



Center for
Career Services

GW Student Employment

STUDENT EMPLOYER MANUAL FOR UNIVERSITY DEPARTMENTS

Including Federal Work Study (FWS) Program

This manual describes the Student Employment (SE) program at GW and your role as an employer of students in this program. In this context, “Student Employment” refers to GW students who are employed part-time in hourly wage positions; this includes Federal Work Study (FWS) jobs. Student Employment includes only the employee classes W1, W4 and W5.

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WELCOME TO THE OFFICE OF STUDENT EMPLOYMENT AT GW

ABOUT THE OFFICE OF STUDENT EMPLOYMENT

- We are part of the GW Center for Career Services.
- We help to connect students with temporary, part-time, hourly wage jobs that are offered by departments of the George Washington University (or its pre-approved off-campus Federal Work Study partners if students are participating in the Federal Work Study program).
- We perform the hiring and termination functions for student jobs in employee classes W1, W4 and W5.

MORE OF WHAT WE DO

Provide students with the resources necessary to locate the jobs that suit their skills, interests and schedules. We do that by:

- Maintaining the GWork job listings for Student Employment jobs at GW
- Providing guidance to staff members of GW departments about how to recruit and supervise student employees
- Providing informational materials about Student Employment issues
- Performing the hiring function (Form I-9, tax and payroll forms, creation of Banner employment record) for students in employee classes W1, W4 and W5. If you need to hire students into a class other than W1, W4 or W5 please contact your [HR Client Partner](#) for assistance.
 - All Graduate Research Assistants (GRA) and Graduate Assistants (GA) are hired through the [Office of Graduate Student Assistantships and Fellowships](#).
- Managing many of the behind-the-scenes processes related to the heavily regulated Federal Work Study employment program
- Working together with GW departments including Human Resources, Human Resources Information Systems, Office of Student Financial Assistance, Information Technology, Payroll Services and more to ensure a meaningful, efficient and compliant student employment experience.

WHERE TO FIND US

We are located within the Center for Career Services in Colonial Crossroads on the 5th floor of the Marvin Center at 800 21st Street, N.W.

OUR OFFICE HOURS

Our office hours are Monday through Friday, 9:00 am through 5:00 pm. Summer hours may vary.

HOW TO CONTACT US

- Phone, 202.994.8046
- Fax, 202.994.6011
- Email, gwse@gwu.edu or fws@gwu.edu

MEET OUR STAFF

- Bridget Schwartz, Associate Director for Student Employment
- Alia Rikabi Zein, Senior Coordinator for Student Employment
- JoEllen Finley, Coordinator for Student Employment
- Rebecca Lynch, Coordinator for Student Employment

STUDENT EMPLOYMENT BASICS FOR GW EMPLOYERS

SE handles both Federal Work Study (“FWS”) and non-FWS, or Wage Account, student employment. See Appendix 4 for more information on the employee types for GW students.

FWS vs. Wage Account Employment: What’s the Difference?

The only difference between a FWS job and a Wage Account position is the source of the money that pays for the student’s wages. The federal government subsidizes a portion of a student’s FWS earnings; this saves you money. Wage Account positions are funded 100% from your department’s budget. Two students performing the same tasks, one FWS and one Wage Account, will earn the same hourly rate.

Wage Account Employment Explained

(Wage Account positions are hired under account 51229, Employee Class W1)

- Wage Account student employees are temporary employees of GW, hired without regard to any financial aid eligibility.
- Your department is responsible for 100% of the student’s earnings.
- There are no start and end dates; a Wage Account student can remain continuously employed.
- There are no limits on the amount a Wage Account student employee can earn.
- International students are not eligible for FWS and will always be hired as Wage Account employees.
- If you wish to hire your FWS student before the program start date or retain the student once FWS funding is no longer available, you will submit an online hire request to hire that student as a Wage Account employee. Please contact us for more information about how and when the student could be converted back to FWS status.

FWS Employment Explained

(FWS positions are hired under account 51225, Employee Class W4)

- **Federally-funded:** FWS is a federally funded work program with oversight provided by the U.S. Department of Education.
- **Need-based:** Students must apply through GW’s Office of Student Financial Assistance (the financial aid office), referred to here as “OSFA.” Only students who apply for federal financial aid through OSFA and are found eligible by OSFA will receive FWS funds. OSFA determines whether or not a student is eligible and how much FWS funding an eligible student receives. *Neither SE nor the Center for Career Services plays any role in the decision.*
- **Pre-approved work sites:** FWS funds can only be earned at pre-approved work sites. .
- **Annual FWS Participation Agreement:** All departments and business units of the University are eligible to hire FWS students, but each department must complete an annual [Federal Work Study Participation Agreement](#) in order to hire students. These are provided by SE.
- **Limit on amount earned through FWS:**
 - Each student is awarded a certain dollar amount in FWS funding by OSFA. A student who is awarded \$2,000 in FWS funds by OSFA may earn up to (but not more than) \$2,000 at a FWS job.
 - This amount can be earned throughout the FWS program year (August 28 – April 29) and does not need to be earned 50% in the Fall and 50% in the Spring semester.
 - You and your student are responsible for knowing how much FWS money remains to be earned at any point during the program year. We provide you with tools to track this.
- **Program dates:** Sunday, August 28, 2015 through Saturday, April 29, 2016. There is no summer FWS program.
- **Funding split:**
 - Each university determines the percentage of a FWS student’s wage to be paid by the employer and the percentage to be funded with federal money.
 - GW’s current split is 75/25 – 75% of a student’s wages will be paid from the University’s FWS fund.
 - Your department will pay 25% of the student’s wage up to the point where the student has earned the maximum amount of FWS money awarded to him or her by OSFA.
 - An 8.3% fringe fee is added to your department’s 25% portion. This fringe fee is set by GW’s Budget Office.

