GREETINGS! We look forward to working with you again this year. Each staff member who will work with FWS students during the coming year should be aware of the information explained in this letter.

SUBMITTING THE FWS Participation Agreement:

Please complete the attached 2015-2016 Federal Work Study Participation Agreement and return it to Student Employment by FRIDAY, JULY 10, 2015. Submit only one Agreement per department – please determine who handles the administrative aspects of the program for the entire department.

PROGRAM DATES: FWS program begins Sunday, August 30, 2015 and ends on Saturday, April 23, 2016.

WHEN WE PROCESSED YOUR SIGNED PARTICIPATION AGREEMENT, WE WILL:

1. Send you an e-mail confirming receipt and
2. Send you instructions on how to post jobs online through GWork and
3. Send you instructions on how to register for the FWS Job Fair through GWork.

NEW FOR 2015-2016:

1. The FWS Job Fair will take place on Friday, September 4th 2015 from 11am-2pm in the Marvin Center Continental Ballroom. Registration instructions will be sent once we have processed your FWS Participation Agreement.

2. The DC minimum wage will be increased to $10.50 per hour on July 1, 2015.

3. All hires must now include a signed GW Student Employee Offer Letter, please refer to the email sent on May 11, 2015.

UNCHANGED FROM LAST YEAR:

1. FWS awards will not be increased once FWS funds have been fully earned by the student. Schedule students’ hours carefully to avoid exceeding the FWS award unless you have funds available to employ the student and pay 100% of the wages when the FWS award is exhausted.

2. Hire requests will be automatically blocked if we have not received a 2015-2016 FWS Participation Agreement from your department. The FWS Participation Agreement contains important information that we load into Banner. Without that information, the system blocks a hire request.

3. All student employees must have a completed background check before beginning work. Please refer to the policy http://my.gwu.edu/files/policies/BackgroundScreeningFINAL.pdf. Your department’s HR Client Partner will work with you to submit a request for a background screening.

4. Your contribution toward student wages earned under the FWS program remains at 30%. The fringe fee remains unchanged at 8.3%; this is added to your contribution.

5. All requests to hire FWS students are submitted online through the Online Student Hire Application (“OSHA”). These requests are received and processed by the Student Employment unit within the GW Center for Career Services. If you are not familiar with the Online Student Hire Application, please send an e-mail to fws@gwu.edu and request assistance.

   a. The Online Student Hire Application will not accept retroactive FWS Hire Requests. If you submit a FWS Hire Request after a student has started working, FWS employment will commence when the Hire Request has been received and processed. You must then submit a separate Hire Request under Wage Account 51229 to pay the student for hours previously worked. These “retroactive” wages will be charged to your department at 100%.
b. **OSHA requires that you scan and upload the student’s completed EAF** (Employment Authorization form – signed by you and the student) in order to complete a FWS Hire Request.

c. **OSHA requires that you enter the name and GW ID number of the staff member who will supervise the student** for whom you are submitting the Hire Request.

6. **It is not possible to convert Wage hours (Account 51229) back to FWS hours (Account 51225)** once a student starts working. Please ask a student about his or her FWS eligibility before you submit a Hire Request.

7. Should a student earn over his/her FWS award, the excess earnings (or the closest bi-weekly paycheck) will be redistributed to your department’s 51229 account.

8. **Sequence of hiring steps:**
   a. Request a background check for the student with your HR Client Partner
   b. Have the student sign and return an official GW Student Employee Offer Letter
   c. A student must come to the Center for Career Services to fill out an electronic I-9 form (with his or her documentation) **only after you have submitted a Hire Request.**
      i. The TALX I-9 software will not accept I-9 information unless an official date of hire (the date you submit the online Hire Request) is known.
   d. The student **MUST** complete the electronic I-9 in the Center for Career Services within 3 days of the hire date.

9. **Student Employment contact information:**
   - BRIDGET SCHWARTZ, Associate Director for Student Employment, baschwa@gwu.edu, x46459
   - ALIA RIKABI ZEIN, Senior Coordinator for Student Employment, rikabia@gwu.edu, x47978
   - JOSLYN MCELVY, Coordinator for Student Employment, jmcelvy@gwu.edu, x 47699
   - APRIL MURSKI, Coordinator for Student Employment, aprilmurski1@gwu.edu, x41792
   - GENERAL INQUIRIES: fws@gwu.edu or x48046.

