



# Federal Work-Study Employment Verification Form

Office of Financial Aid

**Congratulations on getting placed into a Federal Work-Study job!**

Please complete this form with your FWS Supervisor/Advisor and submit to the Human Resources Office. In addition, you will need to complete necessary Human Resource paperwork **before** you can begin employment.

Once you are clear to begin working, you and your supervisor/advisor will receive an email clearing you to begin work.

Student/Employee	FWS Supervisor/Advisor
Name: _____	Name: _____
Ram ID: _____	Department: _____
Social Security Number: _____	Location/Building: _____
Classification: _____	Office Number: _____
Major/Field of Study: _____	Direct Phone Number: _____
Contact Number: _____	Email: _____
ASU Email: _____	<b>*you are responsible to pay for any hours that exceed a student's eligibility</b>
Personal Email: _____	

### 2020-2021 POSITION SPECIFICATIONS

Department/Organization: \_\_\_\_\_ Job Title/Position: \_\_\_\_\_

Is this a Community Service Organization? YES  NO  First Time FWS Student at ASU? YES  NO

Award Amount: \_\_\_\_\_ Pay Rate: \$8.50 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Term of Employment: FALL  SPRING  SUMMER

By signing below, you are agreeing that you have received a copy of the Federal Work-Study Supervisor Manual (If supervisor) and a copy of the FWS Contract for Students (If student) and that you agree to comply with its rules and regulations. Violation(s) of these guidelines may result in a reduction of your Federal Work-Study award, a deduction of your other Federal Title IV awards, and/or termination from the Federal Work-Study program.

*The student's award is limited: maximum hours up to 19 hours/week, not to exceed 165 hours per term. No work should be performed the week of finals for each term, or during breaks between terms.*

\_\_\_\_\_  
Student/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
FWS Supervisor/Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date



## Federal Work Study Contract Agreement Student Employees

Contract dates: 09/07/2020 to 04/25/2021

Name: \_\_\_\_\_

RAM ID# \_\_\_\_\_

Pay rate: \$8.50/hr.

*Congratulations! You have been selected to participate in the 2020-2021 Federal Work Study (FWS) Program as part of your financial aid award. Student employees are required to comply with performance standards established by employer for which they work. Students who fail to perform in a satisfactory manner may be removed from assignment and from the FWS program. Any student who accepts a FWS student employee position accepts the responsibility of maintaining professional and academic standards and agrees to the following:*

- Perform his/her job assignment in a serious and responsible manner.
- Follow a predetermined work schedule that is acceptable to both the student and the employer.
- Notify the appropriate supervisor as soon as possible when illness or other circumstances prevent the student from working. All student worker positions are very valuable to the efficiency and operation of the University.
- Take into account the time for studying, student activities, personal time, lunch time and breaks between classes and schedule work hours accordingly. Students are expected to work all scheduled hours each week.
- **Work-Study hours are not to be used to complete class assignments, quizzes, reading or homework of any kind. Failure to comply can result in the loss of work study eligibility.**
- Dress appropriately, be dependable and prompt, and conduct themselves in a businesslike manner. Students in high-visibility areas should consult their supervisors for the appropriate dress code.
- Notify the supervisor and the Office of Financial Aid if no longer interested in the FWS program. **Complete the Cancellation Form and send the signed form to Human Resources.**
- Discuss any work-related problems with the appropriate supervisor. If the problem cannot be resolved, the student should contact the coordinator.
- **Stop working immediately upon earning your maximum financial aid award for the term or year, whichever occurs first. Federal Work-Study contracts are awarded by academic year. Students are responsible for keeping track of their hours worked each term.**
- Student employees are required to read, understand and adhere to the following rules and policies regarding the privacy and confidentiality of records. Violation of these rules or policies may subject a student employee to immediate termination of employment and possible suspension from the FWS program.
- Student records are not to be removed from any University office by student employees unless requested to do so by the appropriate supervisor.
- Student employees who are granted access to student record information are accountable for the protection of the information and its contents while it is in their possession.
- Student employees are prohibited from accessing or discussing personal record information.
- Student employees should not use University equipment or office supplies for personal reasons, except as designated by a supervisor.
- Student employees are prohibited from working with their own records.
- Students are responsible for making the initial contact and setting up an interview with the College work-study placement coordinator or off-campus employer. The student may interview with as many

employers as desired until employment is obtained.

- Students will not be allowed to begin work until New Hire Paperwork has been completed with ASU, along with any other employment requirements established by off-campus employers.
- While holding a FWS position, students will be allowed to work up to 19 hours per week while classes are in session, not to exceed the 165 hours per term.
- **The student will be responsible for tracking the amount of FWS income earned.** Remember that students may not earn more than their total FWS award amount.
- FWS positions are frequently professional positions; therefore, the employer may expect a minimum commitment from the student of one semester. As is customary, sufficient notice (2 weeks) should be provided if the student plans to leave the position before the scheduled termination date.

#### Each Semester:

- I must check My Banner often throughout the semester to complete any additional documents that may have been added on a periodic basis.
- Maintain Satisfactory Academic Progress (SAP) at the end of each aid term. More information can be found at: <https://www.asurams.edu/financial-aid/>.
- Remain enrolled in a degree-seeking program at any given time while holding a FWS position. If enrollment falls below half-time, I am responsible to notify the Office of Financial Aid and seek counseling immediately on the possible outcome. **The Office of Financial Aid has the right to cancel my FWS award if I do not meet any of the above criteria.**
- I must present to my employer the follow before I may start working each semester:
  - Award Summary from My Banner showing my work study award
  - Class schedule showing I am enrolled

#### Each Academic Year:

The FWS award is not automatically guaranteed each aid year, and eligibility is based on availability of funding and my federal need. Packaging criteria may vary each year. There I must:

- File the FAFSA by March 1<sup>st</sup> each year to increase my chances of being considered for FWS
- Indicate on my FAFSA that I am interested in FWS
- Complete all necessary and requested items to complete my financial aid by established deadlines, including verification documentation.
- Be enrolled in a degree seeking program at ASU and have confirmed attendance..
- Find a FWS job and sign my FWS Contract

**I have read, understood and agree to abide by the above FWS policies and review procedures at ASU.**

---

Signature

---

Date