

# STUDENT EMPLOYMENT HANDBOOK



**UF** | UNIVERSITY of  
FLORIDA

# WELCOME

## University of Florida

Thank you for your interest in Federal Community Service with the University of Florida (UF). Whether you're experiencing UF for the first time or are a returning agency, we are thrilled to welcome you to our university community.

The Federal Work-Study Program is a federally funded program administered by the Office of Student Financial Aid and Scholarships. This program provides part-time employment opportunities for university students in service-type agencies or organizations in the community. These agencies would be local, non-profit, government, university, or community-based organizations with services designed to improve the quality of life for community residents, particularly low-income individuals, or to solve specific problems related to their needs.

The UF Student Employment Office assists students and agencies with information regarding part-time employment for students. We are here to answer any questions regarding student employment and assist you with all your student-employee human resource needs.

In addition, our office provides guidance for students with their job search as needed. We encourage students to search for jobs related to their interests, talents, and intended vocations so they leave school with valuable work experience. We expect both the agency and the student employees to consider positions as regular jobs with ordinary duties and responsibilities. However, remember that educational goals are the student's first consideration since their primary purpose at UF is completing their education. Therefore, allowing students flexibility in scheduling work hours and supporting their educational pursuits is encouraged. Working with you is probably one of the first experiences the student will have as an employee. As a supervisor, you have an obligation to teach them a work ethic that will carry them into the workforce after graduation.

On behalf of our office and the University of Florida, welcome and congratulations! We look forward to working with you now and in the future.

Sincerely,

Office of Student Financial Aid and Scholarships

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## **CONTACT US**

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## **STUDENT FINANCIAL AID AND SCHOLARSHIPS**

**STUDENT EMPLOYMENT  
P-113 PEABODY HALL  
GAINESVILLE, FL 32611**





# OVERVIEW

## WHAT IS FEDERAL WORK-STUDY?

Congress established the Federal Work-Study Program (FWSP) as part of the Economic Opportunity Act of 1964. The primary mission of the FWSP is to:

- Offer students who need part-time employment income to help meet educational expenses.
- Assist the student in developing good work habits to prepare for the workforce.
- Provide valuable employment opportunities that reflect the educational goals of the student.
- Improve relations between the university and the community.



The Federal Work-Study Program was authorized and funded by the United States Congress in 1965 for students with a documented need for help with college expenses. In addition to providing about 1,300 UF students with financial assistance, FWSP helps the university by enabling departments to employ undergraduate and graduate students at a cost of twenty-five percent of the gross payroll. The federal government pays the remaining seventy-five percent.

At UF, the Office of Student Financial Aid and Scholarships awards Federal Work-Study funds to students. Federal Work-Study employment is part of a student's financial aid package and can only be awarded to students who have submitted a Free Application for Federal Student Aid (FAFSA).

## FEDERAL COMMUNITY SERVICE

The Federal Community Service (FCS) program is a component of the Federal Work-Study Program and encourages participation in community service activities by students receiving federal student assistance. To participate in the Federal Work-Study program, certain criteria apply:

1. A Non-Profit organization
2. A local, secular organization serving the local community

Students are subject to the same requirements and expectations as any other on-campus student employee.

- Maintain half-time enrollment
- Maintain satisfactory academic progress
- Schedules should also follow the 20-hour-per-week limit

# TERMS OF AGREEMENT

## ***THE CONTRACTOR AGREES:***

1. To use the services of qualified students who are eligible to participate in the Federal Work-Study Program and demonstrate the ability to supervise students at the work site.
2. To comply with all appropriate federal and state civil rights laws.
3. The parties agree to and understand that work to be performed under this agreement is to be in the public interest and which (1) will not result in the displacement of employed workers or impair existing contracts for services; (2) will be governed by such conditions of employment, including compensation, as will be appropriate and reasonable in light of such factors as the type of work performed, geographical region and proficiency of the employee and as mutually agreed by the Institution and the Contractor; (3) does not involve the construction, operation, or maintenance of so much of any facility as is used, or is to be used for sectarian instruction or as a place for religious worship; and (4) does not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for a public or private office.
4. To supervise the work performed by students and to maintain a daily record of the hours worked by each student. Students cannot work during class hours or more than 20 hours per week. Students must be registered for a minimum of 6 credit hours as an undergraduate and 5 credit hours as a graduate student to obtain and keep a federal work-study.
5. To process hours worked by each student biweekly and submit them to the institution for the students to be paid. When a student's accumulated gross earnings reach their Federal Work-Study Award, they must stop working under this agreement.
6. To provide a written evaluation of the performance of each student upon request.
7. To notify the institution of any changes affecting the student's participation, including but not limited to terminations, resignations, and or unexcused absences.
8. To pay 25 percent of the student's compensation to the University of Florida and provide an initial one-thousand-dollar deposit to the institution that will be used towards the student's compensation. The contractor will be billed and remit payment to the institution no later than 30 days after the billing date.
9. To ensure students are only paid for hours worked. Students are not to be paid for lunch, vacation, holidays, sick days, or other hours not worked.
10. To work with the institution to ensure that the program benefits to all participants.

