



UNIVERSITY OF CENTRAL FLORIDA

# Federal Work-Study STUDENT EMPLOYEE MANUAL

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2023-2024

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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 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 as soon as it becomes available on [studentaid.gov](#).

FWS offered awards must be accepted through the [myUCF](#) Portal, 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 need to 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 anything you need. This will gradually decrease your FWS award allocation through the course of your employment. You can view your award on the myUCF Self-Service.

Financial Aid Award					
Item Type	Description	Offer Amount	Accept Amount	Authorized Amount	Disbursed Amount
800000100444	Federal Pell Grant	945.00	945.00	945.00	945.00
800000100941	HEERF3 Emergency Grant PE AR	2,000.00	2,000.00	2,000.00	2,000.00
800000220424	FL Student Assistance Grant	2,000.00	2,000.00	2,000.00	2,000.00
800000300048	UCF Grant Full Time	1,500.00	1,500.00	1,500.00	1,500.00
800000300088	UCF Orion Grant	1,400.00	1,400.00	1,400.00	1,400.00
860000150110	Direct Unsubsidized Loan-Fall	0.00	0.00	0.00	0.00
860000150120	Direct Unsubsidized Loan - Spg	0.00	0.00	0.00	0.00
860000150210	Direct Subsidized Loan - Fall	0.00	0.00	0.00	0.00
860000150220	Direct Subsidized Loan - Spg	0.00	0.00	0.00	0.00
820000326210	LEAD Scholars Spring	200.00	200.00	200.00	200.00
820000329236	UCF Gemini Scholarship	3,600.00	3,600.00	3,600.00	3,600.00
870000100055	Federal Work Study - Gen'l New	4,732.50	4,732.50	0.00	0.00

## 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.

#### FWS Eligibility Flag

The FWS Eligibility Flag will allow you to:

- View FWS job listings
- Apply for FWS positions
- Get hired

#### Work-Study Flags:




Yes! As of today, you are eligible for Federal Work-Study



No. As of today you are not eligible for Federal Work-Study

# Log in to Workday Homepage

 UNIVERSITY OF CENTRAL FLORIDA


UCF Federated Identity


Account ?

Password

Sign on



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

 UNIVERSITY OF CENTRAL FLORIDA

 UNIVERSITY OF CENTRAL FLORIDA

UCF Federated Identity

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

  
[What is this?](#)   
[Add a new device](#)  
[My Settings & Devices](#)  
[Need help?](#)  
  
Secured by Duo

Device:


Choose an authentication method

☒ Duo Push RECOMMENDED

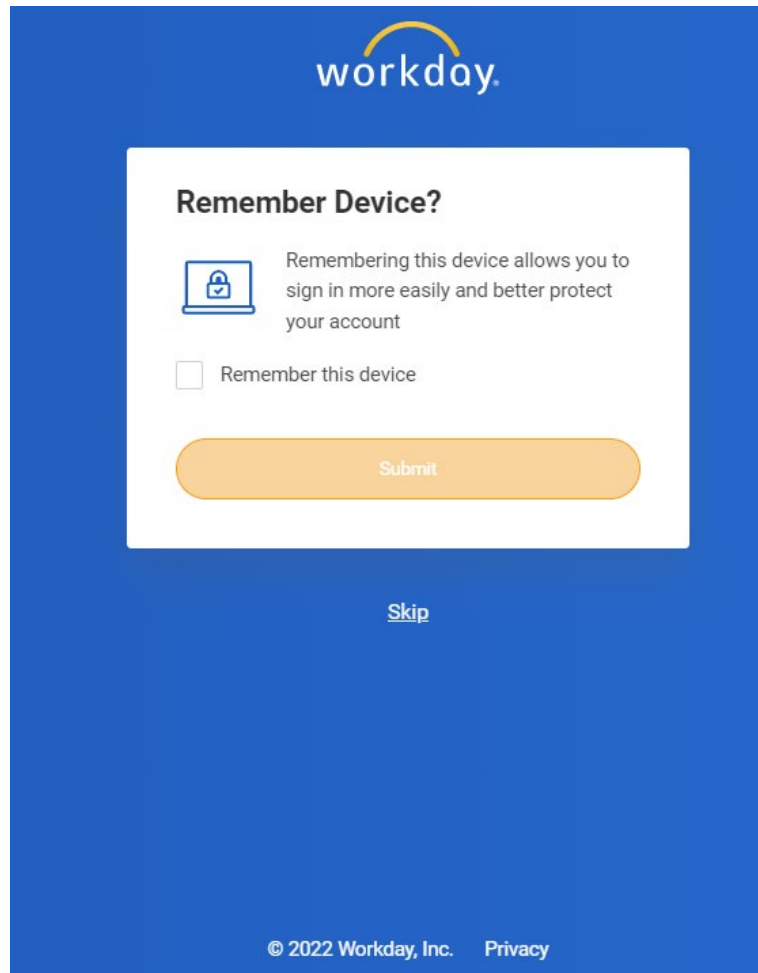
Send Me a Push

☐ Passcode

Enter a Passcode

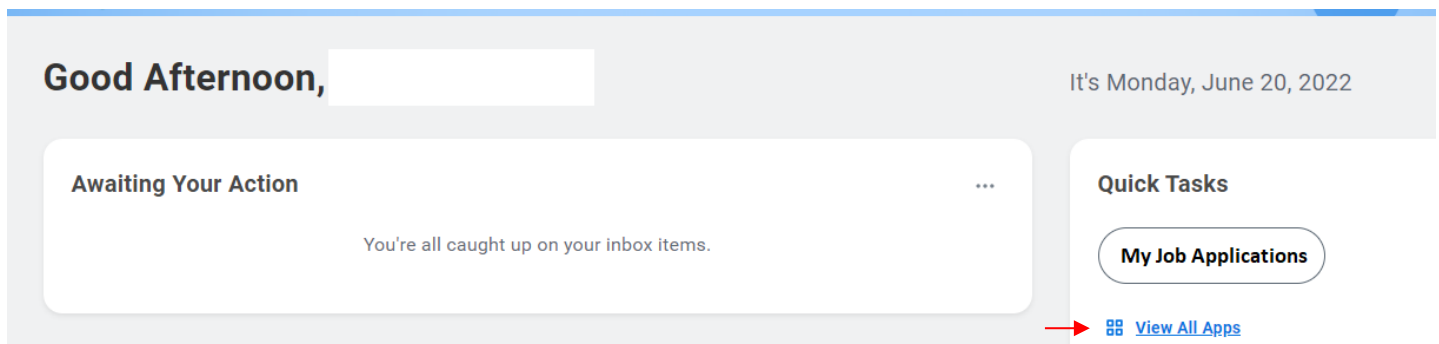
 UNIVERSITY OF CENTRAL FLORIDA

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.



The image shows a Workday login screen with a blue background. At the top center is the Workday logo. A white pop-up box is centered on the screen with the title "Remember Device?". Inside the box, there is a laptop icon with a lock, followed by the text "Remembering this device allows you to sign in more easily and better protect your account". Below this is a checkbox labeled "Remember this device". At the bottom of the box is an orange "Submit" button. Below the box, centered, is a "Skip" link. At the very bottom of the blue background, there is a copyright notice "© 2022 Workday, Inc." and a "Privacy" link.

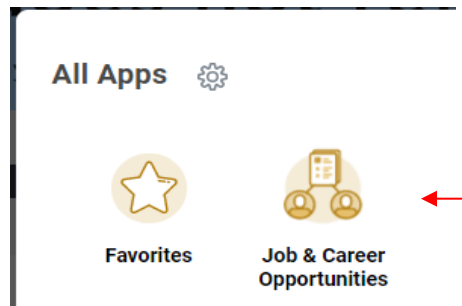
- On the homepage, select “View All Apps”