- Money is pulled from your department's budget throughout the year based on data that we input at the time we hire the student into your job.
- **Funding split ends** either when the student earns the amount of his or her FWS award, or when the program ends in late April, whichever comes first.
- **In rare cases, a student's FWS award may change.** On rare occasions, OSFA may adjust a student's financial aid package in a way that reduces the FWS award. Only the student himself or herself will be notified by OSFA. Make a point to ask your student regularly if he or she has noticed any changes.
- **One FWS job at a time:** GW students may only work one FWS job at any given time. They may work any number of Wage Account jobs in addition to the one FWS job if they choose.
- **Students will bring you proof of FWS eligibility** so that you know whether your department will pay 25% (if FWS eligible) of that student's wage or 100% (if not FWS eligible).
 - The proof is a single-page GW-generated document called an EAF – Employment Authorization Form (Appendix 1).
 - Only the student can generate his or her own EAF because secure passwords are required.
 - An EAF is unique to its student owner: it displays the student's name, GWID, FWS award amount and FWS funds balance.
 - Each student who comes for a FWS job interview should bring you an EAF that has been printed very recently.
 - EAFs can be printed from any computer with an internet connection (but only the student can print the EAF).

ACCEPTABLE WORK HOURS AND SETTING WORK SCHEDULES

How many hours can a student work?

- Students may work up to 25 hours per week (total hours for all GW campus jobs combined) when classes are in session.
- Students may work up to 40 hours per week (total hours for all GW campus jobs combined) during academic breaks.
- Limits apply to FWS and international students. Please read below.

Setting your student's work schedule

- The student's schedule is jointly determined by you and the student.
- A typical schedule for a freshman is about eight (8) hours per week.
- Explain your expectations about working hours during exam preparation periods, institutional holidays, extended breaks (winter break, spring break), and unexpected school closures.
- You should expect that students' schedules will change from semester to semester as their class schedule changes. Ask your student about scheduling changes before a new semester starts if he or she will continue to work for you.

Limits on an international student's working hours

- Students studying at GW on F-1 visas (to obtain GW degrees) and students "studying abroad" at GW on J-1 visas are limited in the number of hours per week they can work.
- The limit is usually 20 hours.
- Ask your international student to confirm his or her work limits with [GW's International Services Office](#) (ISO).

Calculating how many hours a FWS student can work before FWS funds run out

PLEASE REMEMBER:

- Your FWS student's wages are subsidized by the federal government – but only up to the limit of the FWS award this student has been given by GW's OSFA.

- Once a FWS student earns gross wages (100% of wages before taxes are withheld – the hourly rate x number of hours worked) equal to his or her FWS award, the federal subsidy stops.
- If you wish to continue to employ a FWS student after the FWS funds have been used up, you'll submit an online hire request to SE to hire the student as a Wage Account employee (51229) – your department pays 100% of the wages.
- If your department is not financially able to assume responsibility for 100% of a FWS student's wages after the FWS award is used up, you must be very careful in monitoring the student's work hours and in calculating how much FWS money remains as the year progresses.

To determine how many hours your FWS student can work, follow these steps:

- 1. Start with the current amount of the student's FWS award – ask your student to print a current EAF.**
 - The student's EAF (Employment Authorization Form) will show you both the original award amount before any money has been earned and the remaining balance as the year progresses.
 - If you are viewing an EAF after a student has already earned FWS money, deduct the dollar amount of any outstanding paychecks/hours from the remaining balance shown on the EAF.
 - The EAF's remaining balance is accurate as of the last paycheck received. If another paycheck is outstanding, the remaining balance will be reduced by the amount of that check.
 - *Example: Student has a \$2,000 FWS award. No paychecks are outstanding.*
- 2. Know the hourly wage you will pay this student.**
 - *Example: \$10 per hour*
- 3. Divide the student's FWS award amount by the hourly wage rate.**
 - *Example: \$2,000 / \$10 per hour = 200 hours of work during the year*
 - This is the number of hours the student can work until the end of the FWS program in April 2017.
- 4. Know the number of work weeks that the student is likely to work during the year.**
 - If you are making this calculation near the start of the Fall semester, use 30 weeks. This takes holidays and breaks into account.
 - *Example: 200 hours / 30 work weeks = 6.7 hours per week.*

Your student can work about 7 hours per week if you are counting on the FWS award lasting through the end of the 2016-2017 program year.

Communicate with your FWS student about what to expect if he or she runs out of FWS funds.

If you know that your department will not assume responsibility for 100% of the student's wages after the FWS money is used up, give the student adequate notice in case he or she needs to look for another job. Conversely, tell the student if your department does plan to hire FWS students as Wage Account employees once the FWS award is exhausted.

WHAT TYPES OF WORK DO STUDENTS DO?

Student employees perform general office tasks including greeting walk-in clients, answering phones, checking voicemail, responding to emails, explaining the function and resources of the office and assisting staff members as needed. They monitor compliance with University policies, such as entering facilities, using or checking out resources and notifying the appropriate staff member about instances of noncompliance. Many students perform basic IT functions, social media assistance, and research. Students are told by our office not to expect to do homework on the job. Please make your expectations clear concerning what you want your student to do during downtime or slow times.

Restrictions on the tasks a FWS student can perform

- FWS students cannot displace regular employees.
- FWS students cannot construct, operate or maintain any part of a building used for religious worship.
- A FWS student can work as an assistant to a professor, but the work performed must be for the benefit of the institution or must be something that the institution would normally support. For example, if the University would normally pay an assistant to conduct research on a book being written privately by a professor, then a FWS student could perform this task. If that is not something the University would normally support, then a FWS student cannot be employed as such.
- Note: These are federal guidelines.

PREPARING TO HIRE STUDENTS

Complete a FWS Participation Agreement

If you would like to hire FWS students, your department must submit a new FWS Participation Agreement each year. The new agreement becomes available during the early summer once we have finished closing out the previous year's program. You can download the current year's FWS Participation Agreement from the Center for Career Services [website](#) if you haven't already submitted one.

This document provides us with the contact information and budgetary coding for your department that we need in order to process FWS hires for you. It also explains your responsibilities as a FWS employer. We ask that each person named as a point of contact in your FWS Participation Agreement read the agreement in order to understand how the program works and what is required of a FWS employer so that the University remains in compliance with various federal and institutional regulations.

Does your work group need to submit its own FWS Participation Agreement?

- **YES**, if you will be hiring under a Banner home org number that only your group uses, you should submit your own FWS Participation Agreement.
- **NO**, if you will hire under the same Banner home org number as the larger department that you report up to. We will hire your students under the Agreement that we receive from the larger unit that you report up to. Please identify and communicate with the person in your larger unit who handles student employment issues.
- If you have questions about whether or not your unit should submit its own FWS Participation Agreement, please contact SE at gwse@gwu.edu or 202.994.8046.

