Federal Work Study
Student Manual 2018-2019

FWS Hiring Steps
Hiring Forms are located on the FWS Forms & Documents Page:
https://www.fit.edu/career/forms-and-documents/

Accept Award
- Log into Access Florida Tech with your TRACKS account
- Select PAWS > Financial Aid > Award > Award for Aid Year 1819 > Accept FWS Award

Bring ID’s
You MUST bring two original/acceptable identification documents to the Office of Career Management Services (Harris Commons, Room 307)

Complete:
- W4
- I-9 (See I9 for list of eligible IDs)
- Direct Deposit (optional)

Pick Up:
- FWS Hire (Blue) Form

Connect on Handshake (Starting July 1st)
- Sign into Handshake (www.fit.joinhandshake.com) to search for open positions
- Bring Hire (Blue) Form to the supervisor listed in Handshake for their signature

Drop off Hire Form
- Submit signed Blue Form to the Career Management Office or electronically to fws@fit.edu
- You may not begin working until you receive your work authorization e-mail!

Your position is active for both the Fall and Spring semester. Your position will end when one of the following occurs: 1) Your award is exhausted 2) You resign 3) You leave the university 3) Last day of spring classes

If you have any questions, please contact the Student Employment Coordinator at:

Office of Career Management Services
Harris Commons, Room 307
(321) 674-8846
fws@fit.edu

Florida Institute of Technology
150 W. University Blvd.
Melbourne, FL 32901
Fax: (321) 674-8065
FWS Overview

Federal Work-Study is an employment program funded jointly by the federal government and either the university or an off-campus nonprofit-employer. FWS funds are paid directly to the student as earned through scheduled work hours. The funds may be used for whatever the student chooses. When hours are submitted, the student receives a consolidated check every two weeks issued by the Florida Tech Controller’s Office.

Students who are awarded FWS money are given an award or “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 student and employing department is responsible for ensuring that students do not exceed their allocation amount. Any hours worked in excess of the allocated amount may be owed back to the Federal Work Study program.

**Student Eligibility and Requirements**

Students DO NOT automatically qualify for FWS:
- Students must be U.S. citizens or permanent residents enrolled at the university
- Students must be at the undergraduate level
- Only students who receive Federal Work-Study on their Financial Aid package are eligible for assigned work-study positions
- Financial Aid ([finaid@fit.edu](mailto:finaid@fit.edu)) can discuss individual student eligibility questions

Students must complete a FAFSA (Free Application for Federal Student Aid) each year to be awarded. A student’s eligibility to work in the FWS program can change from year based on their FAFSA. Questions concerning eligibility should be addressed to a Financial Aid counselor (321) 674-8070.

**FWS Rules**

**Award/Allotment**- Your FWS award is considered your total “allotment” or the maximum amount you are allowed to earn during the Fall & Spring. It is your responsibility to track your earnings in PAWS, you may **NOT** exceed your award. Any overage amount earned may be required to be paid back to the Federal Work Study fund.

**Hours**- Students are permitted to work a maximum of 20 hours per week (40 hours per payroll period).

**Class Schedules** – Students may not work during scheduled class times. Provide your supervisor with your class schedule to avoid conflicting schedules.

**Supervision** – Federal Work-Study students must be supervised by an FWS approved permanent staff or faculty member within the department. Take home work is not permitted. Additionally, students are not permitted to do homework while at work. Students may not work if the office is closed and no staff are present (such as holidays). Student’s hours must be tracked and they may not earn more than their work study award.
Multiple Jobs/ College Roll Regulations – Students may only work one FWS job at a time, they may not concurrently hold more than one job. In addition, students may not work in a College Roll position and a Federal Work-Study position at the same time.