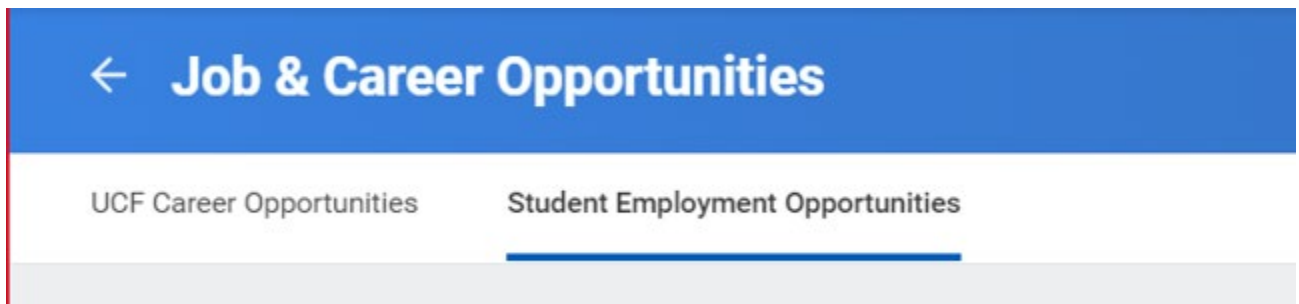
The image is a screenshot of the Workday homepage. At the top left, it says "Good Afternoon," followed by a redacted name. At the top right, it says "It's Monday, June 20, 2022". Below the greeting is a white box titled "Awaiting Your Action" with a three-dot menu icon on the right. Inside this box, it says "You're all caught up on your inbox items." To the right of this box is a "Quick Tasks" section. It contains a button labeled "My Job Applications". Below this button is a red arrow pointing to a link that says "View All Apps" with a small grid icon to its left.





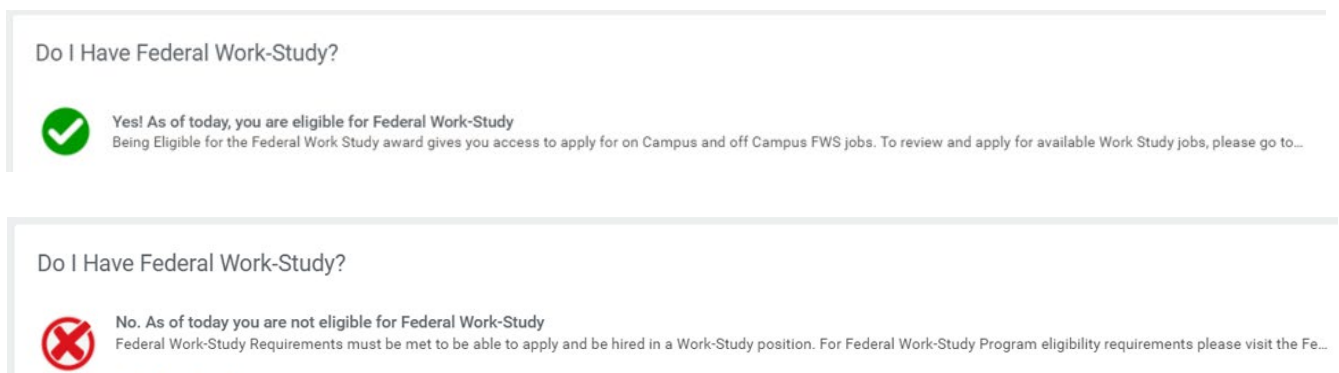
- In the All Apps pop up window, select the “Job & Career Opportunities” icon



- Select “Student Employment Opportunities”