***THE INSTITUTION AGREES:***

1. To determine which students meet the eligibility requirements for employment under the Federal Work-Study Program.
2. To refer eligible students for interviews for positions in the community service sector.
3. To process all appointment forms necessary for entering students into the University payroll system.
4. To pay 75 percent of the students' hours through federal and institutional funding.
5. To notify the contractor of any student who may become ineligible under the Federal Work-Study Program.
6. To ensure that students are paid no less than minimum wage.

***BOTH PARTIES AGREE:***

1. This Agreement shall be subject to the availability of funds granted to the institution for this program. It shall also be subject to the provisions of Section 447 of the Higher Education Act.
2. The contractor may terminate any student employee at any time if it is determined that the quality of the student's work is not satisfactory, or if the student's services are no longer required.
3. Either party may terminate this Agreement by providing a written termination notice to the other party. Both parties will be responsible for discharging all obligations incurred under this Agreement before the effective termination date.

# FEDERAL WORK-STUDY AGREEMENT

"This agreement shall become effective upon the date hereof and shall remain in full force and effect until canceled by written notice by one party to the other party with sixty (60) days' notice of said cancellation. Said cancellation may be with or without cause."

## ORGANIZATION DESCRIPTION

NAME OF ORGANIZATION:	TELEPHONE:
ADDRESS:	
ORGANIZATION STATEMENT OF PURPOSE:	
ORGANIZATION SOURCE OF FUNDING:	
TYPE OF ORGANIZATION:	IRS EXEMPTION NO.:
WHAT OTHER COLLEGES' WORK-STUDY STUDENTS ARE EMPLOYED AT YOUR ORGANIZATION?	
INDIVIDUAL RESPONSIBLE FOR THE RECEIPT AND PAYMENT OF INVOICES:	

## Contract Authorization and Agreement to Terms:

*For the Institution:*

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Student Employment Coordinator  
Student Financial Aid and Scholarships  
University of Florida

*For the Organization/Agency:*

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Printed/Typed Name: \_\_\_\_\_  
Title: \_\_\_\_\_



# HIRING STUDENT EMPLOYEES

## POSTING A JOB REQUISITION

Agencies may work with the student employment team to create and post available positions through <https://jobs.ufl.edu>. The Student Employment Office offers a template to assist in writing your position description to post.

Should the hiring agency want our office to write the requisition for them, we require the following information to post a requisition. (A copy of the requisition will be sent to the agency contact before posting.)

## ONBOARDING PROCESS

Once the agency has selected a potent hire, a student must complete all New Hire paperwork **before** the student may begin working.

The agency should notify the Student Employment Office of its selection. We will then verify if the student is FWS eligible and contact the student to start the new hire onboarding process.

We will schedule an appointment with the student to come into the Student Employment Office on campus located P-113 Peabody Hall to submit official onboarding documentation. After submitting the documentation in person, we will then initiate, to the student, our online onboarding process called "GatorStart," where the student will be required to complete the rest of their human resources/tax paperwork and direct deposit information online. The student will receive an email to their UF email address to let them know that the forms are ready to complete online, and they will have three (3) business days to complete them.

Once the student has completed this process, we will complete onboarding for the student and provide the agency with their official start date. The start date must be a Friday, the beginning of a pay week.



# STUDENT WORK SCHEDULING

## SCHEDULING WORK HOURS

You should work with students to establish a regular work schedule, making it clear you expect them to follow the agreed-upon hours. You should require students to give you adequate notice about planned absences or schedule changes. Frequent absences are a justifiable cause for dismissal. A Class/Work Schedule may assist you in determining the best schedule for the agency and the student. You may find a fillable Class/Work Schedule at <https://www.sfa.ufl.edu/pdf/empl-0006-0103.pdf>



## WORKING DURING SCHEDULED CLASSES

The policy governing FWSP forbids a student from working during scheduled classes or exams. Failure to comply with this policy may result in dismissal of the student employee or ineligibility of the agency to participate in student employment programs. Students who would like to work during a scheduled class or exam that has been cancelled must provide documentation from the instructor stating the name, date, and time of the cancelled class or exam. The student can also use the Class Dismissal Form to document the cancellation, which may be found at [https://www.sfa.ufl.edu/pdf/empl-0008-12\\_05.pdf](https://www.sfa.ufl.edu/pdf/empl-0008-12_05.pdf).

