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Overview of the FWS Program

Federal Work-Study is an employment program funded jointly by the federal government and either the university or an off-campus nonprofit-employer. According to regulations, a school must provide Federal Work-Study jobs that will not inhibit the educational process of the student. According to federal guidelines, Federal Work-Study employment may not impair existing service contracts, displace employees, involve the construction, operation or maintenance of a facility used for religious worship, or involve political activity or federal lobbying. Students have the opportunity to apply for positions in any one of the various jobs offered by participating departments.

Florida Tech pays for a portion of the student’s wage (25%) and the remaining portion (75%) is paid for using Federal Work-Study Grant funds. When hours are submitted, the student receives a consolidated check every two weeks issued by the Florida Tech Controller’s Office. The current wage for on-campus work-study is $8.05/ hour.

Students who are awarded FWS money are given an “allocation amount”. This amount varies based on each individual’s Financial Aid package. The student has the opportunity to earn up to that amount but not in excess of that amount. Florida Tech does not guarantee total earnings. The FWS award period for an academic year begins on the first day of fall semester classes and ends the last day of spring classes. The remaining balance at the end of the academic year will be forfeited by the student. FWS is not available during the summer term.

The employing department is responsible for ensuring that students do not exceed their allocation amount. Any hours worked in excess of the allocated amount will be charged to the employing department’s budget.

**Student Eligibility and Requirements**

Students **DO NOT** automatically qualify for FWS:

- Students must be U.S. citizens or permanent residents and be matriculated in the university.
- Only students who receive Federal Work-Study in their Financial Aid packages are eligible for assigned work-study positions. Students must file an institution- approved FAFSA (Free Application for Federal Student Aid) form by the deadline set by the Office of Financial Aid. A student’s eligibility to work in the FWS program invariably changes from year to year. Students must re-apply for financial aid each academic
year. Questions concerning eligibility should be addressed to a Financial Aid counselor.

- Students must maintain full-time enrollment and maintain a 2.0 GPA at Florida Tech while employed as a work-study student.

**Federal Work-Study Community Service**

Federal regulations state that all colleges & universities participating in the FWS program must have at least 7% of work-study earnings being paid to students working in community service positions with Non-Profit Organizations. Community Service (off-campus) jobs are an option for all students who qualify for Federal Work-Study. Florida Tech has a variety of Community Service positions available which provide an excellent opportunity for students to develop experience while working directly with non-profit agencies. These positions pay $9.00 per hour, with the additional monies coming from the employing agency. In the past, students have been employed by such agencies as the Brevard County Board of County Commissioners, Brevard Zoo, Big Brothers Big Sisters, Club Esteem, Junior League of South Brevard, Stone Junior High School, Trinity Towers, and University Park Elementary School. We are always looking to expand in this area.
How to Hire A FWS Student

**Step 1 – Supervisor Handbook, Job Request and Participation Agreement**

All supervisors interested in employing a work-study student must first read the FWS Supervisor Handbook. Once the Handbook has been read, all prospective supervisors must submit a Work-Study Job request for each position by the designated deadline. Each job request will be reviewed by the Office of Student Employment and either denied or approved based on the following factors:

- Available funds
- Suitability of job description
- Departmental need (based on previous year’s usage)
- Compliance with regulations in previous years

Once your positions have been approved you will be sent an “Approval Notification” via email and will be given one job number for each of your approved positions. Please keep these job numbers as you will need them when hiring students. This approved number of positions may not be exceeded once you begin hiring students.

In addition to the Job Request, all supervisors interested in hiring FWS students must have a Participation Agreement on file in the Student Employment Office for each Academic Year that they participate. This contract outlines policies, procedures and Supervisor obligations. Your signature denotes that the policies listed on the contract and within the Supervisor Handbook are understood and agreed upon. Please also note that the Department Head for each department will be required to approve all Federal Work-Study requests henceforth.

Supervisors will not be permitted to hire students without both a Job Request and Participation Agreement on file in the Student Employment Office for the current academic year. Supervisors should be aware that submitting late requests will cause excessive and unnecessary delays with student hiring. Therefore, supervisors are strongly encouraged to submit these forms by the advertised deadline.

