



Portland State
UNIVERSITY

Federal Work-Study Supervisor Handbook

2023-2024 Academic Year
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THE FEDERAL WORK-STUDY PROGRAM AT PORTLAND STATE UNIVERSITY

Federal Work Study (FWS) is a federally funded work program that provides employment opportunities to eligible students with financial need. It helps them earn money by working on campus, off campus, in the government, or in selected nonprofit agencies serving their community. The program gives students an opportunity to gain valuable work experience while pursuing their college degrees. Students may work up to twenty hours a week while classes are in session and receive a monthly paycheck (based on an hourly wage) that they can use for educational expenses.

GENERAL FEDERAL WORK-STUDY ELIGIBILITY AND AWARDING CRITERIA

The Office of Student Financial Aid and Scholarships (OFA) determines eligibility for work-study and offer awards based on the following:

- Demonstrated financial need
- Eligibility for other need-based financial aid
- Timeliness of required applications
- Student's past use of FWS
- Amount of available funding
- Late notification of outside scholarships or other aid that impacts financial need.
- Students who are citizens of the Freely Associated States: The Federated States of Micronesia and the Republic of the Marshall Islands are not eligible for FWS per federal regulations.

The PSU awarding policy attempts to award FWS to as many eligible students as possible. However, FWS is a limited fund and not all eligible and interested students will be awarded. Students are encouraged to submit their FAFSA early for priority consideration.

Incoming Undergraduate FWS Awarding Criteria

- FAFSA completed by February 1
- Must answer "yes" to work study interest question on FAFSA
- Applied to PSU by July 1
- Must be Pell Grant eligible
- FWS award cannot exceed unmet need
- Award amount maximum: \$4000/year or \$1333/term

Renewal Awarding Criteria/Returning Students

- FAFSA completed by February 1
- Must answer “yes” to work study interest question on FAFSA
- Applied to PSU by July 1
- Must be Pell Grant eligible
- FWS award cannot exceed unmet need
- Must have FWS earnings in a previous year
- Award amount maximum: \$4000/year or \$1333/term

Post-bac and Graduate Students

- FAFSA completed by February 1
- Must answer “yes” to work study interest question on FAFSA
- Must have Pell-eligible Expected Family Contribution (EFC)
- FWS award cannot exceed unmet need
- Award amount maximum: \$4000/year or \$1333/term

HIRING PROCESS

Required Time Frames

Students have a limited amount of time to secure a FWS job. To maintain eligibility for their FWS award, they must secure a position within the following time frames:

- **INCOMING STUDENTS MUST FIND A WORK-STUDY JOB AND GET HIRED BY THE SECOND FRIDAY IN FEBRUARY**
- **CONTINUING FWS STUDENTS MUST FIND A WORK-STUDY JOB AND GET HIRED BY THE LAST DAY OF FALL TERM**

There are no individual student exceptions: Awards will be cancelled in a batch process for the students not hired by the deadline and an Electronic Personnel Action Form (EPAF) is not approved according to the above time frames.

***Note:** If the total earned by all hired FWS by the above deadline projects under-utilization of the fund, then the batch cancellation process may be delayed. This decision will be made at the discretion of the Director of Financial Aid and Scholarships and the Assistant Director overseeing the Federal Work Study program.*

EPAF: Electronic Personnel Action Form

After a job offer is made, the supervisor must submit the FWS EPAF, an online form, originated by a department to submit employment data changes. EPAFs replaced paper forms in processes such as hiring a student employee, terminating student employment and updating job labor distribution. Each EPAF action has pre-assigned approval levels, which represent electronic signatures approving the transaction.

The EPAF system is maintained and managed by Human Resources. The [EPAF Guide](#) is available online for all FWS supervisors.

Note for supervisors: Students awarded the Federal Work-Study must be admitted and registered at least half time at Portland State University (PSU). Summer term offers some flexibility to the enrollment requirement. Please see details below.