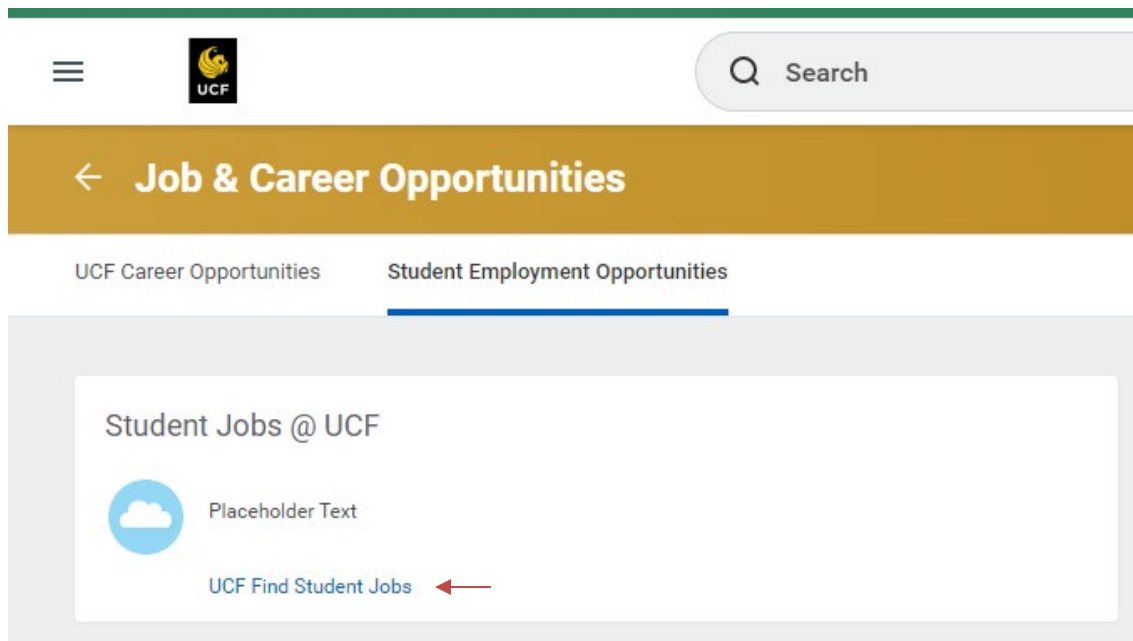


- View your Work-Study Flag status which would be either eligible  or ineligible .

