STUDENT EMPLOYMENT
at USF

A HANDBOOK FOR SUPERVISORS OF:
Federal Work Study
Summer Work Study
Department-Funded Student Employment

Updated July 17, 2015
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OVERVIEW OF STUDENT EMPLOYMENT

Student Employment Partners

The student employment process at the University of South Florida is a collaborative process between

- Students
- University Scholarships and Financial Aid Services (USFAS)
- VP/Dean areas
- Hiring departments
- Career Services
- Human Resources, Employment Center
- Payroll

See pages 7 – 11 for a more detailed explanation of the role each of these partners fills.

3 Types of Student Employment Funding

Departments have the option of funding their own student employment positions. These student employees are considered temporary employees. Additionally, there are two financial aid-funded part-time (maximum 20 hrs/week) student employment options. Both financial aid-funded types of employment are need-based.

Federal Work Study (FWS) is awarded to students for fall and spring semesters with a maximum award of $5,000. Federal and institutional funds are combined to fund the program. Federal and institutional guidelines apply.

Students must apply and qualify each year by completing the Free Application for Federal Student Aid (FAFSA) by the March 1st priority application date and have financial need as determined by a federal formula. Federal and University of South Florida financial aid guidelines must be followed. Students must follow through with the process to ensure that they satisfy all financial aid requirements before funds are awarded.

- Students cannot be awarded need-based financial aid in excess of their financial need, which is determined by their financial aid cost of attendance and the FAFSA results. This requirement may cause a Federal Work Study or award to be reduced after the student has been appointed.
- Students must accept their FWS award and be appointed to a position before they can begin to work.
- Students must enroll and maintain active enrollment in at least 6 USF credits each term, to be eligible to work and earn FWS funds up to the maximum award amount.
- FWS positions can be on-campus or qualifying community service jobs. Community service jobs must be approved annually.
- Students must continue to meet all eligibility requirements throughout both fall and spring semesters. This includes maintaining 6 hrs active enrollment in USF classes and meeting the financial aid satisfactory academic progress requirements after fall grades.
- Hiring departments receive an FWS Spending Authority Allocation from their VP/Dean area to hire FWS students.
- Earnings cannot exceed a student’s FWS award amount.

**Summer Work Study (SWS)** is awarded to students for the summer semester with a maximum award of $2,500. Previously, this was referred to as “Summer Student Employment.” SWS aligns more closely with the way job postings are displayed in Careers@USF, which lists job openings as FWS, and makes it easier for students to identify which jobs they can apply for with an SWS award.
- Continuing students who worked FWS jobs during spring 2014 and meet other qualifying requirements will be considered for SWS at the time they are awarded other summer financial aid.
- Students who wish to continue their FWS position in the summer no longer have to complete a separate summer employment application. Eligible students will be considered for SWS funds by submitting the Summer Aid Request.
- Supervisors should obtain documentation from the student confirming they have received SWS before completing the hiring process for the summer.
- Lower level transfer students admitted to USF for the summer session will be offered SWS. So departments have the opportunity to hire new employees when current students graduate or are not enrolling for the summer.
- Supervisors should confirm that SWS students are enrolled in 6 USF credits so that the student remains eligible to work and earn SWS funds.
- Hiring departments are responsible for monitoring a student’s eligibility after each payroll.

**Department-Funded Student Employment** is funded by each department’s own budget and managed by each individual department/area. No financial aid award is required.
How Federal Work Study Is Allocated

The Provost and each VP and Dean are given a Spending Authority (SA) Allocation to be used to cover FWS payroll expenses for all hiring units under their authority. Each is responsible for sub-allocating spending authority to their hiring units and ensuring that none exceed the allocation.

Example:
1. VP/Dean receives $100,000 in SA allocation. The VP/Dean then sub-allocates the funds to individual hiring units.
2. Each hiring unit must then determine how many students they can hire with their SA allocation. For instance, a hiring unit that receives $10,000 in an SA allocation can choose to divide that money according to the rate of pay and number of hours at which they would like to hire students. Below are two examples of how this might be done:

   Example A: Hire 2 Student Peers and allow each of them to work and earn as close to $5,000 as possible.
   - Allow both to work 15.5 hours/week at $10.00/hour
   - 15.5 hours X 32 weeks X $10.00/hour = $4,960.00 each student
   OR

   Example B: Hire 3 student Office Assistants and allow 1 to earn as close to $5,000 as possible and the other 2 to earn as close to $2,500 as possible.
   - Allow 1 student to work 19.5 hours/week at $8.00/hour
   - 19.5 hours X 32 weeks X $8.00 = $4,992.00 for one student
   - Allow 2 students to work 9.75 hours/week at $8.00/hour
   - 9.75 hours X 32 weeks X $8.00 = $2,496.00 each student

Hiring units must stay within the Spending Authority allocation and the student’s awarded amount. Note: Some hiring units ask to hire for spring only. This practice may cause difficulty in filling positions because most FWS funds are awarded to students for fall and spring.
ROLE OF CAREER SERVICES

Career Services is responsible for providing strategic vision for the student employment program at the University of South Florida to support student success in both on-campus and off-campus employment. Career Services provides leadership for the development, implementation, and marketing of resources for students seeking employment and the departments/organizations that employ them.

Through Career Services, students are able to access individual advising to develop their job search skills, as well as educational programming and signature events that foster students' professional development.

Career Services serves as a consultant for all hiring authorities, on and off campus, during the planning and implementation of recruitment strategies. Additionally, Career Services' oversees the following responsibilities

- Analyzes and reviews job descriptions to ensure functions are appropriate for student employment.
- Facilitates the process of ensuring that available student employment opportunities are communicated to students.
- Ensures all positions funded with federal dollars meet the required standard for a recorded position description (by approving FWS & SWS position descriptions)
- Works with Human Resources to interpret laws (FMLA, ADA, FLSA, worker’s compensation, etc.) and University regulations and policies related to HR then helps to provide consistent application.
- Provides planning and coordination for campus recognition of National Student Employment Week.

As part of the 2015-2016 academic year, Career Services is leading the efforts to pilot an on-campus internship program.