Verification

Some students awarded FWS may be selected for FAFSA verification. The verification process is required to confirm accuracy of the information students provided on their FAFSA. Students are selected for verification by the Department of Education when FAFSAs are submitted. FWS positions cannot be approved until the verification process is completed. It is possible that these students may lose their FWS award as a result of the verification review process. Students cannot earn any Federal Work-Study funds until verification and all outstanding financial aid requirements are complete.

Federal Work-Study Certificate of Eligibility

Students awarded FWS can obtain an FWS Certificate of Eligibility through their MyPSU account on the Financial Aid Dashboard. Students can share this certificate with the hiring manager to confirm their FWS eligibility. This certificate is available to students:

- Awarded FWS, and
- Accepted the FWS award, and
- Completed all outstanding financial aid requirements, and
- Is not in a suspended Satisfactory Academic Progress (SAP) status.

While this certificate is not required for hiring, it will help departments determine which students are eligible for the FWS positions. There are circumstances where a student may have been able to print their certificate, but later have a change on their award package and may no longer be eligible. OFA will communicate with the department if an approved FWS employee has a change in their eligibility.

Summer Work-Study

FWS summer earning begins on June 16th. Only continuing students who have earned FWS in the current academic year are eligible to work FWS jobs during the summer term. These continuing students must have been awarded FWS for the upcoming academic year and be enrolled at least half time for the upcoming fall term. Any FWS funds earned during summer will be included in the student's fall aid package. These students do not need to be enrolled for summer term if they are registered in the upcoming fall term.

For Summer FWS consideration, continuing students may complete and submit the [Summer Work Study Request Form](#) to the Office of Student Financial Aid and Scholarships.

Required Steps for Summer Work-Study Job:

- Student(s) must have FWS Award for the following fall term
- Student(s) must be a continuing student
- Student(s) must accept the FWS award
- Students must be enrolled in at least half time for the upcoming fall term
- All Financial Aid verification/outstanding requirements must be satisfied

Supervisors/hiring managers may not have their FWS students engage in work before the EPAF is approved by the Office of Student Financial Aid and Scholarships and the hiring/payroll process is complete with HR. If these steps are not met and the student's eligibility is not confirmed, departments will be responsible and have to pay 100% of student's wages earned before the FWS position/EPAF was approved.

The Office of Student Financial Aid and Scholarships must approve the EPAF before the FWS student can officially begin working.

JOB VACANCIES

An approved job description must be on file with OFA for each FWS position. Departments will work with the [University Career Center](#) to ensure the job opportunity is included on Handshake.

Most departments on campus are able to hire Federal Work-Study students. Positions include office support staff, research positions, laboratory support, tutoring, athletics and various others. Due to federal regulations FWS positions must follow certain guidelines and therefore all positions must be screened by the FWS Coordinator.

Job descriptions must be submitted annually to OFA to reflect updated pay rates and changes in scope or expectations. Job descriptions must include:

- Name of the position
- Classification of the position (e.g., reading tutor 1, reading tutor 2, laboratory assistant, library technician 1, etc.)
- Name and address of the position's employer (the school, public agency, nonprofit organization)
- Department or office in which the student will be employed
- Location where the student will perform their duties
- Name and/or title of the position's supervisor
- Purpose or role of the position within the organization
- Duties and responsibilities associated with the position and how they relate to the purpose or role
- Rates of pay for the position (must be at least the local minimum wage. For Portland metro as of July 1, 2023 the minimum wage is \$15.45)

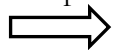
- General qualifications for the position and the specific qualifications for the various levels or rate of pay associated with the position
- Beginning and ending dates for this position (For the most flexibility these dates can be reflective of the annual payroll cycle: June 16, 20xx – June 15, 20xx.)
- Procedures for determining a student's rate of pay when a position has multiple rates
- Evaluation procedures and schedules

The hiring process should be fairly simple. Departments need to follow the check list below when hiring for an FWS position:

- Submit job description(s) and need to be approved by the FWS Coordinator
 - Job descriptions need to be approved by OFA before posting to Handshake
- Post open position(s) to Handshake
- Select desired candidates for interviews
- Offer position to selected candidate(s)
- Have student complete a Student Employment application and Employment Verification forms through the [PSU Human Resources Office](#) in the Richard & Maurine Neuberger Center
- Submit an EPAF
 - If an EPAF cannot be approved, the EPAF submitter will be notified by email and a comment will be added to the EPAF when it is disapproved.