The Handbook, FWS Job Request and Participation Agreement are located on the FWS Supervisor Tools website: [http://www.fit.edu/career/employers/fws.php](http://www.fit.edu/career/employers/fws.php)

**Step 2 – Supervisor Training**
It is extremely important that anyone who intends on supervising student employees attend a supervisor training session. As changes regularly occur in office concerning hiring and paperwork procedures it is necessary that all supervisors regularly familiarize themselves with the Federal Work-Study Program and its policies.

FWS supervisors who have completed a supervisor training session in the past will not be required to attend another session unless they feel that a review is needed. However, those who have had regulation compliance issues may be required to attend a training session, regardless of their previous supervisory experience. All new supervisors will be required to attend at least one supervisor training session prior to receiving approval on requested positions and prior to hiring any FWS students.

**Step 3 – Hiring Students**

As early as one week before the fall semester begins, students will begin to come to the Student Employment Office to look for a work-study position. If a supervisor has completed a training session, has submitted both the formal FWS Job Request and Participation Agreement, and has been approved for requested positions, they may begin to hire students.

After students have completed all required Federal Employment documents (W-4 & I-9), they will be given a list of available positions and a Job Referral Form (Blue Card) listing their available work-study allotment. If they feel they are qualified for your listed position they will be instructed to get in touch with you via your listed contact information. Do not allow students to interview without the Blue Job Referral card. If they do not have a Blue Card refer them to the Student Employment Office.

- **Advertising** – departments may advertise their approved position(s) on Fitforum. The following statement MUST be included in the advertisement: “You must have been awarded Federal Work-Study as part of your Financial Aid package to be eligible for this position.”
- **Interviewing Students for Open Positions** – when a student applies for an open position, the supervisor should interview each student, choose the one who is best qualified and whom you feel will be most successful in the position. It is the supervisor’s responsibility to make sure that each applicant is interviewed in a similar fashion. It is recommended that supervisors ask each candidate similar questions and to put the interviewee at ease. All questions asked should be job related. If you are holding your position(s) for returning students, please explain this to any other applicants that you might have. Due to Equal Opportunity laws, all open positions must be available for applicants to view.
- **Selecting a Candidate** – If you decide to hire a student, you must complete the Supervisor section of their Blue Job Referral Form and indicate which of your approved Job #’s you are hiring the student for. Then, give the card back to the student who will
return it to the Student Employment Office. Once the referral is completed and turned in to the S.E. Office, an email “FWS Verification” will be sent to you. This verification will tell you the earliest day your new employee may begin working. Students may not begin working until you have received this verification. If a student is allowed to work prior to the completion of his/her paperwork, the student will be paid out of the department’s budget. Hourly rate may be indicated on the back of the card for students who are returning, or have skills above and beyond what is expected.

- **Filling Positions** – You may only hire the number of students that correspond to your number of approved positions (i.e. if you were approved for 5 lab assistants, you may only hire 5 students). Once you have filled all of your approved positions you may not hire anyone else under the FWS program.

- **Department Orientation & Training** – It is the supervisor’s responsibility to adequately familiarize student employees to their new work environment. This includes office/laboratory policies and etiquette such as appropriate computer use and dress code. Additionally, supervisors are required to ensure that the student is fully aware of ALL of the responsibilities of their position prior to allowing them to start working. Supervisors are encouraged to use the Department Orientation/Training Checklist that is available on the Supervisor Tools Website.

- **Obtaining Class Schedule** – Once the student is hired please be sure to obtain a copy of his/her class schedule at the beginning of each term. This will allow you to ensure that they are actually enrolled and to create a work schedule that will not conflict with their scheduled class times. Students may not work during scheduled class times.

- **Hiring Deadlines** – Deadlines will be posted on the FWS website. After the Fall deadline, students must wait until the next semester to begin a position or switch departments. After the Spring deadline, participating students will not be permitted to switch FWS positions and for those students who have not yet found/accepted an FWS position, their FWS award will be considered forfeited.

- **Supervision** – Federal Work-Study students must be supervised by an FWS approved permanent staff or faculty member within the department. The supervisor is considered to be the entity that will control and direct the work of the FWS students – supervising them at the work site, regulating hours of work and ensuring that they perform their duties properly. The supervisor must sign all forms and approve all timesheets. Although supervisors are not required to monitor every moment of a student’s work progress, the supervisor must be present or within the immediate vicinity of the FWS students in order to monitor and review their job performance. Take home work is not permitted. Additionally, students are not permitted to do homework while at work. If you have no work for the student to do, they should time out.