ROLE OF UNIVERSITY SCHOLARSHIPS & FINANCIAL AID SERVICES (USFAS)

Manage Federal Work Study and Summer Work Study Funds to Ensure Compliance with Federal and State Requirements

USFAS awards Federal Work Study (FWS) funds to students and monitors for continued student eligibility throughout the academic year. Student eligibility can change
during the year, which may require that a student’s FWS award be reduced or cancelled.

**Recommend Spending Authority (SA) Allocations**

USFAS prepares recommendations to the Vice Provost for Student Success for FWS spending authority allocations to VP/Dean areas for the next year in June. Each VP/Dean area is then notified of their FWS spending authority for the coming fall and spring. Each VP/Dean then determines sub.allocations to their hiring departments.

**Award Funds to Eligible Students**

Students must apply for financial aid each year by the March 1st priority application date to be considered for an FWS award and must qualify based on financial need as determined by the results of the application. It is recommended that hiring departments make sure that any student they wish to employ in the upcoming academic year files their FAFSA by the March 1 deadline.

**Monitor Continued Student Eligibility & Adjust Federal Work Study Awards when Necessary**

Students must continue to meet eligibility requirements to retain their Federal Work Study award.
- Students must enroll in at least 6 USF credit hours to be eligible to work and earn FWS funds.
- Students must remain actively enrolled in at least 6 USF credits to continue working in an FWS job because FICA taxes are assessed when a student drops below half time enrollment and FWS funds cannot pay FICA taxes.
- Students must continue to have sufficient “financial need” (determined by FAFSA) to retain their FWS award. If a student receives additional funds (scholarships, waivers), or their eligibility changes, the FWS award amount may be reduced.

**Manage and Reconcile Federal Work Study Expenditures**

USFAS is responsible for managing, reconciling and reporting Federal Work Study expenditures. As part of this process, bi-weekly reports are run to monitor payroll expenditures and Spending Authority Allocations utilized by the VP areas and to report to the provost’s office.
Manage Summer Work Study Funds

USFAS manages and awards Summer Work Study funds to eligible students. These funds are awarded to eligible students to work part-time summer jobs on campus. Hiring departments can hire students to earn the amount of their SWS award.

**USFAS Monitors continued student eligibility & adjust SWS awards when necessary**

Students must continue to meet eligibility requirements to retain their SWS award.
- Students must enroll in at least 6 USF summer credits to be eligible to work and earn SWS funds.
- Students must remain actively enrolled in at least 6 USF summer credits to remain eligible to work.
  - Students must continue to have “financial need” (determined by FAFSA) to retain their SWS award. If a student receives additional funds such as scholarships, waivers, or their eligibility changes, the SWS award amount may be reduced.

**Role of Vice President/Dean Area**

Each Vice President or Dean area is allocated a Federal Work Study Spending Authority (SA) Allocation for fall and spring semesters. The VP/Dean area is responsible for determining sub-allocations to their hiring departments, and is responsible for monitoring expenditures and paying any over expenditures.

**Role of Hiring Department**

The hiring department and/or student supervisor is responsible for
- Creating an up-to-day job description and advertising the student job as appropriate in Careers@USF. See sample Job Description in Appendix A.
- Following all employment guidelines and policies.
- Selecting student candidates and initiating student interviews
- Monitoring FWS expenditures to ensure:
  - Student is not earning more than his/her award.
  - Department is not spending more than their Spending Authority Allocation for FWS.
- Confirming job duties and responsibilities with the student employee so that he/she knows what tasks/projects/duties are expected of her/him. See sample Worker Expectations and Checklist in Appendix
- Communicating appropriate work behaviors and expectations.
• Establishing a clearly defined work schedule for the student employee.
• Provide the student employee with appropriate on-the-job training and feedback.
• Address any concerns with student employee as necessary.

ROLE OF HUMAN RESOURCES

Human Resources, Employment Center is responsible for
• Managing appointments and reappointments of student employees.
• Providing information and resources regarding student employment regulations.

ROLE OF PAYROLL

Payroll is responsible for
• Managing the payroll process.
• Ensuring compliance with all applicable employment laws, regulations, rules and policies.
• Maintaining and providing payroll-related data to employees, benefits providers, leadership and governmental regulatory agencies.
• Distributing payroll expenses timely and accurately.

ROLE OF STUDENTS

Student applicants/employees have the following responsibilities:
• Apply for available job opportunities for which eligible/qualify
• Seek assistance from Career Services, University Scholarships & Financial Aid Services, & Human Resources when needed
• Once hired,
  ▪ Provide appropriate documents (Photo ID, Social Security Number, proof of Federal Work Study Award, etc.)
  ▪ Attend any student employee training or orientation that is required by the department/supervisor
  ▪ Be dedicated and willing to learn
Creating a Job Description

A Careers@USF posting serves as a job description on record and a job advertisement. All student employment job opportunities must be made reasonably available to all eligible students to comply with federal regulations and Equal Employment Opportunity laws. Hiring departments are required to advertise their job opening, with enough detail to qualify as the job description, in the university’s job posting database, Careers@USF. You do not have to advertise a position for a returning student employee. Simply attach a copy of an up-to-date inactive job posting from Careers@USF to appointment paperwork to satisfy the requirement of having a job description on record.

The job description must include the following information:

**Hourly Wage:** [Please provide the hourly wage or range, deciding upon and posting the exact range usually results in better applicant pools.]

**Duties:** [Please indicate the primary purpose of this position for your office. (How does it support your office/department/area/division?) List the primary duties/roles for this position.]

**Average Number of Hours per Week:** [Please indicate the expected number of hours per week you plan to have student employee work based on department SA allocation – it’s best to calculate this in advance of hiring.]

**Schedule:** [Please give a general idea of scheduling needs – mornings, afternoons, between 8 p.m. and 5 p.m. only, nights, weekends, completely flexible around class schedule, somewhat flexible within business hours of 8am – 5pm, etc. Note: the more detail you provide here, the easier it will be for you find someone who meets your scheduling needs during the screening process.]

**Minimum Qualifications:** [Please indicate any minimum qualifications an applicant must possess to be considered for the position.]

**Preferred Qualifications:** [Please enter any qualifications you prefer the student employee to possess but that are not required for the position.]