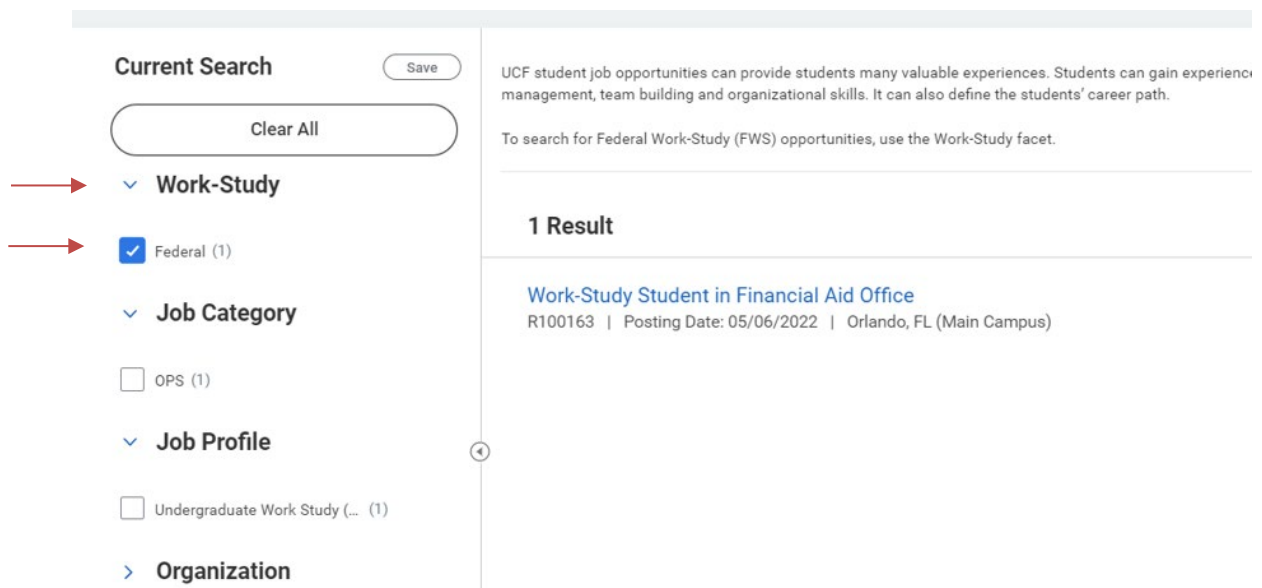




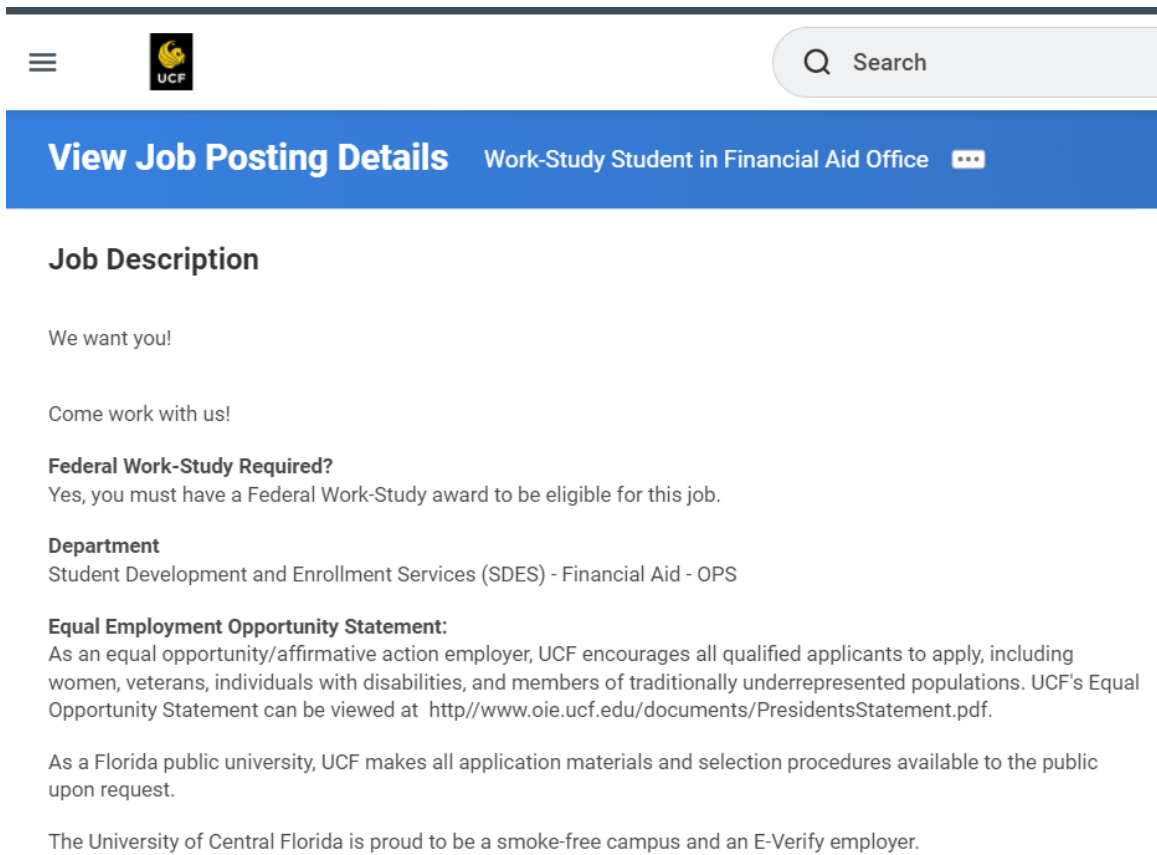
- If your status is eligible, search for FWS positions using the “UCF Find Student Jobs” link



- Navigate to “Work-study” then select “Federal”



- Click on the Job title to view the job description:



The screenshot shows the top navigation bar with the UCF logo and a search bar. Below the navigation bar is a blue header with the text "View Job Posting Details" and "Work-Study Student in Financial Aid Office". The main content area is titled "Job Description" and contains the following text:

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.

