

## Federal Work Study 2019-2020 Student Manual



fws@fit.edu  
321-674-8846

### Federal Work Study (FWS) Employment Steps:

#### 1. Accept Your FWS Award

- Login to Access Florida Tech with your TRACKS username & password
- PAWS > Financial Aid Tab > Award > Award for Aid Year 2019-2020 > Accept FWS Award

The total award amount is your total potential earnings for the entire academic year

#### 2. Present IDs & Complete Employment Paperwork



- **Come to the Career Services Office (Harris Commons Bldg, Rm 307) with two (2) unexpired, original forms of identification documents found on the USCIS I-9 Acceptable Documents List**
- Complete the mandatory employment paperwork:
  - W4
  - I-9
  - Direct Deposit Form (optional, though preferred)

Have an unexpired passport? That works as "2" IDs

#### 3. Receive the FWS Hire Form ("Blue" Form)

- This will act as your "contract." Once you find a job, you will take this to the hiring supervisor

#### 4. Connect on Handshake & Search for Jobs



- Sign into Handshake ([fit.joinhandshake.com](http://fit.joinhandshake.com)) to search for open positions using the "On-Campus" search filter
- All job descriptions will tell you how to apply
- Got a job offer? Take your Blue Form to the hiring supervisor to be completed & signed

See "Finding a Federal Work Study Job" handout for more details

#### 5. Return Blue Form to Career Services & Wait for Start Date

- Drop it off in person or send a picture/scan it to [fws@fit.edu](mailto:fws@fit.edu)
- You will receive your official start date via work authorization email (allow 2 to 5 business days to receive)

YOU MAY NOT WORK BEFORE YOUR AUTHORIZED START DATE SENT TO YOU FROM [fws@fit.edu](mailto:fws@fit.edu)



## Federal Work Study Overview

Federal Work-Study (FWS) is an employment program funded jointly by the federal government and either the University or an off-campus non-profit employer. FWS hourly earnings are paid directly to the student via paycheck on the same bi-weekly payroll schedule as all FIT employees.



**Student employees are responsible for keeping track of all hours worked and must submit an electronic timesheet (PAWS> Employee Tab> Timesheet) on a bi-weekly basis in accordance to FIT's Payroll Calendar. Timeliness is imperative. This is how you get paid!**

Students who are awarded FWS are given an award, or "allocation amount." Varying based on each individual's Financial Aid package, this allocation is the potential amount a student may earn in their FWS job. Within the traditional academic year, 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-earning 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 money earned in excess of the allocated award may be owed back to the Federal Work Study Program.**

### Student Eligibility and Requirements:

- 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

Note: Even when all requirements are met, no student is automatically awarded FWS.

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.**

\*earnings are based on hourly rate and amount of hours worked.

**FWS Rules**

 **Don't earn more than your award** - Your FWS award is considered your total “allotment,” or the maximum amount you are allowed to earn during the traditional academic year (Fall & Spring). Any amount earned in excess of your award may be required to be paid back to the Federal Work Study Program. You may **NOT** exceed your award for any reason.

 **Submit your timesheet on time, every time** - It is your responsibility to submit your hours worked via electronic timesheet in PAWS according to the University's Payroll Calendar. You will not be paid if you don't submit a timesheet, and FWS may not be able to pay you for all the unclaimed time you've accumulated. Not submitting your timesheets could also result in dismissal from the program.

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

 **Classes come first** – Students may not work during their scheduled class times. To ensure this, provide your supervisor with your class schedule.

**But, no homework at work** – Don't do homework on the job. And don't take job-related work home!

**You must be supervised** – FWS students must be supervised by an FWS-approved permanent staff or faculty member within the employing department. Students may not work if the office is closed and no staff are present (such as holidays).

 **One on-campus job only** – Students may only work one FWS job at a time, they may not concurrently be employed in more than one on-campus job. This means you may not simultaneously hold a College Roll position AND a FWS position.

