

## Federal Work Study: Supervisor FAQs

### How do I hire a Federal Work Study (FWS) student?

First, you must have been approved to supervise a FWS position by submitting a FWS position request. The request will ask you to provide a full job description, quantity of openings requested, preferred applicant details, and how you'd like students to apply. The position request can be found online [here](#) or by these steps: [www.fit.edu/career](http://www.fit.edu/career) > "Forms and Documents" (left margin) > look again under that same "Forms and Documents" button for the "Student Employment Request Form." Once submitted, a copy of the request is sent to [fws@fit.edu](mailto:fws@fit.edu) for pending approval.

If you know you have an approved position for the current academic year (i.e., you've been sent an approval email containing job ID numbers), then you must first ensure that the student has been awarded Federal Work Study as part of their Financial Aid package. If they are unsure of their status, the Student Employment Coordinator (\*8846) can verify that with the student's ID number.

All FWS students are given a hire form to be signed by their hiring supervisor. This is often referred to as the "blue form," but, be aware that returning FWS employees are sent their hire form via email, so you could receive a student hire form through that medium as well.

If the student is a first-time FWS employee **or has not been paid in** an on-campus job within the last 12 months, they **MUST** come into the Career Services office to fill out employment paperwork and show 2 forms of original, unexpired ID (for I-9 Form).

**! Students may not begin working until their authorized start date, sent by email to the supervisor and student 2-5 business days after Career Services receives the completed hire form. Students are not eligible to earn money before their authorized start date.**

### What is the FWS "Award"?

The FWS award is a monetary allocation offered to the eligible student as part of their Financial Aid package. It is the maximum amount the student may earn in their FWS job within the entire traditional academic year (Fall & Spring) it was awarded. It is not guaranteed money—the student must work to be paid. Not all students earn their full award amount. Once the student has earned their award amount, they **MUST** stop working. **Any money earned in excess of their award is subject to be paid out by the employing department**, so it's imperative to **!** actively track student earnings every pay period.

### How much does my position pay? Why can't I choose the pay rate?

FWS hourly pay rates are determined by job duties and experience. We have developed a set of "job types," based on the job opportunities offered to our students. Each "Type" corresponds to a certain pay scale. The Pay Scale Chart can be found on page 4 of the [FWS Supervisor Manual](#). Federal Regulations require adhering to a pay scale based off job duties and experience, and this provides a "real world" perspective to students.

### The job types have pay ranges, can I choose the pay rate within that range? Can I give the employee a raise?

All first-time FWS employees must be paid the entry rate amount for their job type for the duration of the academic year. This also applies to returning FWS students who are starting a new job type. Pay rates are in effect for the entire academic year. Raises may be given to employees returning to the same job (or job type) at the supervisor's discretion. The raise may be within the pay range of the job type or the maximum rate for the job type. Some supervisors give raises incrementally over the years, others give the maximum pay rate starting with the second year.

For example, if a junior-level student who worked as a Lab Tech in previous years wants to transfer to a Tutor position, they must be paid the entry rate for Tutors for the entire academic year. If they return to tutoring in their senior year, they're eligible for a raise, up to the maximum amount for the Tutor job type.

### **How is my position being advertised? Can I advertise it myself?**

We post all open FWS positions on Handshake, a career services web platform, using the job description and details provided in the initial position request. All Florida Tech students have a Handshake account they can access using their TRACKS ID and password. Supervisors are welcome to advertise their own positions via fitforum or other department-approved media. You **MUST** provide the disclaimer: “Applicants must have been awarded Federal Work Study as part of their Financial Aid package to be eligible for this position,” on your advertisement.

### **Why am I having trouble getting applicants?**

Career Services advertises all FWS positions equally, so any additional recruiting or advertising is up to the supervisor/department. It can help to advertise your position in a way that highlights other benefits, besides monetary, that students can reap in your position. Can you offer a flexible schedule? Can students work the maximum 20 hours per pay period? What kind of experience and skills can they gain in your position that will translate into “real world” success? Does your staff interact with influential people around campus? Keep these types of questions in mind when creating your job description and advertising the position.

### **How do FWS employees get paid?**

As Florida Tech employees, FWS students are paid bi-weekly via paycheck (direct deposit is preferred) on the same schedule as all University faculty and staff. They must submit an electronic timesheet in PAWS and have it approved by their supervisor (or verified approver proxy) in accordance to the [Florida Tech Payroll Calendar](#) and federal law. Federal law states that delivery of payment for labor must not exceed 30 days from the date of labor.