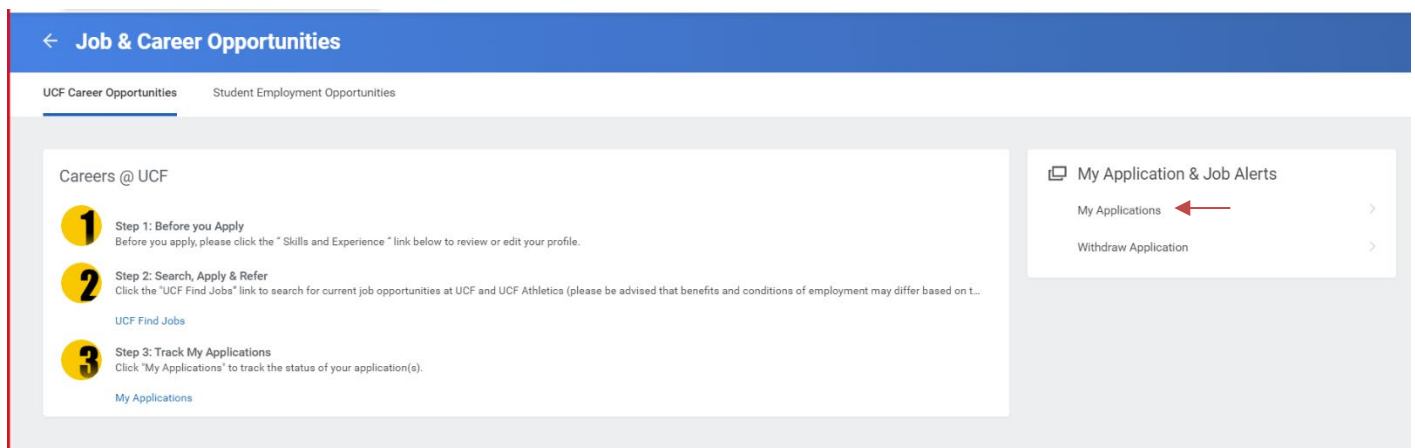
**Department**  
Student Development and Enrollment Services (SDES) - Financial Aid - OPS

**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.



The screenshot shows the "Job & Career Opportunities" page. The main content area is titled "Careers @ UCF" and contains three steps:

- Step 1: Before you Apply**  
Before you apply, please click the "Skills and Experience" link below to review or edit your profile.
- Step 2: Search, Apply & Refer**  
Click the "UCF Find Jobs" link to search for current job opportunities at UCF and UCF Athletics (please be advised that benefits and conditions of employment may differ based on t...  
[UCF Find Jobs](#)
- Step 3: Track My Applications**  
Click "My Applications" to track the status of your application(s).  
[My Applications](#)

On the right side of the page, there is a sidebar titled "My Application & Job Alerts" with the following links:

- [My Applications](#) (indicated by a red arrow)
- [Withdraw Application](#)

My Applications							
1 Item							
Date Applied	Candidate Stage	Job Title	Job Requisition	Department	Hiring Manager	Location	Recruiter
06/20/2022	Application Under Review	<a href="#">Student Jobs at UCF: Loan Student Clerk Work Study</a>	R100271 Loan Student Clerk Work Study (Open)	Student Development and Enrollment Services (SDES) - Financial Aid	Name of Manager	UCF Main Campus	Name of Recruiter

View Job Posting Details

Loan Student Clerk Work Study

Job Description

Job Description

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

Equal Employment Opportunity Statement:  
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Applied on 06/20/2022

Student Jobs at UCF: Loan Student Clerk Work Study

Job Details

Job Requisition ID

R100271

Location

Orlando, FL (Main Campus)

Posting Date

06/10/2022 - 10 days ago

Job Family

Student Employment (OPS)

Time Type

Part time

Job Type

Student (Fixed Term)

Supervisory Organization

Student Development and Enrollment Services (SDES) - Financial Aid

Similar Jobs

## 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
- Work schedule
- Hourly Pay Rate
- Documents needed for hiring process
- Start date

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/i-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.eeo.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

Good Afternoon, On Behalf of: [redacted]

It's Monday, June 20, 2022

Awaiting Your Action




Offer for Job Application: (Student) - Loan Student Clerk Work Study  
Inbox - 1 minute(s) ago

[Go to All Inbox Items \(1\)](#)




Quick Tasks

[My Job Applications](#)

[View All Apps](#)



Q Search



Inbox

Actions

Archive

Viewing: All Sort By: Newest


Offer for Job Application: (Student) -  
Loan Student Clerk Work Study (C100217)  
2 minute(s) ago

Review Documents for Offer for Job Application: (Student) -  
Study (C100217) ...

2 minute(s) ago

Documents

Instructions  
placeholder text

 UCF Student Offer 06/20/2022.pdf

Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the signature status of the documents to be updated in Workday before you can submit the inbox task. Please wait until you are redirected to Workday before you close your browser.

[eSign by DocuSign](#)

***The offer letter must be e-signed and returned to the hiring manager.***

## Please Review & Act on These Documents

DocuSign



Workday DocuSign  
UCF DEV Environment Sandbox



Please read the [Electronic Record and Signature Disclosure](#).

