

FEDERAL WORK-STUDY PROGRAM NORTH DAKOTA STATE UNIVERSITY 2024-2025



Resource and Training Manual for Off-Campus Employers

A training manual designed to assist employers participating in the Federal Work-Study Program at North Dakota State University.

Revised May 2024

THE FEDERAL WORK-STUDY PROGRAM IS FUNDED BY THE U.S. DEPARTMENT OF EDUCATION

Resource and Training Manual

Off-Campus Employers

Preface



This document has been developed to assist employers by providing guidelines, policies, and procedures related to student employment which involves the use of Federal Work-Study (FWS) funding. Policies and procedures are subject to change and notifications will be provided to all employers if/when changes occur.

Student employment at North Dakota State University falls under the rules and regulations of the University. NDSU is committed to providing equal opportunity for employees with disabilities, as defined by law, by providing reasonable accommodations. An employee whose disability requires reasonable accommodation in order to perform the essential functions of their position may request accommodations at any time during their employment. The process for requesting accommodations is outlined in NDSU Policy 168, Reasonable Accommodation on the Basis of Disability-Guidelines for Employee Requests.

The full text for this policy is available at: <https://www.ndsu.edu/fileadmin/policy/168.pdf>

Non-discrimination Policy

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable.

Individuals with questions, concerns or complaints related to Title IX should contact:

Title IX Coordinator
Old Main 201
NDSU Main Campus
Fargo, ND 58108
Phone: (701) 231-7708
Email: ndsu.eoaa@ndsu.edu

Off-Campus Employer Manual

Table of Contents

1. What is Federal Work-Study?	1
2. Conditions of Employment and Employer Limitations	1
3. Work-Study Student Requirements, Responsibilities and Limitations.....	2
4. How is Federal Work-Study Funded?	4
5. Contact Information.....	5
6. General Process Overview (Work-Study Flow Chart for Off-Campus Employers)	6
7. Handshake Resources for Posting Jobs	7
a. Posting a Job	7
b. Interviewing a Work-Study Student	7
c. Hiring Instructions.....	7
i. Requirements for Hiring a Work-Study Student.....	7
8. Employer Responsibilities (monthly)	8
a. Billing.....	8
b. Supervision	9
c. Documentation of Work Performed	9
9. Other Important Information and Reminders.....	10
a. Work-Study Balance Notifications	10
b. Requesting an Increase to a current Work-Study Award	10
c. Requesting your Work-Study Students back from year-to-year	10
d. Giving your Work-Study student(s) a raise.....	11
10. Additional Notes for Off-Campus Employers	11
11. Check List(s): Students and Off-Campus Employers.....	11
a. Student Employees	11
b. Off-Campus Employers	12
c. Off-Campus Employers-Monthly Basis	12
12. Timeline.....	13
13. Resources	14

1. What is Federal Work-Study?

The Federal Work-Study (FWS) Program is an employment program sponsored by the U.S. Department of Education and administered by NDSU Financial Aid and Scholarships. It provides funding to support employment for eligible students with demonstrated financial need. The FWS program encourages positions in community service; and, to the maximum extent possible, FWS funding helps to support employment opportunities for qualified students in jobs that complement and reinforce their educational program/career goals.

Recipients of FWS funding may use the earnings to help meet their educational costs; the money earned is paid directly to the student and is not applied to their student bill. The money earned does not have to be repaid and does not count against them for financial aid purposes.

- ❖ *Although many students potentially qualify, a FWS award may not be offered to all eligible students due to limited funding.*

To be considered for an award, students must complete the Free Application for Federal Student Aid (FAFSA) – once the FAFSA is completed the federal processor determines a student's eligibility. Parental income is the largest factor in whether or not a student is awarded Work-Study. NDSU may implement a priority application deadline each year. For the 2024-2025 academic year, there is no application deadline being observed. If a student submits their FAFSA after this deadline and they are otherwise eligible, they will not be awarded initially. These students may request to be added to the waiting list by contacting the FWS Coordinator in the Financial Aid and Scholarships Office.