Confirm your access to the Online Student Hire Application ("OSHA")

"OSHA" is the online platform you'll use to send hiring requests for specific students to our office. OSHA is accessed through the myGW portal.

Decide who will submit these online requests for your department and contact SE to make sure that this person has access to OSHA. The OSHA system interacts with Banner. For this reason, you will need to have Banner access to use OSHA (you will not need to access Banner itself). Our office needs time to request the proper Banner security and to work with Human Resources Information Systems to set up an individual user in OSHA.

For questions about preparing the appropriate staff member(s) from your department to use OSHA, please send an email to gwse@gwu.edu or call SE at 202.994.8046.

Confirm your access to GWork

GWork is the name the University has given to the software system it has purchased from Symplicity Corporation to manage career activities, including job postings. You will log into GWork to post both FWS and Wage Account jobs that you need to fill. GWork is managed by the Center for Career Services but the SE group will serve as your first point of contact for basic issues. Each job that you intend to fill must be posted in GWork, even if you already know who you'll hire into that position. This is why:

- We are required by the U. S. Department of Education to maintain a job description for every FWS job offered. The GWork job posting serves as that record.
- Even for non-FWS jobs, the GWork posting is the University's record of what an employee (a student employee) has been hired to do for the institution.
- Posting a job in GWork – including the number of openings per job – is the only way we can track employment statistics. We are required to report various statistics on the FWS program, and University administrators require certain student employment statistics that your job posting allows us to collect.

FWS employers please note:

- You will not be allowed to post jobs in GWork until we receive a signed FWS Participation Agreement.
- FWS jobs “go live” (appear online) in GWork two weeks before the start of the FWS program. (Wage Account jobs will go live when uploaded into GWork)
- Put the letters FWS in front of your job title. For example: FWS Circulation Assistant.
- If you already know whom you intend to hire for a certain job, it still must be posted. To prevent the job from being advertised (which means you'd receive applications you don't need) please insert the words DO NOT POST before the job title. For example: FWS Circulation Assistant → DO NOT POST FWS Circulation Assistant.

FINDING STUDENT EMPLOYEES

There are two methods of recruiting student employees:

1. Online job posting – Gwork

Students are continually urged to check GWork for jobs. You can categorize your job as FWS or non-FWS (Wage Account) by checking off boxes when you are creating your job posting. This helps students locate your jobs when they conduct a GWork job search. A GWork account will not automatically be created for the primary contact on the participation agreement once submitted. If a GWork account needs to be created, please fill out the [Request for GWork Account Form](#). You can also view GWork job posting instructions in Appendix 2. This sheet explains how to post, edit and remove jobs and answers FAQs about GWork.

- You can remove your posting at any time by changing the end date, but please **do not archive** the job. If you do this, you will no longer be able to access the posting.

2. Networking

Ask previous student employees to recommend job candidates. Ask professors in your department to make announcements in class. Announce the job in a departmental email or newsletter. Mention the job on your department's homepage.

Please contact Student Employment if you have difficulty finding a student employee for your position.

Writing an appealing job description for student employees

- Email us at gwse@gwu.edu if you would like to see sample job descriptions. The new (blank) job template form which you will see when you create a new posting in GWork has been formatted with the fields required to produce a comprehensive job description.

- **Give your job a descriptive title.** This matters to student job seekers. *When a student views job listings in GWork, the job title and employer name are what he or she initially sees.* If your department name alone isn't enough to entice a student to "click" on your job (and open the detailed description) then the job title must be appealing. Your prospective student will see hundreds of jobs titled "Office Assistant." To distinguish your position from the others with the same title, consider titling yours "**Research Assistant – Demographic Trending Project**" or "**IT Solutions Assistant**" or "**Library Circulation Assistant.**"
- **PLEASE: Do not use the word "Intern" in your job description.** This term leads students to expect a different type of experience from the standard part time job. Use "Assistant" if you need a generic term to apply to the person who'll perform the job.
- **Write the description so that a prospective student can envision himself or herself performing the job.** Undergraduate students, who comprise the majority of student employees at GW, do not always arrive on campus with prior work experience. You might assume that "general office duties" is well understood by students – this is not the case. Spell out the tasks that the student will actually perform.
- **Address the student as you write.** Pull the student reader into the scene. Say *"You will answer the department's main phone line, transfer calls to the appropriate staff member and check the voicemail when you first arrive and just before you leave. Voicemail messages will be recorded in a written log book kept at the front desk."* This is more meaningful to a student than "The student assistant will handle the phones."
- **Describe how the student's role contributes to the functioning of the department.** Students are likely to stay focused even when tasks are repetitive if they understand the importance of that task to the larger mission. For example: "By accurately transferring calls, you make it possible for the patient to schedule important treatment as quickly as possible."
- **Describe the transferable skills a student will acquire at this job.** For example: "You will improve your customer service skills and ability to interact with a variety of constituents."

SUGGESTED STUDENT WAGE RATES

- Each employing office determines the wage rates for a specific student position. There is no “university-wide standard” nor does the Center for Career Services “approve” or assign student wage rates. The Automated Hire System is programmed to require additional approval if a wage of \$25/hour or more is requested.
- A student’s pay rate is determined by the complexity of the position, taking into account the skills necessary to perform a specific job.
- Federal Work Study and Wage Account students performing the same job must be paid at the same rate.
- All student employees will be hired using the “Staff Assistant” position title.
- The following five “steps” are provided as suggestions to guide your decision about how much to pay a student. *Please note that you are required to pay at least the District of Columbia minimum wage of \$11.50 per hour.*

Step 1: \$11.50 per hour

Little or no special skills, education, or experience required. Little or no training is necessary to prepare the student for the job. The position consists of routine tasks with minimal responsibility. Students are well supervised.

Step 2: \$12.00 - \$13.00 per hour

One year of previous experience, education or the equivalent skill is required. Minimal training required to prepare the student for the job. Students are usually supervised.

Step 3: \$13.00 - \$14.00 per hour

Two years of previous experience, education or the equivalent skill is required. Employee must have some special skills and job-related experience. Training is usually necessary. Employees work with some supervision.

