Community Work-Study (CWS) Employee Resource Guide

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Your IUPUI CWS Team!

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Agency Responsibilities

As a representative of your agency, you are responsible for following all IUPUI Policies as stated on the FWS Program Agreement and the Community Work-Study Memorandum of Understanding.

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 policies are not inclusive of ALL of the policies as set forth on the FWS Program Agreement; ALL policies on the FWS Program Agreement must be followed as well.
Pay Rate and Schedule Review

Pay rate:
- Must at least be the IU minimum wage for IU temporary employees of $10.15 per hour
- Must be the same you would pay a non-Work-Study employee in the same position
- You may consider qualifications and tasks required to determine the pay rate

Hours per week:
- Students should work **no more than 29 hours per week**.
- It is recommended that students not work more than 20 hours per week;
  - You should keep in mind that the more hours per week a student works, the quicker the award will be earned.
- Students cannot work from home, and cannot work during scheduled class time or final exam time. Students cannot supervise other students.
Agency Invoicing & Payment

• All agencies who hire by October will receive an invoice in October of each year.

• Any new agencies who hire after October will receive an invoice – one time within 2-3 weeks of your student being hired via email.

• Additional hires or award increases will be invoiced at the end of the academic year.

• 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 cwsjobs@iupui.edu.
Agency’s Financial Obligation

Example:
A student earns $3,000 for the academic year (August 2017 – May 2018)

As a Community Work-Study agency, you will be responsible for paying 25% the students wages.

If a student earns:
$3,000 \times 0.25 \ (25\%) = $750 \text{ will be the agency’s responsibility.}$
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.

- There are two eligibility periods Academic Year (AY) and Summer (SU).

- Each eligibility period has its own “bucket” of funds.

- New forms will be needed for students to continue working from AY to Summer or Summer to AY.

**Academic Year 2017-2018:** August 13, 2017 to May 5, 2018  
**Summer 2018:** May 6, 2018 to August 11, 2018
Recruiting IUPUI Students

IUPUI Talent
Online job posting portal all work-study students are hired through. Free

IUPUI Part-Time Job Fair
August of each year. Advertised heavily to new and returning students. $175 registration fee

JagJobs Live
Small recruitment events held throughout the academic year. $100 registration fee
Job Titles and Descriptions

• **Job Title:** Position titles should describe the main role(s), functions and responsibilities.
  - **BAD** = IT Student Worker or Work Study Student
  - **GOOD** = IT Support Assistant or Office Support Assistant, Program Assistant, Student Operations Coordinator

• **Job Description:** job description section of the job posting should outline specific duties and responsibilities of the position and should be more than a few lines of text.
  - This section in the job posting should include anything about the location, work schedule, type of population the position works with and an overview of the organization and department.
  - Great to include what a student can gain from working in the position

• **Qualifications/Skills needed:** Including specific criteria in this section will also increase the quality of applicants who apply for your position. Include both required and desired qualifications in this section, specific to education and experience, as well as knowledge, skills, and abilities.
  - You may want to include GPA, coursework requirements, majors you seek, etc.
  - This section helps students understand if they meet the requirements and preferences you have in candidates
Job Titles and Descriptions...cont’d.

GOOD =

Police Cadet

Description:
IU Police Cadets perform non-law enforcement duties for Indiana University Police Department (IUPD) including radio dispatch duties, security assignments for buildings and events, and special assignments that necessitate the presence of IUPD but not the presence of a sworn Police Officer. Cadets liaise with other workers and are briefed on the situation and issues of the day; they keep the department and the other workers advised on situational developments as appropriate.

Cadets work closely with faculty, staff, students, and visitors, from diverse backgrounds.

Cadets observe and report suspicious activity, can approach individuals and enforce university policy without compromising personal safety, and must call for sworn officer to detain or arrest. Cadets do not have police authority. Cadets who successfully perform their duties and maintain academic standards, as demonstrated by a GPA of 2.3, for one academic year, will then be given all police training required of a law enforcement officer of the State of Indiana, including attendance in the IU Police Academy. Upon graduation from the Academy, the cadet is then commissioned as a Police Officer.

BAD =

Title:
Student Services Assistant

Description:
Perform administrative functions related to the discipline of students:
* collate and distribute detention notices.
* generate and mail discipline and truancy letters.
* schedule parent meetings.

Perform administrative functions associated with extra-curricular programs.
Perform administrative functions associated with student intern program.
IUPUI Talent Instructions

- **Login** to [www.iupuitalent.net](http://www.iupuitalent.net)
- **Register** a username and password for your organization
  - You may register multiple users per organization
- **Upload** your job description per the instructions
- **Select schools** you want your job to target (including the general Office of Student Employment)

Please note: students will apply directly to you!

