Federal Work-Study
STUDENT EMPLOYEE MANUAL

2022-2023

OFFICE OF STUDENT FINANCIAL ASSISTANCE
Federal Work-Study Program
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Welcome to the Federal Work-Study Program!

The Office of Student Financial Assistance wishes to welcome you and wish you great success this academic year. This manual serves as your guide to how the Federal Work-Study Program (FWS) functions at UCF and will help you navigate through the new FWS process on Workday. It will provide you the eligibility requirements as well as your rights and responsibilities as a student employee within the program. Whether this is your first-time using work-study at UCF or you are a continuing work-study student, we suggest you read this guide carefully and use it as reference to assist you through the process.

How Work-Study works

Federal Work Study (FWS) provides students part time employment, and like other forms of federal financial aid it is offered based on the Free Application for Federal Student Aid (FAFSA) results. This award is available to qualifying undergraduate students who demonstrate financial need as determined by EFC. Work-study funds are limited; for consideration, students must submit their FAFSA by the December 1 priority FAFSA filing date.

FWS offered awards must be accepted through MyUCF, and all eligibility requirements must be met in order to be able to work and earn the FWS allocation. However, unlike other forms of financial aid (scholarships, grants, and loans) FWS does not defer or pay your tuition or housing charges directly. As you work, you will receive bi-weekly paychecks that may be used to cover your incidental expenses. A work-study offer is not a guaranteed job. You must search, apply, and interview for a position to gain access to your FWS offer.

FWS Eligibility Requirements

- Complete the Free Application for Federal Student Aid for the year
- Meet Satisfactory Academic Progress
- Be classified as a degree seeking student in an eligible program at UCF
- Be enrolled for at least half-time in UCF classes
  - If you graduate, withdraw, or drop below half-time enrollment at any point in the term, you immediately cease to be eligible to earn work-study funding.
- Complete all required To Do List Items
- Complete Verification if selected
- Complete any outstanding Admission contingencies
- Accept the FWS Offer
- Complete the FWS Contract
FWS Award

Once hired, Work-study funds will be paid biweekly via direct deposit which can be used for any educational expense such as housing, books and/or food costs. It is important for you to be aware of the amount of your Work-study award for each semester, as you will not be able to earn additional Work-study funds beyond the amount allocated to you in your financial aid award package. You can view your award on the myUCF Self-Service.

Benefits of FWS

- It allows you to earn money to help pay for your educational expenses.
- It provides opportunities to serve the community and to work in areas that are related to your course of study.
- Your FWS employer acknowledges you as a student first. FWS employers are flexible and willing to work around your class schedule.
- It provides beneficial experience and training, networking, and references that build up your resume.
- It can provide opportunities to develop your professional skills, like communication, time management and interpersonal skills.
- It can lead to career opportunities.
- Even though FWS earnings are taxable, FWS earnings are not considered when figuring your “financial need” on your FAFSA. (Students must work less than 30 hours per week in order to have FICA tax exception.)

Opportunities

Work-study employment opportunities are now available on Workday. You will be able to review, apply and be hired for FWS on and off campus positions through Workday.

- **On-campus jobs** permit you to network on campus and be an integral part of the UCF community.

- **Off-campus jobs** permits you to serve the community working with approved non-profit agencies. It can also give you the opportunity to work in areas related to your course of study.
Process Overview

Applying for FWS Jobs on Workday

Meeting all the financial aid and FWS criteria will place an eligible FWS flag on your Workday Student Employment Opportunities profile. This flag will provide your eligibility status and enable you to go through the FWS hiring process.

If you have recently submitted required documents, please allow at least 3-7 business days for your eligibility information to update on Workday.

Not meeting any of the financial aid and FWS criteria will place an ineligible FWS flag on your Workday Student Employment Opportunities profile. This flag will prevent you from being able to view FWS job listings, apply or be hired under the FWS program. (See page 3.)

These flags will enable the Employers to identify you as an eligible FWS student.