2018-2019 Pay Scale

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Entry level Rate</th>
<th>Maximum Rate</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical, Office, Assistants</td>
<td>$8.25</td>
<td>$8.75</td>
<td>Faculty Assistants, Receptionists, Secretaries, Internal Projects</td>
</tr>
<tr>
<td>Facilities, Dining, Athletics</td>
<td>$8.25</td>
<td>$8.75</td>
<td>Groundskeeper/Plant Care, Boat House, Aquarist, Plumber, Painters, Mail Room, Sports Teams</td>
</tr>
<tr>
<td>Ambassadors, Administrators</td>
<td>$9</td>
<td>$9.75</td>
<td>School Ambassadors, Student Operations Managers, Analysts, Payroll/ Statisticians, Liaisons, Web managers, Marketing, Journalist photography, Reporters</td>
</tr>
<tr>
<td>Tutors</td>
<td>$9</td>
<td>$9.75</td>
<td>Academic Support Center, Writer’s Den</td>
</tr>
<tr>
<td>Technical, IT</td>
<td>$10</td>
<td>$11</td>
<td>Programmers, (Web/App) Designers/ Developers, Coders, Data Architect, Robotics, Engineering, Classroom technology, Machine Shop, Audio Technicians, BATD, Graphic Editing/Design (w/photography), Ocean Tech, Lab Technicians, Electricians</td>
</tr>
<tr>
<td>Lifeguards</td>
<td>$10</td>
<td>$11</td>
<td>Aquatic Center- Must have Lifeguard Certification</td>
</tr>
<tr>
<td>Lab/Research Assistants</td>
<td>$11</td>
<td>$12</td>
<td>Academic Lab/Research study funded or governed by a research body, or leading to a publication. (Internal office/department research does not apply)</td>
</tr>
<tr>
<td>Community Service</td>
<td>$12</td>
<td>$14</td>
<td>Approved community positions tutoring children</td>
</tr>
</tbody>
</table>

Time Entry Regulations & Laws

Please note that payroll issues should be directed to the payroll office. Lost checks and incorrect hours can all be reported to payroll@fit.edu.

Web Time Entry (WTE) – Student Payroll should be reported along with the rest of the department’s, every two weeks, in accordance with Florida Tech payroll calendar. Use the deadlines set and advertised by the Controller’s Office for submitting and approving online timesheets. Students should ask their supervisor for these deadlines and ensure they submit their timesheet when due to avoid paycheck delays. Web time instructions are on our website: https://www.fit.edu/career/forms-and-documents/

According to the Fair Labor Standards Act of 1938
The FLSA prohibits students from offering volunteer hours while they are a paid employee.
Hourly Labor Law
Students are hourly workers and must be paid for their actual hours worked. Students cannot estimate hours, or be paid for hours that are less than/more than what they actually worked in the pay period.

Tracking Hours— 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. 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.

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. Students are paid bi-weekly in accordance with the Florida Tech payroll schedule set by the Controller’s Office.

Resignations/Transfers— Students may resign or transfer to another department if they choose. They must complete a Movement Form (https://www.fit.edu/career/forms-and-documents/) with their current supervisor and submit to fws@fit.edu. To be hired for another department, you will then have your new supervisor sign the Blue Hire Form.

Employee Expectations

Conduct- In order to be paid you must work and report your hours each pay period as directed by your supervisor. You are not paid to study. You are expected to perform duties to the best of your ability, which includes coming to work on time, working your scheduled hours, notifying your supervisor in advance if you will not be able to work your scheduled shift, and giving notice to your employer if you decide to resign from your position.

University Policies- Students are considered employees of the university and should openly communicate with supervisor(s) concerning expectations and any work issues. Students and their supervisors are to adhere to the school’s Human Resources Policies, including Anti-Harassment, Safety, Ethics, and Drug-free policies. If you need to discuss a serious issue in your department, contact the Student Employment Coordinator at 321-674-8846.

Employment Verifications- The Human Resources Office manages any inquiries from outside sources regarding Federal Work-Study student employees. If you require verification of employment from an outside employer, government agency, or Employment Verification Agency regarding a previous or current Federal Work-Study position, contact the Human Resources Office (hr@fit.edu).

*Disclaimer: Federal Work Study jobs are not guaranteed. FWS awards are dependent on the availability of funding and may be withdrawn or subject to change depending on this availability. Any financial aid package could be adjusted at any time according to federal and institutional regulations.