







National Student Employment Week

- Always the second full week in April (April 12 – 18, 2009) but schools can select a different week to coincide with other events
- Student Employee of the Year
- Activities, contests, prizes, awards
- Local sponsors
- Governmental recognition

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Spending Allocations

Goal: To use 100% of FWS funds from USDE

- 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 FWSP

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Student Wages

Student wages comprised of 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 the end of the year
 - Will schools have less issues as a result of increased FWS funding from economic stimulus bill?

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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-On)
- 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 allocations 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

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PHEAA's Participation (cont)

- Future Changes?
 - Another increase in the prevailing minimum wage on 7/24/09 (7.25/hr) will impact how far the school's dollars can stretch
 - Additional funds through the Stimulus Bill for College Work-Study; "focus on community service"
 - Encourage schools to submit CS earnings at least monthly in order to monitor expenditures

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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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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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Indiana University of PA

- Student files FAFSA
- Financial Aid Office makes awards
 - If student is incoming freshman, awarded based upon FAFSA question
 - If upperclass student and student has FWS earnings in prior year, FAO automatically packages with FWS if eligible. Otherwise, student must contact FAO to request it (complete FWS app from our website, in person, over the phone, e-mail)
 - No deadline to get FWS

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Indiana University of PA (cont)

- Individual offices/departments are allocated FWS funds
- Student is responsible for finding position; however, we have Student Employment Center which assists students (posts available jobs)
- When hired, student and supervisor complete a FWS profile/job assignment form and submit it to Student Payroll Office
- Student Payroll collects other required documents if not on file (W-4, I-9, copy of SS card)
- Student completes time sheets for hours worked

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Indiana University of PA (cont)

- Supervisor must approve hours before submitting them electronically to Student Payroll every two weeks
- Student receives payment by check or direct deposit
- Earnings are reported back to FAO to be monitored
- FAO either increases awards when approaching current award or terminates student from FWS when eligibility is exhausted
- Student may continue working under University Employment if funds available

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Record Keeping

- Offices/departments maintain written records of student hours worked even if hours are submitted electronically for payment
- Maintain record of Federal share and institutional share of earnings
- Maintain record of Community Service earnings
- Maintain record of students employed as reading or math tutors or performed family literacy activities

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Record Keeping (cont)

- Agreements with off-campus employers
- Position descriptions
- W-4's, I-9's
- Other

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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, schools and employers are *ALL* winners in the Federal Work-Study program!

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