

# THE SUPERVISOR SCOOP

January 2025 — April 2025



Welcome to the New Year with Exciting Opportunities! As we step into a new year brimming with potential, we are thrilled to present this edition filled with essential updates, important dates, and invaluable resources. This year, Career Services will introduce a new interactive career center website—a comprehensive platform available 24/7.

Stay informed with key deadlines and resources concerning student employment, including vital information on Federal Work-Study and Regular Student Employment programs. We encourage you to keep an eye on important reminders and seize the opportunity to recognize exceptional student employees by nominating them for the Student Employee of the Year award.

*Let's go.*<sup>™</sup>

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Questions or concerns? Federal Work-Study supervisors, please [contact the WVU Hub](#). Regular student employment supervisors, please email WVU Career Services at [studentemployment@mail.wvu.edu](mailto:studentemployment@mail.wvu.edu).

# Career Services Website Launch

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WVU Career Services is excited to announce the upcoming launch of a new interactive career center website. This 24/7 accessible platform is designed to support university stakeholders by providing seamless access to career services.

Here's what to expect:

**Instant Assistance:** A chatbot will offer immediate help and resources for users.

**Integrated Tools:** New and existing career tools and technologies will be consolidated for ease of access.

**Resource Pages:** Dedicated sections for student employment and a toolkit for faculty and staff.

**Streamlined Access:** A central hub for student career resources, events, and professional development information.

**Job and Internship Hub:** A one-stop shop for finding on-campus jobs, internships, and part-time work, eliminating the need for multiple platform searches.

**Enhanced Engagement:** The site will streamline employment opportunities and interactions with career services, allowing students to explore job options and connect with employers in one digital space.

Stay tuned for more updates as we prepare to launch this innovative resource!



# Announcements



## **HANDSHAKE POSITION EXPIRATION REQUEST FORM**

Do you have an active job listing you no longer wish to hire for? You can request that your position be expired from Handshake by submitting the [Handshake Position Expiration Request Form](#). This is open to both regular student employment and Federal Work-Study positions.

## **TRANSFERRING TO REGULAR STUDENT EMPLOYMENT**

For supervisors who need to transfer work-study student(s) to departmental funding after exhaustion of their work-study allocation, please notify Shared Services Time Collection with the following information:

- Student Name
- Student Assignment Number
- Current Student Position Title and Number
- Hourly Rate of new position
- Supervisor Name
- Supervisor Email
- New Funding String

Please send [SSC-TimeCollection@mail.wvu.edu](mailto:SSC-TimeCollection@mail.wvu.edu) or for HSC students [HSCSharedServicesCenter@hsc.wvu.edu](mailto:HSCSharedServicesCenter@hsc.wvu.edu) the required information. For any questions, please contact the [Shared Services Center](#).

## **MONITORING**

If you employ a Federal Work-Study employee, it is important that you monitor their earnings to ensure your student does not exceed their funding allotment. To assist with monitoring hours, supervisors should use the [Tracking Custom Salary Worksheet](#). For any earnings that exceed a work-study's award allocation, that becomes the responsibility of the hiring department or agency.

# Announcements Cont.

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## **HOW TO RELEASE STUDENTS**

If your FWS employee is requesting to be released from their job or must be released from their position for other reasons, the student employee's supervisor must submit the [Release Form](#).

**\*Please remember to contact Shared Services to terminate your student's assignment. This will remove the student from your reporting line and deactivate their ability to clock in and out.**

**\*If you have concerns that your student violated [Campus Student Conduct](#), please contact the Office of Student Rights and Responsibilities.**

## **WEEKLY-HOURLY-REQUIREMENTS**

In general students cannot work more than 28 hours per week. However, there are a few exemptions to this requirement:

**Week of Spring Break** – March 15 - 23, 2025

- Students are permitted to work up to 40 hours during this week

## **OFFER-INCREASE-REVIEW**

As the 2024-25 academic year continues, please be mindful to continue tracking all work-study wages earned to ensure that students do not exceed their work-study allocation. Each time payroll is reviewed, the work-study team will review all eligible students for an increase to their award. If a student is eligible for an award increase, the student and supervisor will be notified of the updated work-study award amount as well as approximate earnings to date.

Increases are based upon available funding and overall individual financial aid eligibility. Not all students will be eligible for an increase.