**Learning Objectives:** [You may add learning objectives to your posting that are position-specific, but please include the following as a minimum]

As a result of this position, student will be able to:

- Demonstrate basic employability skills such as: timeliness to work, appropriate dress, interpersonal communication, and time management
- Receive and solicit feedback from supervisor and effectively apply feedback on the job
- Assess workplace and demonstrate how personal talents, skills, and knowledge fit into the employer’s goals, mission, and vision
- Demonstrate his or her professional brand (identity)
- Communicate transferable and functional skills to prospective employers

**Additional Information for Applicants:** [Please provide any additional information you feel may be helpful to the applicants and help reduce the number of questions that might come to your office about this position. For instance, what is your expected timeline to hire? When do you expect to start interviewing? Is there anything else you can tell the applicant about the process? The position? The department?]  

**Contact Information for Questions about Recruitment:** [Please enter your department’s contact person/people and/or another contact willing to field questions from student job seekers regarding this job opening. Students also use this information to be able to understand whom to address their cover letters to.]

If you have further questions about creating a job description or posting, you can contact your service center’s Human Resources Coordinator or Career Services.

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**Job Categories and Pay Range Guide**

After reviewing the job description and the nature of the work, and taking into consideration the skill level of the student and the training the student will go through, hiring departments are authorized to establish the student employment hourly wage. Departments must pay at least state minimum wage. The current minimum wage as of January 1, 2015 is $8.05 per hour. The following pay range guides are strongly recommended to be followed when establishing the student’s hourly rate of pay.

**Office Support**  
**Pay Range Guide:** $8.25 - $9.75 per hour  
A position is considered to fall within this category if it is considered a general support role and requires minimal to no experience. Positions in this category could include receptionist, office assistant, and file clerk work.

**Community Service & Peer Leadership**  
**Pay Range Guide:** $10.00 - $12.00 per hour  
Paid community service positions are only available in the fall and spring semesters as part of the Federal Work Study program. They provide off campus part-time jobs in a non-profit community organization to eligible students. While most jobs involve tutoring, available jobs may vary each semester. This category also includes positions which require students to be trained as a peer leader in order to provide service to other students. Examples include the Career Peers and Orientation Team Leaders.

**Advanced Office Support & Specialists**  
**Pay Range Guide:** $10.00 - $14.00 per hour  
A position is considered to fall within this category if it is considered to serve a specialized function which also involves more specialized training. Positions in this category require experience and/or specialized skills which demand greater on-the-
job problem solving and attention to detail. Positions in this category could include the following duties, tasks, and skills within the job description:

- Use of special office equipment, desktop publishing, use of BDMS or other database systems
- Computer software/hardware work (i.e. upgrading equipment, database management, use/deployment of specialized software programs, IT support)
- Laboratory work (i.e. preparing, performing laboratory experiments, preparing/quality assurance of equipment, preparing solutions, use of specialized machinery/technology in a lab)
- Research (i.e. collecting, compiling, analyzing data; conducting research focus groups)

Assigning Jobs

Hiring departments are encouraged to create job opportunities for students that would enhance the student’s learning experience and have relevance to the student’s career. The following are federal guidelines addressing this.

- To the maximum extent practicable, Federal Work Study and Summer Work Study jobs must complement and reinforce each recipient’s educational program or career goals. Generally, a student can be assigned duties similar to other University employees.
- The employment of FWS and SWS students must not result in the displacement of employed workers or impair existing contracts for services.

Fees or Commissions Prohibited

Neither a USF department nor an outside employer having an agreement with USF to hire Federal Work Study students may solicit, accept, or permit soliciting any fee, commission, contribution, or gift as a condition for a student’s FWS employment. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed with FWS funds must be paid for all hours worked.

Advertising Student Jobs

Use your Spending Authority Allocation to determine the number of Federal Work Study positions for which you can hire in the fall and spring semesters. If you do not have an FWS Spending Authority Allocation, contact your Vice President or Dean to inquire about FWS funds or determine what you might allocate from your department’s budget to pay a student employee.

To Advertise in Careers@USF

Unless a USF department is part of the pilot for on-campus internships, departments should creating postings for all on-campus positions in Careers@USF.
On-campus department employers will post student employment jobs through Careers@USF via GEMS Self-Service

- Go to **GEMS Self-Service**.
- Click **Main Menu**.
- Click **Recruiting**.
- Click **Create New Job Opening**.

**Promoting Opportunities in Employ-A-Bull**
If departments would like to promote positions they have already posted in Careers@USF, are part of the on-campus internship pilot, or are an auxiliary service on campus employing students, they should utilize the Employ-A-Bull system maintained by Career Services to advertise student employment opportunities.

Departments can access Employ-A-Bull by going to [www.usf.edu/career-services](http://www.usf.edu/career-services) and clicking on the quick link on the right hand side of the homepage that says POST A JOB. On the Employ-A-Bull Login page, departments should follow these instructions for posting their internship opportunity.

**Creating a Contact Account in Employ-A-Bull for Your Department**
- Click on the link **Click Here to Create a New Account**.
- Type in the name of your USF Department (format should be **USF – Department Name**). If you cannot find your Department already listed, click on the **Can't find your organization?** link.
- Complete the Employer Information section and Contact Information section, then click the **Register** button.

Please Note: Once you complete the registration page and click **Register**, Career Services will review and approve you as a contact and then you will receive an email with instructions prompting you on how to use Employ-A-Bull.

**Posting Your On-Campus Internship in Employ-A-Bull**

- Log into your **Employ-A-Bull** account.
- Enter your user name and password and click **login**.
- Hover over **My Jobs** on the menu bar.
- Click **New Job**. Enter all fields that are applicable. Click **Save**.
- Once you are an approved contact, all new positions you create will be automatically activated.
Selecting Student Candidates & Preparing for the Student Interview

Student employees are considered regular temporary (formerly OPS) employees; departments are expected to interview students to find those that best “fit” the job. The interviewer should ask only questions related to confirming that the student is eligible to apply for the job and specific questions related to the job. To ensure all interviews are equitable, the same questions should be asked of all interviewees.