- **Confidentiality** – Certain information is confidential and should be kept within the confines of the department, office, or laboratory. Please discuss with your student the types of information they may encounter in the office that may be of this nature. This year all students will be required to sign a confidentiality agreement. This will be signed and kept by the Student Employment Office in the student’s file.
• **Multiple Jobs/ College Roll Regulations** - Students may work in only one FWS position at any given time throughout the Academic Year. **In addition, students may not work in a College Roll position and a Federal Work-Study position at the same time.**

**Step 4 – Accessing Supervisor Tools**

Supervisors will need many documents to successfully manage their FWS employees. All of the documents that a supervisor will need are conveniently located online at the FWS Supervisor Tools website: [http://www.fit.edu/career/employers/fws.php](http://www.fit.edu/career/employers/fws.php)

- **FWS Agreement**
- **Hours Tracking Form** – Utilized to track a student’s remaining FWS award.
- **Privacy Statement**
- **Student Discipline Form** – Utilized if student is counseled due to misbehavior.
- **Student Evaluation** – Utilized at the end of a student’s FWS employment.
- **Student Termination Form** – The form must be completed if a student is being switched to a College Roll position and utilized when a student’s FWS employment is terminated for any reason.
  
  **Exceptions:**
  1) This form does not need to be completed if a student’s award has run out and they will not be moved to a College Roll position.
  2) This form does not need to be completed when a student stops working because they have reached the end of the academic year.
- **Supervisor/ Payroll Administrator Change Notification** – Must be completed if a Supervisor change is made during the academic year.
- **Timesheet**
- **Wage Increase Form** – This form can be used throughout the semester to increase a student’s wages.

**Once completed, all forms should be sent to the Student Employment office to be placed in student’s master file.**
Timesheet & Payroll

Timesheets and Payroll are probably the most important part of the Federal Work-Study Program and highly regulated by the Federal Government. Therefore, **it is essential that each department that employs FWS students understand how to record and report hours worked.**

**Web Time Entry (WTE)** – Beginning January 1, 2008, all Federal Work-Study students and hiring departments will be utilizing the Web Time Entry system for submitting hours worked for payment. Firstly, please keep in mind that the hiring department/supervisor is responsible for training students on how to use this system. Secondly, you are no longer required to submit paper timesheets to the Student Employment Office. The method that students use to document their hours throughout the week is entirely up to each individual supervisor; however the following are a couple of examples that may be used: 1) continue to use paper timesheets and have the student sign-in and-out for each schedule’s shift, OR 2) have the student log onto PAWS at the end of each day’s work and enter in the total # of hours that they worked that day. Again, the method that you and your students use to document hours on a daily basis is up to you; however, please use the following instructions for submitting Web Time Entry online timesheets:

1) Student Payroll should be reported along with the rest of the department’s, every two weeks, in accordance with Florida Tech payroll calendar.
2) Use the deadlines set and advertised by the Controller’s Office for submitting and approving online timesheets. If necessary, set earlier deadlines for your students and send out reminders to the students in your approval queue.
3) Before the set deadline the student should log on to PAWS to access their online timesheet. The student should then complete their WTE timesheet, listing total hours worked per day for both weeks in the pay period:
   a. Timesheets should be filled out every day worked, with the amount of hours worked in 15 minute increments (.00, .25, .50 and .75). Students should always round up to the nearest ¼ hour.
   b. Students should only record the hours actually worked. The only time that a student may estimate hours is for the last two days of the Pay Period (Friday and Saturday) It is a Federal Office to record hours not actually worked.
4) Once hours for both weeks have been entered and saved, then students should submit the hours for approval.
5) The supervisor or the Web Time Entry approver (if different) should then verify the student’s WTE timesheet and approve it, submitting it to Payroll for payment.
6) Retroactive hours for WTE users – According to the Controller’s Office, there are two methods with which WTE approvers/users can submit retro hours:
   a. Method #1 – The student can enter their total number of retro hours into a date on their current WTE timesheet that they did not work (usually a
Saturday or Sunday) AND make a note in the “Notes” section indicating that those hours are in fact Retro hours from a previous pay period. This method should only be used if the total of the retro hours and the regular hours do not exceed twenty (20) per week. Therefore, this method should be used for a small number of hours.

b. Method #2 – The student’s supervisor or WTE approver can send an email to payroll@fit.edu. The subject line should read “Retro Hours”. The message should contain the student’s name, ID# and total # of retro hours to be entered. The payroll staff will then manually enter the retro hours in for payment on the next payroll cycle. The student should enter their regular hours in, as they normally would, on PAWS. This method should be used only when the combined total of retro and regular hours will exceed the 20 hour per week maximum.

