



FEDERAL WORK-STUDY (FWS) POLICIES

1. The UTMB FWS Program runs from September 1st and ends June 30th of each school year.
2. No FWS student may replace a regular employee.
3. Only students eligible for need-based financial aid can be awarded FWS funding.
4. The student initiates the job search and hiring process to become a FWS student.
5. FWS students must be currently enrolled UTMB students enrolled at least half time.
6. The student and FWS supervisor complete the FWS Employer/Student Agreement form & the Applicant Approval form. It is the student's responsibility to turn the Employer/Student Agreement form into Enrollment Services room 2.212 Ashbel Smith Bldg. (Old Red) to begin the FWS hiring process. The New Hire Packet will go to the Benefits when the student goes there to I-9.
7. FWS students may not work during regularly scheduled class hours.
8. FWS students must give their FWS supervisor a copy of their class schedule.
9. FWS students may work a maximum of nineteen (19) hours per week in their FWS job.
10. FWS students are not eligible for shift differential pay.
11. First year School of Medicine students are not eligible to obtain a FWS job. Second, third, and fourth year School of Medicine students must obtain the approval of Lauree Thomas, M.D., Associate Dean for Student Affairs and Admissions, School of Medicine. The FWS Employer/Student Agreement form must be signed by Dr. Thomas allowing the School of Medicine student to obtain a FWS job.
12. Enrollment Services will e-mail FWS students, FWS supervisors, and HCM department contacts when students' awarded balances available to earn are less than \$ 400.
13. FWS students are paid bi-weekly. Their pay checks are mailed to their home address unless they have direct deposit set up.
14. FWS supervisors are responsible for ensuring FWS students complete and submit their Health Assessment Forms.
15. FWS supervisors are responsible for ensuring their FWS students complete their on-line Compliance Training.
16. Most correspondence from Enrollment Services will be sent by UTMB e-mail to FWS students, FWS supervisors, and HCM department contacts.
17. FWS students may not work in their FWS job after their enrollment period has ended, once they have reached their total amount of FWS funding, or June 30th, WHICHEVER COMES FIRST.
18. Once a FWS student is hired then it is the FWS supervisor's responsibility to monitor the FWS student's hours worked to ensure that the FWS student does not go over the amount of FWS funding that the FWS student was awarded.
19. FWS supervisors will be responsible to resign FWS students from their FWS positions once they have earned the amount of funding they were awarded. FWS students will also be resigned from their FWS positions by their FWS supervisor if they are no longer enrolled, enrolled less than half time, or the FWS student resigns from their FWS position.
20. Any amounts of pay above the previously agreed upon FWS allotment from Enrollment Services will require full reimbursement from the hiring department to the two accounts that are used to pay the FWS students. Enrollment Services will not be held accountable for these "overages".
21. All FWS appointments are initiated by the departments in which the FWS students are working (including using their appropriate home department PSoft Department Number).
22. The hiring department is responsible for submitting the necessary HCM forms for a FWS student's appointment and separation. Once Enrollment Services obtains a completed FWS Employer/Student Agreement form, then Enrollment Services will e-mail the hiring FWS supervisor and HCM department contact the instructions on how to proceed with the HCM forms needed. All FWS students will need to be appointed as Pay by Letter (PBL) employees as a Casual appointment. All FWS students must have either the Job Code of C9700 (Federal Work Study Student) or C9701 (Federal Work Study Student-Community Service). These two job codes are reserved only for FWS students. Most of the FWS students will use the C9700 job code unless Enrollment Services has determined the FWS job as a Community Service job. If the FWS job is a Community Service job then the hiring department will use the C9701 job code. Please keep in mind that all FWS students pay rates will be provided to the FWS supervisor and HCM department contact by Enrollment Services. The HCM forms must reflect the pay rate that Enrollment Services assigns or the FWS appointment will not be approved by Human Resources.
23. FWS students will report their FWS time worked by phone in KRONOS. It will be the FWS supervisor's responsibility to ensure that the FWS time is loaded appropriately in KRONOS bi-weekly for the FWS student to be paid properly.
24. If FWS students work off campus and are not on site at UTMB to phone in their FWS time in KRONOS, then it is the FWS supervisor's responsibility to obtain a timesheet from the FWS student so the FWS supervisor can load the FWS student's time in KRONOS. The work week for a FWS student runs from Saturday through Friday.
25. If a FWS student has a second UTMB appointment then the FWS student is considered a Floater in Kronos and will need to float their FWS hours worked in Kronos. Special instructions will be sent to the FWS student, FWS supervisor, and HCM department contact in the "Authorization to Work" e-mail if Enrollment Services is aware of the second UTMB appointment.
26. All FWS students provide their own transportation to and from their FWS job.
27. REMEMBER: If a department allows a student to work over the amount of FWS funding that the student has been awarded then the hiring department must reimburse the two accounts that are used to pay the FWS students. Enrollment Services will not be held accountable for these "overages".

I HAVE READ THE POLICIES RELATED TO THE FEDERAL WORK-STUDY PROGRAM AND I UNDERSTAND AND AGREE TO ABIDE BY THEM.

FWS Supervisor's Signature

FWS Supervisor's Name (please print)

Date

Revised: 07/09/12

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