- Applicants can be compiled and sent to you via a .pdf or you can receive email notification per applicant
- You are responsible for interviewing and selecting ideal employees for your agency.
- Once you select your candidates to hire, the student should initiate the connection of FWS funds, by submitting a FWS Authorization for via Jag Jobs. (see next slide).
Hiring Steps

- Students must initiate the hiring process by submitting an online work-study authorization form.
- A form should be submitted EACH academic term (Academic Year or Summer)
- Student FWS authorization forms can be accessed via JAGJOBS.org.

- Once the student submits his form it is automatically forwarded to the supervisor listed by the student on his portion of the form.
- Job descriptions must be on file with the Office of Student Employment via a job posting at IUPUITalent.net

see previous “recruitment” slide
Hire Processing & Turnaround Time

• Processing turnaround time is 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 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!**
Program Maintenance and Supervision

WHAT IF WE TRAIN THEM AND THEY LEAVE?
WHAT IF WE DON'T...AND THEY STAY?

INVESTING IN EMPLOYEES
Getting Started

Now that you have received your Effective Hire email, your student may begin working.

- Onboarding process (e.g. work expectations, dress code, time off)
- Show student where to clock-in and clock-out
- Establish weekly work schedule
Time Sheet Management

• Students will clock in and out at your site via the on-line Kuali system, available to them at any internet-enabled device, including a tablet and smartphone with employer permission.

• 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 according to the payroll schedule established by the university to remain in good standing as a Community Work-Study employer.

• A student’s time sheet is auto-approved or there is run-on time

• Via Kuali time view your student’s time sheet bi-weekly to ensure the hours they worked were accurate and there are no issues with the students clock-in and clock-out times. Once this is done approve your student’s time sheet.
Tracking FWS award & earnings

- **IUPUI FWS Earnings Tracker** available!
  - Sent with every FWS Approval Email!
  - Student and Employer versions available

- **Payroll Schedule**
  - Student are paid bi-weekly according to the IUPUI Payroll Schedule
  - Included in IUPUI FWS Earning Tracker file!

- **Regular Verification Reminder**
  - Encourage students to bring printed copy of F.A.N. to the interview or at the beginning of each academic term!

- **Student’s One.IU view**
  - The student funds are earned hourly and tracked on One.IU in the Employee Tab (Payroll Information)
  - Balance is updated bi-weekly as student gets paid
Award Increases

Award Increases may be requested:
• Once your student has worked at least one month and earned 1/3 of their award.
• If your student is close to earning their full award.

You or the student can submit the FWS Award Increase form to see if the student qualifies to receive an award increase.
(via the [CWS Resource Form](#))
Award Decreases

• In a rare event a student may receive an additional financial aid scholarship or grant that could decrease their Federal Work-Study Award Limit.

• If this happens and their Federal Work-Study Award Limit is decreased the agency may be responsible for paying an additional portion of their earnings.

• We advise that you talk to your student(s) at the time of hire and advise them to let you know of any scholarships or grants that are added later in the semester.
Over-earnings

- If a student earns over their work-study award amount, the agency will be billed for 100% of that overage.

- The student will be terminated by IUPUI once the award is exhausted and the student cannot receive an award increase. (You will receive an email should this happen.)
Transitioning your student employees

• Talk with your students about their plans for the upcoming term. If you have positions available for summer, share that with students by April 1st, if possible!

• Students will know if they have an award after they enroll in classes. Be proactive in letting them know they can inquire after they have enrolled.

• Students can be enrolled in either Summer I or Summer II (at least 6 credit hours) to be packaged with FWS funds.

REMINDER! New forms will be needed for students to continue working from AY to Summer or Summer to AY.

Academic Year 2017-2018: August 13, 2017 to May 5, 2018
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Terminating a Student

Types of Termination
- Voluntary – agreement on separation
  - Graduation, end of project, budget funds exceeded, etc.
  - Work-Study Limit reached
  - End of Work-Study eligibility
  - Resignation
- 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.

We ask that termination forms be submitted 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.
Resources for Employers
Important Forms and Resources

You will find the following resources on the Center for Service and Learning 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
- Payroll Schedule
- Program Roles and Responsibilities
- Kuali Time Instructions
- FWS Authorization Guide
- Connecting IUPUI FWS funds for students
- FWS Tracking Sheet for Employers
Professional Development Opportunities

Office of Student Employment offers:

• Professional Development Workshops for students
• Supervisor/Employer Brown Bag Discussions and Workshops

See below articles for managing millennials in the work place

- http://humanresources.about.com/od/managementtips/a/millenials.htm