☐ I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS ▾

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 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/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: 407-823-2337). Please bring all your original immigration documents with you to the appointment.

DocuSign

Change Language - English (US) | Copyright © 2022 DocuSign Inc. | V2R

Close

Please review the documents below.

FINISH

OTHER ACTIONS ▾



START

boundaries, encourage innovation and invite the impossible. UCF's Equal Opportunity Statement can be viewed at: <https://www.eso.ucf.edu/documents/PresidentsStatement.pdf>

### Additional Information

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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

NameofManager@ucfqa.ucf.edu



Name of Student

6/20/2022 | 2:33 PM EDT

Date

DocuSign

Change Language - English (US) | Copyright © 2022 DocuSign Inc. | V2R

Close

your signature

×

## Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Full Name\*

Initials\*

Name of Student

NOS

SELECT STYLE

DRAW

UPLOAD

PREVIEW

Change Style

DocuSigned by:

*Name of Student*

FDC

DS

*NOS*

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 common documents provided are
  - Social Security card
  - Driver License
  - Passport
- Your hiring manager will go over the submission and completion of timesheets on Workday.

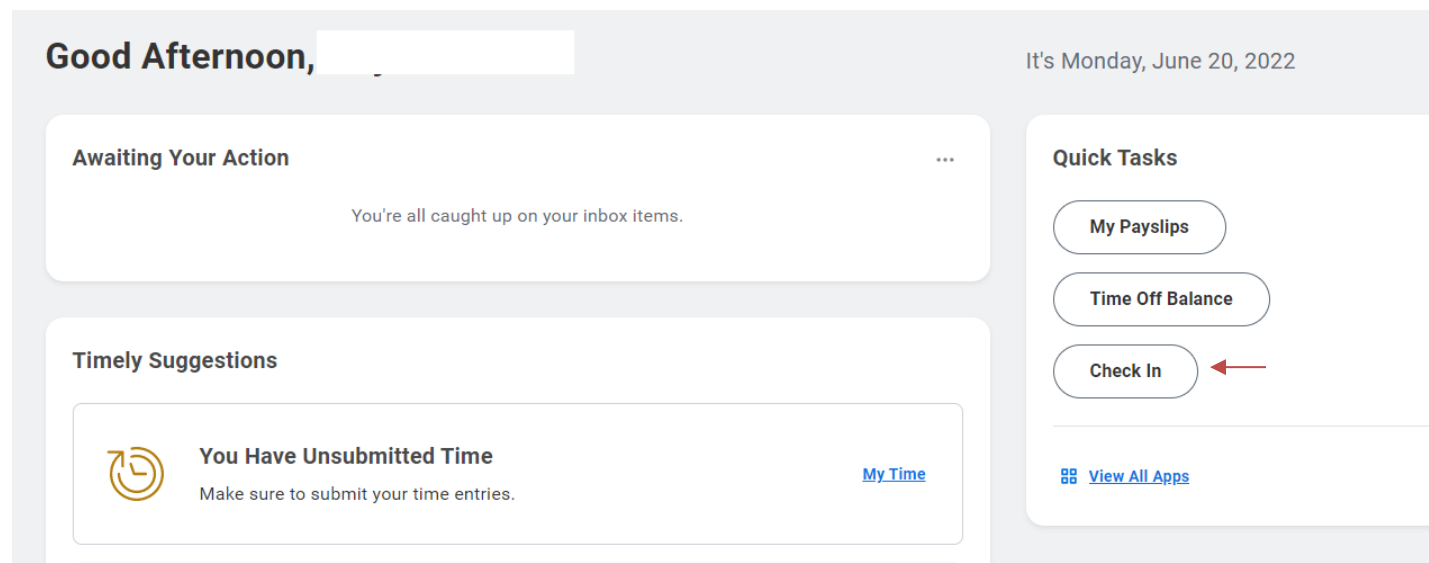
### Off-Campus Community Service

In addition to the onboarding steps listed, Off-Campus Community Service students must also complete the online FWS Community Service forms through this website:

[tinyurl.com/FWS-CS-Workshop-Agreement-2324](https://tinyurl.com/FWS-CS-Workshop-Agreement-2324)

## 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.

Good Afternoon,


It's Monday, June 20, 2022

Awaiting Your Action

...

