



**MIDWESTERN UNIVERSITY**

**Federal Work Study Handbook for Students  
and Supervisors**

**2020-2021**

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## INTRODUCTION

The Office of Student Financial Services has prepared this handbook for Midwestern University (MWU) Federal Work Study students and their supervisors. We reserve the right to amend this handbook at any time and to change or discontinue specific information. The Office of Student Financial Services is obligated to notify all students and supervisors of any and all changes.

## PROGRAM PURPOSE

Federal Work-Study (FWS) is a Title IV federally subsidized program administered to help eligible students meet educational costs and reduce reliance on loans through student employment with authorized FWS employers. Midwestern University administers this program in accordance with the laws, federal regulations ([34CFR 675](#)), and instructions issued by or on behalf of the Department of Education, as well as our own institutional policies.

## STUDENT ELIGIBILITY

**REQUIREMENTS:** To participate in the FWS program, students must matriculate and meet general federal eligibility requirements, including:

1. Citizenship: U.S. citizen or permanent resident/eligible noncitizen (refugee, asylum granted, indefinite parole, humanitarian parole or Cuban-Haitian entrant);
2. Maintain satisfactory academic progress (SAP) as required by Midwestern University and the Department of Education;
3. Financial need, as determined by completion of the Free Application of Federal Student Aid (FAFSA);
4. Receive confirmation of approved FWS award by the Office of Student Financial Services (as stated on the award letter);
5. Complete all required employment authorization forms, identification and necessary hiring paperwork.

For students who did not initially answer “yes” to the FWS question (#31) on the FAFSA, they must contact their FWS Administrator at their respective campus **prior** to filling out any new hire paperwork. ***If you have not completed FWS hiring paperwork, you are not a FWS student and will not receive any portion of FWS funds.***

FWS funds are awarded to eligible students on the basis of financial need without regard to sex, age, veteran status, marital status, sexual orientation, race, religion, national or ethnic origin.

First year, summer students in Physical Therapy, Physician Assistant, Nurse Anesthesia (Glendale) and Pharmacy (Glendale) programs must wait until July 1<sup>st</sup> or after to work. Incoming Fall students may begin working on the first day of the quarter they begin classes. Continuing students with a summer break are allowed to work during the break if funding permits, and as long as the proper paperwork has been completed. Both a current-year FAFSA and a MWU Institutional Application must be completed to determine eligibility for summer employment. Students must sign a form

promising to enroll in the Fall quarter before beginning any on-campus, research or community service position. This form is available in the Office of Student Financial Services. The earnings of students who work in the summer during a period of non-enrollment will be applied to the new award year. For example, if a student works during the summer break of 2020, the FWS earnings will count towards the 2020-2021 year.

## **AWARD ALLOCATIONS**

Each year the federal government allocates a predetermined amount of funds to be used for the FWS Program. FWS funds are awarded to eligible students based on a review of the FAFSA. After filing a FAFSA, the student receives a Student Aid Report (SAR) and MWU receives an Institutional Student Information Report (ISIR), which indicates the student's expected family contribution (EFC). ***If the student indicated an interest in FWS on the FAFSA and has eligibility, then FWS funding will be awarded.*** Award amounts vary from year to year.

Students are informed of their FWS award through their online Financial Aid Award Letters. The Award Letter indicates the "amount" of the FWS award; it does not assign students to any particular work position. Also, the receipt of an award letter does not complete the FWS process; required paperwork must be completed, approved, and processed for all FWS recipients who choose to work.

A student may continue to work as a FWS employee until the student's total earnings reach the limit of the FWS award. Students who have reached their award limit may be eligible for an award increase. Students should contact the Office of Student Financial Services for an award increase, if one is available.

## **PROGRAM DESCRIPTION**

Students who receive FWS awards from participating institutions after filing the FAFSA to determine their financial need may be employed by: the institution itself; a federal, state, or local public agency; or a private nonprofit organization. The U.S. Department of Education encourages colleges and universities to use FWS Program funds to promote community service activities.

## **TYPES OF EMPLOYMENT**

Under the FWS program, students may be employed on-campus in various capacities, work in research on or off-campus, or participate in community service. Community Service can be on-campus or off-campus, through federal, state, or local government agencies and for private nonprofit organizations. On-campus employment can fall into the category of community service work as long as the services are open and accessible to the community, meaning it's been publicized to the community and members of the community use the service.

