DEPARTMENT CHECKLIST – FEDERAL WORK STUDY

Student Name __________________________ Student ID # ______________________ Hourly Wage ____________

Term __________________________ Start Date __________________________

Getting Started:

➢ Refer to website for detailed info on understanding Federal Work Study from employer side and become familiar with resources to direct your student workers to at www.ipfw.edu/workstudy
➢ After reading this checklist obtain clarification from the following:
  o Crystal Smith-awarding, job description, etc
  o Shawna Squibb-accounting, authorizations
  o Josiah Brown-posting positions, resources for students
  o Kirk Tolliver-payroll
➢ Email job description to Josiah Brown, Career Services
➢ Establish account through Career Services - JobZone – all positions must be posted http://www.ipfw.edu/jobzone/

Once student selected:

➢ Verify in Banner on RJASEAR that student has been awarded and accepted work study award
  o If no award student may be eligible. Email student’s name to Crystal Smith smithcl05@ipfw.edu explaining interest in hiring student. Wait to receive notice that student has been awarded or is not eligible.
  o If student is awarded FWS, notify student to accept award on my.ipfw.edu then verify on RJASEAR
➢ Ensure student does not have another work study position currently
  o Student should work one position at a time that will be charged to work study for accounting purposes
  o If student is working in another department using FWS funds, you must contact other department to determine who will use what percentage of the award
  o Once agreement obtained, must notify Shawna Squibb, Bursar’s office squibbs@ipfw.edu in order for both departments to receive authorization to share funds
➢ Email the following info to Shawna Squibb squibbs@ipfw.edu and wait for an authorization email back from her before utilizing FWS funds to pay student worker:
  o Student’s Name
  o Org Unit and name
  o Start Date to use FWS funds
  o Hourly rate
  o Who to contact for FWS info/questions

See other side…….
DEPARTMENT CHECKLIST – FEDERAL WORK STUDY (continued)

Student Name_________________________

- Complete Personnel Action Form along with all other required HR forms for student worker if a new hire for the university:
  
  Enter one of the following numbers in the cost distribution of the Personnel Action Form:
  
  2093001005 61019000 – Federal Work Study, Regular (used for most on-campus) – 75%
  2093001005 61019001 – Federal Work Study, Reading Tutor – 75%
  2093001005 61019002 – Federal Work Study, Math Tutor – 75%
  2093001005 61019003 – Federal Work Study, Community Service – 75%

  Also list the cost distribution you would like the 25% to be charged to.

- On the Personnel Activity Report (time card) – Biweekly Paid Non-Exempt Employees (Form 1423) enter 2093001005 under Cost Center, 75% under Percent and one of the following under Fund if the label does not already contain this information:
  
  61019000 – Federal Work Study, Regular
  61019001 – Federal Work Study, Reading Tutor
  61019002 – Federal Work Study, Math Tutor
  61019003 – Federal Work Study, Community Service

  Also list the cost distribution you would like the 25% to be charged to

Ongoing responsibilities of Department:

- Keep track within department of students earnings to date against award- Once student has used all of the Federal Work Study funds you can make a change on the student’s timecard to reflect the student being paid 100% from your department and continue their employment.

- Monitor RJISEWH on a regular basis - student can not exceed award amount
  
  o Notify Shawna Squibb of any discrepancies or concerns

- Once student no longer employed in your department, complete PA form to separate/end appointment and send to HR