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**PLEASE BE AWARE THAT...**

- **It is a violation of GW policy, U.S. federal labor laws, and the DC Wage Theft Prevention Amendment Act for an employee to begin working before all employment paperwork is complete.**

- **You MUST post EVERY FWS JOB in GWork – even if you already know who you will hire and do not need to advertise the position.** We are required by the U.S. Department of Education to maintain a job description for each and every FWS job that is offered during a given FWS program year. We are audited annually and required to produce randomly selected job descriptions – yours could be selected. Your GWork entry SERVES AS THE JOB DESCRIPTION for the purpose of satisfying that federal requirement. If you do not need to advertise, please post the job but use the SAME DATE for both “posting date” and “end date” and put “DO NOT POST” immediately before the job title.

- **The EAF (Employment Authorization Form) is your assurance that you are hiring a student who has a FWS award.** Students print their own EAFs from any PC by logging into their GWeb accounts. The EAF should reflect a relatively current (there IS a time lag) award amount. This can be used to monitor the student’s remaining FWS funds as the year progresses.

- **You are responsible for knowing how much FWS money your student has earned and how much remains at any point during the FWS program year.** Departments pay 100% of wages earned in excess of the FWS award. A pre-programmed Excel spreadsheet to track student earnings will be sent to you after we receive you Participation Agreement.
2015-2016 FEDERAL WORK STUDY TIMELINE FOR GW ON-CAMPUS DEPARTMENTS

Month of July/Early August:

*Friday, July 10, 2015:* All Participation Agreements are due at the GW Center for Career Services by 5:00 p.m. Eastern Time. The FWS Job Fair is filled on a first come, first served basis – we need your documents before you can register.

Please send documents to:
Student Employment
Marvin Center, Suite 505

The Center for Career Services’ Responsibilities:

- **GWork accounts:** We will create, streamline or update employer accounts in GWork for you when we receive your Participation Agreement.

- **Populating Banner Org Numbers table in OSHA:** We will enter the Banner Org numbers you provide to us on your Participation Agreement into the Online Student Hiring Application’s table.

- **GWSE Listserv:** We will update the GWSE listserv with the e-mail addresses of the three FWS contacts that you provide to us in your completed FWS Participation Agreements. This listserv is used to send news about the FWS program and general student employment updates.

Your Departmental Responsibilities:

- **Loading jobs into GWork:** The primary FWS contact named on your agreement will have a user account in GWork to monitor and update job posting data. Login names, passwords and user instructions will be e-mailed to you soon after we receive your completed FWS Participation Agreement.

  - Please remember that you must post every job you intend to offer in GWork, even if you know who you’ll be hiring. Federal regulations require us to maintain a job description for every FWS job that might be filled by a student. Your GWork posting serves this purpose.

  - If you already know whom you will hire into a specific job, please post that job in GWork. Put DO NOT POST immediately before the job title and use the SAME DATE for both “posting date” and “end date”. We will make sure that job is archived in GWork and not displayed to new job seekers.

- **Register for the FWS Job Fair:** Instructions for registering online (also through GWork) for the FWS Job Fair will be provided when we receive your Participation Agreement.

Important Dates:

**Sunday, August 02, 2015** Jobs “go live” in GWork for viewing by students. Students may also begin printing Employment Authorization Forms (EAFs). EAFs are required to submit a Hire Request.

**Sunday, August 30, 2015:** (classes begin the next day – Monday, August 31)

First possible day that student could begin working if paperwork has been completed and you have received an Oracle system message stating that your student may begin working.

**Friday, September 4, 2015:** FWS Job Fair at GW’s Marvin Center (800 21st Street, N.W.) from 11:00 – 2:00 p.m.

**Saturday, April 23, 2016:** Last day of FWS program. Students must stop working or be added to YOUR payroll. If you wish to convert your FWS student to a Wage Account employee under Account 51229, please submit a new Hire Request to do so through the Online Student Hire Application.