It is imperative that both employees and supervisors know when and how to submit and approve an electronic timesheet. As a supervisor, you’ve agreed to take responsibility for ensuring that the student knows how and when to submit a timesheet. Instructions for entering a timesheet can be found [here](#) (HR webpage). If you have any questions or need further assistance, do not hesitate to contact Payroll, HR, or Career Services. Perpetual issues with student timesheets (e.g., missing submission deadlines, consistent use of retro hours, missing approval deadlines, etc.) will be recorded and could result in suspension from the Program.



### **How much can FWS employees work?**

FWS employees are considered part-time employees of Florida Tech. **They may not work more than 20 hours per bi-weekly pay period.** However, most students do not exceed 10-15 hours per pay period, schedule permitting. Keep in mind that the more hours the student works, the faster they will exhaust their award and must stop working.

### **Can FWS employees work weekends and/or holidays?**

The main rule to follow is that FWS employees must always be supervised by non-student staff or faculty. They may not work if staff is not present and they may not bring any work home. Working on the weekends is fine as long as the employee is supervised. If your office/department is open during a holiday break or can otherwise guarantee supervision, the employee may work, but the Student Employment Coordinator must be notified in advance and provided with the student’s intended holiday work schedule.

### **What do I do about absentee employees or those who leave the job/University?**

Per HR policy, the supervisor must make an effort to first contact the student regarding their prolonged absence before terminating the position. If no response is received, the student resigns, or withdraws from classes, then a [FWS Movement Form](#) is to be completed and submitted to the Student Employment Coordinator. An HR Action Form (HRAF) is then completed to end the position. Once the HRAF is complete, the student will no longer have access to their timesheet. Students are not to enter time after their position has ended or when they have withdrawn from classes, whichever comes first.

A Movement Form must also be completed when a student wishes to transfer to a different position.

### **Can I terminate a FWS employee?**

Since FWS employees are legal employees of Florida Tech, you should contact HR to document any performance and/or behavioral issues as soon as you notice them. Documentation of these issues should be submitted in the form of an [Employee Counseling Notice](#) (HR internal website). Suspension and termination based off ongoing performance and/or behavioral issues requires prior approval from the Office of Human Resources (in rare, extreme cases, immediate termination may be necessary).

We at Career Services ask FWS supervisors to acknowledge that, for many students, FWS is their first “real” job. Thus, we ask that you provide necessary counseling and communication for common “first job” issues before considering termination. (Sometimes just presenting the employee with a Counseling Notice helps them reconsider their behavior).

### **How can I ensure the student does not exceed their award amount?**

The best way to do this is by creating and maintaining a sign-in/sign-out sheet for the employee(s) to report on every shift. This holds the student accountable from the start, and greatly minimizes the risk of incorrect or missed timesheet reporting, the most common culprit behind excess earning. The use of retro hours is permitted\*, but beware that just one use of retro hours greatly increases the risk of the student earning more than their award, which could lead to money out of your department’s budget. Time logs also help any timesheet proxy\* accurately approve employee hours.

Earnings should be tracked before taxes are taken out. If a student works 6 hours at \$9.00/hr, that’s -\$54.00 from their award. We strongly encourage the use of the [FWS Earnings Tracking Sheet](#) to help you keep up with the math. This pre-formulated Excel sheet can be found under “Forms and Documents” on the [Career Services website](#).



### **i Good things to know:**

- Students may not work until their authorized start date.
- All supervisor and student forms, documents, time tracking tools, and FAQs can be found on the Career Services website, [www.fit.edu/career](http://www.fit.edu/career), under the “Forms and Documents” tab.
- FWS is a Financial Aid-based program. Not all students qualify for FWS, and not all who qualify are awarded. Any questions regarding the FWS awarding process should be directed to the Office of Financial Aid.
- The Office of Financial Aid can reduce or revoke a FWS Award for various reasons (e.g., student not meeting SAP or accepted another grant or scholarship) during the school year, even if the student is employed. Financial Aid notifies the student of any changes in their financial aid package via email.
- Staying on top of time-keeping, earnings and award tracking, and timesheet submission/approval is paramount for both student and supervisor success. If you have any questions about timesheets, award tracking, etc., do not hesitate to contact the Student Employment Coordinator:

Student Employment Coordinator: Kaylen Kyle  
 Career Services, Harris Commons Bldg, Rm. 307  
 Office Hours: Mon. thru Fri., 8am-5pm

321-674-8846 | [fws@fit.edu](mailto:fws@fit.edu) | [kkyle@fit.edu](mailto:kkyle@fit.edu)

\*The Student Employment Coordinator reserves the right to investigate excess or ongoing use of retro hours within any department or supervisor cohort and may suspend FWS privileges.

\*Departments/offices that regularly rely on proxies to approve more than the average quantity of employee timesheets may be required to keep a time log for their FWS employees.