



Academic Year 2021 - 2022

Financial Aid Guidelines Financial Aid Period (8/19/21-4/30/22)

Scope

The following guidelines are to be followed for submitting student jobs to be paid partially or in full from financial aid funds during the 2021 – 2022 Academic Year.

Job Profile Definitions

In almost all cases, students will be approved for Federal Work Study. Use the Graduate Assistant – Federal Work Study or Student Assistant – Federal Work Study job profile unless otherwise approved by Financial Aid.

Graduate Assistant – Federal Work Study – Federal Work Study program pays 75% and hiring department pays 25%.

Student Assistant – Federal Work Study – Federal Work Study program pays 75% and hiring department pays 25%.

Student Assistant – FWS Family Literacy – Federal Work Study program pays 100%. *Must have pre-approval from Financial Aid to use this job profile.*

Student Assistant - Florida Work Experience Program (FWEP) – Florida Work Experience Program pays 100%. *Must have pre-approval from Financial Aid to use this job profile.*

Student Assistant - FWS Community Service – Federal Work Study program pays 75% and Financial Aid pays 25%. *Must have pre-approval from Financial Aid to use this job profile.*

Financial Aid Allocation Codes


Job Profile	Allocation 1	Allocation 2
Graduate Assistant – Federal Work Study	75% GF00010	25% Department
Student Assistant – Federal Work Study	75% GF00010	25% Department
Student Assistant – FWS Family Literacy	100% GF00010	NA
Student Assistant – Florida Work Experience Program (FWEP)	100% GF00024	NA
Student Assistant – FWS Community Service	75% GF00010	25% GF00793

Procedures


1. Prior to submitting a student job in Workday to be paid from financial aid funds, please email Vanessa Wagamon (vwagamon@fgcu.edu) or Brian Casey (bcasey@fgcu.edu) for verification of eligibility.
2. Follow the Job Aid processes for Add Job, Edit Job, or new hire procedures.
 - Use the Graduate Assistant-Federal Work Study or Student Assistant-Federal Work Study job profile unless otherwise approved by Financial Aid. The job title and business title will default from the Job Profile. We recommend that you update the job title to reflect what the position actually does.
 - If it is a new hire process, please communicate to the Human Resources Employment Specialist that student employee is eligible for Work Study funds so they can ensure that the correct work study requisition and job profile are used.
 - Work Study jobs must be paid **hourly** per federal regulations. The jobs must be submitted with an hourly compensation plan and can't be paid via Period Activity Pay.
 - The HRBP or manager will need to add an **actual** end date for the compensation piece for the last day of the end of the financial aid period (4/30/22) during the offer process. Please click in the hourly box, click Additional Details, and make sure to put and **Actual End Date** not an ~~Expected End date~~.

Additional Details

Expected End Date

MM/DD/YYYY 

Actual End Date

MM/DD/YYYY 

- The Organization Assignment is the **default** department funding assignment; if the student did not receive financial aid assistance, which Cost Center and Activity Code would be used to pay the employee?

- The Costing Allocation is the source of temporary funding that will override the default Organization Assignment. **Financial Aid funding codes will be entered on the Costing Allocation.**
 - The Job End Date and Costing Allocation end date will always be the end of the Financial Aid Period (4/30/22).
 - In the Comments, indicate that eligibility was verified by <Employee Name> in Financial Aid on <Date>.
 - HRIS Coordinator will create a duplicate non-work study position with a start date of the end of the financial aid period (4/30/22).
3. When funding runs out prior to the end of the financial aid period.
- If work-study funds run out prior to the end of the financial aid period, payroll will inform HR.
 - HR will activate the non-work study position and end the work-study position with the appropriate dates in order for the student to receive their full funding award.
 - The HRIS Coordinator will inform the will notify the HR Business Partner for the Department, as well as the employee's supervisor.
4. End of Financial Aid Period
- At the end of the Financial Aid period, HR will end all work-study positions via an EIB.
 - If the student is eligible for Financial Aid funding the following academic year, the student will need to be rehired into the position. If they are active, an add job process needs to be completed. If they are inactive, they need to be rehired using the Employee Rehire Formstack located on the HR website.
5. Personnel Actions should not be communicated to employees until final approval in Workday. This includes notification to the employee that a request was or will be submitted. Once it has been completed, the employee can be notified and the employee will be able to view details on his/her Workday profile page.
6. Employees, including new hires, adjuncts, OPS, and students, may not begin working proposed assignments until the hire or additional assignment has been properly submitted, fully approved, and all processes completed in Workday. Please allow

sufficient time for background checks, onboarding, verification of employment eligibility (I-9), and new employee orientation.

7. Additional Information to ensure compliance with federal regulations:

- Students must be enrolled at least half-time (6 credits).
- Students should not be scheduled to work during designated class time.
- It is recommended students work no more than 20 hours per week.
- Students must be paid at least the federal minimum wage or state minimum wage, whichever is greater.
- **Please notify the Office of Financial Aid if a work study student is terminated or no longer employed in a work study position.**