

SUPERVISOR'S GUIDE TO FEDERAL WORK-STUDY

Each year the University of Southern Maine offers Federal Work-Study funds to hundreds of students as a part of their financial aid offer. The variety of skills and abilities these students possess are assets to all university departments and offices. To the maximum extent possible Federal Work-Study positions should complement and reinforce the student's education program or career goals. Generally, a student can be assigned duties similar to other university employees.

This guide is designed to help USM employers navigate the process of hiring and supervising students. A list of names, phone numbers, e-mail addresses and websites is provided at the end of this guide for questions or issues not addressed here.

FEDERAL WORK-STUDY is need-based program financially supported with Federal and University funds. Students apply for Federal Work-Study, grants and loans by completing the Free Application for Federal Student Aid (FAFSA). The Student Financial Services Office determines a Federal Work-Study offer based on the student's financial need (using federal guidelines) and availability of funds.

Students eligible for Federal Work-Study employment are notified by the Student Financial Services Office, usually in their original financial aid offer. **Only students awarded Federal Work-Study funds by the USM Student Financial Services Office may be employed on the Federal Work-Study program. A student MAY NOT begin working in anticipation of receiving a Federal Work-Study offer.** Awards may be adjusted if the student's eligibility changes. The Student Financial Services Office will notify the student if the student's Federal Work-Study offer is adjusted. Federal Work-Study eligibility is determined annually and is not guaranteed in subsequent years. The offer is earned through employment and students are only paid for the hours worked. Students who do not begin working by October 1 may lose their Federal Work-Study award. To be eligible, the *student* must:

- be enrolled at least half time (**6 credits per semester for Undergraduate and Law students**);
- be enrolled at least half time (**3 credits per semester for Graduate students effective summer 2019**)

DEPARTMENT FUNDED EMPLOYMENT differs from Federal Work-Study employment in that wages are paid by the hiring department, not federal financial aid funds. A student paid with department funds must be enrolled in at least 3 credit hours during the semester they are employed. If employed during the summer, they must be pre-registered for 3 credit hours in the fall. *The student must remain enrolled to continue earning department funds.* Departments determine the wages for these positions and are encouraged to follow the Federal Work-Study wage bands.

AUTHORIZED EMPLOYERS

Regular university employees are authorized to employ Federal Work-Study students. Before the start of each academic year supervisors are asked to complete an Authorized Signature Form indicating who has been designated to sign a student work authorization and approve weekly time on the MaineStreet system. Names can be added or deleted by sending a memo to the UMS Payroll Office.

Student Supervisors: Although students may supervise other student employees, only regular university employees may approve work authorizations and approve time on MaineStreet. While students in supervisory positions may sign time cards to verify the hours reported, a regular university employee must countersign. Also, even though a student may supervise other students, hiring and termination must be conducted by a regular university employee. In any case, a university employee should be aware of any new hire or issues that may result in termination.

ESTABLISHING FEDERAL WORK-STUDY POSITIONS

All [approved student jobs](#) have been assigned an appropriate hourly rate. Departments are NOT permitted to override this hourly rate for students employed with Federal Work-Study funds.

ADVERTISING POSITIONS AND INTERVIEWING CANDIDATES

Advertising: Students seeking Federal Work-Study employment are directed to the [USM Job & Internship Board](#): where they can browse a list of approved Federal Work-Study positions. To access the site, the student may login to their [USM Campus Portal](#) then click the USM Job & Internship Board icon within the “Launchpad” in the upper left corner. In addition to the website listing, supervisors may advertise approved positions in any appropriate manner they choose, such as posters, student newspaper advertisements, in-class announcements or direct student contact. The Student Financial Services Office does not advertise or maintain a list of department funded positions.

Interviewing: As with regular employees, each department determines which student will best meet its needs by interviewing applicants and assessing their strengths and abilities. Provide the student with a written job description outlining your expectations of employee conduct and the duties of the position and make sure these are clear to the student. Work with the student to construct a work schedule that accommodates both the office needs and the student’s schedule. Be sure to calculate expected earnings and schedule appropriately to avoid exceeding the student’s Federal Work-Study award. Any funds earned in excess of the student’s work-study award will be charged to the department.

HIRING STUDENTS

Once a supervisor has decided to hire a student, a work authorization and I-9 Form must be completed and submitted directly to UMS Payroll. Also, the supervisor should have their student employee complete Direct Deposit, W-4 Federal and W-4 State tax elections in MaineStreet Employee Self-Service, once they have system access. Student employees must have current W-4 Forms and I-9 Form on file in the Payroll Office within three (3) days of the their start date. These forms can be accessed on the [USM](#)

[Hiring & Supervising Students webpage](#). This page is accessible to only those with a @maine.edu email address. Supervisors must be logged into their portal to access this page.