Step 4: \$14.00 - \$15.00 per hour

More than two years’ previous experience, employment or equivalent skill is necessary, in addition to a high level of job-related competency. Students work with some supervision.

Step 5: \$15.00 - \$19.00 per hour

Previous skills, training or experience is needed. Specialty jobs require advanced training or previous professional experience. Students work with very little to no daily supervision, although regular supervision is available and provided.

INTERVIEWING STUDENT EMPLOYEES

Each department decides how to handle the interview process. Stress the following when you schedule an interview:

- How do you expect the student to dress?
- What materials should the student bring to the interview?
 - Every FWS student should bring a current EAF to the interview. This is your assurance that the student is indeed part of the FWS program (which means your department will be responsible for 30% of the student’s wages up the limit of the FWS award)
 - If your FWS candidate arrives without an EAF, please let him or her print one from a computer in your office.
- How long will the interview last and who will the student meet with?
- What is the street address of the interview location? Keep in mind that new students may not be able to judge the travel time between points on campus.
- Ask for specific examples of how your candidate has used certain skills in the past (if you require certain skills).

MAKING A JOB OFFER

- You will make your job offer via the official GW Student Employee Offer Letter to your selected student(s). The offer must be signed and return within 10 days of receipt of the letter. Please notify the applicants not selected that the position has been filled.
- Make certain that your student understands and agrees to the terms of the offer – job description, work schedule, and hourly wage.
- **If you are offering a FWS job, be sure you have viewed the student’s current EAF and that he or she does indeed have an active FWS award. A student can print his or her EAF at any time from any computer with an Internet connection.**
- **MOST IMPORTANTLY: Understand that a job offer DOES NOT MEAN THAT THE STUDENT HAS BEEN HIRED AS A UNIVERSITY EMPLOYEE YET.**
 - Your student cannot legally begin working until we have hired him or her as a University employee.
 - You must submit a hire request to us through OSHA in order for this to happen.
 - Advise your student that he or she may need to visit the Center for Career Services to complete required employment paperwork. The student will receive an email from us if this is required. (see note below about returning students).
- **THE STUDENT MAY ONLY BEGIN WORK AFTER you and the student receives an email from the University’s Oracle system with the subject line “Your Employment Record Has Been Modified”.**
 - This email confirms that the student has been hired as a University employee and can now legally begin working.
 - Until an employee – including a student employee – has been hired by our office, the University doesn’t know this person exists in an employment context, has no employment relationship with this person (which has legal ramifications), cannot record time for this person and therefore cannot pay this person.

HIRING A STUDENT EMPLOYEE

You extend a job offer. The student accepts. Does this mean the student has been “hired?” NO. At this point, the student has accepted a job offer – nothing more. Now it’s time to get the student hired.

What you need to do to get your student hired as a University employee

- **Obtain a signed copy of the student’s offer letter.**
- **You’ll submit student hire requests to us using OSHA, the Online Student Hire Application.**
 - OSHA is accessible through the myGW portal at <http://my.gwu.edu/>. You must be signed in order to view the “HR FORMS” tab. You’ll find “STUDENT HIRE APPLICATION” under this tab.
 - OSHA tracks the progress of every student hire and e-mails both the initiator and student when the hire is complete. OSHA must be used for all FWS (51225) and Wage Accounts (51229).
- **A background check is required** for student employment positions that are financially, safety, or security sensitive as defined by the background screening policy. Background checks will initiated through the Student Hire Application as required.
 - The following positions that are financially, safety, or security sensitive student employment:
 1. positions engaged in financial transactions (processing and/or viewing)
 2. positions that work in residence halls
 3. positions with access to restricted areas or have access to university keys
 4. positions that work with minors
 5. positions that require driving university vehicles
- **Hiring should occur within the current pay period or a future pay period.**

Retroactive hires will be tracked and monitored for compliance by several departments. There are no retroactive FWS hires – if you allow a FWS student to begin working before we’ve hired that student, hours worked will be

funded 100% from your budget up to the point of official hire. Any retroactive hires will require a “justification form” and HR will be notified of any compliance issues.

What your student needs to do to get hired

MINORS

Minors, any student under the age of 18, must have a work permit through the DC Public School System to be employed in the District of Columbia. Students should bring the following documents to Student Employment to apply for the work permit:

- [Work Permit Application](#)
- Birth Certificate
- Social Security Card
- Letter of Employment on company letterhead

FIRST TIME STUDENT EMPLOYEES

These students should come to our office as soon as possible after you submit the hire request using the Online Student Hire Application (See Appendix 3 for Hiring Sequence):

- (1) a federal Employment Eligibility Verification Form I-9. (a two-part electronic process)
- (2) a federal tax form
- (3) local tax form
- (4) a direct deposit form. Direct deposit is optional but strongly encouraged.

ALL FWS STUDENTS

Each FWS student must give you a current EAF in order for you to submit an online hire request to our office. You will complete the middle section (for employers). Your student will sign the bottom. Give a copy to your students and keep the original.

RETURNING STUDENTS (who have previously worked for GW as a student employees)

Returning students do not need to complete new tax forms unless a change needs to be made. Most undergraduates will not need to complete another I-9. Please call us if you have questions about this at 202.994.8046.

INTERNATIONAL STUDENTS

All international students should meet with GW’s International Services Office (ISO) to keep that office apprised of their employment activity. This is a requirement of staying “in status” while in the United States.

BRINGING YOUR NEW STUDENT EMPLOYEE ONBOARD

What’s unique about a student employee?

An undergraduate student may or may not come to campus with formal work experience. Volunteer experience, student leadership activities and informal experiences can provide the foundation for a successful work experience now. We hope that your students will bring energy and a new perspective to their jobs. Please remember that students will consider themselves students above all else. Be clear about your expectations regarding doing homework at your work site, arriving on time, calling in sick or cancelling a scheduled shift on short notice, obligations during school closures (breaks and recesses as well as unplanned closures), visits from friends at work, and use of personal electronic devices at work. Make sure your student has a full-time, permanent University employee to whom he or she can ask questions or report concerns. This full-time person should be identified even if a newer student will interact primarily with more experienced student employees at your work site.

