2020-2021
FEDERAL WORK STUDY
SUPERVISOR
PROCEDURES

Spring Update

Due to COVID 19's impact, the number of positions requested per supervisor may be limited this year to provide equitable labor resources to all departments.

321-674-8846
fws@fit.edu
What is Federal Work Study?

Federal Work Study allows students to earn a paycheck through a financial aid award paid by federal funds. Since it is federal money, students must receive the award from Financial Aid each academic year to work and they must be paid hourly (for actual hours worked). For our university to continue receiving funds, we must follow federal rules. This means more oversight is required by supervisors than college role (department funded) positions.

Can I Request FWS Position(s)?

If you are a full-time staff/faculty and can answer yes to the following, you can request FWS workers:

- **The work tasks given are suitable for undergraduate students and will not replace staff or GSA work and MUST be performed in the workplace (NO TAKE HOME OR REMOTE WORK).**

- **I can provide supervision to the student at least 75% of the time (other staff can back up, but you are to be the primary supervisor).**

- **I am willing to spend time each pay period to make sure the student enters the correct hours worked on their timesheet (if you have a timesheet proxy you must provide actual hours worked to the proxy).**

- **I will ensure the student is only paid up to what they have been awarded (Otherwise your department will automatically be charged for additional hours).**

Be aware that you should only request the number of positions that you can manage while fulfilling all of the above requirements. If more workers are needed departments should consider having other staff members request positions and be responsible for supervising. Positions are open during Fall – Spring (No FWS in the summer).
Requesting Positions & Hiring

Human Resources now processes all position requests and hiring through WorkDay. Supervisors are responsible to initiate all steps through this system.

1. Follow the WorkDay Steps
2. Your job description must meet requirements on previous page: students cannot be unsupervised and should not be doing staff, TA, or GSA tasks.
3. Start and end dates you enter must be within the start of Fall classes and end of Spring classes
4. Use the PayScale below to have your rate approved

5. It is your responsibility to end the position in WorkDay when a student has used up their award. Your department budget will automatically be charged in WorkDay if they continue working after this.

New Pay Scale: 2020 - 2021

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Entry Level Rate</th>
<th>Maximum Rate</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generalized Positions</td>
<td>$9</td>
<td>$10</td>
<td>Can be filled by most majors: Staff/Faculty Assistants, Clerical, Events, Facilities, Athletics, Ambassadors, Tutors, Aquarist etc.</td>
</tr>
<tr>
<td>Specialized Positions</td>
<td>$10</td>
<td>$11</td>
<td>Requires specific major and/or specialized skills/certificates: Technical positions, Lab Assistants, Sponsored Research, Lifeguards</td>
</tr>
</tbody>
</table>

Regulations

1. Students legally MUST be paid hourly. It is your responsibility to ensure they are paid for exact hours worked, you cannot estimate or approve whatever the student enters, you may ONLY approve worked hours. If you are using a timesheet proxy you must provide a time log or sign in/out sheet to your proxy. Students do not receive holiday, sick, or any other fringe benefit pay
Regulations cont.

2. **Students are limited to working 20 hours per week when class is in session, you may not schedule them during their class times.**

3. Supervision must be provided; students cannot work by themselves or only under a GSA. No take home work or remote work allowed, and students cannot be paid to do their own personal projects, such as their Senior Design Project.

4. Our university payroll system runs bi-weekly, and it is your responsibility to provide reminders to the students to complete their timesheets. Students must legally be paid even if they forget to complete their timesheet. It is the supervisor’s responsibility to keep track of their hours every payroll and only use retro time (adding previous payroll hours) when necessary.

5. No Political or Religious activities are allowed to be performed.

6. **Students may ONLY earn up to their award. A tracking sheet is available on the FWS website:** [www.floridatech.edu/workstudy](http://www.floridatech.edu/workstudy)  Any hours worked past their award must be paid by your department.

7. Students cannot be fired or terminated without approval from HR. If you are dealing with performance issues, provide counseling or written warnings first. If no changes are seen or the behavior is serious, contact fws@fit.edu so HR can get involved. **If your student voluntarily resigns, leaves the university, or graduates in Dec. you MUST notify fws@fit.edu.**

8. If any outside agency or individual asks to verify your student’s employment or asks for your opinion of them, you must direct them to HR and cannot give out any information. You may be a reference for a student only if the student and HR has given you permission.

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Career Services will be conducting compliance checks throughout the academic year and may visit your office. To continue in the FWS Program you must follow all instructions in this manual and any updates sent by fws@fit.edu

Career Services --- 321-674-8846 --- fws@fit.edu
www.floridatech/workstudy