



**WSU POLICY APPROVAL
COVER PAGE**

DATE POLICY REQUEST TO PET:		[INSERT DATE]			
IS THIS A NEW POLICY OR CHANGE TO AN EXISTING POLICY?		NEW		EXISTING	X
CURRENT POLICY TITLE:	8.03 / Federal Work-Study				
REVISED POLICY TITLE:	N/A				
LAST REVISED DATE OF POLICY:	February 7, 2019				
INITIATING AUTHORITY:	Office of Financial Aid and Scholarships				
SUMMARY OF POLICY OR POLICY CHANGE:					
<p>This policy is being revised to make a limited substantive update to II.B.1 (revised to III.B.1) to increase the number of hours that undergraduate and graduate students in the Federal Work Study Program are permitted to work during the academic year, from 20 hours to 30 hours per week. Because the Office of Financial Aid would like to implement this change very quickly, beginning with FY24 Pay Period #2 (beginning on 12/24/2023, ending on 01/06/2024, and pay date 01/19/2024), the revisions have been limited to the discrete revision requested, with limited updates to the policy format in conformance with the standard WSU policy format, including adding the Initiating Authority and a revision dates section.</p>					
REASON OR NEED FOR POLICY / SUMMARY OF CHANGES MADE TO EXISTING POLICY:					
<p>The Office of Financial Aid, Payroll, and Accounts Receivable have recently agreed that students in the Federal Work Study Program should be allowed to work up to 30 hours per week during the academic year, with the goal of benefitting the University departments overall and encouraging more departments to utilize the Federal Work Study Program. The current policy limits students in the Federal Work Study Program to working 20 hours per week. Consequently, to implement the increased hours, the policy will need to be revised.</p>					
APPLICABLE LAWS OR REGULATORY OR POLICY AUTHORITY:					
OTHER RELEVANT WSU POLICIES:					
THE FOLLOWING UNIVERSITY STAKEHOLDERS WERE INCLUDED IN THE REVIEW AND APPROVAL OF THIS POLICY DRAFT / REVISION:					
	Office of the General Counsel – Stacia Boden				
	Office of Financial Aid – William Fulls				
	Accounts Receivable – Robyn Bongartz				
	Payroll – Mindy Dixon				
	Human Resources – Vicki Whisenant [PENDING]				

	Student Affairs – Gabriel Fonseca [PENDING]
	Faculty Senate – Jolynn Dowling [PENDING]
	Staff Senate – Jason Bosch [PENDING]
OTHER NOTES FOR CONSIDERATION:	
OWNER OF POLICY REQUEST FOR QUESTIONS:	Financial Aid – William Fulls



Policies and Procedures

8.03 / FEDERAL WORK-STUDY

I. INITIATING AUTHORITY

- A. The Office of Financial Aid and Scholarships serves as the initiating authority for this policy.

II. PURPOSE

- A. Federal Work-Study (FWS) is a federally subsidized program designed to promote part-time employment of financially eligible students. If FWS is part of a student's financial aid award(s), the student may work on campus or for the public interest with an off-campus public or private non-profit organization.

III. POLICY

A. Eligibility Requirements

- 1. Eligibility for FWS is determined by the Office of Financial Aid. This opportunity is awarded to students who:
 - a) demonstrate a financial need,
 - b) complete the FAFSA application by the WSU priority deadline (December 1),
 - c) indicate an interest in part-time work,
 - d) meet all other requirements for Title IV aid; and
 - e) are enrolled in at least the minimum number of hours, as set forth below:

Term	Minimum Enrollment-Undergraduate	Minimum Enrollment-Graduate
Spring	6 hours	5 hours
Summer/Scheduled Breaks	6 hours OR, if not enrolled, must be pre-enrolled in at least six (6) hours for the upcoming term	5 hours OR, if not enrolled, must be pre-enrolled in at least five (5) hours for the upcoming term

Term	Minimum Enrollment-Undergraduate	Minimum Enrollment-Graduate
Fall	6 hours	5 hours

2. Students awarded FWS cannot work during their regularly scheduled classes.
3. The total amount a student earns cannot exceed his or her FWS allocation. If the student reaches the maximum FWS allocation or the FWS authorization end-date is reached, the student may continue employment provided that the employing department assumes one hundred percent (100%) of the salary costs.
4. Students are permitted to have multiple FWS jobs on campus at long as the total hours worked does not exceed the maximum hours of work as set forth herein.

B. Maximum Hours of Work

1. During the academic year (Spring and Fall Semesters), eligible undergraduate and graduate students may work up to thirty (30) hours per week.
2. During the summer and scheduled breaks (e.g., winter break), eligible undergraduate and graduate students may work up to forty (40) hours per week.

C. Recruitment

1. Departments are encouraged to post all FWS opportunities with Career Development Services. Additional recruitment sources may be utilized as deemed appropriate by the employing department.

D. Wage Rates

1. All students on FWS must be paid at least federal minimum wage.

E. Timekeeping

1. All students on FWS, and their supervisors, are responsible for keeping an accurate record of hours worked during employment.

F. Paycheck Information

1. All students on FWS must have their paycheck sent directly to a bank or other financial institution through the use of electronic funds transfer (direct deposit). Individual who do not have an account with a bank or other financial institution will be automatically enrolled in the State of Kansas' paycard program.
2. Taxes may be withheld from gross earnings where appropriate (see Policy 13.10 (Student Employee Payroll)).
3. Pay periods begin on Sunday and end two weeks later on Saturday. Paychecks will be issued two weeks later on Friday. If the designated payday is a holiday, paychecks will be issued on the closest preceding work day.

G. Benefits

1. Students on FWS are not eligible for benefits available to other University employees.

H. Change of Status and Termination

1. FWS employment shall be terminated when:
 - a) the student is no longer working in the position;
 - b) the student has used all of the FWS allocation; and/or
 - c) the student is no longer eligible for FWS funding.

IV. REVISION DATES

- A. February 7, 2019
- B. May 1, 2001
- C. March 29, 2002
- D. May 6, 2003
- E. [INSERT PET APPROVED DATE]



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