# WORKSTUDY SUPERVISOR MANUAL

Financial Aid Office
Updated June 2021

How does Work-study Grant work?

◦ Work-Study is a cost-share program where the department is responsible for 30% of the award, while Financial Aid covers the remaining 70%.

◦ Eligible graduate students can also qualify for Work-study grant. Allowing departments to fund regular student employment positions and assistantships!
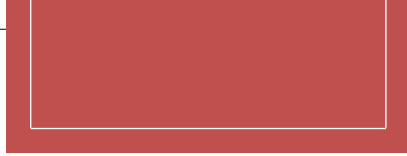
ELIGIBILITY

How do students become eligible for Work-study?

Work-study is a financial aid-based program, therefore students must be meet and complete several requirements in order to determine eligibility for work-study.

To become eligible for Work-study Grant students will need to do the following:

- Apply for financial aid by submitting a FAFSA or TASFA application
- Complete any Financial Aid Verification items
- Be a U.S. Citizen, or Permanent Resident, or Texas Resident with valid Employment Authorization
- Be in a financial aid eligible degree program
- Be enrolled for the duration of employment or if a receiving Texas College Work-study Grant, and be enrolled a minimum of 6 credit hour
- Meet UTRGV's Satisfactory Academic Progress
- Demonstrate financial need
- Submit Additional Aid Request online

How do I know if my student is eligible for Work-study?

Ask your Student

Eligible students may already have a work-study award on their student ASSIST account.

You can ask them to bring a copy of their award during their interview or request it as an additional document on your Handshake job posting.

Check the Supervisor Portal

There are hundreds of eligible students awarded work-study, you can find out if your student is eligible simply by entering their student ID number.

- If they are eligible, then the award information will generate.
- If they are not eligible or don't have an award, then no information will show.
- To access the Work-study Supervisor Portal, you will need to have access to Handshake. If you don't have access, please contact us at workstudy@utrgv.edu .

My student is not eligible, what does that mean?

Ineligibility can mean a lot of different things for students. Students can not meet Satisfactory Academic Progress, have pending financial aid requirements, not have room in their financial aid awards to accommodate Work-study, or a combination of things. Each factor is unique to the student at that point in time.

If you have specific questions, please reach out to your Work-study Coordinator(s) for more detailed information.

HIRING PROCESS

What is the Hiring Process?

Hiring a student employee is a multistep process that requires Financial Aid, Student Employment, Position Control, occasionally Grant Contracts, and Human Resources review student eligibility. Therefore, before you begin the hiring process, you will need to do a few things before you hire a student employee.

Before you hire:

Job Postings

A Handshake job posting is required for all student employment job postings.

- Visit Student Employment at HR for the most current processes for all Student Employment job postings.

  www.utrgv.edu/hr/careers/student-employment

A PeopleAdmin job posting is required for all graduate assistantships.

Request Position Numbers

You will need to request position numbers for student employment vacancies for your office. This is a critical step when hiring new or returning employees because the hiring process varies by student employment type.

- WS for work-study positions
- STU for direct wage positions
- GRA WS for Graduate Work-study Assistantship

Visit Planning and Analysis for more information on Position Numbers

www.utrgv.edu/planning-and-analysis/services-and-resources/position-control

Hiring

Departments must submit a request to hire the student called an ePAF- electronic Personnel Action Form. It is important to remember that ePAF submissions are required to be submitted 2 weeks prior to the intended start date. Again, hiring a student employee is a multistep process requires Financial Aid, Student Employment, Position Control, Grant and Contracts, and Human Resources to review student eligibility. Thus, submitting early allows each department to review the assignment, and allows time for follow up questions if needed to reach a decision on the assignment.

HR must give final approval before the student can begin their first workday. Under no circumstances should any employee begin working before an HR approved assignment.

For questions regarding the ePAF system, please contact HR:

◦ Edinburg: (956) 665-2451
◦ Brownsville: (956) 882-8205

How do I know what accounts to use?

When creating a work-study assignment, the only account the department is responsible for entering is the account their 30% contribution.

If you used a Work-study position number, then a default account will be entered for the remaining 70%. The Work-study Coordinator(s) will determine the account used for the assignment based on student eligibility and funding availability.

	Proposed Cost Center				
Enter the cost center number(s) of the corresponding source(s) of funding.					
Ln	Cst Ctr/Prjct	Name	% Fund. Source	Annual Amt	Proposed Encumbrance
1 Search	1234	Department	30		
2 Search	99900001	Placeholder for Financial Aid	70		

Please do not enter a work-study account.

What dates can a Work-study student be hired?