All students who are interested in student employment must go to the Office of Human Resources, Suite 518 in the Richard & Maurine Neuberger Center, to complete the Employee Information Form, I-9 (Employment Eligibility Verification) form, W-4 Tax Withholding (Employer's Withholding Allowance Certificate) form, and provide the Office of Human Resources with copies of all supporting and required documentation.

Once the student has completed the preliminary hire paperwork, the Office of Human Resources will provide the student with an eligibility sticker for student employment.



Note: **The HRC sticker does not certify the student's enrollment hours.** It certifies that the student has completed the necessary paperwork and provided the necessary documentation to the Office of Human Resources to meet the Federal, State and Local employment requirements.

Paying Student Employees and Hours of Work

Student employees are “students first” and their first priority is the fulfillment of academic requirements. It is recommended that student employee schedules be revised each term as class schedules change. **It is required that student employees work 20 hours or less per week while school is in session.**

FWS earnings are computed on an hourly basis for actual time on the job. Departments and Organizations will set the hourly pay rate which can range from minimum wage to \$17.25 per hour. Any wage rate over \$17.25 per hour requires advanced approval by Human Resources. A student’s FWS allocation is not adjusted based on the rate of pay for the job they have secured.

Federal share of wages

When a department elects to hire a FWS student employee, federal funds will pay up to 90% of the student’s earnings and the department will pay the remaining 10%. This is recorded in the Labor Distribution section of the student’s EPAF. Once a student has earned their total FWS allocation, all future earnings will be charged to the department without the support of federal funds.

Timesheets and Paychecks

Pay Schedule for Student Employees - Student employees are paid on an hourly basis. The hourly pay cycle begins on the 16th of one month and ends on the 15th of the next month. Hours worked during that time period are paid on the last business day of the second month. For example, for hours worked from 9/16/23 to 10/15/23 students will be paid on 10/31/23. Student employees must report the exact number of hours worked on a daily basis. The work week begins Sunday morning at 12:01 a.m. and ends Saturday evening at 12:00 midnight.

Web Time Entry

Make sure the position is a work-study position and hours entered are only on the work-study line. Student employees enter their hours on an electronic timesheet. This is accessed through the student’s [Banweb account](#). Human Resources has [hourly timesheet training](#) available for students on demand. Supervisors may have additional procedures for students to follow regarding time entry. Students are required to enter all time worked. Supervisors are responsible for ensuring all hours worked are recorded in Web Time Entry. Additional [timesheet and leave reporting resources](#) are available.

Payroll Deadlines

Electronic time sheets must be submitted by the end of day on the 16th of each month. All other documents are due on the 10th of each month to be effective for that month.

MONITORING STUDENT EARNINGS

Supervisors are responsible for monitoring student earnings. The Certificate of Eligibility confirms the student's total award amount at the time of issue, but this amount can change. OFA will notify the EPAF submitter of changes to the student's eligibility. Students MAY NOT have gross earnings that exceed the total amount of their FWS awards.

Students may have more than one FWS job. Students are instructed to notify you of additional FWS jobs at which time you are responsible for coordinating the student's earnings with the other employers to ensure that the student does not earn more wages than the FWS award. It is possible that your department could be charged 100% of student earnings in excess of the award should such a charge-back become necessary.

Steps to Monitoring Student Hours and FWS Earnings on Banweb

- Log on to www.banweb.pdx.edu
- Select Employee Services tab
- Under Manage Employees, select Approve Hourly Time Sheets
- Then, Student Employee Enrollment Status.

Changes in FWS Eligibility

Students' FWS eligibility can change over the course of the academic year and the FWS awards may be reduced or cancelled. The Office of Student Financial Aid and Scholarships will notify you if a student's award has been changed or cancelled.

Fully Earned Awards

When the FWS award is fully earned, it will be necessary to terminate the student's Federal Work-Study Employment through a termination EPAF. Departments may elect to hire the student as a regular wage student employee paid with department funds as your discretion.