# REPORTING TIME

The University of Florida uses the myUFL Time & Labor and Payroll modules to collect time, record leave, and pay employees. The employees are responsible for reporting their time in myUFL or via paper timecards in accordance with the University policy. All employees are paid on a bi-weekly schedule.

Supervisors are responsible for approving time worked, monitoring students to ensure compliance with the agreed-upon schedule, and providing the student's timecard to the Student Employment Office for processing. Employees must be compensated for all time worked. You cannot elect to withhold payment from a student because it was not time scheduled. If students do not follow the agreed-upon work schedule, you should handle this via disciplinary action by issuing a written or verbal warning for noncompliance. If the behavior persists, you should consider termination. Employees who falsely report time worked shall be subject to dismissal.

Where errors occur, Departments, Agencies, and/or Student Employees should immediately contact our Student Employment team for the appropriate corrective action in a timely manner.

## COMMUNITY SERVICE FWS EMPLOYEES

Time will be reported via a paper timecard which the student and supervisor will sign. The Student Employment Office will provide a timecard for you to use. The student's timecard will be sent bi-weekly to [SFA-FWS@mail.ufl.edu](mailto:SFA-FWS@mail.ufl.edu) no later than the Thursday of a payroll certification week. A courtesy reminder email will be sent each certification week as a reminder, but the supervisor must get it to our office for timely entry. A delay in this process may result in the student being paid on the next payroll cycle. Payroll Schedules may be found at <https://www.fufl.edu/directives/payroll-schedules/>. The deadline for Student Employment to receive the timecards is listed as the date Time & Labor Closes.

## TRADITIONAL FWS EMPLOYEES

Follow the instructions in the UF HR Time and Labor Toolkit to report your time worked. Please note the following information:

1. All FWS and Student OPS (non-exempt) employees are required to input their time in Time & Labor for processing in Payroll.
2. Depending on the method selected by an employee's department, the employee will enter the time worked using Web Clock or Weekly Punch Time, which are time reporting options in the Time & Labor module for a non-exempt employee.
  - o Employees who use Weekly Punch Time should enter the actual time they start/stop work instead of entering the start/stop times they are scheduled to work.
3. All non-exempt employees' time requires approval each pay period.

# STUDENT COMPENSATION

Students must be paid at least Florida's minimum wage per hour by law. To view Florida's current minimum wage, please visit <https://www.dol.gov/agencies/whd/minimum-wage/state>.

The University's policy that the maximum a student can earn per hour is no more than double Florida's minimum wage. A Pay Rate Justification form must be completed if a student position requires an hourly rate greater than this.

## DIRECT DEPOSIT

During the "GatorStart" hiring process, students will be asked to provide their Direct Deposit information to receive their paycheck.

## EXEMPT FROM FICA (SOCIAL SECURITY AND MEDICARE TAXES)

A key issue related to student employees is FICA exemption. FICA is Social Security payroll taxes collected under the authority of the Federal Insurance Contributions Act (FICA). It is the policy of the University of Florida that students working under the Federal Work-Study Program (FWSP) and Student OPS (STAS) programs are EXEMPT from FICA when they are UF admitted, degree-seeking, have a minimum 2.0 GPA/Satisfactory Academic Progress and registered at least half-time for the term in which they will work.

Additionally, nonresident aliens (NRA) that are currently on F-1 and J-1 visas are exempt from FICA taxes under IRC section 3121(b) (19). NRA students that fall out of status on their visas will be assessed FICA taxes retroactively to the beginning of the year.

As an FYI:

- J-2 and F-2 visa holders are subject to FICA taxes.
- H1B1 visa holders are subject to FICA taxes.
- Medical residents are also subject to FICA taxes.

## INTERNATIONAL STUDENTS

International students may have different tax laws to follow and work limitations based on their visa status. Please contact our office if you would like to hire an international student so we may review their information for eligibility.

# STUDENT EMPLOYEE POLICIES

## MAINTAINING WORK ELIGIBILITY

Students must be enrolled at least half-time to be eligible for FWS. Final enrollment for a term is determined at the end of drop/add. The hour requirements may be found at:

<https://www.sfa.ufl.edu/process/receivingyour-aid/enrollment-requirements/>

Students must maintain a minimum GPA of 2.0 for undergraduate students and 3.0 for graduate students. A student who falls below this must petition for reinstatement of their eligibility through the Student Financial Aid and Scholarships Petition, as this would be a Satisfactory Academic Progress issue. The student will be able to see this petition information on their ONE.UF account under their To-Do list. They will also receive an email notifying them when this situation occurs.