Employer Perspective: FWS provides a supplemental source of funding to help pay the wages of student employees who are eligible for the program. Although it is a benefit to have this additional funding, it also requires additional effort to comply with the FWS requirements for verifying eligibility and tracking employment earnings.

Student Perspective: FWS provides opportunities to earn money while attending college; learn useful skills that can apply to future employment; develop leadership and professional skills; and, become involved in the campus and the academic and/or local community. Research also shows student employment promotes a foundation of retention and persistence toward graduation.

2. Conditions of Employment and Employer Limitations

All FWS employment, whether on or off campus, is subject to certain conditions and limitations. FWS employment is governed by both state and federal law. Employment conditions, including the rate of pay must be appropriate and reasonable according to the type of work performed, the geographic region, and the employee's proficiency. Federal, state and local laws apply including meeting the locally established minimum wage rates.

To be eligible for a Federal Work-Study (FWS) job, a student must meet all eligibility criteria and must demonstrate financial need, that is, the cost of attendance must be greater than the Student Aid Index (SAI). A financial aid administrator may not award FWS employment to a student if that award, when combined with all other resources, would exceed the student's federal unmet need*. Unlike the other Campus-Based Programs, the FWS Program does not require that priority be given to students who have exceptional financial need.

- *Financial need is the difference between the cost of attendance (COA) at a school and the Student Aid Index (SAI).*

FWS employment must not displace employees (including those on strike) or impair existing service contracts. If the school has an employment agreement with an organization in the private sector, the organization's employees must not be replaced with FWS students. **Replacement is interpreted as displacement.**

FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. The purpose of the part of the facility in which work will take place and the nature of the work to be performed should be considered when employing a Work-Study student.

Neither a school nor an outside employer that has an agreement with the school to hire FWS students may solicit, accept, or permit the soliciting of any fee, commission, contribution, or gift as a condition for a student's FWS employment.

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under FWS must be paid for all hours worked.

If an institution wishes to have its students employed under this part by a Federal, State or local public agency, or a private nonprofit organization, it shall enter into a written agreement with that agency or organization. The agreement must set forth the FWS work conditions. The agreement must indicate whether the institution, agency, or organization shall pay the students employed, except that the agreement between an institution and a for-profit organization must require the employer to pay the non-Federal share of the student earnings.

The institution may enter into an agreement with an agency or organization that has professional direction and staff. The institution is responsible for ensuring that payment for work performed under each agreement is properly documented; and each student's work is properly supervised.

The agreement between the institution and the employing agency or nonprofit organization will require the employer to pay the non-Federal share of the student earnings; and required employer costs such as the employer's share of social security or workers' compensation.

Source: The Federal Student Aid Handbook, Volume 6, Chapter 2. 2023-2024

3. Work-Study Student Requirements, Responsibilities and Limitations

a. To be eligible to participate in FWS, students must:

- Complete the Free Application for Federal Student aid (FAFSA)
- Have demonstrated "financial need" as determined by the FAFSA
- Be a U.S. citizen, U.S. permanent resident, or eligible non-citizen
- Be awarded and accept FWS funds offered
- Be enrolled in a minimum of 6 credits per semester
- Meet Standards for Satisfactory Academic Progress (SAP) each semester
- Complete Verification process (if selected)
- Read and understand the annual student requirements/responsibilities email
- Complete the hiring process with the employer *before* beginning work

NOTE: FWS jobs cannot displace employees (including those on strike) or impair existing service contracts.

b. Student Responsibilities:

- Review and adhere to all rules and policies established by the employer
- Review and adhere to all rules as stated in the annual email notice of requirements/responsibilities
- Review and adhere to all rules and policies established by NDSU's Payroll Services Office
- Complete all required paperwork (e.g., I-9, W4, Direct Deposit, etc.)
- Comply with NDSU Payroll Services time entry processes and maintain accurate recording of time worked. This may include use of TLAB or other approved methods.
- Complete all required trainings (e.g., Baseline Safety, Title IX, etc.)
- Perform job duties satisfactorily

c. Work-Study Limitations:

- Students are not permitted to work in FWS positions during scheduled class times.
 - Exceptions may be permitted if a class is cancelled, or, if the instructor has excused the student from attending for a particular day. Students cannot skip class to go to a FWS job. Any such exemptions must be documented.
- Students can work up to a maximum of 20 hours per week
 - employers should consider student's academic progress and adjust work schedule if needed.
- During semester breaks/vacations, students may work up to 40 hours per week if work schedules have been approved by the supervisor
- Although there is no prohibition on paying overtime in the FWS Program, some positions (e.g., event stage crew) may have to work overtime during a production. FWS is designed to provide part-time employment; and, students should not often work in excess of 40 hours in a single week. Overtime payment for those hours may not be used in a way that would create an over award in the student's financial aid package.
- Students may work only one FWS job at a time
- Students may not use more than their FWS award
- Rate of pay – cannot work for less than minimum wage (rate is set by the employer)
- Students may work during the fall and spring semesters only (first day of fall classes through last day of spring finals). The student must meet all NDSU Payroll Services and FWS requirements. Summer FWS is not available.

4. How is Federal Work-Study Funded?

Federal and Non-Federal Wage Distribution

The FWS Program subsidizes the hourly wages earned by qualified participants who work part-time, typically in jobs on campus. Students with FWS awards work to earn a paycheck which is paid on a bi-monthly basis (1-15 and 16-end of month). Federal Work-Study funding pays up to (and may not exceed) 75% of the total gross wages. Employers must provide at least 25% of a student's total FWS wages from nonfederal sources.

Students can work both on campus and off campus in a variety of positions. They may hold jobs off campus with approved nonprofit or public organizations.

There are some situations when the ratio of federal share to non-federal share of 75%/25% does not apply. NDSU must use at least 7% of the total allocated federal funds to support students working in community service jobs for local, non-profit agencies; and, jobs which may include the following responsibilities: reading tutors for preschool age or elementary school children; mathematics tutors for students enrolled in elementary school through ninth grade; or literacy tutors in a family literacy project performing family literacy activities.

The America Reads Program: On July 1, 1997, the U.S. Department of Education encouraged the participation of FWS students to serve as reading mentors or tutors to preschool and elementary school children by waiving the requirement that employers pay part of their wages. Generally, FWS employers pay at least 25% of the student's wages and the program pays the rest. Through the use of the America Reads Program waiver, the federal government funding pays 100% of the wages for qualified Work-Study students who work to serve this target population.

Research shows that children, whose parents work with them on language and literacy skills during early childhood, become more successful readers. Parents and caregivers are usually the child's first teacher. On July 1, 1998, the America Reads waiver was extended to include services to children from infancy through elementary school and their parents or caregivers.

On July 1, 1999, the Federal government again expanded the FWS Waiver to include mathematics tutoring to first through ninth grade school children. This waiver enables college students with a desire and affinity for mathematics and science to gain valuable work experience as tutors while taking an active role in improving student achievement in mathematics.

- The federal share of compensation paid to students employed as reading tutors for children, mathematics tutors for children, or in a family literacy project performing family literacy activities may exceed 75% and may be as high as 100%. Wages for qualified FWS student workers employed through America Reads are covered at 100% by the FWS program.
- The federal share of FWS wages paid to a student may be lower than 75% if the employer chooses to contribute more than 25% - the minimum required nonfederal share.

Wage Rates:

FWS wages are computed on an hourly wage basis for actual time worked on the job. An institution may not pay a student a salary, commission, or fee. Fringe benefits are not considered as part of the hourly wage rate. Students must be paid at least minimum wage as set by the Fair Labor Standards Act of 1938.