Please note that it is understood with student employees that retro hours are in many cases inevitable, however, it is strongly discouraged. Whenever possible, please avoid submitting retro hours by encouraging your students to properly utilize the WTE system. Email and verbal reminders by supervisors and/or WTE approvers may be necessary and can be extremely helpful. Additionally, please ensure that your FWS students are properly trained on how to use the WTE system. This will save you, the student and the payroll department a considerable amount of time.

Important Notes Regarding Payroll –

- It is understood that many faculty members travel regularly to conferences, etc. When this is the case, supervisors are required to set up an FWS/WTE approved proxy to approve Web Time Entry timesheets and manage FWS related issues in their absence.
- The Student Employment Office does not do payroll for all Federal Work-Study students, only for the students working in that office or in Community Service positions. Each individual department handles the payroll for the students employed there.

Paper Timesheets - For those of you who would still like to use paper timesheets, they will still be made available to you on the Supervisor Tools webpage. Please note that supervisors are responsible for accessing the provided timesheets and explaining their preferred completion method to each student employee.
Federal Regulations Relating to Timesheets and Payroll

34 CFR 675.16 - A school must pay a student at least once a month. The school may use any type of payroll period it chooses, provided students are paid at least monthly.

- Therefore, students AND SUPERVISORS are responsible for submitting timesheets in a timely manner and within 1 month of the work being performed. Please see discussion regarding Retro timesheets.

If we find a department or supervisor is not submitting hours in the manner stated above, the Student Employment Office reserves the right to suspend work-study positions with that department the next academic year. If it is shown to be the student’s fault, that student may lose work-study the next year.

University Policy Relating to Student Employment and Payroll

Florida Tech Student Employment Policy (Section B.2) - The University deems a student’s primary role while attending Florida Tech as the pursuit of an education and, ultimately, a degree. As such, the University limits full-time students who are also employees as defined by this policy to a maximum of twenty (20) hours of work per week during the academic year defined as Fall and Spring semesters.

- Any hours worked in excess of 20 per week will be billed directly to the employing department’s budget.

Volunteer Services

According to the Fair Labor Standards Act of 1938:

The FLSA prohibits employers from accepting voluntary services from any paid employee. Any student employed under the FWS program MUST be paid for ALL hours worked. STUDENTS EMPLOYED MAY NOT VOLUNTEER IF AN AWARD IS EXHAUSTED OR THE ACADEMIC PERIOD ENDS. The student must be hired as a College Roll Employee.
Instructions for Web Time Entry

The following are instructions for using Web Time Entry, which you may supply to your student employees.

<table>
<thead>
<tr>
<th>Instructions for Web Time Entry on PAWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Log onto <strong>ACCESS Florida Tech</strong> using your Tracks ID and Password and select PAWS.</td>
</tr>
<tr>
<td>• Click on <strong>Employee or Employee Information</strong> (both direct you to the same page) Please keep in mind these options will not appear until hiring paperwork has been completed. This is why you will not be able to start working until you are notified by Career Management Services.</td>
</tr>
<tr>
<td>• Click on <strong>Timesheet</strong>.</td>
</tr>
<tr>
<td>• In the drop down box, select the appropriate Pay Period and hit the <strong>Timesheet</strong> button.</td>
</tr>
<tr>
<td>• For each day worked, select the <strong>Enter Hours</strong> field for that date.</td>
</tr>
<tr>
<td>• Type the total # of hours that you worked for that day and hit the <strong>Save</strong> button. The hours will default to the timesheet. Repeat this step for each day worked for the 1st week.</td>
</tr>
<tr>
<td>• Under the timesheet, select the <strong>Next</strong> button to see Week #2. Repeat Steps 5 and 6 for Week #2. If you need to go back to Week #1, hit the <strong>Previous</strong> button.</td>
</tr>
<tr>
<td>• When you are finished entering in hours for both weeks. Select the <strong>Preview</strong> button to verify that your total hours are correct and match the hours you worked for that pay period.</td>
</tr>
<tr>
<td>• If your timesheet is complete and accurate, select the <strong>Submit for Approval</strong> button. The submission will be sent to the Payroll Supervisor for the department in which you are employed who will verify your online timesheet and submit the hours to Payroll for payment.</td>
</tr>
</tbody>
</table>
Allotment & Payment of Award