Log in to Workday Homepage

You will be able to access Workday on any internet browser or Workday application. On your desktop/laptop, visit my.UCF.edu and select the “Workday” quick link – or directly visit workday.ucf.edu (this link will become active July 1). You will use your NID and password to sign into your Workday account. Multi-Factor Authentication (MFA) will be required, and you will be prompted to verify your identity with Duo. Please review the “How to Access Workday on July 1” handout.
UCF Federated Identity

Account

Password

Sign on

By signing on, you agree to the terms of the UCF Policies & Procedures.

UCF Federated Identity

For security reasons, we require additional information to verify your account

Device:

Choose an authentication method

- Duo Push RECOMMENDED
- Passcode

What is this?  
Add a new device
My Settings & Devices
Need help?

Secured by Duo
When using a new device, this pop-up box may appear, asking if you want Workday to remember the current device. If you are using a public device, we advise that you skip this option.

- On the homepage, select “View All Apps”
• In the All Apps pop up window, select the “Job & Career Opportunities” icon

• Select “Student Employment Opportunities”

• View your Work-Study Flag status which would be either eligible ✔️ or ineligible ❌.

• If your status is eligible, search for FWS positions using the “UCF Find Student Jobs” link
• Navigate to “Work-study” then select “Federal”

• Click on the Job title to view the job description:
Job Description

We want you!

Come work with us!

Federal Work-Study Required?
Yes, you must have a Federal Work-Study award to be eligible for this job.

Department
Student Development and Enrollment Services (SDES) - Financial Aid - OPS

Equal Employment Opportunity Statement:
As an equal opportunity/affirmative action employer, UCF encourages all qualified applicants to apply, including women, veterans, individuals with disabilities, and members of traditionally underrepresented populations. UCF's Equal Opportunity Statement can be viewed at http://www.oie.ucf.edu/documents/PresidentsStatement.pdf.

As a Florida public university, UCF makes all application materials and selection procedures available to the public upon request.

The University of Central Florida is proud to be a smoke-free campus and an E-Verify employer.

- After applying, you may review your applications by clicking on “My Applications” from the menu on the right.
Interviewing

The hiring manager will contact you either by phone or via the Knight’s email to set up an appointment for the interview. After the interview, it is imperative that you monitor your Knights email for notifications and Workday Homepage for tasks.

Offer Letter

If you are selected for the position, the hiring manager will send you an offer letter which will outline terms of the job offer:

- Job description
- Student’s responsibilities
- Type and Classification of the position
Dear Student Name,

We are excited to offer you a position at the University of Central Florida. We believe your skills and experience are an excellent match. Please review the offer for the position of Undergraduate Work Study, in the Student Development and Enrollment Service (SDES) – Financial Aid department. You will report to (Name of Manager).

You are scheduled to work 20 hours per week at an hourly rate of $12.00 per hour. You will be paid on a bi-weekly basis.

Additionally, you must meet with your hiring department and be prepared to provide original documentation that establishes your identity and eligibility to work in the U.S. (in accordance with the Immigration Reform and Control Act of 1986). Please review the list of acceptable documents, [https://hr.ucf.edu/document/-9-list-of-acceptable-documents/](https://hr.ucf.edu/document/-9-list-of-acceptable-documents/).

If you are an international employee, you will need to schedule an appointment with the Employment & Taxation team at UCF Global (phone number: 407-823-XXXX). Please bring all your original immigration documents with you to the appointment.

UCF embraces equal opportunity and affirmative action as core values: we believe innovation comes from the meeting of diverse viewpoints. And when more people unleash their full potential, anything is possible. We all share in the responsibility for building a community that harnesses diversity and the uniqueness of others to seek challenges, push boundaries, encourage innovation, and invite the impossible. UCF’s Equal Opportunity Statement can be viewed at: [https://www.eso.ucf.edu/documents/PresidentsStatement.pdf](https://www.eso.ucf.edu/documents/PresidentsStatement.pdf).

Additional Information
As a Florida public university, UCF makes all application materials and selection procedures available to the public upon request. The University of Central Florida is proud to be a smoke-free campus.

