

University of Hawaii at Manoa  
Financial Aid Services  
**2014-2015 Federal Work Study Program**  
**POLICIES**

**DESCRIPTION**

FEDERAL WORK STUDY (FWS) is a form of federal financial aid awarded to students who demonstrate financial need. Under FWS, students have the opportunity to work part-time to help defray college educational expenses. A FWS award does not “guarantee” employment. Recipients obtain referrals via the Manoa Career Center to on-campus and approved off-campus jobs.

In addition to federal regulations, FWS students are subject to conditions of student employment stated in the Systemwide Administrative Procedures Manual (#A9.880). Financial Aid Services (FAS) has the right to rescind all or part of a FWS award at any time should there be a change in the student’s award status. Federal regulations require FAS to revise awards to prevent a student from being over-awarded. FAS also has the right to rescind all or part of a FWS award if funds are depleted before the end of the academic year. UHM students who will be away on Study Abroad or Exchange programs will not be eligible for the FWS award during the semester in which they are participating in those programs.

**FWS EMPLOYMENT SCHEDULE**

Students may NOT begin work on FWS (F1 payroll) for any period of enrollment until they have been awarded FWS by the Financial Aid Services Office (FAS) and have filled required employment documents with the Manoa Career Center.

**Students awarded FWS for both Fall 2014 and Spring 2015** – May observe the following work schedule, provided students are enrolled for both semesters:

Fall Semester	August 25, 2014 - December 31, 2014
Spring Semester	January 1, 2015 - May 15, 2015

Students awarded for the fall and spring semesters are authorized to work during the winter break if they have not earned their entire award during the academic semester.

**Students awarded for Fall 2014 only** – May begin work on the first day of instruction, August 25, 2014 and must cease employment by December 19, 2014.

**Students awarded FWS for Spring 2015 only** - May begin work on the first day of instruction, January 12, 2015 and must cease employment by May 15, 2015.

**MONITORING FWS EARNINGS** – A JOINT RESPONSIBILITY OF STUDENT AND EMPLOYER

Students are notified by FAS of any changes to their FWS award. In turn, the FWS student is then responsible for notifying the employer of any change immediately. When monitoring FWS earnings, calculations must be based on 100% of gross earnings and NOT 75% of gross earnings.

FWS is awarded in allotments for each enrollment period to reflect a student’s financial need for the respective term. The formula below shows how to obtain AVERAGE WEEKLY WORK HOURS from an allotment. (This average may not exceed limits set by the University for student employees: 20 hrs/week while classes are in session; 40 hrs/week during semester breaks and Spring recess).

**Semester Allotment ÷ Hourly Wage = Total Work Hours/Semester**

**Total Work Hours/Semester ÷ Number Of Weeks Per Semester = Avg. Weekly Work Hours**

Unearned FWS for each semester will automatically be cancelled by FAS. Any unearned Fall FWS will not be carried over into the Spring semester unless specifically requested in writing by the student and submitted to FAS by January of the following Spring semester. Rollover to the spring is also subject to the availability of funds.

**FWS OVER-EARNINGS**

Employers may continue to pay students who have exhausted their total FWS allotment provided non-FWS funds are used. However, if a student continues to earn beyond their total FWS allotment, employers will be required to reimburse the FWS account for any amount over-earned.

**IMPORTANT REMINDERS TO EMPLOYERS**

1. Non-Federal share of On-Campus/Off-Campus FWS student's earnings is 25%. Federal share is 75%. Federal share for approved reading and math tutors will be 100%. When monitoring FWS earnings, calculations should be based on 100% of gross earnings and NOT 75% of gross earnings.
2. FWS students are prohibited from providing voluntary services to their employers.
3. FWS students cannot be paid for work that students must normally complete without pay because it is part of their academic program.
4. FWS funds may not be used to subsidize an employee's share of fringe benefits such as paid sick leave, vacation and holiday pay or contributions to welfare or insurance programs such as Social Security, Worker's compensation or retirement.
5. ELECTRONIC TIME SHEETS: Federal regulations require that the time sheets be approved by the supervisor, and accurately reflect the exact time period that the student worked. Timesheets must be submitted on a timely basis for the period worked.
6. Employers must select the F1 payroll number on the timesheet in order to charge a student's earnings to the FWS account. No reimbursements will be made to employers for pay inadvertently charged to the F3 payroll. The final F1 timesheet for the 2014-2015 academic year must be approved by the employing department no later than the last timesheet deadline in December of 2014 for the Fall 2014 semester, and no later than the last timesheet deadline in May of 2015 for the Spring 2015 semester.
7. FWS funds are made available to assist students to cover their educational expenses. Therefore, employers may not require students to work during class time or exam periods. Employers are to inform student and supervisor that financial aid records are randomly audited every year and the auditors do check to ensure that students do not work during scheduled class time. Violation of this provision could result in charges to the department for wages earned and/or may be prohibited from further participation in the FWS program. If extenuating circumstances exist (i.e. class is cancelled) and the student does work during class time, that period should be indicated in the comments section of the time sheet and an explanation must be noted.

**We certify that we have read and understand the information above, agree to all conditions, and that a copy of the signed FWS Information and Policies statement will be retained in our files.**

\_\_\_\_\_  
Student's Name (PRINT)

\_\_\_\_\_  
Supervisor's Name (PRINT)

\_\_\_\_\_  
Student's UH ID Number

\_\_\_\_\_  
Supervisor's Department

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Submit original to: Manoa Career Center  
Queen Lili'uokalani Center for Student Services  
2600 Campus Road, Room 212  
Honolulu, HI 96822