- Students who are awarded FWS are given an “allocation amount”. This amount varies based on each individual’s Financial Aid package. The student has the opportunity to earn up to that amount but not in excess of that amount.
- Please be aware that if a student works the maximum amount of hours per pay period (20), their FWS allotment will be used up very quickly. Please also note that if your FWS student’s allotment is depleted before the end of the academic year, you may not hire another student to replace him/her. You are awarded a very specific number of positions based on a certain amount of available funds. Once your approved positions/funds are depleted, you may not fill the positions again during that academic year. This is why it is highly recommended that supervisors establish a certain number of hours per week that their students may work that will allow them to be employed for the entire academic year.
- It is the student and supervisor’s responsibility to keep track of the student’s remaining work-study allotment using the Hours Tracking form. This will ensure that the student DOES NOT exceed their allocation amount. When a student’s award has been used up, the student MUST STOP WORKING. Any hours worked over the student’s allotment will be paid out of the employing department’s budget.
- If a supervisor allows a FWS student to begin working prior to their approved start date or allows a FWS student to exceed their allocation amount or exceed 20 hours per week, the Department Head has the authority to designate that the overage be paid out of the supervisor’s grant funds (where applicable).
- The program provides for payment on an hourly rate basis only. Fringe benefits such as sick days, holiday pay, vacation pay and overtime are not provided.
- The student will be paid at least the current federal minimum wage that is in effect at the time of employment. The FL minimum wage may increase on January 1st of each year with the rate of inflation. Students’ pay rates will be automatically updated by the office of Human Resources if an increase takes place. Supervisors must be aware that a minimum wage increase will reduce the students’ remaining hours.
- Students are paid bi-weekly in accordance with the Florida Tech payroll schedule set by the Controller’s Office.
- FWS students are paid on a bi-weekly basis. Checks are distributed to the employing department. Direct Deposit is available and highly recommended. If a student will not be in the area to claim a check, arrangements must be made with the employing supervisor to have it forwarded by mail before leaving campus.
- Please note that payroll issues should be directed at the payroll office. Lost checks, incorrect hours, retro hours can all be reported to payroll@fit.edu. Matters of incorrect pay should be directed to the Student Employment Office.
**TERMINATING EMPLOYMENT**

**General Terminations** – A Student Employee Termination form must be completed and submitted to the Student Employment Office for any of the following reasons:

1. A student decides to switch to a different Work-Study position
2. A student graduates
3. A student withdraws from Florida Tech
4. A student quits their position
5. A student depletes his/her Work-Study allotment (except at the end of the academic year)
6. A student is switching from a Work-Study position to a College Roll position
7. Disciplinary Termination

**Disciplinary Terminations**

There will be times when the relationship between the student employee and the employer does not work. This happens in all forms of employment. However, when situations like this occur in the Federal Work-Study program we need to remember that the primary goal of the FWS program is student development. Both the employer and the employee share the responsibility of addressing problems, which may occur during the course of the student’s employment.

**Guidelines for Dealing with Employee/Employer Conflict**

- Address minor concerns before they become major problems.
- Review work schedule, job responsibilities, duties and expectations.
- Offer the student suggestions on how he/she may improve performance and establish a fair and equitable time period for correcting the problem. You may use the Student Discipline Form in this instance.
- If assistance in resolving conflicts is required, employers and/or employees may contact the Student Employment Office.

**Steps for Termination**

If the student continues to perform in an unsatisfactory manner and an effort has been made to correct the problem, the student employee may be terminated from your department.

- Document all encounters with the student and all attempts made to correct the problem.
- The Student Employment Office must be notified in writing so that the student may be counseled and placed in a more appropriate work environment. A Termination form must be completed, signed by both parties and submitted to the Student Employment Office.
The student must be informed of a termination. They must be contacted in person or by telephone and must have the reason for their termination explained to them. E-mail notification of termination is only acceptable if the student is unreachable in any other capacity (in person or telephone).

