



**COLLEGE WORK-STUDY  
REFERENCE  
MANUAL**  
**Academic Aid Year 2021-2022**

**PROCEDURES**

**COLLEGE WORK-STUDY PROGRAM  
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## I. INTRODUCTION

### A. Background

The Federal Work-Study Program was created under the Economic Opportunity Act of 1964. Even though it has been revised and restructured throughout the years, the objective has remained the same. The Federal Work-Study program was created to provide part-time employment to students who need the extra income to help meet the costs of education expenses.

### B. Programs

There are three work-study programs that provide funding.

1. **The Federal Work-Study Program (FWS)** is federally funded and open to all eligible students.
  - America Reads is part of the FWS program that uses students to tutor children in developing reading skills. Earnings reimbursed at 100%.
  - Math Tutoring is part of the FWS program that uses students to help children develop math skills. Earnings reimbursed at 100%.
2. **The Texas Work-Study Program (TWS)** is funded by the state. The requirements for the TWS are the same as FWS with exception: along with being eligible for federal work-study, students must also be a resident of Texas. They cannot be an athlete.
3. **The Institutional Work-Study Program (IWS)** is available if a student with financial need is not eligible for FWS or TWS.

## II. PROCEDURES

### A. Students

To be considered for work-study, a student must apply for financial aid using the Free Application for Federal Student Aid (FAFSA) and indicate a preference for work-study. Work-study is awarded based on a student's enrollment status and financial need. A student must be enrolled a minimum of six (6) semester credit hours for undergraduate or five (5) semester credit hours for graduate students during the term (Fall, Spring and/or Summer) and meet Satisfactory Academic Progress requirements.

Since work-study is need-based and the funds are limited. The Fall/Spring initial max offered amount is \$5,000. Summer initial max offered amount is \$2,500.00. The offered amounts are fluid. They may be increased to cover earnings if the student has unmet need or be reduced if a student receives additional aid or late disbursements. If the student or department is concerned about exceeding the offered amount, the student or department may contact the financial aid office requesting a review to see if the

work-study can be increased. The availability of funds and the student's unmet financial need will determine if a student's work-study offer can be increased.

CWS Positions work no more than 25 hours per week during the term in which they are employed. Except, students may work up to forty (40) hours per week when classes are not in session between Fall and Spring (including winter session) semesters, between Summer and Fall, and the week of Spring Break, provided the student has work-study funds available. For example: If a student is awarded fall work-study, the student is able to work after the last day of class on December 12<sup>th</sup> through the end of the work-study term on January 15<sup>th</sup> (refer to II.B.1 Work-study Job Codes Chart).

#### Student Responsibilities

- Students offered CWS may apply for both CWS or hourly positions
- Must provide CWS notification to department per term
- Provide class schedule to department per term and any changes
- Must not work during a scheduled class time
- Must not work during a scheduled exam time (Finals Week)
- Knowledge of hours allowed to work per week
- Maintaining eligibility to receive funding

#### *Requesting CWS*

During the interview for the hiring process or after employed, a student may submit a request to be reviewed for CWS eligibility by sending an email to [collegeworkstudy@unt.edu](mailto:collegeworkstudy@unt.edu). The student must include the ID, Name and aid year to be reviewed.

#### **B. Departments**

Departments are encouraged to provide eligible students the opportunity to earn money for education expenses. Before offering the student a CWS position and before allowing the student to begin working each semester during the term, the department must verify the student has been awarded college work-study funds. A CWS position is funded in whole or part by federal or state funds offered based on a student's financial need. [Policies of the University of North Texas 05.001 Student Employment College Work-Study.](#)

Compared with regular hourly employment, these programs offer a definite advantage to a participating department. Under all programs, a department is charged only 30% of the student's gross earnings. This adds up to a substantial savings for the department.

#### Example:

If a student earns \$100.00, the work-study program is charged \$70.00 (70%) and the department is charged \$30 (30%) of the total gross earnings.