To the maximum extent possible, all FWS jobs should be related to the student's educational program. On-campus FWS employment cannot displace regular full-time or temporary employees, and cannot impair existing service contracts. Off-campus or community service employers who hire

FWS employees may not replace its employees with FWS students. Off-campus employment **must** be a locally (local to either the Downers Grove, IL or Glendale, AZ campus depending on the campus the student is attending) approved FWS position.

### 1. On-Campus

On-campus work may be done for various departments. Students may work for professors as long as the work is directly related to the professors' official duties within the University. A list of jobs can be found at <https://online.midwestern.edu>, which provides updated postings for all available work positions on campus.

Student Financial Services must have a job description on file from the supervisor. Job descriptions must include the supervisor's name, department name, job title, and a brief description of responsibilities, required skills, and approximate hours needed per week. A job description **must** be submitted for each new position. Upon taking interest in a particular position, students should arrange to meet with the designated supervisor to discuss qualifications, job requirements, and to arrange a work schedule. Once the supervisor has agreed to employ a student; a "**Federal Work-Study Employment Approval Form**" must be signed by both the student and employer. The student **must** submit required payroll paperwork and proper identification, and submit it into the Office of Student Financial Services. The student and the supervisor will receive an email once a payroll ID number has been assigned for the student and the student can begin working.

### 2. Community Service

Off-campus Community Service work must be in the public interest and performed for the national or community welfare. The purpose of the work and the nature of the organization will determine whether a job meets this requirement. Jobs designated as "community service" are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Some of these services include: health care, child care, literacy training, education, welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement. Other service opportunities include Youth Corps, as defined in [Section 101](#) of the National and Community Service Act of 1990, and service within the agencies, institutions and activities designated in Section 1254(a) of the Act, as well as support to Students with Disabilities, activities in which a student serves as a mentor for such purposes as tutoring within the community, supporting educational and recreational activities, counseling and career counseling.

Community service opportunities can be either on or off campus. Students cannot work at agencies until a "**Participation Agreement**" contract is on file with the University. Students interested in community service positions should contact the Office of Student Financial Services for a complete listing of participating organizations or go to our website at [https://www.midwestern.edu/programs\\_and\\_admission/student\\_financial\\_services/federal\\_work-study/fws\\_available\\_positions.html](https://www.midwestern.edu/programs_and_admission/student_financial_services/federal_work-study/fws_available_positions.html). There are more off-campus opportunities available, but

there are also on-campus opportunities at different times of the year. Once a volunteer opportunity is found, the student must meet with a designated individual at the organization to talk about the work and the hours involved. Once the supervisor has agreed to employ a student; the **“Federal Work-Study Employment Approval Form”** must be completed and signed by the student and the employer/supervisor. Required payroll paperwork and proper identification must be completed and returned to the Office of Student Financial Services before student can begin employment. The student and the supervisor will receive an email once a payroll ID number has been assigned for the student and the student can begin working.

### 3. Research

Supervisors must be employees of Midwestern University. Students can be employed in areas of research on or off-campus (off-campus research positions must have a current contract in place). However, if a student must complete an internship or practicum as part of his or her degree requirement and would not normally be paid for doing so, the internship or practicum does not qualify under FWS. A student may not be paid for receiving instruction in a classroom, laboratory, or other academic setting if it is part of his/her degree requirement. Once the supervisor has agreed to employ a student; the **“Federal Work-Study Employment Approval Form”** must be completed and signed by the student and the employer/supervisor. Required payroll paperwork and proper identification must be completed and returned to the Office of Student Financial Services before student can begin employment. The student and the supervisor will receive an email once a payroll ID number has been assigned for the student and the student can begin working.

## **PARTICIPATION AGREEMENTS (new organizations not previously approved)**

Any new non-profit agency seeking FWS students must first seek approval from MWU by completing a **“Participation Agreement”**, and obtain an approval before any work is assigned or performed.

The Participation Agreement must be signed by an authorized representative of the agency and all designated employees authorized to sign FWS timesheets. After all required signatures are obtained from the agency, the Agreement is submitted to the Director of Student Financial Services & Registrar and the Director of Finance for approval and signature. Once the new agency is approved, notification will be sent by the FWS Coordinator to the agency.