5. Contact Information

NDSU Financial Aid and Scholarships

TAMMY FRAASE
Financial Aid Administrator
(Federal Work-Study Coordinator)

Ceres Hall 202
Office: (701) 231-7889
Tammy.Fraase@ndsu.edu

NDSU Payroll Services

PATRICIA HANSON
Director
NDSU Payroll Services
Hastings Hall
Office: (701) 231-8990
Patricia.Hanson@ndsu.edu

KARI SCHMITZ EILERTSON
Payroll Coordinator
NDSU Payroll Services
Hastings Hall
Office: (701) 231-6251
Kari.SchmitzEilertso@ndsu.edu

CHRISTOPHER LAFFEN
Payroll Records Technician
NDSU Payroll Services
Hastings Hall
Office: (701) 231-8958
Christopher.Laffen@ndsu.edu

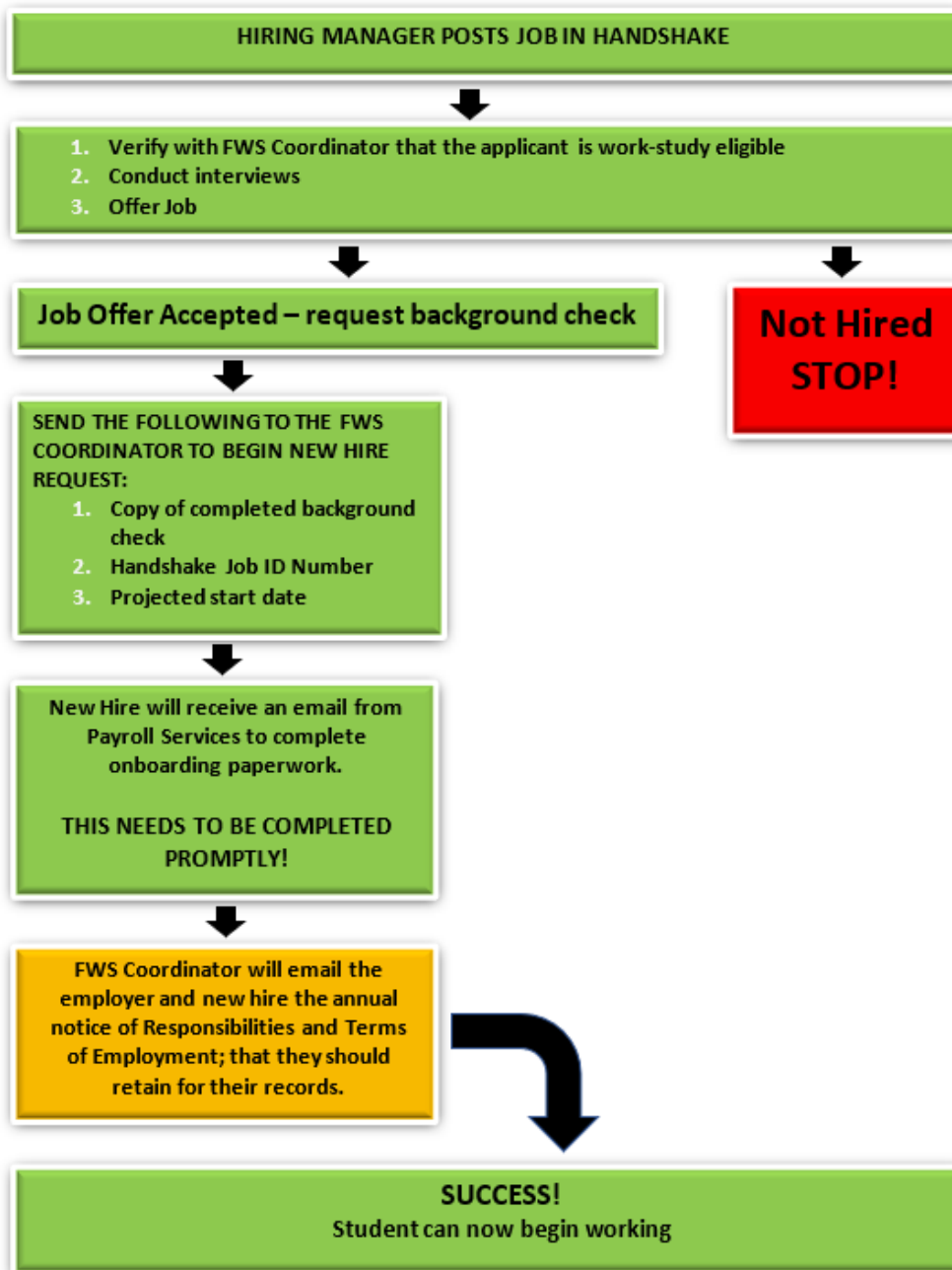
AMANDA HAMRE
Payroll Records Technician
NDSU Payroll Services
Hastings Hall
Office: (701) 231-5677
Amanda.Hamre@ndsu.edu

