



Human Resources

# EMPLOYING FEDERAL WORK- STUDY STUDENTS

Instruction Guide



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# Federal Work–Study (FWS) Program Overview

The process to hire Federal Work-Study (FWS) students is managed by the Office of Scholarships and Financial Aid (OSFA).

The FWS program creates part-time employment opportunities for undergraduate students with financial need to help pay education expenses and encourages community service work and work related to students' course of study.

Students must demonstrate a certain amount of unmet need to qualify as determined by the Free Application for Federal Student Aid (FAFSA) and by completing a Georgia Tech Application (GT App).

FWS awards generally vary from \$1,250 to \$2,000 per semester and are earned during the period of enrollment.

The award is part of the students' financial aid package, but students must work to earn it.

**The federal government funds 75% of wages for FWS jobs and employers pay the remaining 25% from non-federal sources. Important: The FWS funding account number (worktag) changes each fiscal year and is available in June. The FWS program should be contacted via email ([fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu)) for each fiscal year's worktag.**

OSFA's Position Request Form (PRF) is required for all FWS job opportunities. The FWS program should be contacted via email ([fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu)) to receive the current academic year's PRF. A new PRF must be submitted annually and when different or additional positions are needed (e.g., if a department initially submitted a PRF for two FWS positions and they decide to have three FWS positions, they must submit a new PRF for the third position or when the position type is changing).



FWS job descriptions are needed and must be proposed by hiring departments when a PRF is submitted to OSFA for approval. Positions may not include any duties related to religious worship or sectarian instruction, political activities or performing personal tasks.

All FWS students should be hired for the academic year (fall and spring terms) unless the student is graduating at the end of the fall semester or is enrolled in a Study Abroad program.

Georgia Tech Students are allowed to work only one FWS job at a time during an academic year.

Students are not allowed to work in other student positions concurrently with their FWS position. If a FWS student chooses to take a concurrent position, their FWS award/assignment will be cancelled.

## Types of FWS Employment and Pay Rates

### LAB ASSISTANT

- Lab Assistant - \$9.35 - \$13.00 per hour
- Lab Assistant II - \$13.00 - \$15.20 per hour

### TECHNICAL ASSISTANT

- Technical Assistant I - \$9.35 - \$13.00 per hour
- Technical Assistant II - \$13.00 - \$15.20 per hour

### STUDENT ASSISTANT & TUTOR

- Student Assistant I - \$8.80 - \$11.00 per hour
- Student Assistant II - \$11.00 - \$13.50 per hour
- Student Assistant III - \$13.50 - \$15.20 per hour
- Tutor - \$15.00 - \$20.00 per hour

### UNDERGRAD RESEARCH

- Undergrad Research I - \$9.35 - \$13.00 per hour
- Undergrad Research II: \$13.00 - \$15.20 per hour

- Pay rates must fall within the designated FWS Position Type as indicated on the Position Request Form (PRF).
- FWS job opportunities are posted on the [CareerBuzz Job Board](#).
- Students can decide not to participate in the FWS program and decline the award if they accept a non-FWS position (e.g., Student Assistant) with a higher pay rate or any other reason. Students must inform the FWS program immediately by contacting the office at [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu) if they decide to decline their award.
- The FWS Program Manager must be notified of all pay increases prior to an action. Pay increases should be based on the length of students' employment in the current position and the responsibilities assigned to the position. Pay increases usually range from 25 to 50 cents after the first year of employment. Pay increases should not exceed the amount listed on the Position Request Form (PRF) at any time.

# Allowed Hours for FWS Positions



FWS students are limited to working a maximum of 20 hours per week during periods of enrollment (between the first day of class and the last day of class). While it is very rare, FWS students are allowed to work 20 hours per week during periods of non-enrollment (pre-approval is required by the FWS Program Manager for periods of non-enrollment).

FWS students are not allowed to work during the Winter Break but can work their regular work schedule (up to 20 hours per week) during the Spring Break. The FWS program determines whether they will participate in summer FWS and provides guidance to hiring departments when summer FWS is available.

FWS students must adhere to a work schedule agreed upon by both students and their supervisors. FWS students are not permitted to work during hours when they are scheduled to be in class, even when a class is canceled or dismissed early.

FWS students should not exceed their award amount for the semester. Students should work with their supervisor to create a schedule that will allow them to work throughout the semester without exceeding their allotted award amount.