Orientation and training

Each department chooses how to orient and train new student employees. Please inform your student employee(s) about the following at a minimum:

- Name and contact information for immediate supervisor and a backup
- Names and roles of leaders in your department or group
- Operating hours
- How to clock in and out using Kronos
- Procedures for calling in when late or unable to come to work
- Expectations about scheduling during exam periods and school breaks
- Dress code for your workplace
- Policy on using personal electronic devices while at work
- Expectations during down time or slow times (Request more work? Offer to assist others? Do homework?)
- Accepting deliveries (if applicable)
- How to greet customers (by phone, in person)
- Expected response times or completion times for tasks your student will perform
- Commonly used acronyms or specialized terms, and how to break them down for customers
- Emergency evacuation procedures
- How to call for help in an emergency (EMERG, UPD, etc.)

KRONOS AND GETTING STUDENT PAID

STUDENT EMPLOYEES MUST BE PAID FOR ALL HOURS WORKED

The Fair Labor Standards Act of 1938, as amended, *prohibits employers (including schools) from accepting voluntary services from any paid employee.* If you schedule your student employee for three hours but the task requires four hours to complete, you must pay the student for four hours. The student cannot volunteer or “give” you a “free” hour of labor. This applies to all paid student employees – FWS and Wage Account.

- **Students use Kronos like other non-exempt employees.**

Students record their work hours by “clocking in” and “clocking out” using the Kronos system as do all other non-exempt (i.e. paid by the hour) employees. The person in your office who handles time reporting and time approval for regular staff using the Kronos system (GW’s timekeeping software) will also handle this function for student employees. When we complete a student hire in Banner, that student’s name will appear in your department’s Kronos display on the following day. **Establish the clock in/clock out habit immediately with your student.**

Even if you opt to use another timekeeping system (such as hard copy timesheets), your department’s timekeeper will still need to report the hours of work using Kronos because this is how GW Payroll Services processes paychecks. If using paper time sheets you must have the student and supervisor sign off on the hours reported.

- **Students forget to clock in and out.**

Inevitably your student will forget to clock in or out. Explain that he or she should contact the department’s timekeeper with the relevant date and time as soon as possible so that the correction can be made. We strongly recommend that you devise some sort of paper recordkeeping system to track hours for verification when such mistakes occur.

- **Time keeping for students who have multiple jobs at GW.**

Your student will use the standard clocking procedure for his or her “primary job.” This requires entering only the student’s GWid and the appropriate clock code (1 at the start and end of the shift). If a student is being paid for a position through a FWS award, the FWS position is always considered the Primary job. If a student is working multiple Wage Employee positions, the Primary job is the one they were hired into first.

For any additional positions, the student will use clock code 2 to clock in. In addition to entering the employee number and clock code, the student will then need to also enter the 6-digit department number and the 8-digit position number. The student will still use code 1 to clock out.

- **Secondary jobs display in Kronos after first clock-in:**

Please note that even if the student's Primary position does not use the Kronos system, additional jobs that do use it still require the student to follow the instructions using the department and position numbers. Secondary jobs will not show up in the department's Kronos account until the student clocks in for the first time.

- **Your duty to advise student of payroll delays:**

Every other week your department's timekeeper must go into the Kronos system and approve time for departmental employees. The deadline for this approval is noon on the "departmental approval date" shown in the [GW Payroll Calendar for 2016-2017](#). This is not a negotiable deadline, and failure to comply with this deadline may result in the student not being paid for their work on the correct pay day. If any delay or action on your part causes a delay in a student's receipt of wages, it is *your* responsibility to notify the affected student that payment will be delayed.

- **How your student receives his or her paycheck.**

We strongly encourage students to sign up for direct deposit. If a student *does not sign up for direct deposit* (and until the direct deposit takes effect – this may take up to two pay periods), paychecks will be picked up on each pay date at your department. The check will not be mailed to the student. If a student has multiple jobs through GW, payment for all of the jobs will be combined into a single check and should be picked up from the primary job.

- **Overtime Pay (OTP)**

OTP will be paid for any time over 40 hours worked in a week (Sunday-Saturday) at time and a half, and will be charged to the department in which the OTP hours occurred if the student holds multiple positions.

MONITORING FWS AWARD BALANCES

When you sign the FWS Participation Agreement, you agree to monitor the earnings of all FWS students that you employ. The 75% funding match from the federal government only applies up to the limit of a student's FWS award. If you fail to monitor a student's FWS earnings and that student exceeds his or her award limit, you are charged 100% of the wages earned in excess of the award limit. The entire paycheck closest to the amount of the overage will be redistributed to the department's wage account.

Here's an example: Your student has a \$2,000 FWS award. She works enough hours to earn \$2,200 with you. The 75% match applies to the \$2,000 in the FWS award. You pay 25% of that \$2,000 (\$500) plus the 8.3% fringe on that \$500. The student earned \$200 above and beyond her FWS award limit of \$2,000. You are responsible for 100% of that excess \$200 plus the remainder of the money received in the paycheck that includes that \$200. The 8.3% fringe applies to your 100% contribution too.

- **To accurately track FWS earnings, use our programmed Excel tracking spreadsheet.** At the beginning of the year, you will enter each student's name, FWS award amount (found on the student's EAF), and hourly wage. Every two weeks, you enter the number of hours the student has worked. The sheet will then calculate how much the student has earned, deduct that from the FWS award amount, and determine the remaining balance and how many potential hours of work remain. One-hundred percent of the gross earnings are removed from the award amount – not the 75% paid by the federal government. Please email gwse@gwu.edu to request a spreadsheet.

- **Ask your student to print a new EAF every month.** You may also ask that students print a new copy of the Employment Authorization Form (EAF) and submit it to you on the first day of each month. This will show you how much money remains in the award. Please note, however, that this amount will not reflect any hours worked after the receipt of the most recent paycheck. You must manually calculate how much the student has earned since the last paycheck was received and subtract that amount to know how much money actually remains. (The Excel sheet eliminates this problem.)

What if a FWS student runs out of FWS money?

If a student runs out of FWS funds, you must terminate the student's employment (see instructions below).

At that point, you may decide to hire the student directly onto your department's payroll. If you choose to do this, the student is no longer under the auspices of the FWS program but is working directly for you. You are then responsible for 100% of the student's wages.