## **HIRING FORMS**

All required forms are available in the Office of Student Financial Services or at [https://www.midwestern.edu/programs\\_and\\_admission/student\\_financial\\_services/federal\\_work-study/fws\\_employment\\_forms.html](https://www.midwestern.edu/programs_and_admission/student_financial_services/federal_work-study/fws_employment_forms.html). Completed forms should be returned in person to the Office of Student Financial Services along with appropriate original identification **prior** to work. Original ID(s) must be presented in person to the Office of Student Financial Services. Photocopies/scanned or faxed documents are not acceptable. Once the FWS Coordinator has secured all the required hiring forms, it is submitted to the Human Resources Department.

**E-verification for Arizona students** - Though it's not permissible for any business to knowingly or

intentionally hire or employ illegal immigrants, Arizona employers are required to confirm the legal status of their new hires via the E-Verification system. E-verification is a free online federal program that checks names and identification documents to ensure that new employees are eligible to work in the U.S. Approval through the E-Verification system is mandatory in Arizona before any work can be scheduled through the Federal Work-Study program.

## **REQUIRED PAPERWORK FOR ALL FWS EMPLOYEES: ONLY COMPLETED FWS PACKETS WILL BE ACCEPTED**

1. **Federal Form W-4\*** (Federal withholding allowance) – All FWS students employed must complete a federal tax withholding form, called Federal Form W-4, which allows Midwestern University to withhold the correct amount of federal income tax from wages.
2. **AZ Form A-4\*** or **IL Form W-4\*** (State withholding allowance) – All FWS students employed must complete a state employee tax withholding form, called State Form W-4, which allows Midwestern University to withhold the correct amount of Arizona or Illinois income tax from wages.
3. **Form I-9\* Employment Eligibility** – All FWS students are required by Federal regulations to provide proof of eligibility to work in the United States. The Form I-9 **must** be completed and turned in person, by the student, not faxed or emailed, **prior** to starting work. It is important that FWS students bring in the appropriate original form(s) of identification in order to complete the Form I-9. Original(s) are required, no photocopies will be accepted.
4. **Code of Responsibility** – All FWS students are required to complete this form **PRIOR** to starting work each year.
5. **FERPA** (Family Educational Rights and Privacy Act) **Tutorial** – All new FWS students are required to complete the FERPA tutorial before starting their position. FWS students are expected to be familiar with and fully understand both Midwestern University’s and Federal policies on privacy, confidentiality, and responsibility during employment.
6. **Student Employment Approval Form** – All FWS students are required to complete **Federal Work Study Employment Approval Form** prior to starting work. Please note: A separate form must be completed for each FWS job the student holds. Returning students must complete a new Employment Approval Form each year they wish to participate in FWS.
7. **Participation Agreement** – Off-Campus Community Service or Off-Campus Research (SFS staff responsibility).
8. **Direct Deposit** (optional) – This is not the same as your direct deposit form for your student loan refund. If you want your FWS check deposited into your bank account, please log into UltiPro via the link on your [student portal](#), listed under Resources (this will be available after your first paycheck).

**\* When completing items #1, 2 and 3 on page 7, FWS students can only use the address where they are currently residing while attending Midwestern University. For students living on-campus, you must include your mailbox number with the on-campus address.**

## UPDATING INFORMATION

Name, address, filing status changes should be directed to the Human Resources department at your campus. On the Arizona campus, contact Annie Cohen at 623-572-3925. On the Illinois campus contact Micoa Thames-Jackson at 630-515-6119.

## EXEMPT STATUS

A new Form W-4 must be completed by July 1<sup>st</sup> every year if the “exempt” status was selected on either the W-4 or the A-4. W-4 Forms must be returned to the Human Resources department. Electronic W-4s can be made available through the UltiPro Timekeeping system.

## ULTIPRO (ELECTRONIC) TIMEKEEPING

UltiPro by Ultimate Software is the current timekeeping system used by Midwestern University. It is a web based application which is accessible at the following address <https://ew33.ultipro.com/>. Students should badge in and out of the building they are working at and not another building across the campus.

*For Ultipro related inquiries, please send all questions to [hrihelpdesk@midwestern.edu](mailto:hrihelpdesk@midwestern.edu).*

### ❖ Student Timekeeping

On-campus FWS students who have a primary job or are involved in on-campus research, will need to submit their hours through UltiPro. If a FWS student acquires a second on-campus position, then the student must submit a **paper timesheet** for the second on-campus position.

