

# **UTHSCSA Federal Work-Study Supervisors Guidelines**

***Please read the guidelines and requirements outlined below which relate to employment of students through the UTHSCSA's Federal Work-Study (FWS) Program.***

**Students MAY NOT begin working until confirmation has been received from the Financial Aid Office that all employment documents are processed. A student cannot begin work until after their first class day and cannot work after their last class day as published in the academic calendar.**

Students are prohibited from working during scheduled class periods. The supervisor should confirm with the student that scheduled work hours do no conflict with their class schedule.

According to *federal regulations*, FWS students may not work more than 20 hours in any week during the academic year. Student hours will be paid in 15 minute increments only. The time sheet should reflect partial hours as .25, .50, or .75 only.

FWS students will be paid at least once a month. The pay rate is determined by the Financial Aid Office based on the position responsibilities and skills required for each job. As part of the hiring process, a FWS Student guideline and FAQ's will be provided to each student with their paperwork.

FWS students are not permitted to exceed their allotted Federal Work-Study award. Supervisors may request the balance of their student employee at any time. The financial aid office will periodically send out emails to supervisors to indicate the cumulative hours and earnings the student has used as of the last pay period, as well as the remaining balances available per student. Financial Aid will also let the department know when a student is getting close to their award. Students cannot exceed the amount awarded to them and anything in excess of that will be considered "volunteer" service.

FWS supervisors are responsible for ensuring that their FWS students complete their on-line Compliance Training (GCAT, HIPAA, etc.).

FWS supervisors are responsible for checking the accuracy of the hours recorded. Each time sheet must be signed by the supervisor and the student. FWS supervisors are responsible for signing timesheets on time so the student can submit it to the designated timekeeper.

**SUPERVISORS ARE NOT OBLIGATED TO EMPLOY OR CONTINUE EMPLOYMENT OF A STUDENT WHOSE JOB PERFORMANCE OR BEHAVIOR IS UNSATISFACTORY**

Except in extreme circumstances, FWS supervisors should give FWS students an opportunity to improve their performance prior to termination. Typically, a verbal warning is given. If the behavior or conduct is not improved then written warning should be given prior to termination. FWS supervisors have the option of resolving conflicts on their own, or have a consultation from the Financial Aid office.