LIZ THOMPSON
HCM Technician
NDSU Human Resources
Hastings Hall
Office: (701) 231-5922
Elizabeth.Thompson.1@ndsu.edu

LYDIA HENDRICKS
Human Resources (HR) Recruiter
NDSU Human Resources
Hastings Hall
Office: (701) 231-1835
Lydia.Hendricks@ndsu.edu

NDSU Career and Advising Center

HANDSHAKE JOB BOARD SUPPORT
Ceres Hall 306
(701) 231-7111
NDSU.CAC@NDSU.EDU

6. General Process Overview**Work-Study Flow Chart for Off-Campus Employers**

7. Handshake Resources for Posting Jobs

a. Posting a Job in Handshake – Handshake 101 for Employers

Introduction to Handshake: Handshake is a recruiting platform (job board) where students and employers can connect. Introduction to Handshake: Refer to the information found on the NDSU Career and Advising Center's web page: <https://career-advising.ndsu.edu/resources/handshake-101-for-employers/>

Getting started with Handshake and the **Employer Quick Start Guide** are available from the Federal Work-Study Employer web page: <https://www.ndsu.edu/onestop/employers>

If you have questions related to any aspect of the Handshake job board platform, please contact the NDSU Career and Advising Center (701)231-7111.

b. Interviewing a Work-Study Student

Off-Campus employers conduct interviews with potential student employees. You decide how to conduct the interview and also who you plan to hire. If you are uncertain if a student has received a FWS award and is eligible to use the funds, contact the FWS Coordinator.

If you and the student both decide the job is a great fit, then, this is where you begin the hiring process.

c. Hiring Instructions

i. Requirements for Hiring a Work-Study Student

Both the Federal Work-Study Program (FWS) and NDSU Payroll Services have requirements your new student employee must meet. The initial requirements may be completed simultaneously.

Summary of Initial Requirements:

Email the FWS Coordinator via Secure File Transfer to notify of intent to hire. Include HANDSHAKE Job ID#, copy of completed background check, and projected start date. Documents are submitted by the FWS Coordinator to NDSU Payroll Services in the New Hire Request process.

The FWS Coordinator will process New Hire Request in NDSU Payroll Services system. The new hire will receive an email requiring him/her to log in and complete questionnaire to verify personal data.

New Hire must complete I-9 process (2-part). Section 1 is online and student will receive an email requesting them to complete the required information. Section 2 requires new hire to provide original documents in person at NDSU Payroll Services in Hastings Hall.

- ❖ ***Both Section 1 and Section 2 must be completed prior to the hire being approved. IMPORTANT! Students WILL NOT be able to begin working for you and earning FWS funding until the entire hiring process has been completed and you are notified of the start date by the FWS Coordinator.***

Payroll Services Requirements: If you have questions about payroll related requirements, contact NDSU Payroll Services Office located at Hastings Hall, 1320 Bolley Drive, Fargo, ND 58102. Phone Number: (701) 231-9686.

8. Employer Responsibilities (monthly)

a. Billing:

Off-Campus Employers will be billed for 25% of student gross earnings and the FWS program is charged the remaining 75% through NDSU payroll system. Setting up the student in the payroll system correctly is very important to ensure the student's payroll will be appropriately charged to both your department and to the FWS program. The **FWS** Coordinator is in charge of setting up and maintaining all aspects of the student hire, monthly billing and any changes which occur related to pay rate change and/or termination. If you have questions about this process, please contact the FWS Program Coordinator.

b. Supervision:

It is expected that students will ordinarily be supervised by full-time, permanent agency staff who will be in the area during the students' work hours. The supervisors are responsible to assure each student reports as scheduled, works on appropriate projects while in the workplace, and reports work hours accurately for work performed. Each off-campus employer is responsible for making sure FWS student employees are adequately supervised by appropriate staff.

c. Documentation of Work Performed:

Federal regulations require employers of FWS participants to maintain adequate records for the number of hours worked. NDSU uses the Time & Labor (TLAB) module in the PeopleSoft HCM system to record time worked.

