



College of Family and Consumer Sciences
Office of Finance and Human Resources

TO: Federal Work Study Supervisors
FROM: Delilah Nageotte, FWS Liaison
DATE: June 2, 2025
RE: Academic Year 2025-2026 Federal Work Study

Your role as a Federal Work Study (FWS) supervisor is to ensure work is performed in compliance with FWS policies and procedures. Supervisor responsibilities may be found in the Office of Student Financial Aid's [FWS Liaison-Supervisor Guidebook](#).

The College was awarded the following Federal Work Study positions for Academic Year 2025-2026:

Dean's Office	2
Facilities (Dean's Office)	1
FHCE	1
IHDD	2
OFHR	1
OTIS	1
SSAC	5
TMI	2

Pay rates must be within the following range: \$11.75 - \$16.00 per hour and rates are based on job function, complexity and years of service. Rate chosen must be in accordance with OSFA pay policy which states:

Pay parity should be exercised at all times and departments/organizations agree to pay FWS and non-FWS comparable rates based on job function and years of service. FWS employees cannot be used to replace or displace full-time employees. Replacement is interpreted as displacement. Therefore, replacing a full-time employee whose position was eliminated (for any reason) with a student employee paid with FWS funds is prohibited. Moreover, this prohibition extends to instances where a school first replaces the full-time employee with a student position paid with college funds.

Below are the hiring workflow steps that must be followed:

- 1) Supervisor submits completed [Federal Work Study Position Description Template](#) to facshr@uga.edu. The FWS Liaison reviews and returns the approved, signed FWS Position Description Template to the supervisor.
- 2) Supervisor posts position using approved position description on Handshake - <https://uga.joinhandshake.com>. Position descriptions posted on Handshake are audited by the UGA Federal Work Study office.
 - ❖ **NEW:** All FWS positions posted on Handshake must use "FWS" in the Job Title (e.g., FWS Lab Assistant).
 - ❖ When posting on Handshake, the question "Is this a work study job?" YES must be selected.
 - ❖ The position description posted on Handshake **must** match the approved position description.
- 3) Supervisor interviews, decides who to hire and completes the [Federal Work Study Hiring Form](#). Supervisor emails FWS Hiring Form to facshr@uga.edu. The FWS Liaison submits information electronically to the UGA Federal Work Study Office for approval.
 - ❖ **No further action needed if individual is in the same FWS position in OneUSG Connect from prior semester/year.**



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- 4) Department initiates action in UGAJobs to evaluate a vacant position description or create a new position. OFHR reviews position description request and submits to University Human Resources (UHR) for approval.
 - ❖ ***NEW: Position descriptions in UGAJobs cannot have “Federal Work Study”, “FWS”, “Work Study” or related identifier in the Working Title.***
- 5) Once position description is approved by UHR, department initiates job posting in UGAJobs. OFHR creates direct hire job posting link. Department sends link to FWS student to apply.
- 6) Department ensures individual applies to the UGAJobs job posting and initiates the hiring proposal in UGAJobs. OFHR reviews the hiring proposal and submits to UHR for approval.
- 7) UHR conducts a background check if needed, and approves the hiring proposal in UGAJobs, which adds the individual onto payroll in OneUSG Connect.
- 8) Department Business Manager adds funding and Time & Absence Approver to position in OneUSG Connect.

Students must enter their time using the Punch method in OneUSG Connect. Time In and Time Out for students must be entered each day they work. Supervisors must approve time entered and batch approval is not acceptable. Departments are audited every semester. Supervisor must ensure correct time entry by student, approve timesheet in OneUSG Connect (not batch approval), and ensure no overlap in work and class/exam time. Failure to do the above can result in the FWS position allocation being revoked. The UGA biweekly payroll schedule can be found at: <https://busfin.uga.edu/payroll/calendar/>.

It is important your Department Business Manager be provided appropriate information to correctly fund and pay the FWS employee. Departments are responsible for 25% of salary and the FWS office is responsible for 75%. *Supervisors are responsible for ensuring FWS employees do not exceed semester award limits. If the award limit is exceeded, the department will be responsible for 100% of excess funds for work performed.* It is recommended supervisor utilize the [FWS Tracking Sheet](#) to ensure their FWS employee does not exceed their award limit for that semester. The position should be funded before FWS employee begins working.

Funding information must be set up as indicated below:

- Departmental combo code = 25% of Distribution
- FWS combo code = 75% of Distribution
- 2025-2026 FWS combo code is 18420130001017

Performance evaluations are strongly recommended. Here is the FWS employee evaluation form:

https://osfa.uga.edu/wp-content/uploads/Student_Evaluation.pdf. Completed, signed evaluations must be sent to facshr@uga.edu.

If for any reason a FWS student's employment ends, the supervisor must complete the [Federal Work Study Termination Form](#) and submit to facshr@uga.edu. The FWS Liaison will submit the information to the UGA FWS Office and the termination can then be initiated in OneUSG Connect by the Department Business Manager.

If you have questions, please reach out to Office of Finance and Human Resources at facshr@uga.edu.

Cc: Department Business Manager
Department Head