What is Student Employment?

The Office of Student Employment assists students in finding part-time and seasonal employment to offset educational costs. Employment services include:

- On Campus
- Off Campus
- Federal Work Study
- Graduate Assistantships
Federal Work Study Overview

- Where the money comes from
- How it is awarded
The FWS Process

- How students apply for positions
- The hiring process
Post A Federal Work Study Job

- Request form is online at https://urwvu.wufoo.com/forms/federal-work-study-request-form/

- Supervisors will receive a job referral e-mail which includes:
  - Resume
  - Class schedule or work schedule
Greetings,

______________ has submitted a resume for you to review. This resume has been attached and is for the position of 7875 Student Research Assistant - College of Physical Activity and Sport Sciences. Thanks!

WWU Career Services Center
// Sarah Rotruck Glenn, Associate Director, sarah.glenn@mail.wvu.edu
// Rachael Conrad, Employer Relations Specialist, rachael.conrad@mail.wvu.edu

College of Business & Economics Center for Career Development
// Kellyn Smith, Associate Director, kellyn.smith@mail.wvu.edu
// Katherine Kopp, Program Coordinator, katherine.kopp@mail.wvu.edu

WWU Office of Student Employment (Federal Work Study and On-Campus/Part-Time Recruitment)
// Amy Diznoff, Program Manager, amy.diznoff@mail.wvu.edu
// Courtney Jennings, Program Manager, courtney.jennings@mail.wvu.edu
Hiring Options

- Formal interview
- Phone interview
- Hire directly from the job referral e-mail
FWS Selection

- Complete FWS Selection Form accessible at https://urwvu.wufoo.com/forms/fws-selection-form/
- Must provide WVU ID Number
- FWS representative sends confirmation of hire email to EBO, Supervisor and Student:
  - Amount to earn
  - Rate of pay
  - Supervisor and Job location
  - Payroll processing
Confirmation of New Hire E-mail

You recently applied for a Federal Work Study position through MountaineerTrak.

You have been hired for (Position) with (Department) under (Supervisor). Please contact (Supervisor) at (Supervisor’s E-mail) at your earliest convenience to finalize your schedule.

You were awarded (amount to earn) of Federal Work Study funding. You will be permitted to work at (rate of pay) up to 20 hours per week, until you’ve exhausted your award. When you get close to your funding limit you will receive a notification through your MIX email.

If you have not already processed for Payroll, please do so as soon as possible. Payroll processing can be completed at the following times and locations:

- **2nd Floor of Barnes and Noble at Evansdale Crossing**
  Mondays: 1:00 – 3:00 p.m. and Thursdays: 10:00 a.m. – 12:00 p.m.
- **John Jones Conference Center (Health Science Center)**
  Wednesdays: 8:30 – 9:30 a.m.
- **Mountainlair**
  Every 1st, 3rd and 5th Wednesday of each month: 1:00 – 3:00 p.m.
  Check with the Information Center for processing location.
  Monday-Friday 8:00am-5:00pm in the Payroll Office on the 3rd Floor of One Waterfront Place

You must be processed for payroll before you may begin working.

You will need to bring original documents with you to establish identity and employment eligibility as well as a Blank Check or Direct Deposit Form from your Bank in order to complete Payroll Processing. More information about Payroll Processing and what to bring with you can be found on our Website at studentemployment.wvu.edu

If you have any questions concerning this process, contact Student Employment at (304) 293-1988.
Monitoring Students’ Wages

- Monitor Federal Work Study earnings to ensure that students don’t work over their award limit.
- Any earnings exceeding the student’s award will result in a charge to the department.
Termination of FWS Employment

A student’s employment may be terminated for several reasons:

- The full FWS award has been earned
- At the student’s request
- Unacceptable performance based on an objective assessment
- Student not making Satisfactory Academic Progress

https://urwvu.wufoo.com/forms/federal-work-study-release-form/
Employment Policies

- A student may work up to 20 hours per week and up to 37.5 hours during breaks when there are no classes are in session
- State of Emergency / University closures
- A student working a consecutive four-hour period is entitled to a 15 minute break
- If a student works at least 6 hours they must take a 30 minute lunch break without pay and are entitled to two 15 minute breaks
Introducing Employees to the Workplace

Your Federal Work Study student may have little or no work experience:

- Agree on a specific work schedule
  - Provide training on MyTime
- Describe the goals and activities of your department
- Discuss the student’s duties and responsibilities
- Outline Expectations
  - Reporting to work on time, staying on task, how to call off, interacting appropriately with colleagues, etc.
- Provide a place to secure personal belongings
Recording Time

- Students will clock in and out via a MyTime Wall Clock or PC
- Keep separate sign in sheet for accountability
  - Missed Punches
  - MyTime Malfunction 😊
  - Fraudulent Recording of time
    - Cases of fraud will be reported to the Office of Student Conduct for appropriate disciplinary action
Summer Federal Work Study

- Separate online request form for Summer Federal Work Study
- Part-time
  - Same stipulations as academic year
- Full-time
  - FWS students cannot be enrolled for any portion of summer enrollment
  - Departments are required to pay 35% of student earnings
  - Can work up to 37.5 hours a week