Supervisors are required to monitor students' work schedules and hours worked each pay period to ensure the amount earned does not exceed students' FWS award for the semester and time worked is reported accurately, promptly, and in accordance with Institute procedures. Also, assigned job duties must match the job description. Supervisors should advise OSFA of any issues related to students' work performance and/or if a student ceases to work for any reason.

“Students are not permitted to work during hours when they are scheduled to be in class, even when a class is canceled or dismissed early.”

# FWS Student Time Reporting

FWS students must use the Web Clock ([Instructions](#)) or a Physical Time Clock ([Instructions](#)) to report their time. Late time entries are highly discouraged. It is the responsibility of supervisors, as well as FWS students, to report time accurately and timely. If time entries are submitted late, the FWS program will request a written explanation for the occurrence. Repeated occurrences may jeopardize students' eligibility and departments' suitability to participate in the FWS program.



## FWS Student Pay

FWS students are paid biweekly ([Payroll Schedule](#)).

### Off-cycle Payments

The FWS program does not allow off-cycle payments without prior permission. If a department needs to request an off-cycle payment, an email must be sent to the FWS program at [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu), providing an explanation as to the reason for the off-cycle payment request and any supporting documentation. The FWS program will communicate the next steps with the department and the FWS student.

### Exceeding FWS Allocation

If a FWS student exceeds their award amount for the semester, the hiring department becomes responsible for paying the student's full wages from the department's budget. The hiring department must submit an Electronic Direct Retro (EDR) transaction in Manager Self-Service (MSS) and add the FWS Program Manager as an ad-hoc approver.

If this persists, the student must be transferred to a Student Assistant position (Job Code 900X01 - Student Assistant) funded 100% by the department. The FWS program should be notified of the transfer and the FWS Program Manager should be added as an ad-hoc approver to the Intra-Institutional Transfer request ([Job Aid](#)) in Manager Self-Service (MSS).



Hiring departments should use a vacant Student Assistant position (Job Code 900X01 - Student Assistant) for the transfer or create a new Student Assistant position before submitting the transfer request. FWS positions (Job Code 901X01 - Work Study) should not be updated/changed to any other student position type.

## Hiring FWS Students

OSFA's Position Request Form (PRF) is required for all FWS positions and can be obtained by contacting the FWS program at [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu). The form requires the department name, department work-tag, supervisor, and HR contact's information, in addition to FWS position type, number of FWS students requested, and job description or duties and responsibilities.

To post a new position or rehire a former FWS student, hiring departments must complete a PRF, use DocuSign to sign the PRF, and send the signed PRF as a PDF document to [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu) for processing. Please do not send the form to [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu) for signature routing when completing the document on DocuSign. Once the signed PRF by the department is received by the FWS program, it will be signed by the FWS Program Manager and emailed to the department as an approved PRF. Supervisors can then post the FWS position on the [CareerBuzz Job Board](#). If the hiring department has already selected a FWS student, they may begin the hiring process (they are not required to post the position).



Students will be able to access the CareerBuzz Job Board to search for open positions. Eligible students may apply for the position(s) and submit their resume for supervisor review on CareerBuzz.

Supervisors should make sure that students are not already working within the Georgia Tech payroll system before offering a position.



Hiring departments must submit a Direct Hiring eRequest ([Job Aid](#)) via the Administrative Services Center ([ASC](#)) to hire a FWS student (select the HR Services and Hiring Requests tiles). An approved PRF (signed by the FWS Program Manager) must be attached to the eRequest. Hiring departments can provide a FWS position number (Job Code 901X01 - Work Study, Pay Group 03W) when submitting the Direct Hiring eRequest or the ASC will create a position if one is not available.

If using a vacant FWS position number, position attributes (e.g., funding information, Report To manager, Standard Hours) must be updated and approved prior to submitting the eRequest. The FWS program should be contacted via email ([fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu)) for each fiscal year's worktag prior to updating the funding information.



Hiring departments must ensure that the funding for FWS positions is set up correctly—the current fiscal year FWS worktag should be used for **75%** of wages and department worktag should be used to pay the remaining **25%**.

First and last days FWS students can work during the fall and spring semesters are published on the [OSFA website](#). Students with a fall and spring award are hired for both semesters. All FWS students must be hired with a position termination date. FWS should not work and report hours during the Winter Break.

After the Direct Hiring eRequest process has been completed, the FWS student's position will become active in OneUSG Connect.

All new hires must complete the [onboarding process](#) before their position becomes active in OneUSG Connect. FWS students should not work until their position is active and they have access to the Web Clock or a Physical Time Clock to enter their time.