Suggested steps for preparing for an interview

1) Respond to all students who inquire about or apply for the available job.
2) To ensure consideration of only those students who are a good “fit” for the available job, provide plenty of detail about job requirements to student prior to an in-person interview. Information can be provided within the job description and via phone pre-interview. For example, if the job requires a student be competent in specific skills, the skills should be listed in the minimum qualification section of the job description when advertised. If the job requires the student employee to occasionally work weekend hours, ask if the student is available for weekend work, if given advance notice, etc.
3) Select the student(s) to be interviewed and establish an interview time.
4) Prepare for the interview by
   - Reviewing the student’s application.
   - Confirming the desired qualifications.
   - Preparing a list of questions to ask each applicant.
   - Ensuring questions relate to specific job requirements.

During the interview

1) Greet the student and thank him/her for his/her interest in the job.
2) Confirm that the student has an FWS/SWS award if either funding is required for the job and confirm that the student’s status has not changed since submitting the application.
3) Use the same interview questions for all applicants.
4) Thoroughly explain job duties and responsibilities. Discuss work hours and pay rate.
5) Ask if the student has any questions.
6) Inform the student of the anticipated start date and the date when a hiring decision will be made.
7) Assign someone in the department to contact the interviewees once a hiring decision has been made – even for those not offered the job.

After the interview

1) Immediately write down impressions/comments.
2) Review your notes about each candidate.
3) Make a selection.
4) Make an offer.
When making an offer, be sure to confirm when the job begins and ends. Include the following details:
- Work hours per week
- Pay rate
- Job duties and any other relevant details regarding the job

While a verbal offer is acceptable prior to appointment, it is prudent to:
- Reiterate work hours
- Reiterate pay rate
- Reiterate job duties
- Reiterate date/time the student must report to work
- Give the student a date by which he/she must accept or decline

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**Appointing & Training Student Employees**

Work performed while the employee does not meet Federal Work Study/Summer Work Study eligibility criteria cannot be paid from FWS/SWS funds and is the responsibility of the employing department; therefore, it is important that the hiring department establish employment eligibility for each FWS/SWS appointment. In addition, it is highly recommended that the department re-verify this eligibility each pay period.

- Verify that the student actually has an FWS/SWS Award sufficient to cover the period of employment at the established wage rate by requiring the student to provide you with a copy of their award notice or information from OASIS.
- Verify that the student is enrolled or intends to enroll for a sufficient number of hours to be appointed as an FWS/SWS employee. While OASIS reflects the number of hours the student is registered for at that point in time, the timing of the appointment may occur before drop/add and OASIS may show the student registered for less than the required number of hours. If that is the case, the hiring department should verify with the student that he/she intends to register for the required number of hours.
- It must be contained in the Offer Letter and on the Appointment Status Form that the student is an FWS/SWS employee.

Hiring departments and organizations are reminded that FWS and SWS employees’ work cannot be scheduled in conflict with classes, and cannot exceed 20 hours per week when classes are in session, and 40 hours per week during academic breaks. FWS and SWS employees’ earnings accrued during breaks count toward the student’s award and may cause the student to exhaust their eligibility before the end of the award period.
Appointment Dates

The most up-to-date appointment dates for Federal Work Study and Summer Work Study students can always be found on the University of South Florida Human Resources' website under “Forms Library.” Navigate to “S” and look for “Semester Appointment Guarantee Dates.” The dates are also provided here for your convenience.

<table>
<thead>
<tr>
<th>Semester Dates</th>
<th>Start Dates</th>
<th>Appointment Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>8/14/2015</td>
<td>8/14/2015 – 12/3/2015</td>
</tr>
</tbody>
</table>

Appointing a New Employee

1) An Offer Letter is required and must contain the student’s signature and signature of someone with department salary delegation authority.
2) If the student is an FWS student, attach (1) copy of the student’s award printout from OASIS.
3) Once the job is filled, notify all other students who interviewed.
4) Any job advertisements posted by the department will be removed from Careers@USF by the completion of the appointment process.

When appointing a new student employee, you must now use the RightStart@USF process. **RightStart@USF** is a mandatory, streamlined appointment process for new hires or for employees who have not been employed by USF for more than one year. This process allows the hiring department to use the letter of offer as the appointment paper and then Human Resources will do the rest. The employee is instructed to come to HR on or before their first day of work to complete the new hire paperwork. This helps ensure that the appointment information is input into GEMS in a timely manner so the employee is paid on time. For more information on RightStart@USF, please go to [http://usfweb2.usf.edu/HR/rightstart/](http://usfweb2.usf.edu/HR/rightstart/).

Returning Student Appointments (Reappointments)

1) Log into Careers@USF and find the appropriate posting/job description.
2) Include the original Careers@USF Job Opening ID in the comment section of the Appointment Status Form (ASF).
3) Attach a copy of the student’s award printout from OASIS to the ASF.
4) Check within your area to see if you need dean/director extension approval.
5) Submit the student’s re-appointment paperwork to your appropriate Employment Center Representative.
Student employees who have worked at USF in the past will probably have an employee record in GEMS – this is why the Appointment Status Form should be used. If it has been more than a year since the individual worked at USF, use the RightStart@USF process and let your Employment Center Representative know that the employee has an Empl ID in GEMS. Do not use RightStart@USF if the student was employed at USF less than a year ago. Simply complete the Appointment Status Form with the appropriate paperwork – the job description and an award printout for FWS/SWS students. If it has been less than a year, the forms the employee previously completed during RightStart@USF will still be on file and need only be completed again if information has changed (e.g., marital status on the W-4, or home phone number).

**Changing the Appointment**

Changes to the appointment (increase in pay, extension of the appointment period) will be made on the Appointment Status Form generated from GEMS. For students with an FWS or SWS award each appointment extension, the department should verify the FWS/SWS award existence and amount as well as the enrollment status.

Once complete, the GEMS Appointment Form or the Appointment Status Form will be signed by person with department salary delegation authority and forwarded to HR/Employment Center for processing.

