

DATE: August 2009  
TO: Campus Employers  
FROM: Office of Student Financial Aid (OSFA)  
RE: Fall Federal Work-Study Funds effective 08/09/09 through 05/29/10

Federal Work-Study (FWS) is a federally subsidized program established to promote part-time employment of financially eligible students. The FWS program provides benefits to students and university offices. For those students with FWS awards hired by University units, the unit pays 25% of that student's gross earnings; the federal government pays 75%. Funding provided by the federal government for on-campus student employment is an important ingredient to supplement our limited budgets.

### **Student Eligibility**

On August 1<sup>st</sup> we began our "open request" period. It is during this time that any student not awarded FWS may fill out an application to determine their eligibility. The request form may be found at [www.financialaid.ku.edu](http://www.financialaid.ku.edu)

### **Use of FWS Funds for FY 2010**

FWS is awarded directly to students following our guidelines for awarding financial aid. Students with 2009-2010 FWS awards are notified of their awards. These awards may be utilized through any on campus office and/or department that uses student employment. Offices and departments are not limited on the number of FWS authorized students they may choose to hire.

Students may work up to thirty (30) hours per week during the academic year when school is in session; forty (40) hours per week otherwise. All work hours should be paid from FWS funds as long as the student does not exceed their FWS award.

The FWS authorization to work process is automated; the paper cards are no longer utilized. You are strongly encouraged to use the SAKU system to determine if a student has an FWS award. To be granted access to the "work-study placement" screen you must attend a training session sponsored by the Office of Student Financial Aid. We will be conducting a training session in September, specific date to be announced at a later date. If you do not have access to the work-study placement screen, please contact Nick Prewett (864-4695) or [prewett@ku.edu](mailto:prewett@ku.edu) if you have questions regarding a student's eligibility for FWS.

### **Important Information**

- A student's eligibility for summer FWS does not ensure the student is eligible for the academic year. You must verify a student's FWS Eligibility for the 2009-2010 academic year. If a student remains eligible and continues in the same FWS position as during the summer, a new payroll form does not need to be submitted. Please check with the OSFA if you have questions.
- If you are making a new appointment to an FWS Funded position, a completed payroll form (including supporting documents, if necessary) must be submitted to Payroll.

- If a student reaches their maximum FWS earnings limit or the work-study authorization end date is reached, the student may continue employment with your unit. However, at this point the unit must assume 100% of the salary costs. If this occurs, the pool ID on the student's position must either be changed to a non-FWS pool ID or the student must be paid on another appropriately funded non-FWS student position for the same department at the same rate.
- Reviewing the Funding Summary Report for your department may help determine appropriate vacant FWS and non-FWS positions you require as well as appointment and pool ID verification information for active employees.
- Process appropriate termination paperwork for students who will not be returning to work for you this fall.
- Use the department's appropriate work-study bucket for the pool ID. A pool ID is a three-digit field and it begins with a W for student work-study. See Comptroller's Office 1510000 department W77 example below and a sample completed FWS payroll form (Student Hourly with FWS funding and Student Hourly without FWS funding) at the following web addresses:

[http://www.payroll.ku.edu/documents/SAMPLE\\_FORMS/C\\_SHWORKSTUDY.pdf](http://www.payroll.ku.edu/documents/SAMPLE_FORMS/C_SHWORKSTUDY.pdf)

[http://www.payroll.ku.edu/documents/SAMPLE\\_FORMS/D\\_SHNONWORKSTUDY.pdf](http://www.payroll.ku.edu/documents/SAMPLE_FORMS/D_SHNONWORKSTUDY.pdf)

A typical FWS student hourly pool ID distribution on the payroll form would be as follows:

<u>Account code</u> <u>Cost center-fund</u>	<u>Transaction</u> <u>Comments</u>	<u>Funding</u> <u>Split</u>	<u>Pool</u> <u>ID</u>
1510000-709	(Earnings – work-study share)	75%	W77
1510000-003	(Earnings – department match)	25%	
1510000-003	(Fringe – deductions and taxes)	100%	

This example indicates the department match, which must cover 25 percent of the gross plus **ALL** fringe costs, to be charged to the department's 003 fund. Sponsored project work-study requires that the 709 fund 75% gross portion be a non-grant department cost center.

### **OSFA Placement Efforts**

- The OSFA can provide you with lists of FWS authorized students who are currently seeking employment. Updated lists coincide with the payroll cycles and are distributed via e-mail. The first fall list will be available sometime around September 11, 2009. Many employers have hired students from the lists. If you are not currently receiving this list and would like to, please e-mail Nick Prewett (prewettn@ku.edu).

- The OSFA will begin canceling FWS awards October 1 for those students who have not found jobs or have not notified the OSFA to request an extension for job search activities. **Furthermore, we will cancel awards if a student is not paid from FWS funds for two consecutive pay periods.** We hope these efforts help you identify students who want to work and enable the OSFA to make awards in a timely manner to students who are waiting to receive an FWS award.

### **Important Dates**

08/08/2009	Last day to utilize summer 2009 FWS funds
08/09/2009	First day to utilize 2009-2010 academic year FWS funds
12/26/2009	Last day to utilize FWS funds for students with “fall only” awards
12/27/2009	First day to utilize FWS funds for students with “spring only” awards
05/29/2010	Last day to utilize academic year FWS funds
05/30/2010	First day to utilize summer 2010 FWS funds