If a student has questions about the amount of his/her FWS award, the student must contact the [Office of Student Financial Assistance](#) (or, for graduate students, the [Office of Graduate Assistantships and Fellowships](#)).

Terminating a FWS student before the end of the FWS Program

All FWS students are terminated automatically at the end of the FWS program year, in late April. To terminate a student's employment before the FWS program year ends, you will need to contact your HR Client-Partner and have them submit a termination on your behalf. Students are only allowed to work one FWS job at any given time, so the termination must be complete before the student is able to be hired into another FWS position.

Converting your FWS student to Wage Account employment (once award runs out or program ends)

You will use OSHA to submit a new hire request to hire the student as a Wage Account employee under account 51229.

REQUESTING A RATE CHANGE

FOR FWS POSITIONS:

- Complete a [Rate Increase Form](#), [Rate Increase Letter](#), as well as an updated copy of the student's EAF and return it to Student Employment at gwse@gwu.edu.

FOR WAGE POSITIONS:

- Submit a new hire request using OSHA. Using:
 - The same position number
 - The hire date use the effective date for the rate increase
 - The new rate amount
 - The Rate Increase Letter
 - Type "Rate Increase" in the "Notes" Section

PERFORMANCE RECOGNITION AND EVALUATIONS FOR STUDENT EMPLOYEES

Performance Reviews: We encourage you to set achievable performance objectives for your students. Student performance evaluations are not required, but they can be used as a tool to establish clear expectations and provide a forum for constructive feedback. Please contact Student Employment for a current copy of the performance review.

Student Employee of the Year: Each spring the National Student Employment Association (NSEA) sponsors a nomination process that culminates in a National Student Employee of the Year. GW participates annually and uses an online nomination form. You will receive more information from our office as the dates approach. The GW runners up and winner are recognized on stage at GW's *Excellence in Student Life Awards* in April.

National Student Employment Week: Each April NSEA also hosts National Student Employment Week. We encourage you to participate and will contact you with more information as the time period approaches. The week features

individual office activities, a celebratory event hosted by the Center for Career Services and educational programming to help students leverage their student employment experiences. To see how we marked National Student Employment Week in April 2016, click [here](#).

HANDLING DISCIPLINE ISSUES AND OTHER HR CONCERNS

Please contact the Associate Director for Student Employment (Bridget Schwartz, 202-994-6459, baschwa@gwu.edu) with any performance issues or HR Concerns.

TERMINATING STUDENT EMPLOYEES

You must terminate student employees when the student:

- Is no longer working for your department
- Has run out of FWS funds
- Leave for study abroad or summer break
- Graduates

To terminate a student's employment, you will need to contact your HR Client-Partner. Any student that has not earned a paycheck in four months will automatically be terminated.

QUESTIONS WE ARE OFTEN ASKED

Can a student have multiple FWS jobs?

No, students are not permitted to have more than one FWS job at any given time. They *may* have one FWS job plus any number of additional *non-FWS* jobs.

Can I hire FWS students for the summer months?

No, the FWS program at GW ends in late-April each year, at the conclusion of the spring semester. The FWS federal match is not available during the summer months. You may continue to employ your FWS student during the summer, but that student would be converted to Wage Account status for the summer. You could then convert your student back to FWS when the FWS program begins again in the Fall.

Does my student have to use 50% of the FWS award in the fall and 50% in the spring?

No. The amount of the award may be earned at any point during the academic year as long as working hours do not interfere with class hours and the 25 hour per week recommendation is observed.

Can my FWS student get additional FWS funds when the initial amount has been used up?

For this question your student needs to contact the GW Office of Student Financial Assistance (OSFA), but award increases are rare. You must schedule your student's hours carefully and monitor the FWS earnings to avoid using up the FWS funds too quickly.

How can I hire a student to start as a wage account employee right after the FWS award is depleted?

At any point, you may hire a FWS student into a wage account position. The FWS position will always be the student's primary position, and the wage account position will be secondary. Once the FWS award is depleted, you will terminate the FWS position, and the wage account position will then become primary.

I would like to rehire a student who worked for us last year. Do I need to rehire the student? If so, is the process any different?

FWS: If the student is paid through a FWS award, you will need to rehire the student. All FWS employees are terminated from their positions at the end of the FWS year. Thus, each returning student employee will need to be rehired at the start of the next FWS period, starting in August. The student will not need to complete the I-9 form again in order to be rehired, but you will need to collect a new EAF and submit a new hire request.

Wage Account: Wage account employees are terminated if there is a lapse in payment of four months or more. Thus, a student who works in the spring semester, leaves for the summer, and then returns again for the fall semester will not need to be rehired. A student who works in the spring semester and does not return until the following spring semester *will* need to be rehired because four months will have elapsed.

Can a student start orientation and/or training before the completion of the I-9?

No. In order to pay a student for any job responsibilities, the student must first be hired – and this cannot be done until the I-9 has been completed and the e-mail from Oracle confirms that the hire has been completed.

My FWS student did not bring me his EAF (Employment Authorization Form). Can you send it to me?

No. Only a student has the security access to generate his or her own EAF. The student will need to print it for you.

How many students can I hire?

You may hire as many students as you can reasonably employ and supervise.

I am having difficulty logging into Kronos. What should I do?

Please contact Payroll by e-mail at timerep@gwu.edu.

One of our student employees has multiple positions, and her time is being charged to the wrong account. How do we resolve this problem?

- For students with multiple positions, there are different procedures for tracking hours.
- The FWS position is *always* the student's primary position, so the student will use the most basic instructions when clocking in and out (by entering the employee number, GWID minus the "G", and appropriate clock code).
- For any additional positions, the clock code is different and the student will need to enter the department and position numbers so that the correct account is charged.
- Students should already be aware of this, but if you notice that the student's hours exceed what (s)he is actually working, please get in Payroll (timerep@gwu.edu) to resolve any problems.

How long do positions posted on GWork remain there? Can I delist once I have found a student employee?

When you post a job in GWork, you must specify a Posting Date and an Expiration Date. This is the length of time the job description will remain online. When you hire a student, you can revise the Expiration Date accordingly. Once the posting expires, it will no longer be visible to the students – though you will still be able to access and edit it to make it visible in the future when you have another need for a student employee. Please *do not archive* the job. If you do this, you will no longer be able to access the posting.