**Terminating the Federal Work Study or Summer Work Study Employee**

When appointing an FWS/SWS employee, the hiring department indicates an end date based on the FWS/SWS appointment dates for the appointment. Department-Funded student employees are typically hired with one year appointments. Normally, the appointment ends on that date and there is nothing further the department needs to do. The end date will have already been entered into GEMS and will remove the employee from the payroll certification process at the appropriate time.

There are times, however, when the appointment must end earlier than originally anticipated. For example, an employee’s FWS/SWS award may have changed employee resignation, poor performance of employment or other work-related reasons. To change the end date of the appointment, the employing department completes the Appointment Status Form (ASF) in GEMS and changes the Appointment End Date to the last day worked. After obtaining the required signatures on the ASF, the department submits it to HR/Employment Center for processing. The department should contact its assigned HR Service Center Employment Representative if there are questions about this process.
Confirm Job Duties & Communicate Expectations

To ensure clarity, it’s best to outline the exact duties and responsibilities, along with appropriate work behaviors and expectations, of the job in writing and have the student employee acknowledge receipt by signing and dating the form. Ensure the student employee understands the supervisor’s expectations regarding: punctuality, accuracy in reporting work hours, completion of work tasks/projects by target dates, not using work time for studying/personal phone calls/surfing the web, appropriate attire for the work setting, etc. See Appendix B for an example of an expectations checklist.

Establish Work Schedule & Provide On-the-Job Training

Establish a clearly defined work schedule that does not conflict with the employee’s class schedule. Provide on-the-job training for tasks the student employee is expected to perform.

Provide Feedback

Provide feedback (either verbally or in writing) so the student employee is aware of how well he/she is meeting the supervisor’s expectations and performing the job duties. Provide positive feedback when the employee’s performance meets or exceeds expectations and immediate corrective counsel when the employee needs to improve work behaviors and/or performance of duties.

Provide Consistent Supervision and Address Concerns

Provide consistent supervision and address any concerns regarding inappropriate work behaviors and/or work performance with the employee. Describe the specific work behavior or performance that needs correcting and what steps the student must take to correct his/her behavior/performance. Apply fair standards in dealing with and responding to work-related issues.

Orientation, Training, & Evaluation

Supervisors are encouraged to take the confirmation of job duties a step further and provide an orientation for employees to inform her/him about departmental policies, procedures, and the department’s expectations. The orientation should include, but not be limited to:

- Attendance and work hours
- Absences and how to report them
- Dress code
- Appropriate work behavior
- Student notification to supervisor of decreases or cancellations of award
- Enrollment status
- Training is essential in order for the FWS/SWS employee to understand their job responsibilities and what is expected of him/her

Supervisors are required to conduct written/exit evaluations of student employees once per year, so the work experiences can be documented. If an employee is only working one semester, and will not return within the year, please complete the evaluation at the end of that semester, prior to the employee’s last day of work. These evaluations will remain with the hiring department. To access the student employment performance evaluation, visit the Career Services website at [http://usf.edu/career-services](http://usf.edu/career-services). Click Employers in the menu bar at the top of the page. Choose On-Campus Employers on the next page. Evaluations are subject to audit.

## Paying the Student Employee

### Timesheets

Once the student begins working, the time worked **must** be certified in order to be eligible for payment. This begins with each student completing a biweekly timesheet recording the number of hours worked each day of the pay period and the supervisor verifying the accuracy of the time worked. Temporary employee timesheets are available online through the HR website.

The student’s timesheet responsibilities include:
- Recording her/his hours worked on a daily basis.
- Signing her/his timesheet and forwarding to her/his supervisor for signature and approval.
- Printing the timesheet from the computer or completing the timesheet in ink. If changes are made to the original timesheet, the supervisor must initial the day where the changes were made.

The supervisor’s timesheet responsibilities include:
- Verifying the time reported is the actual time worked.
- After signing the original timesheet, only a copy should be provided to the employee. This will help avoid the potential for fraud. The employee will not have the opportunity to make unauthorized changes to the timesheet before it is submitted for processing.
- Submitting the timesheet, either by mail or personal delivery, to the department representative responsible for preparing payroll certifications for the student employee.
GEMS Biweekly Processing Schedule

Employees are paid on the regular biweekly payroll cycle. The GEMS Biweekly Processing Schedule is released annually indicating all deadline dates for the processing pay cycle and is available on the HR Payroll website. Each pay period, emails are sent to remind departments about critical dates during that pay cycle. To ensure timely payment of departmental employees, it is important to review this schedule for deadlines and additional information, such as accelerated payrolls. An accelerated payroll is when the processing time is compressed because of State holidays within the pay period. The Biweekly Processing Schedule includes dates for beginning and ending pay period, actual pay date, deadline to submit appointment forms to HR, certification update, payroll confirm, GEMS RSA check, pay distribution, and posting to FAST.

Direct Deposit

Student employees are paid on the same biweekly pay schedule as all other employees. Student employees are allowed to participate in the Direct Deposit program, but it is not required.

CERTS & Separation of Duties

Payroll Certification is the process by which departments input or record the hours to be paid to each employee within each department. This process utilizes the GEMS Web-Based Certification System (Certs) and specific paper certification forms (Payroll Certification Adjustment forms) when required. Federal Work Study/Summer Work Study students are reported on the GEMS Web-based Certification System as “Hourly.” The biweekly Certs system interfaces with GEMS. Employee information stored in the Job Data pages of GEMS is used to create the Certs and determines the standard hours to be displayed for each employee in each department. Note, however, that there are no standard hours for hourly employees, which applies to the FWS/SWS employees. The hours will be zero for FWS/SWS employees until the timesheet information is input into the Certs system. Errors in Job Data may carry over into the Certs system. It is critical, therefore that employee information in Job Data be correct. Payroll preparers and certifiers should be familiar with the Job Data pages, so they may identify errors in Job Data that affect pay in order to advise Human Resources Service Center Representative of the necessary changes. A Paper Certification Adjustment Form may be used to override an incorrectly created payroll Certs entry. This form is available on the HR Forms website.
It is necessary to have separation of duties for the Certs process. Two people should perform the certification functions. One person would be the preparer and one person would be the certifier. **At no time should a person perform both the preparer and certifier functions for the same pay period.**

**Online Resources**

There are several online resources and trainings available for those who need information or instructions on how to prepare and certify payroll. For an overview of the overall certification process departments should refer to the [Payroll Certification Process section of the COMPASS Business Procedures](#). For online interactive training departments should utilize the HR Organizational Development Website.