The general business process under this system is as follows:

1. Employee enters and submits hours worked in the FWS time sheet and submits to the agency supervisor. Student may also punch in and out via the HCM Employee Self Service system.
2. Supervisor reviews and approves reported time and returns the time sheet to the FWS Coordinator. If the student is utilizing the HCM Employee Self Service system, the FWS Coordinator will email the supervisor the employees submitted hours and will ask for verification before the hours will be approved by the FWS Coordinator.
3. Approved time is entered to payroll system (TLAB) by the FWS Coordinator and paid to the student on the next payday. If the student is utilizing the HCM Employee Self Service system, time will be approved once the on-site supervisor verifies the hours with the FWS Coordinator.

Due to federal requirements, student employees must have their work hours verified by the on-site supervisor. If off campus agencies utilize a paper timesheet rather than the HCM Employee Self Service system then the following rules apply: Time sheet is provided to the agency by the FWS Coordinator. The student employee completes the timesheet and submits the document to the supervisor. The supervisor reviews and approves hours worked; and, the completed time sheet is returned to the FWS Coordinator for entering according to published payroll deadlines.

NDSU pay periods occur twice per month. Students submit hours worked twice monthly if utilizing a paper timesheet. **(1)** 1-15th of the month, and **(2)** 16-end of the month. Please be certain your students are completing one timesheet for each unique pay period. It is primarily the supervisor's responsibility to make sure that time keeping records are accurate and are submitted for payment on time for each pay period using the tracking sheet provided by the

FWS Coordinator. **If the time isn't entered, or isn't approved prior to the deadlines, the employee will not get paid until a subsequent pay period.**

Email reminders are sent to employers (both on and off campus) notifying you of when work-study time entry deadlines occur. This is different from the TLAB deadline posted by Payroll Services. **The work-study time entry deadline is one day prior to TLAB deadline.**

Supervisors should plan to approve or deny the time worked the day after the last day of each pay period. **If the time isn't entered, or isn't approved prior to the deadlines, the employee will not get paid until a subsequent pay period.**

Warning! Late timesheets! Any time which is submitted late or after posted deadline dates will be entered/processed by the supervisor and paid on the next available payday.

9. Other Important Information and Reminders

a. Work-Study Balance Notifications:

The FWS Coordinator will send out balance notifications to those employers whose students are within \$500 of earning their FWS award. Any unpaid hours submitted after the student has earned their full award must be paid entirely by the employer. It may be possible to increase a student's FWS award based on eligibility and available funds. Contact the FWS Coordinator if you have questions.

b. Requesting an increase to a student's current Work-Study award:

While increasing a FWS award is a possibility, it is dependent upon available federal funding **AND** student eligibility. It is possible your student(s) may be considered for an increase in their Work-Study award. If your student employee is within \$500 of earning their awarded amount, contact the FWS Coordinator to request an increase.

If the student is not eligible for an increase: the FWS Coordinator will contact you as soon as possible to let you know. You are responsible to continue to monitor the hours worked by the student(s) to avoid an overage. Students who are not eligible for an increase will either need to stop working for you as a FWS employee; or, you may choose to keep the student as an employee. You are responsible for 100% of their hourly pay as of the date their Work-Study funds are depleted. At this point federal funding will no longer be available to pay the student wages; and, you will no longer need to work through the FWS Coordinator. Your department or agency can work directly with the student to pay for hours worked.