◦ The work-study fiscal year does not follow a traditional fiscal year. Depending on the student's eligibility and funding requirements, the student may only be eligible to work for specific periods. Assignments can be created either on a per term basis or for Fall-Spring, or Summer 1- Summer 2.

The hiring periods for work-study assignments are as follows:
   ◦ Fall: September 1 – December 31
   ◦ Spring: January 1- May 31
   ◦ Summer 1: June 1 – June 30
   ◦ Summer 2: July 1 – August 31

◦ It is also important to note that enrollment is required for each semester for the student is to be employed. If you intend to hire the student from June through August, the student must be enrolled for both summer 1 and summer 2 terms.

◦ Graduating students can work until commencement day for the semester. If they are to work beyond commencement day, please refer to HR to transition to the appropriate assignment classification since they are no longer considered student employees.

My assignment got rejected. What happened?

Please keep in mind that a student's eligibility for work-study may change at any time and are unique to each student.

Some scenarios are:

- Student exhausting the entire work-study award
- Not meeting enrollment requirements
- Not meeting SAP
- Student awarded additional financial aid
- Have pending financial aid requirements
- Student withdrew from all classes*
- If a student withdrew before Census day of the semester, the department is responsible for 100% of the earnings.
- If a student withdrew after Census, the department will be responsible for any earnings after the withdrawal date.

If you have specific questions, please reach out to your Work-study Coordinator(s) for more information.

How do I know how much to encumber?

◦ Department encumbrances are going to be 30% of the student's work-study award.

◦ The amount specified by the department, does not mean that the student will earn that amount. Students can only earn up to the maximum work-study award based on their eligibility for the employment periods.

◦ Be sure to view the encumbrance after the assignment is finalized for the student's award.

Keep the following in mind:

◦ Work-Study awards are to provide the student with employment from Sept-May.

◦ High pay-rates and high weekly hours will exhaust the work-study award at a faster rate.

◦ The ePAF/cPAF does not actually encumber the funds from the department. Funds are encumbered with each pay period.

◦ The "Encumbrance calculator" is a tool on the ePAF system, that can help the department calculate their contribution prior to submitting the assignment.
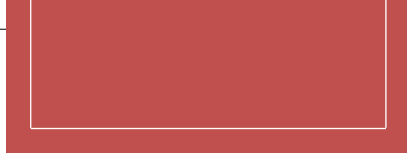
SCHEDULING & MONITORING HOURS

How do I know how many hours my student is authorized?

There are a few ways you can check this. The best way is to refer to the ePAF or cPAF submitted for hire and review the comments section in the Work-study Comments box. Keep in mind that award amounts and hours are subjected to change if the student has had a transfer of assignment, increase in pay rate, received additional aid, or other factors.

Scheduling

◦ The supervisor and department should coordinate with the student to determine scheduling. All student employees can work 19hrs weekly or less.

◦ Keep in mind pay-rates, award amounts, and employment periods will influence how many hours a student has available.

◦ Work-Study does not cover over-time, if there are high periods of need departments can create an additional assignment as Direct Wage to supplement.

◦ To determine how many hours a student can work a week for their department's needs, it is recommended to follow these guidelines:

$$WS\ Award \div Pay\ rate = Hours\ Available$$

$$Hours\ Available \div Weeks = Hours\ per\ Week$$

Monitoring Hours

The UTRGV Work-Study Program employs over 1,000 students per academic year! Due to the volume of students employed under Work-study, **the Financial Aid office does not monitor the students remaining hours.**

◦ The epaf/cpaf processed, will provide the Supervisor the number of hours available for the student's assignment. It is the Supervisors responsibility to monitor and maintain the students' hours.

◦ The Work-Study Coordinator does have an excel spreadsheet available for supervisors that can help monitor their student employee assignments. Access the Supervisor Earnings Tracker, instructions are included on the first page of the spreadsheet.

◦ All timecards must be submitted and approved within the respective pay period. Any timecards submitted 1 month after the payroll due date must be monitored and may be charged to the department at 100% for those wages as per federal workstudy regulations.

My student employee is close to exhausting their hours. Is there anything that can be done?

In some instances, the students Workstudy award may be increased. However, this is done on a case-by-case scenario and is contingent on the student's eligibility for an award increase. You may contact the Workstudy Coordinator(s) for review.

- It is not guaranteed any award can be increased because the department requests one. Students must be eligible to receive an increase and Workstudy funds must be available at the time of the request.

If the students workstudy award cannot be increased, the department must convert the assignment to Direct Wage for earnings beyond the students workstudy award.

- Wages earned in excess of the workstudy award must be charged to the department to avoid causing other financial aid awards to be reduced or cancelled, which can cause a balance on the student's account.