Student Employment
Supervisors Guide

The Federal Work-Study and Panther Work Programs provide jobs for undergraduate and graduate students who need financial assistance. These programs give students a chance to earn money to help pay for educational expenses. The funds are awarded based on financial need, and are awarded on a first-come, first-served basis, until all funds are exhausted. Georgia
State University FWS/PWP employees may not work more than 20 hours per week and are paid biweekly for hours worked.

**The Panther Work Program** is very similar to the Federal Work-Study Program. Students will be paid $8.75 per hour. PWP students must be Pell eligible, not HOPE eligible, not on FWS, not on the Guaranteed Tuition Plan and enrolled at least half-time.

Students will receive their Fall/Spring Semesters Job procedures via email with instructions to contact prospective employers for interviews. When employment has been agreed upon, the Employer/Supervisor must complete an Electronic Personnel Action Form (ePAF) and submit for approval, using the ADP Etime process, to the Office of Student Financial Aid.

Please see the following job codes to be used on the EPAF for on campus jobs:

- **Federal Work Study**: 09SA000AL002
- **Panther Work Program**: 09PWP******

**REQUESTING STUDENT EMPLOYEES**

The Office of Student Financial Aid cannot guarantee that each position requested will be filled. Every attempt will be made to accommodate the departmental requests as funds allow and students are available. All FWS Job Postings should be made available to students to access on the Panther Career Net (PCN). In order to expedite this process, it is important for you to follow the instructions provided by University Career Services to assist us in providing an increased level of service to our students.

**JOB APPROVAL**: In order to have your position approved you must submit:

1. A copy of the Supervisors Agreement.
2. The job description for the student you are hiring, submit to the Office of Student Financial Aid.

**WORKING**: Students may not begin working until they have completed the payroll sign-up procedures:

a. Complete hiring forms in the Human Resources department.
b. Photo ID
c. A copy of the student’s social security card
If the student is a resident alien, he/she must also show their resident alien card.

If the student doesn’t have these forms of identification, please contact Human Resources at (404) 413-3270 to find out what form of alternative identification will be accepted.

**Students may work the following dates for each term:**

**Awarded for Fall Semester** 08/26/2013– 12/17/2013

**Awarded for Spring Semester** 01/13/2014 – 05/06/2014

**Awarded for Summer Semester** 06/06/2014 - 07/26/2014

Please view the following Payroll Schedule for federal work-study students at [http://www.gsu.edu/hr/31412.html](http://www.gsu.edu/hr/31412.html)

Employing departments have the primary responsibility for monitoring FWS/PWP students’ earnings. Students will benefit from being included in this process; however, departments, not students, will be held accountable for funding excess earnings that result from negligent monitoring practices. Students must be paid for all time worked.

Students may have only one FWS/PWP appointment at a time. A student cannot work FWS/PWP and work another job via a department’s budget.

Students cannot work a student assistant job and a FWS/PWP job.

**EMPLOYER RIGHTS AND RESPONSIBILITIES**

**Rights of the Employer**  
The employer has the right to establish department policy in compliance with State and Federal laws. The student employee should be informed of the rules before he/she is hired.
When establishing the rate of pay for students, the employer must adhere to university wage guidelines. A copy of these guidelines is enclosed for your examination.
The employer may terminate the student employee if the student is not performing satisfactorily.

**Responsibilities of the Employer**
Employers are responsible for keeping work-study earnings within the award amounts and for monitoring award amounts on a bi-weekly basis.
Employers should submit payroll paperwork correctly and within assigned deadlines.
Employers should establish a work schedule with students before they begin work which will not conflict with students’ academic schedule.
Employers should inform students of rules and policies before they begin work. Employers are responsible for the accuracy of time cards.
According to federal regulations, students may not perform politically partisan, religious, or union work of any kind.

**TERMINATION AS A RESULT OF UNSATISFACTORY PERFORMANCE**

If a student is not performing his/her job satisfactorily and is not making an effort to remedy the situation, the following steps should be taken?

- Oral warning
- Written warning
- Termination

Good communication between student and supervisor is essential in order to make the job satisfying for both. Students are expected to conduct themselves in the same manner as any other staff member. The Financial Aid Office does not become directly involved in a problem between a student and supervisor unless a solution cannot be reached by them. After every effort has been made to reach an acceptable solution, the Financial Aid Office should be contacted.

**FEDERAL WORK-REVIEW PROGRAM (FWS)**

**WAGE GUIDELINES**

**JOB CATEGORIES**

**SALARY RANGE**
LEVEL I  BASIC SUPPORT FUNCTIONS  $7.25 - $7.45
- No experience or general experience
- Minimal technical ability
- Minimal responsibility
- General clerical duties

LEVEL II  SKILLED SUPPORT FUNCTIONS  $7.46 - $8.15
- Extensive experience
- Average to extensive technical ability
- Above average responsibility
- Highly specific skills required

LEVEL III  ADVANCED SUPPORT FUNCTIONS  $8.16 - $9.00
- Highly extensive experience
- Highly advanced technical ability
- Above average responsibility
- Highly skilled duties

LEVEL IV  COMMUNITY SERVICE  $9.01 - $11.00
- Off Campus Employment

All FWS students will be employed within the range of each classification according to their respective job descriptions and aptitudes. Variations in hourly rates among departmental FWS employees should reflect only differences in aptitude, skill, level or responsibility and/or performance.

The employing department may increase hourly wages for returning students up to 50 cents per hour per academic year. Hourly increases are not to exceed the maximum pay rate for the corresponding level.

The Office of Financial Aid will make the final decision on the rate of pay based on job descriptions submitted by the supervisor.

If you have any additional questions regarding the Federal Work-Study program you may contact: Tiffany Hines, Student Financial Aid Counselor, 404/413-2128 or La-Tonya Harrell, Operations Manager, Office of Student Financial Aid 404/413-2134.

Each FWS position should have a job description that includes the following information:

1. The name and address of the student’s employer,
Please see the following example:

Georgia State University Office of Student Financial Aid  
P.O. Box 4040 Atlanta, GA  30302-4040

Position: Federal Work-Study Student  
Starting Date: 8/18/2012  
Ending Date – 4/27/2013  
Wages: $7.55 - $8.00 per hour

The Office of Student Financial Aid awards financial assistance to eligible students in support of their educational goals. We strive to provide timely service and a caring, responsive environment for Georgia State University students. The office is in need of federal work-study students assisting in our everyday operations within the office. The federal work-study student will assist with reports, file maintenance, mailing letters, making copies, logging comments onto the banner system, and assisting counselors with special projects if needed.

Job Qualifications: Student must be currently enrolled. Student must have federal work-study awarded for the year. Student must be able to handle confidential information.

A strong customer service orientation is essential, as is the ability to prioritize effectively.

Strong written and verbal skills, advanced computer skills are a plus as well as the use of a fax, printer and copy machine.

Contact: Ms. La-Tonya Harrell, Operations Manager- Office of Student Financial Aid
If you are interested in this position please forward your resume to the address listed above or you may fax it to (404) 413-2102

Note: Please see the enclosed Federal Work-Study Program Supervisors Agreement Form. This form should be completed prior to hiring a Federal Work-Study Student along with a Job Description, and the Student Rights and Responsibilities Form. This information should be sent to the Office of Student Financial Aid, Sparks Hall Rm. 102.