



FWS Rule and Regulations Summary

Purpose:

The Federal Work-Study (FWS) program at UNC is funded through a combination of federal, state, and institutional sources and is therefore subject to the rules and regulations of these groups. This guide summarizes those requirements, providing a plain-language overview of the most important rules and regulations. Please note that readers should review the FWS Training Guide for a more thorough listing of governing program guidelines.

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Students

1. Students must show and maintain the need for FWS program funding.
 - a. To show eligibility, students must submit all requested financial aid document and have a sufficient gap between the cost of attending school and their available resources to warrant packaging under UNC protocols.
 - b. To maintain eligibility students must disclose all outside awards (including grants and scholarships from non-UNC entities) to UNC staff in the Office of Scholarships and Student Aid. Students must also disclose any changes which will affect their needs-eligibility test.
2. Students who experience a change in their financial status which negatively impacts their FWS funding eligibility will have their awards reduced to prevent an overaward from occurring.
3. Students must complete Federal Work-Study Student Training and provide a copy of the certification to their FWS Supervisor prior to beginning work.
4. Students must complete a full application to a position in the established UNC FWS job system (JobX) in order to be eligible for hiring.
5. Students must be hired in the official system of record (JobX) in order to confirm eligibility for earnings. Students not hired through this system are not eligible for any earnings under the FWS program.
6. Students may hold only 1 FWS position at a time at UNC. Students may hold additional jobs on campus or in the surrounding area under non-FWS postings.
7. Students must successfully complete FWS Training and provide documentation of their successful completion to their registered FWS supervisor prior to beginning work.
8. Students must successfully complete all HR onboarding processes before beginning work including, at minimum,
 - a. I-9 verification
 - b. Payroll enrollment and withholding set-up
 - c. Direct Deposit set-up
9. Students must complete TIM (Kronos) training on or before their first day of work.
10. Students may only work during the Fall and Spring semesters. Students may work any day from the first day of classes through the last day of exams, unless the university is officially closed. This means that students can work weekends and holidays that the University is open, but not those holidays when the University is officially closed or during emergency closures.
11. Students must check in with a designated supervisor at the beginning and end of each shift. During the check in process, students must be physically present in the presence of a registered FWS Supervisor and should sign in/out using the approved departmental attendance-tracking tool, most commonly TIM.
12. Students must submit accurate time sheets and do so utilizing the
13. While on-duty at their FWS position, students are not allowed to engage in the following activities:
 - a. Studying, in general, or other scholastic activities through which the student would engage in completion of academic work.
 - b. Driving or operating motor vehicles, including personal, institutional, or state vehicles. Students are allowed to utilize public/private transportation as authorized by the employing department provided the student is not operating the vehicle.
 - c. Engaging in remote work, whether done electronically or through any other method. Students must conduct their work on-site after physically checking in with a designated supervisor as outlined in item 10.
14. Students may not work more than 20 hours per week and 40 hours in any pay period. These limits are the same in periods which include holidays or include the start/end of an eligible work period.
15. Students may not earn more than their allotted FWS award.



Supervisors

1. A supervisor must be present and available at any time a student they supervise is working.
2. The primary supervisor must be registered as the primary contact in the JobX system and have completed FWS Supervisor Training.
3. An unlimited number of secondary supervisors can assist the primary supervisor in the completion of his/her duties. All secondary supervisors must have completed FWS Supervisor Training and be registered as a secondary contact in JobX.
4. Both primary and secondary supervisors must be permanent, full-time faculty or staff members employed by the University or an approved community-service partner.
5. Supervisors are responsible for ensuring that the primary supervisor in JobX is a current, full-time, permanent faculty or staff member at UNC or an approved community-service partner.
6. Supervisors are responsible for ensuring that all FWS positions under their supervision are posted to the JobX site.
7. Supervisors are responsible for ensuring that all FWS Students are hired through the JobX system.
8. Supervisors are required to ensure that students have completed all onboarding processes before letting the student begin work. These processes include but are not limited to
 - a. Federal Work-Study Student Training
 - b. I-9 Verification
 - c. Payroll Enrollment and Withholding
 - d. Direct Deposit Enrollment
9. Supervisors are required to ensure that students have completed all required training listed in the position description and any additional trainings needed to ensure the health and safety of the student prior to those skills being required in the FWS position.
10. Supervisors are responsible for ensuring that students complete sign-in and sign-out records in person with a certified FWS supervisor at the beginning and end of each shift.
11. Supervisors are responsible for ensuring that time records submitted by students are accurate representations of the hours
12. Supervisors must ensure that students are compensated for all time worked through the FWS program.
13. Supervisors are responsible for ensuring that FWS students comply with all rules and regulations of the program, including those listed in the previous section. Most notable among these are the following
 - a. Ensuring that the student works only during eligible periods
 - b. Ensuring that the student does not exceed weekly and biweekly time limits
 - c. Ensuring that the student's earnings does not exceed their allotted FWS award amount.
14. Primary supervisors are responsible for ensuring compliance with all program rules and regulations. If a violation(s) occurs, the primary supervisor is responsible for rectifying the issue as directed by the FWS staff.