***All Community Service FWS and Off-campus FWS will still need to submit a paper timesheet on a bi-weekly basis.***

On-campus FWS students will be able to enter time at a kiosk on-campus/clinics by holding the University badge up to the area next to the screen. FWS students should be badging in and badging out in the building they are working in and not in a different building on campus or through a computer or hand held device.

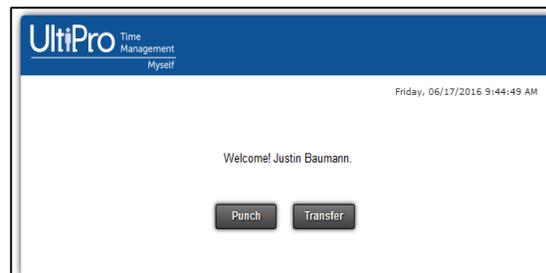


The clock will beep and display a message notifying student of a punch accepted.

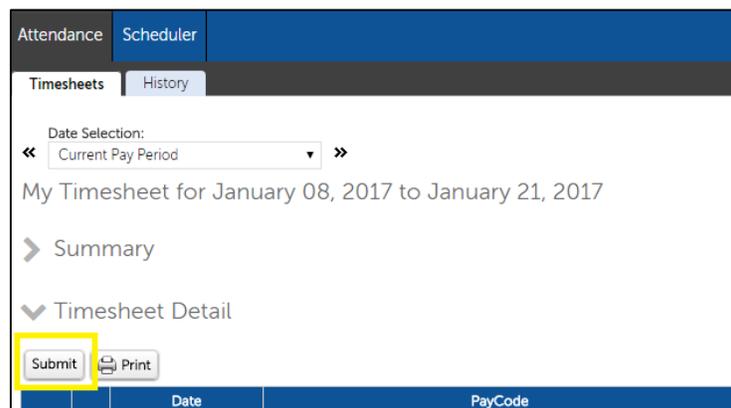
Please Note: If your name does not appear on the clock or you get an error message, please notify your supervisor immediately.



Another way to keep track of time is by logging into the UltiPro and using the Web Punch known as Time Clock entry.



At the completion of each pay period, FWS student must login and submit a timesheet for hours worked. To do so, go to Myself→ Time Management→ Attendance→ Timesheet Detail. Check all information is accurate and click Submit.



The supervisor is responsible for correcting missed punches and checking hours worked before approving the timesheets on a biweekly basis. Timesheets that show a missed punch or not approved may cause delays in FWS payment. Supervisors **must** approve timesheets by Monday no later than 10 a.m. (CST).

### ❖ **Breaks**

The student must accurately record all hours worked and all breaks taken in UltiPro. Students need to clock in and clock out for lunch. Supervisors must review and approve hours in UltiPro every pay period. The student will be paid only for the hours worked and will not be paid for lunch. FWS students may take a half-hour lunch break if working more than six (6) hours in a day. Students can work no more than eight (8) hours in a single day and no more than forty (40) hours per week. The University actively discourages employment that will conflict with a student's ability to perform academically, therefore, Student Financial Services recommends that FWS students work no more than twenty (20) hours per week while classes are in session. Students may **never** work during scheduled class times.

### ❖ **Important Things to Remember!**

- 1) If you have not completed the required FWS hiring paperwork, you are not a FWS student and will not receive any portion of FWS funds.
- 2) Students can **only** clock in and out from campus using the University's IP address. This can be done through a MWU computer.
- 3) On-campus FWS students (including on-campus research) **must** be physically present on-campus while clocking in or clocking out, and are **not allowed** to work remotely from home.
- 4) Any adjustments to time (e.g. missed punch) will need to be corrected by the supervisor. There is a seven-minute rounding to the nearest quarter hour.
- 5) Time clocks will work during a power outage. The hours worked will be uploaded to your timecard once internet connectivity is reestablished.
- 6) Lunch break will not be automatically deducted. Students need to clock in and clock out for lunch. All student employees are entitled to have a 30-minute lunch break if they work six to eight consecutive hours. Scheduling of lunch/breaks will be at the discretion of the supervisor.
- 7) FWS students can work no more than eight (8) hours in a single day and no more than forty (40) hours per week. The University actively discourages employment that will conflict with a student's ability to perform academically, therefore, Student Financial Services recommends that FWS students work no more than twenty (20) hours per week while classes are in session.
- 8) Abuse of the UltiPro system, such as attempting to falsely report hours worked, is a serious offense. Supervisors should review their student employees' timesheets for accuracy prior to approving timesheets.

