

Federal Work Study Program

Office of Scholarships & Financial Aid

Warwick Center 140

Supervisor's Workshop

Objectives

Participants will be able to:

- understand the role of the U. S. Department of Education and the use of the FWS program to achieve UNCW's mission,
- analyze components of a job description for student employment positions and differentiate between inappropriate and appropriate content,
- identify and order the elements of the hiring process for student employees in the work-study program, and
- identify next steps, key dates and associated expectations as an employer in the work-study program.



U.S. Dept
of Education

Processes

Beneficiaries

Software
Systems

Expectations

Questions?

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The Money

How we get it:

- U.S. Department of Education
- Purpose of FWS
 - Benefits:
 - students
 - campus and
 - community
- Reporting/auditing



The Money

How we get it:

- U.S. Department of Education
- Purpose of FWS
 - Benefits:
 - students
 - campus and
 - community

How we give it:

- FASFA – October 1
- Awarding
- Continued employment
- Increases



UNCW's MISSION

The University of North Carolina Wilmington, the state's coastal university, is dedicated to the integration of teaching and mentoring with research and service. Our commitment to **student engagement, creative inquiry, critical thinking, thoughtful expression, and responsible citizenship** is expressed in our baccalaureate and masters' programs, as well as doctoral programs in areas of expertise that serve state needs. Our **culture reflects our values of diversity and globalization, ethics and integrity**, and excellence and innovation.

OSFA's FWS Mission Statement

The UNCW FWS Program facilitates partnerships among students, faculty, staff and the community by enabling employment experiences that engage students in processes that contribute to responsible citizenship. We value opportunities that:

- **A**lign with the academic interest of students,
- **B**alance academic and employment responsibilities,
- **C**ater to career and industry possibilities,
- **D**eepen the understanding and appreciation of diversity,
- **E**mpowers students with an expanded set of technical and professional skills,
- **F**ulfill the fiduciary expectations of the US Department of Education while providing a framework to offset educational expenses for students, and
- **G**row areas of personal development for students.

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JOB

DESCRIPTION

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Hiring Process (cont.)





Who you gonna call?



Topic

- Hourly pay
- # of FWS positions
- Student not appearing in EPAF for timesheet approval
- Incorrect pay rate entered in EPAF
- Timesheet issues
- Anything re: Handshake 😊

Resource

- Career Center
- Human Resources
- OSFA
- Payroll

Next Steps

Resources

Office of Scholarships & Financial Aid

Warwick Center Room 140
(910) 962-3177
workstudy@uncw.edu

Human Resources

Administrative Annex
(910) 962-3160
hrsearch@uncw.edu

Payroll Department

Administrative Annex
Phone: 910-962-3163
payroll@uncw.edu

Career Center

Fisher University Union 2035
910-962-3174
careercenter@uncw.edu



Questions?

Thank you!