**Overtime**

If the department allows the Federal Work Study/Summer Work Study employee to work more than the standard/authorized hours, the department must certify and pay the FWS/SWS employee for the additional hours. The department is required to pay overtime for any hours over 40 worked in a work week (Friday-Thursday) since the FWS/SWS employee is classified as eligible for overtime payment (1.5 times the hourly wage). It is important to note, however, that Federal funds cannot be used to pay the overtime.

For example, overtime may occur if the student has dual employment, one FWS/SWS appointment and one non FWS/SWS appointment in a different department. Although the student may not work more than 20 hours a week in a FWS/SWS job, the same student could have a concurrent hourly temporary employee appointment, resulting in exceeding 40 hours worked in a week. The secondary employer is responsible for paying the overtime for the hours worked in excess of 40 for the work week.

**FICA Taxes & TERP**

Student employees may be exempt from the Federal Insurance Contributions Act (FICA) taxes under the Student FICA Exception of IRS Code Section 3121(b)(10). In order to be exempt from FICA the student must be enrolled part-time. Undergraduates are considered part-time when enrolled in at least 6 credit hours during the fall/spring semesters and a total of 6 credit hours cumulatively over the summer sessions. Graduate students are required to be enrolled in at least 5 credit hours. A student may also be considered half-time for FICA exemption purposes while they are in their last semester and enrolled in the number of credit hours needed to complete the degree requirements, including dissertation and thesis hours.

Additionally, the student cannot work full time and still receive the exemption except during scheduled academic breaks (finals week is not an academic break). Once a
student drops below half-time enrollment, or consistently works full time, he/she will lose his/her FICA exemption. This will result in the following from being deducted from the employee’s pay.

- Medicare – This is an employee and employer contribution which is calculated at 1.45% of the gross pay.
- Temporary Employee Retirement Program (TERP), if eligible – TERP is a defined contribution plan. It is a pretax deduction calculated at 7.5 of the gross pay. It is an employee contribution only and is not matched by the University. More information regarding TERP is available on the HR Website.
- Social Security taxes (aka Old-Age, Survivor, & Disability Insurance) – This will be deducted if the student is not in a TERP eligible position. This is an employee and employer contribution which is calculated at 6.2 of the gross pay.

Students who do not meet the half-time enrollment requirements, or work full-time, will be subject to Social Security, Medicare, and/or TERP as explained above. Federal funds cannot be used to pay the FICA taxes, so departments will be required to cover those costs if incurred.

Underpayments/Overpayments

If there is a situation where a Federal Work Study/Summer Work Study student is underpaid, generally the employee will notify her/his supervisor of the error. If the underpayment is a result of hours not being certified, then these hours can be added as prior period hours on the following payroll. If the actual rate of pay was incorrect, then the department will need to contact their HR Service Center Employment Representative and complete a Payroll Certification Adjustment Form (PCAF).

If there is a situation where an FWS/SWS is overpaid, the student may or may not notify the supervisor of the error. If the mistake is caught, the department should report the overpayment to Payroll to start the collection process. If the hours were incorrectly certified, the department has two days to submit a PCAF.

Pay Raise Policy

Students may receive a raise in their rate of pay at the beginning of each fall semester. A mid-year raise is permitted in cases where the duties of the position have increased in responsibility and/or complexity of work performed.
Distributing Pay for Federal Work Study Employees

Pay Distribution Process

Pay Distribution is a biweekly process that accumulates, posts, and reports the total payroll charges that are incurred and paid to a Federal Work Study/Summer Work Study employee for the actual hours worked. Pay Distribution for the FWS/SWS employee is entered into GEMS by either University Payroll or a department representative within the GEMS3 role via an Appointment Distribution Form. The form is prepared and approved by an authorized person in the college, division, or department. The department representative should follow the department internal procedures that have been established within their college, division, or department when preparing and entering these forms into GEMS.

How the Pay Distribution Process Works

On a biweekly basis each employing department should complete a review of their FWS/SWS student workers’ appointment, payroll activity and award information to determine if they need to update the FWS/SWS student-worker’s pay distribution information. The pay distribution information is maintained and updated in GEMS. When distributing pay for an employee, GEMS will look first for an appointment level distribution record. If a record does not exist at the appointment level, it will look for a position level distribution record. If one exists it will use that. If neither an appointment nor a position level record is found, it will use the department-level distribution record, which will distribute the employee’s payroll expenditures to the GEMS default pay account for that department. The department should check to see if they have identified the correct employee record number for the employee. The employee may be charged to an incorrect account if the wrong employee record number is used.

Reconciliation

The results of the Pay Distribution function will generate Departmental Ledgers, Payroll Registers and other supporting documentations that will report total payroll charges that have been posted to a department’s FWS/SWS account. The department should reconcile their Payroll Registers and pay warrants/earnings statements to make sure that the employee was paid for the correct hours, paid the correct compensation rate, and pay is charged to the correct FWS/SWS account code. The departments should complete the reconciliation function on a biweekly basis. This function is critical since it requires the departments to review an employee’s payroll activity on a biweekly basis to make sure that the FWS/SWS employee’s compensation has not exceeded their award amount.
There is a report available through GEMS which tracks the FWS/SWS balances by department. This report summarizes the award amount, amount paid, and the available award balance for each FWS/SWS student. Use the following path in GEMS to run the report: HOME>Workforce Administration>Workforce Reports>USF Reports>FWS Balances by Department.

**Payroll Expenditure Transfers**

If the department determines that the employee’s pay was charged to an incorrect account, a Retroactive Expenditure Transfer Form should be filled out and sent to University Payroll. This form is available on the HR Forms website. This form has to have the approval of University Scholarships and Financial Aid Services (USFAS) in order to be processed by University Payroll. **USFAS will not approve any requests older than 30 days.**

**Combination Code Used to Track FWS/SWS Awards**

All Federal Work Study/Summer Work Study Combination Codes consist of the chart fields Fast Dept ID, Operating Unit, Product, Initiative and the Fund number is always 28000. To locate your departments FWS/SWS Account go to Set Up HRMS, Product Related, Commitment Accounting, Budget Information USA, Account Code Table. In the search fields input your FAST Department ID and the fund 28000. This will return all FWS/SWS combination codes for your FAST Department ID. Now find the combination code for the GL Account 50040 making sure you choose the one which includes the correct chart field values.