Work Authorizations: USM employers must complete an e-Hire authorization for each student before they begin working. Separate work authorizations for each student must be submitted for summer and academic year employment prior to the student's start date. Students who hold more than one work-study position must have a separate work authorizations for each position. **Students cannot be paid until their work authorization is received and processed by the UMS Payroll Office.**

Supervisors who are USM employees must complete the MaineStreet e-Hire Authorization and submit it to the UMS Payroll Office. Neither Student Financial Services nor UMS Payroll can issue blank work authorizations. You will need the correct department chart fields and 10 digit combo code to complete the e-authorization. Questions regarding the e-Hire should be directed to Payroll, 581-9104 or payroll@maine.edu.

Complete the payroll hiring forms found on the [New Hire Paperwork Site](#) on or before the first day.

- **e-Hire Authorization:** To hire a student, you must complete an e-hire transaction on MaineStreet Manager Self-Service. Please refer to the [e-Hire Supervisor Training Guide](#) to process this transaction.
- **Form I-9:** Completed by student and supervisor together within 3 days of hire
- **Direct Deposit Authorization Form:** Completed online via Employee Self-Service
- **State and Federal Form W-4:** Completed online via Employee Self-Service

Note: Students who have held a work-study job at USM/UMS within the past three years do not need to complete payroll paperwork again, but it is recommended they verify their personal information and update it annually in MaineStreet, Employee Self Service. (Such as address, direct deposit and tax withholding status). **The e-Hire process needs to be completed each year.**

Off-campus employers cannot use the e-Hire process and must request a work authorization by contacting the Student Financial Services Office at 780-5252. Students working at an off-campus location may also request a work authorization from the Student Financial Services Office.

Individual Data Sheet: Updates to personal information can be made in MaineStreet Employee Self-Service. However, employees may complete this form to provide personal information such as Address Change, Education, Emergency Contacts, Licenses/Certifications, etc.

Employment Eligibility Verification (Form I-9): Federal law requires employers to verify the employment eligibility of employees by completing an Employment Eligibility Verification Form. To complete the I-9, the student is required to show the forms of identification specified on the form. The documents must be original and unexpired, no copies can be accepted.

Employee's Withholding Allowance Certificate (Form W-4 and W-4ME) and Direct Deposit: New employees must complete their federal and state tax withholding allowances as well as sign up for

Direct Deposit in MaineStreet Employee Self-Service once they activated as employees by the UMS Payroll office. Questions? Contact the UMS Payroll Office at 581-9104 or payroll@maine.edu.

Departments will be charged for hours worked prior to providing all required forms.

REPORTING TIME WORKED

Students who have been entered in the e-Hire process and completed an I-9 form can report time worked through MaineStreet Employee Self-Service if they are working in an approved on-campus Federal Work-Study job. Students employed by approved off campus agencies in approved jobs must complete paper time cards and fax them to the UMS Payroll Office at 561-3456 by noon on Monday. Employers are responsible for authorizing time on MaineStreet or submitting paper time cards by the Monday before the close of each payroll week. Please check the payroll schedule for these dates. Late time approval or time card submission will cause the student's paycheck to be delayed. **Emergency Loans will not be issued for late time cards or missing paperwork. Departments will be charged for hours worked prior to providing all required forms.**

EARNINGS MONITORING

It is the joint responsibility of the department and the student to monitor the student's earnings. Student employees cannot exceed their Federal Work-Study allocation. Federal and state employment laws require a student be paid for all hours worked, even if they are in excess of the Federal Work-Study award. Any department allowing a student to exceed their Federal Work-Study award will be charged for any hours in excess. **Departments will be charged for excess earnings.** Once you are aware of or have been notified of the over earnings, the student must stop working through the Federal Work-Study program. If you wish to continue employing the student with department funds, it will be necessary to make a change to the active job in e-Hire. Supervisors should monitor earnings regularly, as student Federal Work-Study eligibility can be adjusted for various reasons throughout the semester. Students are notified of changes to their award and are responsible for notifying their supervisor when changes occur.

EXPECTATIONS OF STUDENT EMPLOYEES

Satisfactory Performance: Student employees are expected to meet the same basic performance standards as other employees: be at work on time according to an agreed work schedule, perform work in a satisfactory manner, be professional and courteous, maintain confidentiality, report hours worked honestly and meet other expectations and requirements as explained by the supervisor. Supervisors should be clear about their expectations and hold students accountable for their work and actions.