The FWS Program Manager must be added as an ad-hoc approver for all Manager Self-Service (MSS) transactions (e.g., Ad-Hoc Salary Change, Intra-Institutional Transfer Request, Termination Request, etc.)

## Rehiring FWS Students

To rehire a FWS student, the "FWS Student Hiring Steps" must be followed.



# FWS Student Hiring Steps

- ✔ Contact the FWS program at [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu) to request the current fiscal year Position Request Form (PRF).
- ✔ Complete the PRF, sign it via DocuSign, then download it as a PDF document and email it to [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu).
- ✔ After the signed PRF is received by the FWS program, it will be signed by the FWS Program Manager and emailed to the department as an approved PRF. Supervisors can then post the position on the [CareerBuzz Job Board](#). If the hiring department has already selected a FWS student, they are not required to post the position.
- ✔ Students with the FWS award interested in the posted position(s) will apply and submit their resume for supervisor review on CareerBuzz.
- ✔ Supervisors may arrange an interview when possible before selecting a student for the position.
- ✔ Review Job Data or use the [IAT Dashboard](#) or Student Employment Report in [LITE](#) to make sure the student is not already working within the Georgia Tech payroll system before offering the position.
- ✔ Modify a vacant FWS position number (Job Code 901X01 - Work Study, Pay Group 03W) via Manager Self Service (MSS) to update the position attributes (e.g., funding information, Report To manager, Standard Hours). The FWS program should be contacted via email ([fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu)) for each fiscal year's worktag prior to updating the funding information. Hiring departments must ensure that the funding for FWS positions is set up correctly—FWS worktag should be used for 75% of wages and department worktag should be used to pay the remaining 25%. The ASC will create a new FWS position number if one is not available.
- ✔ After the student is selected for the position, submit a Direct Hiring eRequest ([Job Aid](#)) via the Administrative Services Center ([ASC](#)) to hire a FWS student (select the HR Services and Hiring Requests tiles). Provide the FWS position number or the ASC will create a new FWS position number if one is not available. An approved PRF (signed by the FWS Program Manager) must be attached to the eRequest. Please ensure when submitting a request that the Hire Type is "Student", and the Job Code is 901X01: Work Study.

- ✓ All FWS students must be hired with start and termination dates that coincide with the published dates on the OSFA website (start date may differ if the student is starting after the semester begins).
- ✓ After the Direct Hiring eRequest process has been completed, the FWS student's position will become active in OneUSG Connect.
- ✓ All new hires must complete the onboarding process before their position becomes active in OneUSG Connect.
- ✓ FWS students should not start working until their position is active in Job Data and they have access to the Web Clock or a Physical Time Clock in OneUSG Connect to enter their time.

## FWS Position Transfer

If a FWS student exceeds their award amount, the student must be transferred to a Student Assistant position (Job Code 900X01 - Student Assistant) funded 100% by the department. The FWS program should be notified of the transfer and the FWS Program Manager must be added as an ad-hoc approver to the Intra-Institutional Transfer request (Job Aid) in Manager Self-Service (MSS).

Hiring departments should use a vacant Student Assistant position (Job Code 900X01 - Student Assistant) for transfer or create a new Student Assistant position. FWS positions (Job Code 901X01 - Work Study) should not be updated/changed to any other student position type.

A FWS student who was in a FWS position for the fall semester and was transferred to a Student Assistant position due to exceeding their award amount can be transferred back to a FWS position for the spring semester. The student's Student Assistant position would not need to be terminated in this case; however, the FWS Program Manager must be added as an ad-hoc approver to the Intra-Institutional Transfer request in MSS to transfer the student from the Student Assistant position back to the FWS position.

If a FWS student is moving from one position to another position for any other reason (e.g., accepting a position with a higher pay rate), the FWS position must be terminated, and the student rehired in another student position (e.g., Student Assistant).



# FWS Position Termination

Students can be dismissed from a FWS position like any other type of student position. If the student is not performing their job as expected or has attendance issues, a verbal warning followed by a written warning (e.g., email) is highly encouraged but not required prior to termination. Departments must notify the FWS program by contacting the office at [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu) prior to terminating the FWS student.



## FWS Program Contact Information

For all questions and concerns about FWS positions and FWS student employees, please contact the FWS Program.

 [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu)

 [finaid.gatech.edu/undergraduate-types-aid/federal-work-study](http://finaid.gatech.edu/undergraduate-types-aid/federal-work-study)