You're all caught up on your inbox items.


Timely Suggestions



You Have Unsubmitted Time

Make sure to submit your time entries.

[My Time](#)



You're Currently Checked In

Check out when you're ready.

→


[Check Out](#)

Quick Tasks

My Payslips

Time Off Balance

Check In

 [View All Apps](#)

- You must select the reason for Check Out.

Worker \*

Date \* 06/20/2022

Time \* 01:19:47 PM

Time Zone GMT-05:00 Eastern Time (New York)

Reason

☒ Meal

☐ Out

Details

Comment

OK

Cancel

17

## 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.”

### Here's What's Happening


It's Monday, June 20, 2022

#### Awaiting Your Action

...

You're all caught up on your inbox items.

#### Timely Suggestions



##### You're Currently Checked Out

Check in when you're ready.

[Check In](#)

#### Quick Tasks

[My Payslips](#)

[Time Off Balance](#)

[Check In](#)

[View All Apps](#)

### My Payslips

(Private) ...

#### Payslip Printing Details

1 item

Company	Payslip Printing Details
The University of Central Florida Board of Trustees	You receive a paper copy of payslips.

[Print Multiple Payslips](#)

#### Payslips

3 items

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
03/11/2022	02/18/2022	03/03/2022	<a href="#">The University of Central Florida Board of Trustees</a>	352.00	352.00	<a href="#">View</a>	<a href="#">Print</a>
02/25/2022	02/04/2022	02/17/2022	<a href="#">The University of Central Florida Board of Trustees</a>	352.00	352.00	<a href="#">View</a>	<a href="#">Print</a>
02/11/2022	01/21/2022	02/03/2022	<a href="#">The University of Central Florida Board of Trustees</a>	0.00	0.00	<a href="#">View</a>	<a href="#">Print</a>



Previous Payslip

Return to My Payslips

Print Payslip Image

Print Multiple Payslips

Turn off the new tables view

Company Information 1 item



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

Turn off the new tables view

Payslip Information 1 item



Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Name of Employee	XXXXXXXX	02/18/2022	03/03/2022	03/11/2022	

Turn off the new tables view

Current and YTD Totals 2 items

Turn off the new tables view



Balance Period	Gross Pay	Post Tax Deductions	Employee Taxes	Pre Tax Deductions	Net Pay
Current	352.00	0.00	0.00	0.00	352.00
YTD	704.00	0.00	0.00	0.00	704.00

Turn off the new tables view



Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Regular	02/18/2022 - 03/03/2022	32.00	11.00	352.00	64.00	704.00
Total:				352.00		704.00

Turn off the new tables view



Description	Amount	YTD
Federal Withholding - Taxable Wages	352.00	704.00

Turn off the new tables view



Description	Federal	Work State
Marital Status	Single or Married filing separately	
Allowances	0	0
Additional Withholding	0	

Turn off the new tables view



Bank	Account Name	Account Number	Amount in Pay Group Currency	Pay Group Currency

## **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  $\frac{3}{4}$  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! Go Forth and Do Great Things!**

## Resources for Work-Study Students

### Important Links

- File the FAFSA:  
[www.ucf.edu/financial-aid/apply/fafsa/](http://www.ucf.edu/financial-aid/apply/fafsa/)
- Important dates:  
[www.ucf.edu/financial-aid/types/federal-work-study/#important-dates](http://www.ucf.edu/financial-aid/types/federal-work-study/#important-dates)
- Satisfactory Academic Progress:  
[www.ucf.edu/financial-aid/policies/satisfactory-academic-progress/](http://www.ucf.edu/financial-aid/policies/satisfactory-academic-progress/)
- Drop and withdrawal:  
[www.ucf.edu/financial-aid/policies/late-drops-withdrawals/](http://www.ucf.edu/financial-aid/policies/late-drops-withdrawals/)
- Academic Calendar:  
[calendar.ucf.edu/](http://calendar.ucf.edu/)
- Link to Workday:  
[workday.ucf.edu](http://workday.ucf.edu)
- Federal Work-Study Policies:  
[www.ucf.edu/financial-aid/policies/fws-student-rights-responsibilities/](http://www.ucf.edu/financial-aid/policies/fws-student-rights-responsibilities/)