



Berkeley College™

Federal Work Study (FWS) Program
Supervisor Handbook

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What is the Federal Work Study Program?


The Federal Work Study (FWS) Program is a Title IV aid program designed to help students with financing their education in addition to providing them with valuable on-the-job experience.

FWS positions could be located either on-campus or off-campus. On-campus positions are located within Berkeley College. Most departments who provide student services are eligible to hire from the FWS program. Notable exceptions include Admissions and Student Accounts.

Off-campus positions are located outside of the College and must always be for not for-profit institutions. Off-campus positions are further subdivided in two different categories: Community Service and Family Literacy.

Most off-campus positions benefitting the general public will be classified under Community Service. Of particular note is that federal guidelines require that at least 7% of the FWS allocation must be spent in Community Service.

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In summary...

- Federal Work Study positions can be on or off campus.
- At least 7% of salaries paid must be spent as Community Service.
- Federal Work Study is a Title IV aid program. For most positions, 75% of a student's salary is reimbursed by the government. Family Literacy positions are reimbursed at 100%.

Both on-campus positions and off campus, Community Service positions are reimbursed by the federal government at 75%. The remaining 25% of the salary is paid by Berkeley.

Positions where students are providing services to children such as reading or mathematics tutoring or day/after-care programs are classified as Family Literacy. Family Literacy positions offer significant advantage in that salaries are reimbursed at a 100% rate. Further, Berkeley becomes eligible for additional funding if Family Literacy salaries reach 5% of the FWS allocations.

The Federal Work Study Department under Financial Aid is charged to coordinate all activities within the Federal Work Study program.

Obtaining a Federal Work Study Position

Each year, the Federal Work Study Department, in consultation with the COOs and Career Services, creates a budget for the aid year. Each aid year begins on July 1st of each year and ends on June 30th of the following year.

Departments interested in adding positions must keep the COO's office informed of their need. Excess funding will be distributed at the COO's discretion. However, the FWS Department reserves the right to make the final decision.

Once a department is approved for a position, the department supervisor must complete a **Job Description Form** and submit this to the FWS Department. For new off-campus placements, a **Request for FWS Services and Off-Campus Agreement** is required in addition to the Job Description. All forms can be found on the FWS website at www.berkeleycollege.edu/fws.

Once all requirements are met, the Federal Work Study Department will then post the position on the Federal Work Study job board that can be found at www.berkeleycollege.edu/fws. The position will be visible to the supervisor through the Recruitment Gateway in their Ultipro account.



Searching For Federal Work Study Students

Once a position has been posted, students apply directly to the FWS positions through the job board. Students must complete the application and input their accurate student ID number. Missing or inaccurate ID numbers will result in a rejected application.

The Federal Work Study Department screens all applicants with valid student ID numbers for FWS eligibility.

Supervisors and Career Services will only be able to view applicants deemed eligible by the FWS Department. They may then contact the student directly to set-up an interview. They will be responsible for all aspects of the interview. Hiring Managers are encouraged to use Ultipro to keep track of applications. An FWS recruitment guide can be found at www.berkeleycollege.edu/fws.

Once a candidate is hired, they must inform the Federal Work Study Department immediately.

Federal Work Study Eligibility

- ✓ Must be at least half-time, taking at least 6 credits for the semester.
- ✓ Must have sufficient unmet need as determined by Financial Aid.
- ✓ Must be in good academic standing as determined by Advisement.

FWS Hiring Process

Once informed of the hire, the Federal Work Study department processes and sends the information to the Human Resources department.

The Human Resources department onboards the student in Ultipro and sends a **Welcome Letter** via e-mail. The student must click on the link on the letter in order to complete the online hiring paperwork.

Once HR confirms the student is clear to start, the student and the supervisor will receive an Acknowledgment Letter from the FWS department stating the hourly pay rate, award amount and start date of the student. **Students cannot begin working until the start date written on the Acknowledgment Letter.**

The welcome e-mail will detail helpful information regarding their Ultipro login and Direct Deposit.

Post Hire Procedures

On the first day of work, students must complete an I-9 at www.newi9.com. Berkeley's employer code is **14022**. After completing the I-9, students must present identification to an I-9 verifier. The I-9 verifier is listed in the welcome e-mail the student received. **The I-9 process must be completed within 3 days of the student's start date.**

If a student is working on-campus, they will also need to complete trainings. Within the first week of hire, the **Data Security, FERPA, Ethics and Sexual Harassment** trainings must be completed. These trainings can be found in Ultipro.


Federal Work Study Hiring Process Summary

1. Request position from campus COO/FWS Coordinator.
2. Complete a Job Request Form and send it to the FWS Coordinator.
3. Position is posted. Supervisor checks applicants in Ultipro.
4. Supervisor interviews, selects a student and informs the FWSC.
5. Student receives and completes Welcome Letter from HR.
6. Student and supervisor receive Acknowledgment Letter.
7. Student completes the I-9 (and trainings, if on-campus).

Pay Rates

All students are subject to the Pay Rate schedule below:

Level	# of credits attained	On-Campus (except CAS)	CAS
Level I & Level II	0-60 credits	\$13.00	\$15.00
Level III & Level IV	61 credits & up	\$14.00	\$16.00
Off Campus	\$17.00		
MBA	\$12.00		



Rates listed are per hour. Credits attained are based on the number of credits the student has completed as of the beginning of the term.