I don't need to find new students. Do I still have to post my job in GWork?

Yes, you must post your job in GWork even if you are hiring returning students or have otherwise identified the student(s) you will hire. There are two important reasons.

1. We are required to produce FWS job descriptions during our annual federal audit. Your posting in GWork serves as the job description that we print and give to the auditors.
2. We are asked to produce job statistics about the Student Employment program in many contexts. If you are hiring FWS students but there is no job description in GWork, we have no way to count your job(s).

We cannot successfully administer the FWS program without having your job in GWork. **If you have no need to recruit and do not want your job posting to be visible online**, please add **DO NOT POST** in front of the job title. For example, "FWS Library Assistant" becomes "**DO NOT POST FWS Library Assistant.**" Please also use identical start and end dates in this posting, such as "Start Date: August 1, 2013" and "End Date: August 1, 2013." This also prevents the job from being displayed to new applicants.

A FWS employee from the fall will be on study abroad in the spring. How can I replace him/her?

Please terminate the student as soon as (s)he is finished working for you. Contact your HR Client-Partner to have them submit a termination form on your behalf. You will then need to repost the position in GWork. This is easily done by adjusting the Posting and Expiration Dates of a previous posting, as long as you have not archived it.

APPENDIX 1: SAMPLE EMPLOYMENT AUTHORIZATION FORM (EAF)

THE GEORGE WASHINGTON UNIVERSITY CENTER FOR CAREER SERVICES
800 21ST STREET, SUITE 505, DC 20052, PHONE: (202) 994-8046, FAX: (202) 994-6011

EMPLOYMENT AUTHORIZATION FORM (EAF) GW Federal Work Study Program for Academic Year 2015-2016

INSERT STUDENT NAME

INSERT STUDENT GWID NUMBER

INSERT PRINT DATE

has been awarded \$xxxx.00 in Federal Work Study funds by the Office of Student Financial Assistance as part of a financial aid package for the 2015-2016 academic year. \$xxxx.00 remains as of (last date paid). **This FWS award represents the maximum amount that may be earned through the FWS program during the 2015-2016 program year. Employers must meet regularly with each student to keep apprised of the remaining FWS award balance as the year progresses.** Students can access this information through GWeb accounts or by printing a current EAF. **Balances shown are accurate as of the last paycheck that was received. In order to determine the actual FWS award balance, please account for all hours worked since the most recent paycheck was received.**

This document is not an employment contract.

PART 1 - EMPLOYERS: Please read both Parts 1 and 2.

- **ON-CAMPUS EMPLOYERS:** Complete Part I, obtain student's signature, and attach to the student's Online Hire request form.
- **OFF-CAMPUS EMPLOYERS:** Complete Part I, obtain student's signature, and return to the Center for Career Services.

_____ agrees to employ the above named student.

Name of On-Campus Department or Off-Campus Organization

Approximate Number

_____ Hourly Wage \$ _____ of Work Hrs/Week _____

Student's Job Title

Having read both Parts 1 and 2, I agree to:

ALL EMPLOYERS (both ON and OFF-CAMPUS):

- Monitor the earnings of each student to avoid exceeding the award granted by the GW Office of Student Financial Assistance.
- Regularly review with the student his/her FWS award amount to schedule hours accordingly.
- Not allow the student to work after the end of the FWS program.

ON-CAMPUS EMPLOYERS ONLY:

- Terminate the student from employment when the award has been reached, or convert the student to a Wage Account job (51229). Please contact the GW Center for Career Services if you require assistance with this step.

OFF-CAMPUS EMPLOYERS ONLY:

- Deliver the EAF to the GW Center for Career Services before the student begins working.
- Notify the GW Center for Career Services when a student reaches the award limit so that we can terminate the FWS employment.
- You must comply with GW's timekeeping procedures in order for the University to pay your student properly.

Signature of the Employer

Print Employer's Name

Date

PART 2 – STUDENTS: Complete this section and return it to your Federal Work Study employer.

As a full-time student and a participant in The George Washington University's Federal Work Study program, I agree to:

- Complete all federal and local employment forms prior to the first day of work.
- Monitor my bi-weekly earnings (the amount I earn before tax deductions) so that I do not exceed my Federal Work Study award.
- Regularly check for any adjustments to my award amount and notify my employer immediately of any changes.
- Contact the Center for Career Services with any questions about FWS employment, which includes finding a FWS job or being hired into a FWS job. I will notify my immediate supervisor at once if I have any concerns about my paychecks. REMOVE CONTACT INFO
- Contact the Office of Student Financial Assistance with questions about my FWS award, which is part of my financial aid package. (Colonial Central in the Marvin Center or at (202) 994-6620 or e-mail finaid@gwu.edu)
- Stop working or, if I work **on-campus**, ask my employer about the possibility of converting me to Wage status (Account 51229) when I: (a) reach my total FWS award limit, (b) drop to part-time academic status, (c) am found to be ineligible for FWS, or (d) complete the academic period for which I have been awarded FWS money, whichever comes first.

Failure to comply with any of the above requirements may result in financial aid changes or penalties, including the potential loss of Federal Work Study eligibility.

Signature of the Student

PRINT STUDENT'S NAME

Date

APPENDIX 2: HOW TO POST JOBS IN GWORK

If you know who you are going to hire and have no need to recruit, we still need your job(s) in GWork so that it can be counted and tracked for reporting and federal audit purposes. Follow the steps below but insert DO NOT POST in front of your job title.

