Community Work-Study Employer Resource Guide

Morgan Studer
Center for Service and Learning

Dawn Rodney
Office of Student Employment

cwsjobs@iupui.edu
317-278-3474
General Federal Work-Study Guidelines
Federal Work-Study Guidelines

• As a representative of your agency, you are responsible for following all Federal Guidelines as stated on the FWS Program Agreement and the Community Work-Study MOU.

• According to the FWS Program Agreement, Federal Work-Study students:
  – May NOT displace Agency employees or impair existing service contracts
  – Will NOT be involved in constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction
  – Will NOT be involved in political activity or work for any political party

• The above guidelines are not inclusive of ALL of the guidelines as set forth on the FWS Program Agreement; ALL guidelines on the FWS Program Agreement must be followed as well.
Pay Rate and Schedule

• Pay rate:
  – Must be the same you would pay a non-Work-Study employee in the same position
  – Must be the IU minimum wage for IU temporary employees of $8.25 per hour
  – You may consider qualifications and tasks required to determine the pay rate

• Hours per week:
  – Students CANNOT work more than 29 hours per week at your job OR COMBINED with another on-campus or work-study job.
  – You can see any other IUPUI jobs the student has on his/her Kuali timesheet.
Recruitment and Hiring
Work-Study Eligibility Periods

• The eligibility period is the set time period within which students are eligible to earn work-study funds

• Academic Year eligibility period is typically August 19th-May 5th
  – Students can work as early as 8/19
  – Students cannot work after 5/5

• The dates are always on the MOU, as they vary slightly from year to year.
How do I recruit students?

• Log into www.iupuilalent.net
• Register a username and password for your organization (you may register multiple users per organization)
• Upload your job description per the instructions
• Choose which schools (including the general Office of Student Employment) you want your job to target
• Students will apply directly to you.
• Once you select your candidates to hire, the students initiate the hiring process (see next slide).
Hiring Steps

• Step 1: Tell student you are making him a job offer and he needs to start the process. (He has received an email with instructions from IUPUI on how to do this.)

• Step 2: Student will complete his portion of the electronic Federal Work-Study Authorization Form. Once completed, an email notification will be sent to the CWS supervisor listed to complete the supervisor portion of the Federal Work-Study Authorization Form.

• Step 3: Once the CWS supervisor completes his portion of the agreement, the full FWS Authorization form will be forwarded to the Office of Student Employment for review and approval.

• Step 4: The student completes a background check, hiring paperwork, and an on-line orientation.

• Step 5: The student and employer receive an Effective Start Date email authorizing the student to begin working on the date specified in the email.**

• **Should the student start working before the Effective Hire Date email is received, the agency is responsible for 100% of the wages earned.
Hiring Timeline

• Dependent upon the student completing the required forms and on-line orientation

• If the student completes the steps in a timely manner, then hiring *can* occur within 1 business week.

• The Effective Hire Date email indicates that all steps have been completed and the student may begin working
  
  – **IF A STUDENT BEGINS WORKING BEFORE RECEIVING THIS EMAIL, the AGENCY is RESPONSIBLE FOR PAYING THE STUDENT 100% of WAGES WORKED!**
Recording Hours

• Students will clock in and out at your site via the on-line Kuali system, available to them at any internet-enabled computer
• Supervisors will have access to edit and approve timesheets on a bi-weekly payroll schedule
• A tutorial on Kuali is available here.
• YOU MUST REVIEW and APPROVE timesheets in a timely manner to remain in good standing as a work-study employer.
Terminating a Student

• Types of Termination
  – Voluntary – agreement on separation
    • Graduation, end of project, budget funds exceeded, etc.
  – Involuntary – employer terminates student
    • Poor work performance, misconduct, gross misconduct, falsification, attendance, theft, sexual harassment, etc.

• Involuntary termination flags
  – Any involuntary termination results in a flag; we (CWS) can help you determine which flag is appropriate.
  – Flags are in the IU system and will be seen by other IU affiliated employers when rehiring the student.
Terminating a Student cont’d.

• Termination forms are due to OSE within 10 days of the student’s last day worked.
  – Needed on form: Student’s full name; date they last worked; and reason for termination: Electronic form requires these fields be filled out.

• Importance of turning in termination forms:
  – Provides an end date in the system so that the student can no longer clock into TIME.
  – Enables proper employment verification dates to be provided to other employers.
  – Provides an accurate reflection of the students employed at agencies for auditing purposes.
The Billing Process
Invoicing

- Within 2-3 weeks of your student’s Effective Hire Date email, you will receive an invoice via email.
- This invoice will be for 25% of your student’s total work-study award.
- This payment can be remitted to the address on the invoice and is expected within 30 days.
- If a payment plan is necessary, contact Morgan Studer, Program Director for Community Outreach.
Over-earnings

• If a student earns over her work-study award amount, the agency will be billed for 100% of that overage
  – The student will be automatically terminated by IUPUI once she over earns and if she cannot get an increase
  – You or the student can request an increase at any time through this form.
Resources for Employers
Website Resources

You will find the following resources on our website:

- The **CWS Resource Form**: This form can be used to terminate a student, request a pay rate increase, request a Federal Work-Study award increase or add a new Kuali Time Approver
- Steps for Hiring a Work-Study student
- CWS Employer Handbook
- Payroll Schedule
- Memorandum of Understanding
- Kuali Time Instructions
- **FWS Earnings Tracking Form**
Best Practices for Supervising Students

• Offer an orientation and training
• Go over dress code and office etiquette
• Show encouragement and recognition
• Make work meaningful
• Be flexible with hours when you can- students are students first
• Attend IUPUI Supervisor (free) Workshops
• Article: 11 Tips for Managing Millennial in the Work Place (http://humanresources.about.com/od/managementtips/a/millenials.htm)
Completed!

• Thank you for viewing the on-line Community Work-Study Resource Guide.
• Please contact Morgan Studer or Dawn Rodney at cwsjobs@iupui.edu with any questions!
• Website for Resources: http://csl.iupui.edu/partnerships/collaborate-iupui/policies/paperwork.shtml