**Resources**

For more information or instructions on the Pay Distribution Process, departments should refer to the Pay Distribution Process section of the COMPASS Business Procedures. For training departments should utilize HR Organizational Development. The relevant training GEMS Pay Distribution GEM400.

**MONITORING THE AWARD OR SA ALLOCATION**

**Ensuring Expenditures Do Not Exceed Award or SA Allocation**

GEMS payroll information for all Federal Work Study/Summer Work Study student account expenditures is loaded in Banner/OASIS biweekly. The payroll distribution must have been charged to an existing FWS/SWS account at the time the payroll was processed.
The employing department is notified by the HR Payroll Office if a student had exceeded their FWS/SWS award as of the end of the last pay period. This calculation assumes the payrolls were correctly distributed at the time the student was appointed to a FWS/SWS job.

At the end of each pay period, the employing department should calculate the total number of remaining hours the FWS/SWS employee may work, based on the hourly rate, to ensure the student does not exceed their award balance.

**Resources**

There are a couple of training resources for GEMS queries and reports through HR Organizational Development as follows:

- **GEMS302 GEMS Reports and Queries Online** – This in and online training for those who work with queries or reports in GEMS.
- **GEMS300 GEMS Reports and Queries** – This is an introductory course that teaches how to run preformatted reports and public queries in GEMS.

**Results of Exceeding Award or Spending Authority Allocation**

If a Federal Work Study employee earns more than his/her Federal Work Study/Summer Work Study award, the hiring department will be billed for the amount earned that exceeds the student’s award. If the department exceeds its Spending Authority Allocation, the Vice President area will be billed for the entire difference between the Spending Authority Allocation amount and the earnings amount for their area.

**HR Employment Policies**

Student employees shall be treated as regular temporary employees according to Human Resources policies and procedures. Please visit the Human Resources website to learn more about the following employment policies.
- Equal Employment Opportunity
- Sexual Harassment
- Americans with Disabilities Act
- Nepotism
- Work Breaks
- Fair Labor Standards Act (FLSA)
- Conflicts and Complaints
- Leave
- Worker’s Compensation
- Dress Codes
- Terminations
## Whom To Contact if You Have a Question

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<td>1&lt;sup&gt;st&lt;/sup&gt; point of contact/consulting for recruiting &amp; training student employees</td>
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APPENDIX A

Job Description

Job Title: FWS Student Assistant, Urban Scholars Outreach Program
Job ID: 3799
Location: USF Tampa
Full/Part Time: Part-Time
Regular/Temporary: Temporary

About Student Employment

At the University of South Florida, approximately 17% of the on-campus jobs are funded by Federal Work Study (FWS). FWS is awarded to eligible students who meet the March 1st priority deadline when completing their Free Application for Federal Financial Aid (FAFSA) application. The University Scholarships & Financial Aid Services Office (USFAS) determines student eligibility and makes student awards. More students are awarded than there are available jobs on campus; therefore, the process is competitive. On average, there are seven applicants for every FWS job opening. If you have an award, you are eligible to apply for any of the jobs listed as FWS. For more information on eligibility for FWS, please contact USFAS at http://usf.edu/finaid. For assistance with your job search, please contact the Career Services office at http://www.usf.edu/career-services.

Student Employment

When applying to this FWS position please complete your application in its entirety - including work history, education and any other relevant information. You must also attach your Fall Federal Work Study Award print screen from OASIS as instructed in the minimum qualifications, class schedule and resume. These documents must be uploaded as one attachment. Failure to follow these instructions may result in your application not being considered for review.

Department & Name: 0-1249-000 Department of Mathematics & Statistics
College/Division: College of Arts and Sciences

Hourly Wage: $8.00

Duties: Organizing Saturday sessions, providing light office support (copying, filing, telephone, printing worksheets, posting flyers, advertising for volunteers, etc.), and tutoring (mostly Math and English) support.

Average Number of Hours per Week: 6-12

Schedule: Primary work will be done on Saturdays from 9:30 a.m. - 12:30 p.m.
Minimum Qualifications:

Applicant must have a current Federal Work Study (FWS) award for the current academic year in order to apply for this position. Applicants are asked to demonstrate proof of their FWS award by saving their “Award Overview” screen from OASIS as a print screen and then pasting it into a Word document and upload it as part of any additional required application materials. If other documents (in addition to your FWS award) are required as part of your application, you must upload ALL documents as one document. If you have questions, please contact Ashley Molley at 813-974-9722.

**To access OASIS, log in to single sign-on at my.ust.edu > enter OASIS > choose “Financial Aid” from the menu > choose “My Award and Loan Information” > click the “Award Overview” tab > save this page. **Note: This page will include applicant’s loan, scholarship, and grant information.

Preferred Qualifications: Computer skills, including web and MS Excel. Patience in working with grade-school-age children is a plus.

Standard Learning Objectives:

As a result of this position, student will be able to:

- Demonstrate basic employability skills such as: timeliness to work, appropriate dress, interpersonal communication, and time management
- Receive and solicit feedback from supervisor and effectively apply feedback on the job
- Assess workplace and demonstrate how personal talents, skills, and knowledge fit into the employer’s goals, mission, and vision
- Demonstrate his or her professional brand (identity)
- Communicate transferable and functional skills to prospective employers

Contact Information for Questions about Recruitment: For questions about this position, contact Dr. Rebecca Wooten at 813-947-9559.

Additional Information for Applicants: Saturday hours from 9:30am-12:30 p.m. are required. Other hours during the week are flexible.

How To Apply

Click on the Apply Now button. When applying to an opening you will have the opportunity to upload ONLY one Word or PDF document that includes the saved Federal Work Study Award print screen with any additional required application materials.

Apply online by completing the required information and attaching your document. Please include your experience as it relates to the qualifications stated above.