Awards

All Federal Work Study students are awarded the maximum they can earn per semester unless there is no sufficient need or otherwise requested by the supervisor. The number of hours that a student can work per week is a function of the award and the pay rate.

Students who begin in the middle of the term will have their earnings pro-rated based on the number of weeks remaining.

Awards are also subject to exceptions. Supervisors who need their FWS student to work additional hours may be granted additional awards upon the FWS department's approval. A written request must be submitted to the FWS department outlining the reason. Approval will depend on current spending, annual funding and supervisor's history of compliance with FWS policies.

Work Schedules

Students and supervisors must abide by the following Federal Work Study timesheet policies:

Maximum hours per week

Students are recommended to only work the number of hours per week according to their Acknowledgment Letter. Students and supervisors are allowed some flexibility in their weekly hours.

For example, if a student misses 2 hours one week, they may work the hours missed the following week even if this would exceed their regular weekly hours per their Acknowledgment Letter. However, under no circumstances can a student work over 35 hours in any given week.

Required breaks

Students who work between 4 to 6 consecutive hours are eligible to take a 15 minute paid break. This break need not be reflected on their timesheet. Students who work over 6 consecutive hours must take a 30 minute unpaid break. This must be clearly reflected on their timesheet by creating an additional time slice (e.g. 9:00-12:00 then 12:30-16:00).

Class Conflicts

Student's hours must not conflict with the student's class schedule. Students cannot work when they have classes scheduled. When a class is canceled, a student may work during the time the class would have taken place. The student or the supervisor should inform the FWS department when this happens. Class conflict rules do not apply during break weeks (see page 8), holidays and online classes.

Non-Compliance

Supervisors who do not comply with the above timesheet policies will be notified by phone calls, e-mails or letters and penalized according to frequency and severity. Sanctions may run from a temporary limit on FWS hiring up to permanent elimination of FWS privileges.


In addition, time slices that do not conform to the policies will be disallowed from the Federal Work Study Program and charged 100% to Berkeley Funds (Part-Time budget).

Break Weeks

Federal Work Study students are not typically budgeted for the break weeks. Both students and supervisors should always assume that students are ineligible to work during break weeks.

Work Schedule Policies Summary

- Students should abide by their weekly number of hours per their letter.
- If a student works over 6 consecutive hours, a mandatory 30 minute unpaid break must be reflected on the timesheet.
- Work hours must not conflict with the student's class schedule.



One week prior to the break week, the Federal Work Study Department checks the salaries already earned and projects the amount of award the student will have left from his/her package. Students with a projected remaining award will become eligible to work during the break week. An e-mail will be sent both to the student and to the supervisor to advise them of the number of hours they are eligible to work.

Students who will not be attending the next term will be ineligible to work on the break week (withdrawals, graduates, leave of absences, etc.)

Payroll Procedures

All Federal Work Study students are required to submit their hours in Ultipro on a weekly basis. Timesheets are due every Monday for the previous week. Supervisors must approve the timesheets submitted every Wednesday.

Failure to comply with the timesheet deadlines may delay the student's pay. In addition, late timesheets may be charged to the department's part-time budget. Continued disregard of deadlines is considered non-compliance and may result in sanctions depending on frequency and severity (see Non-Compliance, page 7)

FWS students are paid on the 15th and at the end of the month through either Direct Deposit or the Money Network Service Card. The pay card is sent to the student by mail prior to their first pay check.

Students can get access to their funds faster by enrolling in the Direct Deposit program. Once enrolled, funds are directly deposited to the student's chosen bank account. Students may enroll for Direct Deposit through Ultipro.

Changes & Termination

Changes to the student's position such as supervisor changes or transfer to another department must be communicated to the FWS department.

If a student is unreliable or does not perform the assigned duties responsibly, it may be necessary to terminate the student's employment. A student should be treated fairly and courteously, as would any other employee. When a student is terminated, the Federal Work Study department must be informed as soon as possible.



Resident Assistants

While working as a Resident Assistant does not disqualify a student from the Federal Work Study program, there are special limitations for Resident Assistants working concurrently in FWS positions. Resident Assistants are only allowed to work at an FWS position if:

The student demonstrates sufficient unmet need as calculated by federal need-analysis formulas with the Resident Assistant Credit taken into the consideration

The student is aware that RAs are only recommended to work 10 hours per week, reflected by their lesser FWS awards.

The supervisor for the RA/FWS recognizes that their student employee is limited in their availability to work based on the above.

Federal Work Study Website

This guide provides a basic overview of the Federal Work Study program. For more information regarding the Federal Work Study Program, you may access the Federal Work Study Website at www.berkeleycollege.edu/fws. The website contains up-to-date information, latest forms and detailed instructions on Federal Work Study related processes.

Contact Information

For any questions regarding the Federal Work Study program, you may contact our office at any time:

Federal Work Study Division
44 Rifle Camp Road
Woodland Park, NJ 07424
Tel: (973)278-5400 ext. 5733
Fax: (973)368-9852
fws@berkeleycollege.edu