned above.**
 - Save to submit the job. The job will then follow the process described above.
12. Reserving a Federal Work Study Position:

Departments can only “Reserve” work study positions for those students returning to the work study position they previously held in the department. Regular student employees, now eligible for Federal Work Study funds, can only use their work study funds in the same position if the job was originally posted as a work study job.

NOTE: When reserving a job, please provide the name and student ID of the student in the Description box (see template for details) along with information giving the basis for the reserved status.

3. Complete Banner referral form RYACWSR for students you choose to hire.

The referral form for on-campus Federal work-study students is currently found on the Banner system as form RYSCWSR. Students do not need to come to the Financial Aid Office.

To use the form: Go to BANNER form RYACWSR.

Type in the student ID, then control/Page down.

- If the student has a work-study award for any year, the blanks in the “Work Study Award Info” blocks will fill in.
- The student must have an award and minimum enrollment for the current academic year to be eligible to work.
- If no data appears for the current academic year, the student is not eligible for work-study, even if data appears for previous years.

Interpreting the data

Aid Yr – indicates the year(s) the student received work-study. Make sure the current year is highlighted when you data enter job information.

Status – show if the student has accepted his work-study award. The following codes indicate the student’s eligibility to be hired.

The student is/is not eligible as indicated by these codes:

- SACP or ACPT = accepted. Eligible? Yes.
- OFRD or ORFD or SOFD = offered but not accepted. Eligible? Yes.

The student **is not** eligible with these codes:

- CNCL or SCNC = Cancelled. Eligible? No.
- DECL = Declined. Eligible? No.

Award Start/End Dates

The student may work at any time between the Start and End Date. For example, if the student has an award for Fall/Winter/Spring, the start/end dates for 0708 will be 24-SEP-2007/13-JUN-2008. That means the student may begin work on September 24, 2007 and work through June 13, 2008. If the student has a Summer award the start date will be July 1, 2007. The student may not work before the start date or after the end date.

Offered and Accepted

Indicates the total amount of work-study the student may earn for the academic year.

Paid

Indicates the amount a student has been paid for a Federal work-study job as of the last pay period. If you see an amount in this category, you know the student is already working and does not have the full award amount to earn over the rest of the academic year.

Remain

Indicates the amount of the Federal work-study award the student has left as of the last pay period.

Entering data for hiring a student

Now that you know how to read the award data, you can enter the job data:

Control/page down brings you to the empty blocks for data entry:

- Type in the job code
- The job title will fill in automatically
- Type in your department name,
- Type in the hourly wage
- **The Authorization Date will auto-default to the current day's date or may be set to a future date**
- SAVE.

NOTE: The earliest date the student can be paid from work-study funds is the authorization date in RYACWSR. It is the department's responsibility to be sure the referrals are entered as quickly as possible. Student earnings prior to the authorization date are the responsibility of the department.

To enter a second job: click on the empty job code block and enter data.

- All fields must be entered or form will not save
- Job Code must be valid (assigned by financial aid office for current academic year) or form will not save
- If box pops up saying "Student has outstanding financial aid requirements", student needs to contact financial aid office to update and/or complete file.

“Print Screen” for copies of RYACWSR

- **One for your department records**
- **One for the student employee**

Student Pay Rate Guidelines

Oregon State University

The 2007 Student Pay Rate Guidelines for OSU (effective January 1, 2007) are available on the following Human Resources web page:

<http://oregonstate.edu/admin/hr/studentpayrate2007.pdf>

Student Job Categories Examples

Student Office Worker

Performs general office work such as typing, copying, filing, sorting, indexing, reception duties, simple numerical analysis, and accounting-related tasks.

- Work at the first level includes routing and repetitive tasks requiring minimal office skills and experience and generally close supervision.
- At the higher level, work requires an increasing level of office skills and experience, and the work-study employee is expected to work under more general supervision.

Student Assistant

Assists with a variety of university projects.

- Work at the first level may include routine, non-technical laboratory, green house, field-plot, or other research project work.
- Work at the two higher levels includes increasingly responsible duties assisting faculty and administrative personnel with research or other project activities.

Student Technician

Performs technical laboratory work ranging from relatively routine to relatively complex, such as the care and maintenance of laboratory animals.

Student Food Service Worker

Performs a variety of work associated with university food service operations.

Student Computer Operator

Performs a variety of work related to computer operations.

- Work at the first level includes routine computer operation tasks not requiring previous training or experience & might be considered computer operator trainees.
- Work at the higher level involves actual computer operation and requires an increasing level of training, experience, and independent judgment.

Student Computer Programmer

Performs a variety of work related to computer programming.

- For work at the first level, student employees assist computer programmers and might be considered programmer trainees.
- Work at the higher level involves writing routines to relatively complex programs, and requires an increasing level of training, experience, & independent judgment.

Student Laborer/Equipment Operator

Performs light to heavy labor; operates motorized equipment.

- The first level includes unskilled labor and the operation of an automobile, pickup truck, or motor scooter.
- The second level would include semiskilled labor and the operation of heavier equipment.

Work-Study Wage-to-Hours Table

Use this table to help you determine how many hours per week students can work through the academic year. They may choose to work more hours, but they will use the award before the end of the year. When the student runs out of funding, the hiring department must end the student's employment, or pay the student 100% from the department budget.

| If the award is: | And the hourly wage is: | Average weekly hours to work (33 weeks) |
|-------------------------|--------------------------------|--|
| \$1,500 | \$7.80 | 5.8 |
| \$1,500 | \$8.10 | 5.6 |
| \$1,500 | \$8.40 | 5.4 |
| \$1,500 | \$8.80 | 5.2 |
| \$1,500 | \$9.10 | 5.0 |
| \$1,500 | \$9.50 | 4.8 |
| \$1,500 | \$10.20 | 4.5 |
| \$1,500 | \$10.60 | 4.3 |
| \$1,500 | \$11.10 | 4.1 |
| \$1,500 | \$11.50 | 4.0 |
| \$1,500 | \$12.00 | 3.8 |
| \$1,500 | \$12.49 | 3.6 |
| \$2,000 | \$7.80 | 7.8 |
| \$2,000 | \$8.10 | 7.5 |
| \$2,000 | \$8.40 | 7.2 |
| \$2,000 | \$8.80 | 6.9 |
| \$2,000 | \$9.10 | 6.7 |
| \$2,000 | \$9.50 | 6.4 |
| \$2,000 | \$10.20 | 5.9 |
| \$2,000 | \$10.60 | 5.7 |
| \$2,000 | \$11.10 | 5.5 |
| \$2,000 | \$11.50 | 5.3 |
| \$2,000 | \$12.00 | 5.1 |
| \$2,000 | \$12.49 | 4.9 |