**FWS 2019-2020 Pay Scale**

Job Type	Entry Level Rate	Maximum Rate	Job Title Examples (not a complete list)
Clerical, Office, Assistants	\$8.46	\$9	Faculty Assistants, Receptionists, Secretaries, Internal Project Assistant, Office Assistants, Event Assistant, Media/Web Assistant, Auditing Assistant, Building Assistant (Student Activities), Collections Assistant
Facilities, Dining, Athletics	\$8.46	\$9	Groundskeeper/Plant Care, Boat House, Aquarist, Plumber, Painters, Mail Room, Sports Teams, Pool Cleaning, Ticketing Assistant, Study Table Assistant, Athletic Training, Equipment/Team Manager, Intramural Officer
Ambassadors, Administrators (managerial duties)	\$9	\$9.75	School Ambassadors, Student Operations Managers, Analysts, Payroll/ Statisticians, Liaisons, Web Managers, Marketing, Journalism Photography, Reporters, Alumni Philanthropy, Athletic Communications, Newsletter Writing/Editing, Archiving
Tutors	\$9	\$9.75	Academic Support Center, Writer's Den, BATD Tutor, MAC Tutor
Technical, IT, Lab/Research Tech (pertaining to research that is not grant-funded nor for purpose of publication)	\$10	\$11	Lab Technicians, Programmers, (Web/App) Designers/ Developers, Coders, Data Architect, Robotics, Engineering, Classroom technology, Machine Shop, Audio/Visual Technicians, BATD, Graphic Editing/Design (w/photography), Ocean Tech, Electricians, Tech Support Analysts, Music Lab Tech, Behavior Tech (Scott Center)
Lifeguards	\$10	\$11	Aquatic Center- Must have Lifeguard Certification
Lab/Research Assistants (grant-funded and/or for publication purposes)	\$11	\$12	Academic Lab/Research work that pertains to research being funded or governed by a research body, and/or certainly leading to a scholarly publication. (Internal office/department research does not apply)

**\*All jobs and their entailed duties are subject to examination by CMS at any time. Pay rate must align with job duties performed, not necessarily job title.**

## Time Reporting Regulations & Laws



**Notice: Any payroll, paycheck, timesheet, and/or time entry issues or questions should be directed to Payroll in the Controller's Office. This includes but is not limited to: lost checks, changing direct deposit info, missing a time entry deadline, incorrect time submission, or difficulties accessing electronic timesheet. Career Services & the Student Employment Coordinator do NOT have access to view or edit your electronic timesheet or payroll information.**

**Payroll (in Controller's Office):** ☎ 321-674-7419    ✉ [payroll@fit.edu](mailto:payroll@fit.edu)



### Web Time Entry (WTE)

Student employee time entry must be reported on a bi-weekly basis 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 if they are unsure where to find them, as both parties are responsible for ensuring student time entry compliance.

### Fair Labor Standards Act of 1938

The FLSA prohibits students from offering volunteer hours while they are a paid employee. This means you are not allowed to "volunteer" un-clocked time at your job. You must be paid for every minute you spend working—another reason to accurately keep track of your hours!

### Hourly Labor Law

Students are hourly, part-time 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.

Part-time student employees at Florida Tech may not exceed **20 hours** of work per bi-weekly pay period.



### Tracking Hours

Students who are awarded FWS are given an "allocation amount". The FWS awardee has the opportunity to earn up to that amount, but not in excess of that amount, within the traditional academic year it was awarded. Please be aware that if you work the maximum amount of hours per pay period (20), your FWS allotment will be used up very quickly. It is the employee and supervisor's dual responsibility to keep track of the employee's remaining Work-Study allotment using the Hours Tracking form provided by [fws@fit.edu](mailto:fws@fit.edu).

**!! When a student's award has been used up, the student must stop working. !!**

The FWS Program provides payment on the basis of hourly rate only. Fringe benefits such as sick days, holiday pay, vacation pay and overtime are not provided. Students are paid via personal paycheck on a bi-weekly basis, in accordance with the Florida Tech payroll schedule set by the Controller's Office.

### Resignations/Transfers

Within reason, employees may resign or transfer to a different position if they choose. They must first contact the Student Employment Coordinator at [fws@fit.edu](mailto:fws@fit.edu) to verify this transfer and await their new authorized start date.

## Student Employee Expectations

### Conduct

In order to be paid, you must perform your designated work duties and report your hours each bi-weekly pay period in compliance with federal law and Florida Tech time entry policy. You are not paid to study or do homework. You are expected to perform duties to the best of your ability, which includes arriving 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 supervisor and the Student Employment Coordinator if you decide to resign from your position or transfer elsewhere.

### University Policies

Students are considered employees of Florida Institute of Technology and are expected to openly communicate with supervisor(s) concerning expectations and any work-related issues. Students and their supervisors must adhere to Florida Tech Human Resources Policies, including Anti-Harassment, Safety, Ethics, and Drug-free policies.

If you need to discuss a serious issue related to your job, contact the Student Employment Coordinator at 321-674-8846 as soon as possible.

### Employment Verifications

The Office of Human Resources 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 Human Resources.

The Office of Human Resources at Florida Institute of Technology:  
150 W. University Blvd., Work Bldg. #408  
Melbourne, FL 32901  
321- 674-8100

### FWS Student Employment Coordinator:

**Kaylen Kyle**

 321-674-8846

 fws@fit.edu

Florida Institute of Technology  
Office of Career Services  
Harris Commons Bldg, Rm 307  
3011 S. Babcock St.  
Melbourne, FL 32901

**Disclaimer:** Federal Work Study jobs are not guaranteed. It is the student's responsibility to search for, apply to, and obtain their job. 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.