



ASUN Operating Procedure – 4025

Operating Procedure Synopsis

Title: Federal Work-Study

Approval Date/Revision Date(s): 12/2019

Review Date(s): 5/2020, 5/2021

Executive Cabinet Liaison: Vice Chancellor for Student Affairs

Responsible Officer: Director of Financial Aid

A. Purpose and Scope

The purpose of the Federal Student Work-Study process is to ensure efficiency and consistency in the implementation of the Federal Work-Study Program. This operating procedure is applicable to all students, faculty, and staff who participate or supervise in activities related to federal work-study.

B. Definitions

Federal Work-Study- part-time employment while a student is enrolled in school that is funded by federal work-study money.

Part-Time Employee (Student)- part-time employment while a student is enrolled in school that is funded by institutional funds.

C. Procedures

Arkansas State University-Newport will follow the procedure for requesting and employing federal work-study students.

Finding the Candidates

1. Open positions are posted on the [FWS section](#) of the Financial Aid page on the ASUN website.
2. Interested students will use the [FWS application](#) that corresponds with the campus in which they want to work.
3. HR will list all applicants on a shared spreadsheet and Financial Aid will make notes on student eligibility/ineligibility.
4. HR will notify hiring managers by email of applicants that are eligible for FWS.
5. Once a hiring manager has selected eligible student(s), please contact Human Resources to go through the appropriate hiring processes.
6. HR will notify the Financial Aid Office of any students who are hired on FWS.

*All students, faculty, staff and administrators are expected to adhere to ASUN Operating Procedures.

Candidates are Hired

1. Once a hiring manager has offered a student(s) the job, please let the Office of Financial Aid know so the award for Federal Work-study can be added to the student's financial aid awards.
2. Each semester, the Office of Financial Aid will inform the Office of the Vice Chancellor for Student Affairs the students who have been hired as Federal Work-study students. The Office of the VCSA will add the students to a Canvas course designed for FWS students only. The course will contain various resources for FWS students.

D. Related Information

Information about Federal Work-Study

- Provides part-time employment while a student is enrolled in school.
- Available to undergraduate and graduate students with financial need as determined by the Free Application for Federal Student Aid (FAFSA).
- Allows students to earn money to help pay education expenses.
- Emphasizes employment in civic education and work related to a student's course of study whenever possible.
- Students will be paid at least the current federal minimum wage. However, if a state or local law requires a higher minimum wage, the school must pay the FWS student that higher wage.
- FWS employment must not displace regular employees.
- The Fair Labor Standards Act of 1938 as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under FWS must be paid for all hours worked.
- More [frequently asked questions](#) about Federal Work-Study visit the FWS section of the Financial Aid page