Click here for additional tutorial information.

Equal Employment Opportunity

USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.

Work Location

Campus map and location overview: USF - Tampa Campus
University of South Florida
Student Worker Expectations and Checklist

We’re pleased you’ve chosen to work with us. To ensure you have a positive and enriching experience, we are providing you with this list of expectations. The expectations are separated into two sections: 1) what we expect from you, and 2) what you can expect from us. Please read through it carefully and sign the bottom of the page. If you have any questions throughout the duration of your employment at USF, please do not hesitate to contact your immediate supervisor or the FWS/SWS Advisor in Career Services. Again, we are excited to have you as part of our team and hope that you learn many transferable skills as you make the journey through the semester.

What We Expect from Our Student Employees

☐ Report to work at the agreed upon time and let your supervisor know when you arrive.

☐ Notify your immediate supervisor as soon as possible if your schedule changes. We understand that projects and exams may occasionally conflict with your work schedule and we’ll be as accommodating as possible, but your supervisor needs to know your schedule so he/she can predict work flow.

☐ Please also notify your supervisor at least 30 minutes prior to your scheduled start time if you will be unable to report to work or as soon as possible prior to your start time if you will be late.

☐ Dress appropriately for an office setting. Students may not wear low cut, midriff or halter tops; low cut jeans, see through clothing, very short shorts, short skirts or hats during work hours. Regular jeans are acceptable unless other dress is discussed and agreed upon with your supervisor.

☐ Attend to assigned duties and anticipate working as part of a team. If you complete your work assignments, please let your supervisor know that you are finished and are ready for the next assignment.

☐ Attempt to resolve any work-related problem by approaching your immediate supervisor. Many problems may be resolved on an informal basis.

☐ Office phones are to be used for work-related calls only. Phones are not to be used for accepting or making personal calls, this includes personal calls on cell phones during working hours.

☐ Please do not ask friends to stop by to “visit” or call during work hours.

☐ Please do not do homework or study during work hours.

☐ Please do not surf the internet or access personal e-mail during work hours.

☐ Please do not use computer for personal work during work hours.
Breaks may be taken after working 4 hours. Please notify your supervisor when you leave and return.

Confidentiality is extremely important. Please adhere carefully to all confidentiality instructions provided to you.

Please ensure that your workstation is clean, orderly, and maintains a professional appearance at all times.

Timesheets – It is the responsibility of the FWS/SWS employee to keep an accurate accounting of their daily hours on the electronic or paper timesheet provided by their supervisor. The supervisor is accountable for accurate and timely completion of the timesheet. Signed timesheets must be turned into the department representative responsible for preparing certifications by the time specified.

Eligibility – It is your responsibility to monitor your continued eligibility for FWS/SWS and notify your supervisor of any changes. If you are unsure about how changes can impact your eligibility, please contact the University Scholarships and Financial Aid Services office for more information. In addition, be sure to monitor your OASIS account for changes, including requirements needed of you, in order to continue your eligibility.

What You Can Expect from Us

- Acquire real-life, transferable skills that will increase your marketability in whatever career you select in the future.
- Open and clear communication.
- Expect to be “cross-trained” and work on projects that may involve other areas of the department or university.
- Guidance on life issues that might affect your future career employment (i.e., suggestions on career paths, preparation for transition from part-time to full-time employment, etc.).
- Respect.
- A sense of how our department works, including an opportunity to interact with others throughout the department.
- To grow skills and develop a professional network through mentors and colleagues.
- Review, explain, and provide you with a copy of your job description, and policies and procedures unique to the work setting.
- Provide training.
- Provide meaningful work.
- Work with you to develop your work schedule, and ensure work does not conflict with class. Provide copy of work schedule.
- Provide contact information for submitting requests for time off.
☐ Provide access to department head to discuss issues not resolved at the supervisor level.

☐ Evaluate your job performance and provide you a copy of your performance evaluation.

Additional notes/agreements specific to position:

My signature confirms that I have read, fully understand and will abide by USF’s work behavior expectations of student workers.

Student Name (print) ___________________________ Date _________

Student Signature ___________________________ Date _________

Student Supervisor Signature ___________________ Date _________

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Student Employment Checklist for USF Departments

Preparing to Hire a Student Employee

- Review the student employment handbook.
- Attend trainings available for supervisors, especially FWS & SWS training if applicable.
- Wait to receive a Spending Authority Allocation and determine number of positions.
- Contact Career Services if consultation, if needed.
- Contact your HR Coordinator if you have questions about using Careers@USF.
- Create or print job posting/description in Careers@USF.
- Advertise opening in Careers@USF if hiring.
- Promote opportunity in Employ-A-Bull, as needed.

Choosing a Candidate & Appointing the Student Employee

- Determine who to interview and conduct interviews.
- Select candidate of choice or choose to reappoint student.
- Make offer & confirm award/ or confirm reappointment’s current award.
- Notify candidates that did not get selected.
- Attach job posting/description to appointment paperwork for new hire.
- Include original Job Opening ID in the comment section of the ASF for a reappointment.
- Attach student’s current OASIS printout of FWS/SWS award if applicable.
- Check within your area to see if you need dean/director extension approval for reappointments.
- Submit appointment paperwork to your Employment Center Representative.
- Direct new student employees to RightStart@USF as applicable.
- Ensure student is in GEMS on active job record.
- Ensure FWS distribution code on paperwork is correct.

Paying a Student Employee

- Ensure appointment dates are within established deadlines.
- Ensure wage is within established range.
- Ensure student is not appointed for over 20 hours for FWS or 32 hours for multiple appointments.
- Collect timesheets on a bi-weekly basis.
- Have CERTS preparer input time.
- Have CERTS approver verify and approve.
- Monitor individual student award balance & enrollment (must have 6 active USF hours).
- Monitor overall budget.
- Ensure student has been paid correct number of hours.
- Ensure student has been paid correct rate of pay.
- Ensure student’s earnings have been charged to correct account.

Evaluating the Student Employee

- Conduct an evaluation at least once per year, preferably each semester.
- Set new goals for student employee as applicable.
- Provide ongoing feedback to student employee.