Semester work eligibility dates are posted each year. If a student is not enrolled at least half-time for a semester, then they may not work that semester, and the last day they may work would be the last day listed for their enrolled semester.

Graduating seniors may not work past the Thursday before their commencement, regardless of the end-of-term date.

## WORK HOUR RESTRICTIONS

Students may work up to 20 hours a week. Students may work up to 31 hours a week with the approved completion of an Hours Extension Petition. Some students may have more than one FWS job. The combined hours of all jobs may not exceed the limits listed above. The Hours Extension Petition may be found on the SFA Forms page at: <https://www.sfa.ufl.edu/forms>.

## ABSENCES

If a student will be late or absent from work, they must notify their supervisor. If something unexpected happens that will cause them to miss work or be late; the student must contact their supervisor to inform them when they expect to return. Always notify your student employees regarding any specific attendance policies your agency may have.

## APPEARANCE

Although UF has no specific dress code, student employees are expected to dress appropriately. Please speak to your student employees regarding acceptable attire in your work area.

## RESIGNING/TERMINATIONS

If an employee plans to resign voluntarily, they should give their supervisor at least two weeks' notice. However, this practice is not mandatory.

## **BREAKS/REST PERIODS**

Student employees who work four consecutive hours are entitled to and should take a 15-minute rest period whenever possible. Rest periods may not be accumulated to extend a lunch break, arrive late, or leave early. The supervisor sets the lunch breaks. FWS employees work various schedules and are permitted varying times for lunch depending on their regular working schedule.

## **DRUG-FREE WORKPLACE POLICY**

The following is required of the University of Florida and its employees:

1. An employee shall notify their supervisor or another appropriate management representative of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
2. The university shall notify any federal contracting agency within ten days of receiving notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation in the workplace.
3. The university will take appropriate action against any employee convicted for a workplace violation or will require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program.

## **GRIEVANCE PROCEDURES**

Because UF encourages informal resolution of grievances and complaints, the employee should contact their immediate supervisor to help resolve any work-related concerns or misunderstandings. If this type of informal resolution is unsuccessful, the employee should speak with the next-level superior to discuss a solution. If the agency is unable to resolve the problem, the employee may choose to initiate a formal grievance or complaint. Please contact the Student Employment Office for assistance.

## **TITLE IX COMPLIANCE**

Part of being an institution of higher education means complying with certain federal laws and regulations. Title IX of the Education Amendments of 1972 (often referred to simply as "Title IX") is on that list. Title IX prohibits discrimination on the basis of sex, sexual orientation, or gender identity in federally funded education programs or activities. Title IX addresses sexual harassment, sexual violence, or any gender-based discrimination that may deny a person access to educational benefits and opportunities.

Under Title IX, schools must ensure that all students and employees have equal access to education and educational facilities, regardless of sex, sexual orientation, or gender identity. Sexual harassment and sexual violence are forms of gender discrimination that are prohibited by Title IX.

<https://titleix.ufl.edu/about/title-ix-rights/>



## ADDITIONAL RESOURCES

OPS and Student Assistant Application:

<https://hr.ufl.edu/wp-content/uploads/2018/04/opsapplication.pdf>

New Hire Information Form: Federal Work Study – Federal Community Service Program:

<https://www.sfa.ufl.edu/pdf/NewHireInfoFormSheet1.pdf>

New Hire Demographic Form:

[https://hr.ufl.edu/wp-content/uploads/2018/04/demographic\\_form.pdf](https://hr.ufl.edu/wp-content/uploads/2018/04/demographic_form.pdf)

Employment Eligibility Verification: U.S. Citizenship and Immigration Services I-9 Form:

<https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>

UF Human Resources “Four-In-One” Form:

<https://hr.ufl.edu/wp-content/uploads/2018/04/fourinone.pdf>

IRS W-4 Form:

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

UF Career Connections Center:

<https://career.ufl.edu/>

UF Hours Extension/GPA Petition

<https://www.sfa.ufl.edu/forms/>

UF Pay Rate Justification Form:

<https://hr.ufl.edu/wp-content/uploads/2018/04/RevisedPayRateForm.pdf>

UF Timecard:

<https://hr.ufl.edu/wp-content/uploads/2018/03/timecard.pdf>

Student Financial Aid and Scholarships:

<http://www.sfa.ufl.edu/>

University Payroll Services:

<https://www.fa.ufl.edu/departments/payroll-%20services/>