1. Go to <http://www.mygwork.gwu.edu>.
2. **Username** = your complete email (at your organization) address as listed on your FWS Participation Agreement.
3. **Password** = last name in all lowercase letters. If your last name is more than one word, or hyphenated, your password is your entire last name with no spaces in all lowercase letters.
4. Click HOME near the top left hand corner to be sure you are at the home page.
5. Next, you will see a toolbar running across the top of the page. Select **POST OR EDIT JOBS**.
6. You'll come to the **job postings** page. Beneath the lightbulb icon there are four tabs. The first (left) tab should be selected by default in **brown: Job Postings (non-OCR)**
7. To add a new job (or copy an existing job), click the **+ Add New** box in the lower left hand corner.
8. When you open the Job Posting Form, **check ONLY the box that says ON-CAMPUS**. This is how students will search for your job.
9. **Do not use the word INTERN in the listing.** "Intern" and "FWS" (and internships and FWS jobs) mean completely different things at GW. *Anyone can be an intern. Only students who have applied for financial aid and been awarded FWS funds can be FWS students and apply for FWS jobs.* Using the word "intern" may attract applicants who are not part of the FWS program. Seeing "intern" in a job title may dissuade a FWS student from applying because he or she will view this as a position where FWS funds cannot be used.
10. **Job title:** (very important to students) Begin your title with FWS. Be as descriptive as you can. For example, **FWS Law Library Assistant** is better than FWS Student Assistant.
11. If you use the "Copy Existing" feature to copy an existing job, the system appends the word (copy) to the job title. **Please delete the word (copy)** from the job title as it confuses students.
12. The Posting Date and Expiration Date refer to the length of time your job description will remain visible to students online – **NOT** the duration of the employment itself.

TO EDIT YOUR JOB

- Follow steps 1 – 5 above.
- You will see a listing of your active jobs. Click on the job title of the job you want to edit.
- Click SUBMIT at the bottom when you have finished. Your changes will appear immediately to viewers.

TO REMOVE YOUR JOB FROM THE STUDENTS' VIEW

- Repeat the steps above to edit a job. When the job posting form opens, scroll down to the expiration date.
- A calendar box will open – choose yesterday's date.
- You can also email us at gwse@gwu.edu and ask to have a specific job posting removed.

APPENDIX 3: HIRING SEQUENCE

1. **Post** your job in GWork (you can ask us not to display the position online by adding "DO NOT POST" to the job title in GWork)
2. **Interview** students. **Make** job offer with the GW Student Employee Offer Letter.
3. **Obtain and complete EAF** if you are hiring a FWS student
4. **Explain** to your selected candidate he or she cannot begin working until the process of hiring him or her as a university employee has been completed, and that this may include the I-9 verification process if the student does not already have a valid I-9 on file at GW.
5. **Submit** a Hire Request to the GW Center for Career Services through the Online Student Hire Application. Scanned copies of the EAF (if hiring a FWS student) and the signed offer letter are required attachments to the hire request.

IF OSHA INDICATES THAT THE STUDENT'S I-9 STATUS IS "VALID"

- **Advise** your student to await email notification from GW's Oracle system stating that "your employment record has been modified." You will also receive a copy of this message. This means that your student is now employed by GW as a student employee.
- **Allow** your student to begin working only after you've received the Oracle notification.

IF OSHA INDICATES THAT THE STUDENT'S I-9 STATUS IS "INVALID" (because no I-9 is on file or because a valid I-9 has expired)

- **Contact your student immediately and advise** him or her to watch for an email message *from GWSE* with subject line *STUDENT HIRE - I9 VERIFICATION* (Indicated supervisors will also receive this email)
- **Request that your student read this email very carefully** - it describes three (3) steps which must be completed before the student can legally begin working. Step 1 describes the federal Form I-9 Employment Eligibility Verification process - ask your student to pay close attention.
- **Insist that your student complete the I-9 process within 3 days of their hire date.** This is a federal requirement. [Heavy fines](#) can be levied against GW if an I-9 is not completed within 72 hours of the hire date.
 - The student may BEGIN the process by completing the employee's section of the I-9 form online from *any* computer with an Internet connection. Students can *also use a computer at the GW Center for Career Services.*
 - *Regardless of where the student enters the initial I-9 data,* the student **MUST** bring original acceptable I-9 documentation to the GW Center for Career Services to complete the process. A list of acceptable documents is shown online when the student is completing the employee's section of the I-9 form.
- **Only** use a full time GW employee's GWID in the supervisor section of the hire request, students are not an acceptable "official" supervisors.
- **Do not request an I-9 receipt.** These are no longer in use.
- **Advise** your student to await email notification from GW's Oracle system stating that "your employment record has been modified." You will also receive a copy of this message. This means that your student is now employed by GW as a student employee.
- **Allow** your student to begin working only after you've received the Oracle notification.

APPENDIX 4: EMPLOYEE TYPES FOR GW STUDENTS

Employee Type	Federal Work Study (FWS)	Student Wage	Federal Work Study & Student Wage Funded by Sponsored Projects	Graduate Assistant (GA) & Graduate Research Assistant (GRA)
Criteria for Employment	GW student and granted a FWS award by the Office of Student Financial Assistance.	GW student.	Follow same criteria as FWS and Student Wage	GW graduate student who has been awarded a GAship or GRAship
Restriction on Employment	Students may only hold one FWS position at a time.	May not hold a Student Wage position and a GA or GRA position	Follow same restrictions as FWS and Student Wage	Students may hold on only one GAship or GRAship at a time. They may not hold both during the same time period. May not hold a Student Wage position and a GA or GRA position
Background Checks	Required (if applicable)	Required (if applicable)	Required (if applicable)	Required (if applicable)
Employment Class	W4 (on-campus) W5 (off-campus)	W1	W4 (on-campus FWS) W1 (student wage)	F8
Pay Frequency	Bi-weekly	Bi-weekly	Bi-weekly	Monthly
Account Number Used	51225	51229	51225 (FWS) 51229(Student Wage)	51122
Responsible Hiring Department	Student Employment, Center for Career Services	Student Employment, Center for Career Services	Student Employment, Center for Career Services OVPR HR Client Partner responsible for creating position numbers.	Office of Graduate Student Assistantships and Fellowships
Resources/ Website Address	http://careerservices.gwu.edu/federal-work-study-program	http://careerservices.gwu.edu/student-employment		http://stipends.gwu.edu
Department Contact	(P): 202-994-8046 (E): fws@gwu.edu	(P): 202-994-8046 (E): gwse@gwu.edu	Student Employment –Hiring Position Numbers Creation - OVPR HR Client Partner <i>Deborah Akers</i> (P) : (202) 994-6375 (E): dakers@gwu.edu <i>Takiyah Johnson</i> (P) : (202) 994-6875 (E): tsj@gwu.edu	(P): 202-994-6822 (E): gradfell@gwu.edu

APPENDIX 5: STUDENT HIRE ROUTING

