

## The Work Study Process

### SET UP THE WORK STUDY POSITION

1. Determine the parameters of a potential position and how you will fund the position. **Work with your Administrator** during this process so that the correct cost center is identified.
2. **Complete an FWS Job Description form** with COPH Career Services. You will need the following information:
  - a. **Job Title**
  - b. **Department**
  - c. **Contact Person and Phone Number**
  - d. **Estimated hours/week**
  - e. **Duties & Responsibilities** (general description)
  - f. **Special Skills Required** (if applicable)

*NOTE: The federal program requires that a certain percentage of work study positions be “community services jobs.” If your position will directly or indirectly improve the quality of life for community residents (tutoring, emergency preparedness and response activities) or solve a particular program related to those residents’ needs (community-based research), indicate that it is a “community service job.” Most COPH work study positions will likely fit this criterion.*
3. **COPH Career Service will review and approve your job description** as programmatic (\$12/hr) or clerical (\$10/hr). COPH Career Services will then send the job description to UNMC Financial Aid for approval and posting on the UNMC FWS site.

### SELECT AND HIRE A STUDENT

4. **Select a student** to fill the position. FWS positions are posted both on the Financial Aid FWS site and on the COPH Jobs Online Listing. You are also encouraged to talk to students whom you think may be a good fit.
5. Once you have selected/identified a student, **inform COPH Career Services**, AND instruct the **student to contact UNMC Financial Aid to confirm his/her FWS eligibility**.
6. Once eligibility is confirmed, **send the following information to Brenda Nickol/COPH Career Services**:
  - a. Student’s **name**
  - b. Start and End **Dates**
  - c. Average number of **hrs/wk** expected
  - d. Attach your approved **job description** so the student can be assigned to the correct position
7. While awaiting the letter from Financial Aid, **complete the New Hire Request form on the COPH Intranet**. This will provide key COPH personnel the information needed to prepare for the new student hire (COPH IT, COPH HR, etc.).

8. Meghan Moore with UNMC Financial Aid will send COPH Career Services a **hire letter**, which will include the award amount. This letter is critical, as it authorizes the student to work.
9. The student must now contact Fran Neff to **complete new hire paperwork** (I-9, W-4). Once this paperwork is completed and the student has been entered into the HR system (SAP), the student may begin working for you! **NO hours may be worked prior to this point.**

## **FWS Timekeeping Information for College of Public Health**

### **ON-GOING MONITORING: TIMEKEEPING & PAYMENT**

10. Make sure that you and the student reach an agreement about the **average number of hours to be worked each week.**  
Determine this by looking at the student's total award, and thinking about how long you need them to work with you. For example, if you know you need assistance in the Spring, and the student's award is only \$3,000, the student will not be able to work 20hrs/wk for every week in the Fall.
11. Fran Neff will provide a **timesheet** to the student, which must be completed, **signed by you** and submitted to your Administrator bi-weekly. (Work with your accountant to determine the timesheet process that will meet their accounting needs.)  
**Even if the student does not work any hours in a pay period, a timesheet must be submitted bi-weekly for record purposes. This is required by federal regulations.**
12. On-going: **monitor student hours and FWS award amount with your Administrator. This is critical!** When the student is close to reaching their award ceiling, contact COPH Career Services to request an increased award amount (if you wish for the position and student to continue). An increase is subject to FWS funds still being available, so is not guaranteed. Provided funds are available and the student still has eligibility remaining, a request for an increase has yet to be denied.  
**NOTE: You will be responsible for 100% of the cost for any hours worked beyond the student's FWS award.**

**If you have any questions, or need assistance during the process, contact:**  
Meghan Moore (9-3123, [meghanmoore@unmc.edu](mailto:meghanmoore@unmc.edu)) in Financial Aid or  
Brenda Nickol with COPH Career Services (2-7226, [Brenda.nickol@unmc.edu](mailto:Brenda.nickol@unmc.edu))