Federal Funding limitations prevent us from allowing students to earn more Federal Work-Study than their awarded amount. The Office of Student Financial Aid and Scholarship will not increase a student's award amount.

SUPERVISION

All FWS student employees are to be directly supervised. It is important that the employer carefully explain the job requirements in their entirety to the students before they begin working. Students should be encouraged to ask questions about instructions or procedures that are unclear. While remote work may be allowable, if a student's work location is primarily in person, then their supervisor cannot be exclusively remote.

Working hours should be arranged between the employer and the student. Students are expected to adhere to the arranged schedules as would be expected from a regular employee. It should be understood, however, that the student employee is primarily a student and must occasionally take tests or register for classes during scheduled working hours. If such is the case, the student should inform the employer of such times in advance.

SUPERVISOR RESPONSIBILITIES

- Each department is expected to provide meaningful work and provide each student with enough working hours to earn their award
- Supervisors are responsible for verifying time sheets and monitoring a student employees' hours worked. A student may not work during scheduled class time
- Supervisors are responsible for providing the student with orientation and training in order to perform the duties assigned
- Supervisors are responsible for establishing a schedule or work hours acceptable to both the student and the department. The maximum hours a student is allowed to work when school is in session is 20 per week; and when school is out of session (i.e. holiday breaks) is 40 per week
- Supervisors are responsible for certifying time sheets and submitting them according to the payroll schedule. Time sheets must be submitted on time to HR by supervisor
- Any student employed under the Federal Work Study program must be paid for all hours work.
- Supervisors are responsible for having students complete and keep record of a confidentiality form when necessary
- Supervisors are responsible for submitting updated job descriptions to OFA on an annual basis. Job descriptions will specify job titles, duties and responsibilities.

Supervisors are responsible for monitoring wage earnings and hours worked so that the student stops working when their award is fully earned or when the employment period ends

STUDENT RESPONSIBILITIES

- Students are expected to perform their duties in accordance with the standards set by the department for which they work
- Students must follow a set of professional standards including:
 - Performing their job as detailed by job description provided by the department supervisor
 - Follow the work schedule arranged by the student and the supervisor
 - Notify supervisor if unable to perform their work duties due to illness or other circumstances
 - Discuss any work-related problems with the appropriate supervisor. Give the supervisor at least two weeks' notice before terminating a job assignment
 - Perform tasks in an efficient and timely manner
- Students are not allowed to work during scheduled class hours
- Students must stop working when their work-study award is fully earned or when the employment period ends
- Time sheets must be completed electronically by the supervisor and student and must be submitted according to payroll deadlines

Creating a Culture of Respect: Preventing Prohibited Discrimination and Unlawful Harassment

All PSU faculty, staff, and student employees must complete the "[Creating a Culture of Respect: Preventing Prohibited Discrimination and Unlawful Harassment](#)" learning module. This training offers strategies for preventing unlawful discrimination, harassment, and retaliation within the University. It teaches our community how to respond appropriately when they become aware of potential discrimination or harassment, educates us about the risk of liability to Portland State University, its managers, and individual employees, and, in keeping with PSU's core values; promotes a climate of mutual respect.

Supervisors and non-supervisors will access the learning module through Canvas. You may need to log into Canvas through Duo. This [webpage](#) offers further instructions and details.

Please print your certificate of completion, submit it to your supervisor and keep a copy for your own records. If you need technical assistance, please contact OIT Help Desk at 503-725-4357 or help@pdx.edu.

If you need an accommodation pursuant to the ADA to complete the course, please contact the HR Leaves and Accommodations team at leaves@pdx.edu.

Equal Employment Opportunity

Portland State University supports equal opportunity in admissions, education, employment, and use of facilities by prohibiting discrimination in those areas based on race, color, creed or religion, sex, national origin, age, disability, sexual orientation, or veteran status.

For additional information please contact:**For general financial aid information:**

Office of Financial Aid and Scholarships

askfa@pdx.edu

503-725-3461

Fariborz Maseeh Hall

1855 SW Broadway

Portland, OR 97201

For FWS, student, or position specific information:

Matthew Knauss

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