If the student is eligible for an increase: the FWS Coordinator will begin reviewing requests for increases at the mid-point of the academic year (or as needed based on remaining balances). If an increase is approved for a student, the FWS Coordinator will contact you via email to notify you with the new award amount. At that point you will want to update your records and any documents you use to track students' earnings.

c. Requesting your FWS students back from year-to-year:

Returning students are not automatically considered for FWS awards. If your FWS student is planning to return to NDSU for the next academic year; and, you are interested to have them return to work for you and be considered for a FWS award, please make sure to respond to the request from the FWS Coordinator. Employers can expect to receive an email in mid-March / early April from the FWS Coordinator requesting you to submit the names/ID numbers of the student(s) you would like considered for a FWS award in the upcoming year. There will be an online form available to submit these requests. It is important that you let us know by the requested deadline. We review your requests and use this "returners roster" for awarding FWS funds to eligible students. Please note that submitting a request is not a guarantee that the student will receive a FWS award for the following academic year. They must still meet all FWS requirements.

The student has some responsibilities to ensure they are considered for a Work-Study award again. These responsibilities include the following:

- Submit a FAFSA for the upcoming academic year;
- Complete all requirements if their FAFSA is selected for verification;
- Maintain Satisfactory Academic Progress; and,
- Be enrolled in a minimum of 6 credits.

d. Giving your FWS student(s) a raise:

If you want your students to receive a raise for their good performance or additional responsibilities, contact the FWS Coordinator. You will need to provide the student's current hourly wage, the new hourly wage, and by what date you'd like this raise to be effective. Providing supporting documentation for the pay increase is helpful. The FWS Coordinator will complete the required payroll documentation to make the change on your behalf as soon as possible. NDSU Payroll Services dates and deadlines apply.

10. Additional Notes for Off-Campus Employers:

- A student's FWS hourly rate of pay will not be lower than, and can exceed, the present federal minimum wage.
- The FWS student's award amount indicates the **total** amount (gross wages) the student can earn (e.g., 75% the federal fund pays AND the 25% for which the employer is responsible to pay).
- FWS money earned is **not** credited to a student's account (in other words, it will not pay their tuition/fees or other costs directly).
- FWS jobs may be located on campus or off campus at nonprofit or community service agencies.
- Students who do not use their full FWS award amount within the current academic year will lose whatever is not earned. This does not impact a student's future eligibility for work-Study funding nor does it impact other financial aid.
- A student's current academic FWS award is not carried into summer term or the following academic year.
- FWS funding can be used from the first day of classes (fall) through the last day of finals (spring) providing the student has met all NDSU Payroll Services and FWS Authorization requirements.

11. Check List(s): Students and Off-Campus Employers**a. Student Employees**

- Respond to and complete ALL NDSU Payroll Services requirements in order to be hired.
- Provide all required documents (I-9, W-4) to NDSU Payroll Services. This must be completed prior to first day of employment. Specific documents for the I-9 are required. A list of those documents is available at: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.
- Direct Deposit is a requirement and students will be instructed how to complete that process online during the onboarding process.
- Review annual email notice of FWS Responsibilities and Terms of Employment.
- Complete all required background checks and/or fingerprinting requirements for the FWS position. Cost for this process is paid by the agency/department.

- Complete all Safety Office requirements (e.g., Annual Notice of Policies/Designated Medical Provider, Baseline Safety Training, and if hired to work in a lab setting, students must complete the Laboratory Safety Course Modules)

To complete these requirements go to: https://www.ndsu.edu/police_safety/training/

- Timesheets: If Off Campus employers use a timesheet instead of the TLAB system. Hours are to be submitted to the FWS Coordinator for hours worked twice monthly (pay periods are 1-15 and 16-end of month) in a timely manner according to posted deadlines.