# Announcements Cont.

## **FWS RETURNING STUDENT PROCESS**

The process to request the return of currently employed Federal Work-Study (FWS) students for the upcoming 2025-2026 academic year is now open! Visit the [Request for Returning Federal Work-Study Student webpage](#) for more information, including the [Federal Work-Study Returning Student Guide](#).

Deadlines:

- Priority deadline: **February 15, 2025**
- Final deadline: **April 1, 2025**

### **Important Note**

Due to changes in Handshake, positions will not automatically repost each year and new Job IDs will be assigned. If a supervisor opts out of reposting a position within this request form, they must submit the Student Employment Job Posting Request Form to repost the position on Handshake.

## **WORK-STUDY CLASS SCHEDULE REQUIREMENT**

As a reminder, work-study students are not permitted to work during scheduled class time. Federal regulations require supervisors to collect documentation anytime a student works during a regularly scheduled class time due to a class cancellation.

We ask that all supervisors keep a copy of each student's current course schedule to ensure that no student is working during class time. If an exception is granted by the instructor, it must be documented and kept in the student's file.

## **LAST WORKDAY FOR SPRING 2025**

The final day that work-study students may work and earn wages is the last day of finals for the spring 2025 semester. Students who work hours beyond **May 9, 2025**, are the responsibility of the department to cover. If you wish to retain your work-study student(s) for Summer, you must request to transfer their funding to an alternative funding string.

# Announcements Cont.

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## **POSITION SPOTLIGHT REQUEST**

Hoping to garner more attention for one of your open student employment or Federal Work-Study positions? Let us help spotlight your listing to qualified students! Please submit a [Handshake Position Spotlight Request Form](#) — we will use the information you provide to directly email qualified students with the position title, description, and a direct link to your job posting for quick access to apply.

## **STUDENT EMPLOYEE OF THE YEAR**

Undergraduate and Graduate Student Employee of the Year applications are open! Please nominate your exceptional students no later than **February 15, 2025**. Winners will be announced at our virtual celebration which is tentatively slated for early April!

# Important Dates

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## **JANUARY 20**

**Martin Luther King, Jr. Day** — University Closed

## **FEBRUARY 1**

**Student Employee of the Year Submission Deadline** — Undergraduate and graduate submissions are due.

## **FEBRUARY 12**

**Business Career and Internship Fair** — Mountainlair Ballrooms, **11 a.m. to 3 p.m.**

# *Important Dates Cont.*

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## **FEBRUARY 13**

**Behavior and Social Sciences Career and Internship Fair** — Mountainlair Ballrooms, **11 a.m. to 3 p.m.**

## **FEBRUARY 26**

**STEM Career and Intership Fair** — Day 1, open to all STEM majors, Student Recreation Center, **10 a.m. to 3 p.m.**

## **FEBRUARY 27**

**STEM Career and Intership Fair** — Day 2, open to all STEM majors, Student Recreation Center, **10 a.m. to 3 p.m.**

## **MARCH 15 - MARCH 23**

**Spring Recess**

## **MARCH 23**

**JCPenney Suit Up** — Morgantown Mall, JCPenney Store, **4 p.m. to 6 p.m.**

## **APRIL 1**

**Federal Work-Study Returning Student Final Request Deadline**

## **APRIL 18**

**Spring Recess** — University Closed

## **MAY 2**

**Last Day of Classes**



# PAY CYCLE SCHEDULE

Pay Cycle	Pay Day
<i>January 12 - January 25</i>	<i>February 7</i>
<i>January 26 - February 8</i>	<i>February 21</i>
<i>February 9 - February 22</i>	<i>March 7</i>
<i>February 23 - March 8</i>	<i>March 21</i>
<i>March 9 - March 22</i>	<i>April 4</i>
<i>March 23 - April 5</i>	<i>April 18</i>
<i>April 6 - April 19</i>	<i>May 2</i>
<i>April 20 - May 3</i>	<i>May 16</i>

## **SUPERVISOR RESOURCES AVAILABLE**

- [Federal Work-Study Home](#)
- [Hiring an FWS Student](#)
- [Managing an FWS Position](#)
- [FWS Supervisor Forms](#)
- [WVU Supervisor Assessment](#)
- [Federal Work-Study New Hire Form](#)
- [WVU Career Services Home](#)
- [Student Employment](#)
- [Other Supervisor Resources](#)
- [Student Employee Evaluation Form](#)
- [Student Employee Handbook](#)
- [Student Worker Spotlight](#)