Student's gross earnings	\$100.00
CWS charged	<u>(70.00)</u>
Department charged	\$ 30.00

Please keep in mind that 100% of the total gross earnings will be deducted from the student's financial aid CWS offer, not just the 70% charged to the work-study program.

If a department is charged 100% of the gross earnings, it may be because the department did not submit an electronic Payroll Action Request (ePAR) for the student, or the student may have exceeded his/her award amount. ***All earnings over the awarded amount will be charged back to the department at a rate of 100%.***

Department supervisors and students are encouraged to work together to closely monitor earnings and avoid exceeding the award. This is especially important if the student's hourly wage rate is greater than minimum wage or they are employed in more than one department. The departments are responsible for tracking total earnings.

**Work-Study payable hours are calculated by:**

$$\text{Award amount/rate of pay} = \text{total work-study payable hours}$$

**Department Supervisor Responsibilities**

- Students employed in CWS positions work no more than twenty (25) hours per week. Except, student may work up to forty (40) hours per week when classes are not in session between Fall and Spring(including winter session) semesters, between Summer and Fall, and the week of Spring break, provided the student has college work-study funding available
- Responsible for knowing all policies related to employing students in CWS positions
- Verify student has been awarded CWS before offering a CWS position
- Obtain student's class schedule before allowing to work and assigning a set work schedule to ensure students employed in CWS positions do not work during hours in which they are scheduled to be in class, even if the class has been cancelled or during scheduled exam times during Finals Week (even if exempted). No exceptions.
- Auditing the actual time worked against class schedule, in writing, each payroll cycle, making these audits available to the appropriate UNT System or UNT department upon request
- Participate in CWS training every two years

***Requesting CWS for a student***

During the interview for the hiring process or after employed, a department may submit a request for a student to be reviewed for CWS eligibility by sending an email to

[career.center@unt.edu](mailto:career.center@unt.edu) or [collegeworkstudy@unt.edu](mailto:collegeworkstudy@unt.edu). Include the student's ID, Name and aid year to be reviewed. Once a student has been reviewed, and is eligible, the student will be offered CWS and the department will be notified.

In order to utilize the CWS funding, departments will need to submit an ePAR.

### 1. Electronic Payroll Action Requests (ePAR)

ePARs must be submitted for processing students who have a work-study offer. The instructions for submitting an ePAR is located at: <https://www.untsystem.edu/>

The items verified by the SFAS Office are:

- The Effective Date (must match Job Code).
- TWS effective date cannot begin until September 1<sup>st</sup> or after.
- Student's work-study offers and acceptance of work-study.

Work-study Job Codes Chart

Program	Job Code	Date Range
Federal	1711	Fall/Spring/Summer
Math Tutoring	1731	Fall/Spring/Summer
America Reads	1731	Fall/Spring/Summer
Texas	1751	Fall/Spring/Summer
Institutional	1721	Fall/Spring/Summer

Payroll Action Requests (ePARs) containing incorrect information will be pushed back or denied. Reason for denial will be noted in the comment section on the ePAR. Authorization will be approved only when all information has been submitted correctly.

Reasons for denial:

- Student has not been offered and/or accepted work-study
- Job code does not match aid year and effective date

**\*\*Important Note:** Per UNT Policy 05.001 – *CWS students are not allowed to work during a regularly scheduled class (even if the class has been cancelled) or during scheduled exam times during Finals Week. (even if exempted). No exceptions.*

### 2. Online CWS Job Postings

To post CWS jobs online, a department must go to Eagle Careers powered by Handshake. The instructions for hiring student employees are located on the Career Center's website at:

<https://careercenter.unt.edu/resources/category/handshake/>.

### **3. College Work-Study Departmental Reports**

The departmental reports are provided only to assist departments in verifying accuracy of departmental records for each student's work-study offer. The report will track a student's total financial aid offer for CWS, period earnings, and remaining balance. It is very important that accurate records be kept within each department to prevent students from earning over their award amount, which will result in a 100% chargeback of the overearnings to the department. SFAS will send out these notices once a month around the 15<sup>th</sup>.