b. Off-Campus Employers

- Complete and sign the Off-Campus Work-Study Agency Agreement annually
- Submit documents to the FWS Coordinator demonstrating non-profit status [This can be a tax-exempt form or tax exemption letter from Internal Revenue Service]
- Notify FWS Coordinator to verify students interviewed and selected for hire are work-study eligible.
- Coordinate with FWS Coordinator to complete the Manager Self Service Onboarding process for student employee
- Work with all student employees who will be working with children to complete all required background checks and fingerprint requirements. All background check documentation should be sent to the FWS Coordinator via Secure File Transfer. The documents will be supplied to the NDSU Payroll Services to initiate the hire.
- Remind all student employees to complete all trainings required by the University (contact the FWS Coordinator if you have questions).
 - Annual Notice of Policies/Designated Medical Provider
 - Baseline Safety Training
 - Title IX Training
 - If a student is hired to work in a lab setting, they must complete the Laboratory Safety Course Modules. Instruct students to go to the Safety Office Website to complete these requirements.
https://www.ndsu.edu/police_safety/annual_notices_and_training/#c265528
- Notify the FWS Coordinator of any staff changes that may affect either the payroll or supervisor contact information for the Agency.

c. Off-Campus Employers – Monthly Basis

- If paper timesheets are used collect timesheets for hours worked. Pay periods run 1-15 and 16-end of month. Submit timesheets to FWS Coordinator by posted deadlines for processing.
 - You may submit copies of the timesheets to the FWS Coordinator via email in order to meet payroll deadlines; however, the original documents must be returned to the FWS Coordinator for the FWS payroll files.
 - When transferring documents via email, the preferred methods are either through Secure File Transfer or *DocuSign*.

12. Timeline

The FWS Coordinator primarily uses e-mail to contact employers about various dates, deadlines and updates throughout the academic year as it pertains to FWS:

MONTH	NOTIFICATION / ACTION
JULY	Notifications sent to employers to review old job descriptions and add new or revised job descriptions to the Handshake site (https://career-advising.ndsu.edu/front-page/12980-2/)
	Distribute the new project numbers for upcoming year to employers
AUGUST	Requirements and Responsibilities email is sent to all employers and student employees. Students with holds are not able to start working and using FWS funds until ALL holds have been lifted.
SEPTEMBER	E-mail notification sent to all students who have been awarded FWS but not yet accepted the award to provide notification that all unaccepted awards will be cancelled by September 30.
	E-mail notification sent to employers for students who are no longer eligible for FWS due to Financial Aid disqualification
OCTOBER	Waiting lists evaluated and FWS awards entered pending eligibility. Notifications sent out on an on-going basis throughout the Fall term.
NOVEMBER	1 st e-mail sent to employers to remind students who wish to be considered for FWS for the upcoming academic year to complete a FAFSA by posted deadlines.
NOVEMBER- DECEMBER	E-mail sent to current employers to review current FWS award balances.
	Every 2-3 weeks: E-mail notifications sent to employers for students with \$500 or less remaining in FWS award. Employers may request an increase in FWS awards. <ul style="list-style-type: none"> - Submit requests FWS Coordinator - Increases dependent upon available funds and student eligibility
	2 nd e-mail sent to employers to remind students who wish to be considered for FWS for the upcoming academic year to complete a FAFSA by posted deadlines.
JANUARY	E-mail sent to employers who have FWS students who are no longer eligible for funding.
	Eligible students are awarded an increase to their current FWS award (if funding permits).
	3 rd e-mail sent to employers to remind students who wish to be considered for FWS for the upcoming academic year to complete a FAFSA by posted deadlines.
FEBRUARY	Notifications sent out on an on-going basis.
MARCH	1 st E-mail request sent to employers to submit names of students they want to return (request back) for next year.
APRIL - MAY	2 nd E-mail request sent to employers to submit names of students they want to return (request back) for next year.
	E-mail sent to FWS employers to review Handshake postings and inactivate job postings that are not active for summer semester.
JUNE	Terminate all student employees in NDSU Payroll Services system who are not returning for Fall semester

13. Resources:**PROGRAM RELATED INFORMATION:**

- **Federal Work-Study (FWS) Program, U.S. Department of Education**
[_knowledge-center fsa-handbook 2023-2024 vol6 ch2-federal-work-study-program.pdf](#)
- **Federal Work-Study Employer Information – NDSU**
<https://www.ndsu.edu/onestop/employers>
- **Student Employment – NDSU Work-Study**
<https://www.ndsu.edu/onestop/student-employment>