

Background:

In order to ensure that the University is in compliance with federal regulations pertaining to the administration of the Federal Work-Study program, all employers hiring eligible students will be required to complete and return a Federal Work Study Position Description to the Office of Student Financial Assistance before a student's earnings may be subsidized with these federal funds.

A completed sample of this form may be found at:

<http://www.k-state.edu/sfa/forms/fwspdsample.pdf>

FAQs:**Q1) When did this requirement go into effect?**

A1) The requirement of submitting a completed Federal Work Study Position Description went into effect Fall 2015 for all Federal Work-Study funded student employees.

Q2) Do all my student employees need to complete this form?

A2) No. Only students who have accepted Federal Work-Study will need to complete the Federal Work-Study Position Description.

Q3) How will I know which student employee has Federal Work-Study awarded?

A2) All students with accepted Federal Work-Study will have a "To Do Item" assigned in KSIS. The To Do Item will instruct the student to bring the Federal Work-Study Position Description form to his/her supervisor for completion.

Q4) Will I need to complete/submit the Federal Work Study Position Description even for work study students who I've employed under the work study program in the past?

A4) Yes. Employers need to submit/return this form for each student employee, irrespective of past employment history. Furthermore, a Position Description for each student will have to be completed and submitted on an annual basis beginning with each new school year in the fall.

Q5) How soon after I submit the Federal Work Study Position Description can my student employee begin to have a portion of his/her earnings covered by these federal funds?

A5) Subsidizing a student employee's earnings with Federal Work-Study funds, typically, go into effect with the start of a new pay period. To ensure that the Office of Student Financial Assistance (OSFA) can notify Human Capital Services in a timely manner of a student's eligibility for Federal Work-Study funding, OSFA must receive the completed Federal Work Study Position Description no later than the Monday prior to the start of a new pay period. Example: Objective is to have student begin earning Federal Work-Study funds for the pay period 8/28/2016 through 9/10/2016. To accommodate this objective, the Office of Student

Financial Assistance would need to have received the completed new form for the student employee no later than Monday, August 22nd.

Q6) Our office already has a position description for all of our student employees. Can I submit our position description in place of the new Federal Work Study Position Description form?

A6) No. In an effort to standardize this new procedure for audit purposes, the Office of Student Financial Assistance will only accept the Federal Work Study Position Description.

Q6) If my student employee has been employed with my office/division for a period of time before I submitted the new form, can his/her earnings be retroactively subsidized with Federal Work-Study funds once the form has been approved by the Office of Student Financial Assistance?

A6) No. Earnings cannot be retroactively converted to utilize Federal Work-Study funding.

Q7) Will students who have already accepted Federal Work-Study be notified of this requirement?

A7) Students will have a "Work Study Position Description" To Do Item listed in KSIS. The To Do Item will instruct the student to bring the Federal Work-Study Position Description Form to his/her supervisor.