The Student Employment Office utilizes a “3 Strike” Policy with regard to student employee terminations. If the termination was due to misbehavior or dissatisfaction on behalf of the employer, the student will be put on probation. Depending on the circumstances of the termination and potential attempts to resolve the issues, the student may seek employment elsewhere. However, the Termination form from the previous job will be filed in the student’s record and the new employer will be informed of the termination circumstances and of the student’s probation. In the event of an unsatisfactory 2nd employment relationship, the student’s file will be reviewed and the Student Employment Office will make a decision on whether or not a 3rd job may be recommended.

**Grounds for Immediate Termination**

1. Falsification of timesheets
2. Breach of Confidentiality
3. Theft
4. Gross negligence resulting in serious injury of property, person, or public relations
5. Physical violence or obscene language when dealing with the public or other members of the Florida Tech community
6. Being under the influence of drugs or alcohol while on duty
7. GPA - Students must maintain good academic standing in order to maintain employment
8. Changes in Financial Aid - If a student’s Financial Aid package changes and FWS is cancelled, the student and supervisor will be contacted immediately and the student must stop working
Site Visits & Student Evaluations

Site Visits

Random site visits will be conducted by the Student Employment staff throughout the academic year. These visits will ensure that all procedures and rules are being followed. Visits may be announced or unannounced. You may be asked questions about student employees, asked to show current timesheets and hours tracking logs, or to discuss a student’s performance. If student employees are present at the time of visit, they may also be asked questions about their duties or schedule. Below is a list of questions that may be asked during a site visit.

- Have you had any disciplinary issues with any of your student employees?
- Where do you keep the timesheets for your student employees?
- What project is (name of a student employee)’s currently working on?
- Where is (name of a student employee)’s hours tracking form?
- How many student employees do you employ?
- Can I see (name of a student employee)’s previous timesheets (copies) from this semester?
- What duties do the student employees perform on a daily basis?

Student Evaluations

Supervisors are required to evaluate their student employees’ work performance once per academic year. At the end of a student’s employment supervisors must complete a Student Employee Performance Evaluation for each student within their employ. This evaluation is located on the Supervisor Tools Webpage. Please go over your evaluation remarks with your student employee if possible. When completed, please send the evaluation to the Student Employment Office to be kept in the student’s master file.
Student Files and Personal Information

The Student Employment Office maintains a master file for each Federal Work-Study student. All original documents pertaining to work-study employees, such as reprimands, terminations, evaluations and reviews, should be sent to the Student Employment office to be placed in the student’s file. You WILL need to keep copies of timesheets to better illustrate hour discrepancies and problems as they arise. You may dispose of the copied timesheets once all original timesheets for the current academic year have been received by the Student Employment office.

Due to confidentiality laws, it is imperative that all documents that include ANY student employee personal information (including social security #, birth date, phone number and address) be shredded prior to disposal. Please shred any materials that include student employee personal information before discarding.

Employment Verifications

The Human Resources Office manages any inquiries from outside sources regarding Federal Work-Study student employees. If in the event you are contacted by an outside employer, government agency or Employment Verification Agency regarding a previous or current Federal Work-Study employee, please refer them to the Human Resources Office. If you receive via mail an Employment Verification regarding an FWS student, please forward the document to the Human Resources Office.
**STUDENT EMPLOYEE APPRECIATION**

**Student Employee Appreciation and Student Employee of the Year Award**

Every year the National Student Employment Association sponsors National Student Employee Appreciation. This week of recognition is the first full week of April. The Student Employment Office supports the recognition of this week and encourages all employing departments to participate in some way. This week culminates with the “Florida Tech Student Employee of the Year” award ceremony.

At the beginning of the Spring semester, the Student Employment Office sends out a call for nominations for the Student Employee of the Year Award. ALL student employees are eligible to be nominated for this award. Winners in four categories: Work-Study, College Roll, Off-campus and Co-Op, are recognized and awarded at the April ceremony with plaques and potential scholarship monies.

Prior to the first week of April, the Office of Student Employment will begin to notify all departments of the impending week-long celebration, encouraging ALL departments to participate.

Departments do not have to spend a lot of money, but can be creative in their recognition of their much appreciated student employees. Even simply saying “Thanks!” is a remarkable gesture! For more information about this week, previous award winners and celebration suggestions, check out the SEOTY year website.

Please email celebration suggestions to the Student Employment Coordinator, Leah Litwiniec at llitwiniec@fit.edu.