Unsatisfactory Performance and Termination: If a student's performance does not meet agreed upon standards, a conversation with the student to explain what must be done to bring job performance up to standards is appropriate. If this does not result in better performance, the supervisor should send the student a letter indicating the problem, explaining how the student can resolve the situation and warning the student that the student's employment with the department will be terminated if performance does not improve. If the student continues to perform below expectations, termination is

appropriate. Termination should be done verbally and in writing, explaining the reasons for termination. A copy of this letter should be sent to the Student Financial Services Office.

Termination without Notice: Violations of confidentiality, theft, and misrepresenting hours worked, and other egregious actions are grounds for termination without notice. The Student Financial Services Office must be notified immediately (with a copy of the letter to the student explaining the reason for termination) when a student's employment is terminated without notice.

EMPLOYMENT RESTRICTIONS

Type of Work: Federal regulations specifically prohibit the use of Federal Work-Study funds to pay for work that is religious in nature, related to partisan or nonpartisan politics or that benefits a private individual. A student can be paid for general office work or to help develop classroom materials. A student cannot be paid to type a dissertation or assist with private consulting. A student may work for an individual professor, as long as the work is in line with the professor's official duties and is considered work for the institution itself. A student employee cannot displace or replace a regular University employee.

Academic Credit: A student may receive both academic credit and Federal Work-Study payment for the same job, with restrictions. Students should be referred to the Student Financial Services Office if this is being considered.

Enrollment: Only USM students enrolled at least half time (6 credits per semester for Undergraduate and Law students) (3 credits per semester for Graduate students) or more may earn Federal Work-Study. Students who drop below half time can no longer earn Federal Work-Study and must stop working immediately. Students attending both fall and spring semesters may earn Federal Work-Study during semester breaks. Undergraduate and Law students who worked in fall semester and wish to work over winter break must be pre-registered for at least 6 credits for spring semester. Graduate students who worked in the fall semester and wish to work over winter break must be pre-registered for at least 3 credits for spring semester. Students enrolled for fall only must stop work the last day of the fall semester and may not continue to work during semester break. Summer Federal Work-Study and academic year Federal Work-Study are separate awards and earning periods requiring separate Work Authorizations. A student may not "carry-over" unearned Federal Work-Study from summer to the academic year or vice versa. Unearned Federal Work-Study funds at the end of the summer or academic year are forfeited by the student.

Students being paid from department funds for the summer must be enrolled in 3 credit hours for the summer or be pre-registered in at least 3 credits for the fall.

Benefits and Raises: Students do not receive "fringe benefits", merit raises, step increases, bonuses, fixed salaries, premium time (i.e.: time and a half, double time) or paid time off, unless eligible for Maine Earned Paid Leave (MEPL). Federal regulations prohibit using Federal Work-Study funds to pay for time lost due to illness, jury duty, vacation, holiday, school closing or for any other reason. **Students can be paid only for hours actually worked.** Students who work more than forty hours in one week are paid time-and-a-half from the department's account for hours worked over forty. **Federal Work-Study**

cannot be used to pay overtime. Pay rates are standardized. A student employee cannot displace or replace a regular university employee.

Payment: Wage and hour laws require a student be paid within a "reasonable" amount of time (one month for Federal Work-Study purposes). If a student begins working for you prior to your submission of a properly completed work authorization and two payroll periods have passed without the required information, UMS Payroll will charge the department's account to pay the student for hours worked through the week ending of the current payroll.

RESOURCES AND REFERENCES

For questions about Federal Work-Study and supervising contact:

Valerie Clark	780-5252	valerie.clark@maine.edu
Tammy Whittington	780-5377	tamaraw@maine.edu
Sue Jensen	780-5494	sjensen@maine.edu

For questions about student employment (creating positions, posting jobs, etc.) contact:

Student Employment Office	780-4660	usmstudentemployment@maine.edu
Haley Rice, Student Employment Coordinator	780-4660	haley.rice@maine.edu

For questions about student Payroll, E-Hire work authorizations, I-9 or W-4's contact:

Payroll Office	581-9104	payroll@maine.edu
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Web resources:

[USM Student Employment Office](#)

E-Hire Work Authorization
Form I-9, Direct Deposit and Tax allowance instructions
Payroll Schedule
Time input and approval instructions

[Student Financial Services Office:](#)

Federal Work-Study Basics for Students
Link to Federal Work-Study Job Listing
Supervisor Guide to Student Employment
Link to Student Job Descriptions

[Student Job Descriptions](#)