On behalf of the university, we are very excited about the prospect of new opportunities for you at UCF! Charge On!

Sincerely,

Name of Manager
Name of Manager@ucfqa.ucf.edu
The offer letter must be e-signed and returned to the hiring manager.
Dear Student,

We are excited to offer you a position at the University of Central Florida. We believe your skills and experience are an excellent match. Please review the offer for the position of Undergraduate Work Study in the Student Development and Enrollment Services (SDES) – Financial Aid department. You will report to (Name of Manager).

You are scheduled to work 20 hours per week at an hourly rate of $12.00 per hour. You will be paid on a bi-weekly basis. Additionally, you must meet with your hiring department and be prepared to provide original documentation that establishes your identity and eligibility to work in the U.S. (In accordance with the Immigration Reform and Control Act of 1986). Please review the list of acceptable documents: https://hr.ucf.edu/documents/a-list-of-acceptable-documents/

If you are an international employee, you will need to schedule an appointment with the Employment & Taxation team at UCF Global (phone number: 407-823-2277). Please bring all your original immigration documents with you to the appointment.

Sincerely,

{Name of Manager}

6/20/2022 | 2:33 PM EDT

{Name of Student}

Date
Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*  
Name of Student

Initia*  
NOS

SELECT STYLE  DRAW  UPLOAD

PREVIEW  Change Style

DocuSigned by:  DS
Name of Student  NOS
FDC

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN  CANCEL
Onboarding

Once the hiring manager received your accepted offer letter, you will receive an email in the Workday Homepage indicating the onboarding tasks to be completed. Documents needed for the hiring process are:

- Award Summary printed from the myUCF Self-Service
- Class schedule printed from myUCF Self-Service
- You must submit documents that establish both identity and employment authorization to complete the I-9 form required by federal law. The most comment documents provided are
  - Social Security card
  - Driver License
  - Passport
- Your hiring manager will go over the submission and completion of timesheets on Workday.

Logging your Time on Workday

- When you arrive at work, you need to Check In on Workday.

- When you leave work, you need to Check Out on Workday.
You must select the reason for Check Out.
Monitoring your FWS Award

- Work-study students are paid bi-weekly. You can monitor the use of your FWS from the Workday homepage by selecting “My Payslips.”
## Payslip Information

### Company Information

**Name:** The University of Central Florida Board of Trustees  
**Address:** 4000 Central Florida Blvd, Orlando, FL 32816, United States of America

### Payslip Information

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Federal Work-Study Renewal

Renewal of FWS awards cannot be guaranteed from one academic year to the next. Every academic year, FWS eligibility is contingent upon the FAFSA results and student eligibility is reassessed annually.

Maintaining FWS Award

- Offered FWS Awards should be accepted in a timely manner to ensure ample time for hiring and onboarding before the end of the term. Unaccepted or accepted FWS Awards will be canceled for students who do not begin using them by the end of Fall semester.

- Unused funds will not roll over to the next academic year.
- Please remember that you must maintain enrollment eligibility criteria and Satisfactory Academic Progress to avoid cancellation of the award (see page 3).

- Awards are contingent upon funding from federal, state, and institutional sources. Awards are subject to change and may be rescinded or reduced if funding levels change and/or if financial aid eligibility changes.

- If you have used up more than 70% of your FWS allocation before the ¾ mark of the term, please let your employer know and have them contact the Financial Aid Office to inquire about the possibility of an increase in the award.

- Please be advised that if you exceed your FWS allocation, your employer’s OPS account will be charged for your earnings.

Go Knights! Charge On!
Resources for Work-Study Students

Important Links

- File the FAFSA: https://www.ucf.edu/financial-aid/apply/fafsa/

- Important dates: https://www.ucf.edu/financial-aid/types/federal-work-study/#important-dates

- Satisfactory Academic Progress: https://www.ucf.edu/financial-aid/policies/satisfactory-academic-progress/

- Drop and withdrawal: https://www.ucf.edu/financial-aid/policies/late-drops-withdrawals/

- Academic Calendar: https://calendar.ucf.edu/

- Link to Workday: