







Learning Experience

- Gain valuable work experience
- Mature
- Learn responsibility
- Able to gain good recommendations for future employment
- Develop problem solving skills
- Learn how to apply their “book” knowledge
- It’s a “real” job!!

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Extra Funds

- Books
- Transportation Expenses
- Personal Expenses
- Tuition
- Room & Board

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Recruitment and Retention

- Does FWS play a role? If so, how?
 - Students often feel a sense of “belonging” when working on campus
 - Most students do better academically if working while taking classes
 - The ability to work on campus; many students don’t have cars on campus
 - Other ways?

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Spending Allocations

Goal: To use 100% of FWS funds from USDE every year

On Campus and Off Campus employment

- Community Service
- Family Literacy
- JLD Program
- Transfer of funds option

The American Recovery and Reinvestment Act of 2009
-Provides for \$200 million for the Federal Work-Study program

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Student Wages

- Student wages comprised of a federal share and nonfederal share
 - 75% maximum federal share, in general
 - 50% maximum federal share if working for private, for-profit organization
 - 100% federal allowed if reading or math tutor or performing family literacy activities
- School determines pay rates

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Minimum Wage Increases

- Summary:
 - \$5.15/hr since 9/1/1997
 - \$6.25/hr as of 1/1/07 (PA increase)
 - \$7.15/hr as of 7/1/07 (PA increase)
 - \$5.85/hr as of 7/24/07 (Federal increase)
 - \$6.55/hr as of 7/24/08 (Federal increase)
 - \$7.25/hr as of 7/24/09 (Federal increase)

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Minimum Wage Increases (cont)

- Effects on Campuses
 - Not enough funds to help all students who want to work
 - Reduced hours
 - Inability to hire as many students as in the past
 - Lay off students because funds are exhausted before end of year
 - Will schools have less issues as a result of increased FWS funding from economic stimulus bill?

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Record Keeping

- Students hours worked even if hours are submitted electronically for payment
- Federal share and institutional share of earnings
- Community Service earnings
- Students employed as reading or math tutors or performed family literacy activities
- Off campus agreements
- Position Description forms
- W-4's and I-9's
- Other

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PHEAA's Participation

- Assist schools with meeting their FWS matching funds requirements:
 - FWS On-Campus
 - FWS Community Service

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PHEAA's Participation (cont)

- FWS – On-Campus (FWS)
 - 105 PA institutions received a FWS-On allocation in 2008-09
 - 2009-10 Matching Funds tentative state appropriation is \$13.938 M
 - Stimulus Package includes \$200 M increase in student employment funding; approximately \$11 M goes to PA schools
 - 2009-10 FWS-On allocation will be impacted by this increase

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PHEAA's Participation (cont)

- FWS- Community Service (CS)
 - 60 PA institutions received a CS matching funds allocation in 2008-09
 - This formula considers the percentage increase/decrease in the school's FWS award
 - Community Service allocation may also be impacted by the Stimulus Package increase

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PHEAA's Participation (cont)

- Future Changes?
 - Another increase in the prevailing minimum wage on 7/24/09 (7.25/hr)
 - Additional funds through the Stimulus Bill for the College Work-Study; "focus on community service"
 - Encourage schools to submit CS earnings on at least a monthly basis in order to monitor expenses

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Campus Structure

- One office does all or numerous offices involved?
- Offices involved: Financial Aid, Student Employment Center, Payroll, Budget Office, Grant Accounting Office, Individual offices/departments hiring students
- Who does what?

Joint effort among offices to make sure spending all of funds – communication is key!

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Overview of Process

- Student files FAFSA and other required forms/documents by established deadline
- Financial Aid Office makes FWS award
- Student is hired and completes required documents if not already on file (W-4, I-9)
 Note: FWS award may be cancelled if not working by a specific date established by school
- Student completes time sheets and hours are submitted for payment
- Student receives payment
- FWS earnings need to be monitored
- Records maintained for end of year reporting (FISAP)

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Eastern University

- Student files FAFSA
 - New students are packaged before all verification documents are collected
 - Returning students are packaged after all verification documents are collected
- Priority deadline of April 1
- Financial Aid Office makes awards based on:
 - If they answered yes to FWS question
 - The date they filed their FAFSA
 - Look at need

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Eastern University (cont)

- Student is responsible for finding position; job openings are on Student Employment webpage
- New student workers complete W4 & I9 with FAO, then receive a work contract
- Returning student workers are sent work contracts in campus mail the first week of school
- September 30 & February 6 deadlines
- Student completes & submits time sheets for hours worked

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Eastern University (cont)

- Supervisor must sign time sheet before submitting them to Student Employment every two weeks
- Student receives payment by check
 - Has the opportunity to put all or a portion of paycheck directly towards bill
- Student Employment monitors FWS spending
- Student Employment switches student over to Eastern Campus Employment (ECE) when FWS funds are earned

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Student Employment Resources

- Federal Student Aid Handbook
- National Student Employment Association (NSEA) – www.nsea.info
- Northeast Association of Student Employment Administrators (NEASEA) – www.neasea.org

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Conclusion

Students and schools are both winners in the Federal Work-Study program!

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