



Federal Work-Study Program

OSU Off-Campus Employer Handbook

Purpose

The Federal Work-Study (FWS) Program provides employment opportunities for students with financial need. FWS enables students to work and earn money during the summer and academic year to help pay for educational costs. The OSU Financial Aid Office determines the eligibility of all students who apply for Federal Work-Study funding. The program is designed to create new and expanded job opportunities and to enable as many students to work as possible.

Off-Campus Employer Requirements

1. Employer must be a qualified non-profit, public or private agency.
2. Positions for work-study students must meet federal and OSU requirements for work-study jobs.
3. Off-Campus employers must sign a work-study agreement with OSU.
4. Each year the employer must submit a non-discrimination statement.
5. Off-campus employers must obtain access [Handshake](#) where jobs are posted.
6. The employer must require that students being interviewed bring with them a Federal Work-Study Off-Campus Employment Referral from the Office of Financial Aid to verify their eligibility for work-study hiring.
7. Students will be paid through OSU's payroll:
 - a. Off-campus employers must send new hires to OSU Payroll with the Federal Work-Study Off-Campus Employment Referral completed by the student and employer for completion of required paperwork (I-9, W-4, etc.). Students must bring their social security card (not a copy) and a photo ID to

the Central Payroll windows on the first floor of the Kerr Administration Building.

- b. The employer will submit student timesheets to OSU Payroll Department for processing.
8. Off-campus employers may need to submit an advance payment for the agency's portion of the student's wages.
9. Employers are required to indicate on the timesheet whether the student's performance is satisfactory.
10. Students should be referred to the Office of Financial Aid and Scholarships if there are questions concerning their ability to work beyond their Federal Work-Study Off-Campus Employment Referral authorization or maintaining their eligibility for the FWS program.

Process for New Off-Campus Work-Study Employers:

1. Submit information about the agency, including proof of IRS tax-exempt status under section 501(c)(3) if non-profit, and a position description for each potential work-study position to the Work-Study Coordinator at OSU.
2. OSU's Office of Financial Aid and Scholarships will determine if the employer and positions meet the requirements for federal work-study.
3. Once the employer is determined eligible for work-study, an OSU work-study agreement and a non-discrimination statement must be signed and submitted to OSU.
4. Pay OSU any advance required for payroll.
5. Set up an account on Beaver Careers and post positions.

FWS Program Requirements

1. Employment must be with a qualified non-profit, public, or private agency.
2. Duties performed by work-study students must be appropriate and reasonable considering the type of work performed in the geographical region, and proficiency of each employee. Work-study duties performed cannot:

- a. displace any Classified employee(s), impair the existing contracts, or fill vacant positions because employer's regular employee(s) are on strike.
 - b. involve any religious or political activity, or lobbying on the federal level.
 - c. primarily benefit the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative.
3. Work-study students must:
- a. be U.S. citizens or permanent residents.
 - b. be admitted to or be enrolled a minimum of half-time at OSU.
 - c. maintain good academic standing while employed under the program by meeting the Satisfactory Academic Progress requirements established by the Office of Financial Aid and Scholarships.
 - d. apply each year for financial aid with the Free Application for Federal Student Aid (FAFSA) by the February 28th priority deadline. The students' eligibility for and continuation in the FWS program from year to year is not guaranteed and depends on:
 - the status of their application
 - the extent of financial need
 - the availability of federal funds
4. The employer is responsible for verifying that the student is initially enrolled a minimum of half-time during each term the student is employed.
5. If you are unable to fill a position *only* listed as a Federal Work-Study position with a work-study student, you may hire a non-work-study student under regular student employment and pay their full wage. You cannot advertise the position as volunteer or offer course credit instead of paying for the work. Opening the position to volunteer work or for course credit instead of pay disqualifies the position for the Federal Work-Study Program.

Student Eligibility

1. A student who will be employed part-time by an agency on FWS during the academic year must have: (1) received and accepted Federal Work-Study as part of a financial aid award prior to beginning employment and (2) completed the necessary payroll paperwork.
2. Students must be initially enrolled at least half-time each term to remain eligible for FWS funds throughout the academic year.

3. Students must maintain good academic standing in order to maintain eligibility to work in a FWS position.
4. Students who were approved for FWS in the previous year do not automatically qualify for the program the following year. Students must reapply for this program each year and be awarded the funds as a part of their financial aid package. It is not a good policy to promise students a work-study position for future years.
5. Students who will be employed by an off-campus agency or organization must obtain an authorized Federal Work-Study Off –Campus Employment Referral Form from the Office of Financial Aid and Scholarships prior to beginning work. Referral Forms are available from the Office of Financial Aid and Scholarships during the academic year for which the student has a work-study award.

Provisions of Work

1. The first day a student may be paid from FWS funds is July 1 for Summer term or the first day of the term during Fall, Winter, and Spring terms. Hours worked prior to the first eligible day must be paid 100 percent by the employer.
2. No student will be placed on full-time employment under the Federal Work-Study Program. The maximum number of hours during a term that a student may work is 20 hours per week, 8 hours per day.
3. Students may work up to but no more than 40 hours per week between terms IF they are enrolled at least half-time for the next consecutive term, and if they have remaining funds. Exception: A student may not work and receive Federal Work Study funds in between the last day of Spring term and July 1.
4. Employers are required to pay students the state minimum wage or more.
5. The maximum hourly wage allowed is \$15.75. A written request must be submitted by the employer to the Office of Financial Aid and Scholarships for an hourly rate over \$15.75. A written request must include special skills/qualifications the employee must have to perform the job as justification for the higher wage.
6. Off-campus employers must pay 25 percent of the gross earnings while 75 percent is paid from FWS funds. The employer is also responsible for actual employee benefit costs which are approximately 8%.

7. Schools hiring reading and math tutors in the America Reads program are exempt from the earning participation. The Federal Government pays 100 percent of the work-study earnings.
8. The student can work during the terms of the award as long as the student has not earned all the work study funding for the year. Once the student has earned the full amount of his/her FWS award, s/he can continue to work in the position **ONLY** if the agency is able to pay 100% of the wages.

Note: Peak employment search is at the beginning of Fall term.