- 9) FWS students cannot work past the last date of the academic year (last date of attendance), which includes leave of absence (LOA), withdrawals, and graduates. Please note, FWS students who are graduating cannot work past the last date of academic year. The last date of academic year is the last date of your academic activity, which does not coincide with the actual graduation ceremony date. If you are uncertain, please check with your FWS coordinator.

## ARIZONA – Paper Timesheets

***All Community Service FWS students and Off-campus FWS will still need to submit a paper timesheet on a bi-weekly basis.***

Record all hours worked on the timesheet through Wednesday (if you work hours through the end of the pay period, you can project those hours and enter them on the time sheet); supervisors must email the timesheets to [AZFWS@midwestern.edu](mailto:AZFWS@midwestern.edu) by 12:00 p.m. (MST) Thursday, each pay period. Payroll schedules are available online or you can obtain one from the FWS Coordinator. Student Financial Services will “time and date stamp” your timesheet immediately upon receipt. Timesheets must be completed in full and signed by the direct/alternate supervisor. Never accumulate timesheets beyond the current pay period. According to the Federal regulation, [34 CFR675.16](#), an institution must pay a student FWS compensation for hours worked at least once a month.

### ❖ GUIDELINES-ARIZONA

- 1) Do not begin working until you have turned in all required forms to your FWS Coordinator.
- 2) Complete a separate paper timesheet if you work in different departments.
- 3) Make sure your timesheet is complete and legible. Leave no blanks; unsigned or incomplete timesheets will not be processed until the pay period after completion.
- 4) List hours worked through “Wednesday”. If you work hours through the end of the pay period, you can project those hours and enter them on the timesheet. Turn your timesheet into your supervisor so it can be validated and submitted.
- 5) Supervisors must email timesheets to [AZFWS@midwestern.edu](mailto:AZFWS@midwestern.edu) by noon on the second Thursday of the pay period. Timesheets received after 12:00 p.m. (MST) will be processed into next pay period. Supervisors **must** collect and submit all original timesheets for off-campus positions to the FWS Coordinator.
- 6) **TRACK YOUR FWS AWARD BALANCE: Turn in all hours worked and never accumulate hours beyond current pay period.**

## MIDWESTERN UNIVERSITY

2021

### SCHEDULE OF PAY DATES & PERIODS FOR ALL FACULTY & STAFF

2021

PAY PERIOD	YEAR	PERIOD DATES	HOLIDAY	DUE DATE	CHECK DATE
01	2021	DEC 20 - JAN 02	Christmas & New Years	1/1/2021	JAN 08
02		JAN 03 - JAN 16		1/15/2021	JAN22
03		JAN 17 - JAN 30	Martin Luther King Jr.	1/29/2021	FEB 05
04		JAN 31 - FEB 13		2/12/2021	FEB 21
05		FEB 14 - FEB 27		2/26/2021	MAR 06
06		FEB 28 - MAR 13		3/12/2021	MAR 20
07		MAR 14 - MAR 27		3/26/2021	APR 03
08		MAR 28 - APR 10		4/9/2021	APR 17
09		APR 11 - APR 24		4/23/2021	MAY 01
10		APR 25 - MAY 08		5/7/2021	MAY 15
11		MAY 09 - MAY 22		5/21/2021	MAY 29
12		MAY 23 - JUN 05	Memorial Day	6/4/2021	JUN 12
13		JUN 06 - JUN 19	Juneteenth	6/18/2021	JUN 26
14		JUN 20 - JUL 03		7/2/2021	JUL 10
15		JUL 04 - JUL 17	Independence Day	7/16/2021	JUL 24
16		JUL 18 - JUL 31		7/30/2021	AUG 07
17		AUG 01 - AUG 14		8/13/2021	AUG 21
18		AUG 15 - AUG 28		8/27/2021	SEP 04
19		AUG 29 - SEP 11	Labor Day	9/10/2021	SEP 18
20		SEP 12 - SEP 25		9/24/2021	OCT 02
21		SEP 26 - OCT 09		10/8/2021	OCT 16
22		OCT 10 - OCT 23		10/22/2021	OCT 30
23		OCT 24 - NOV 06		11/5/2021	NOV 13
24		NOV 07 - NOV 20		11/19/2021	NOV 27
25		NOV 21 - DEC 04	Thanksgiving	12/3/2021	DEC 11
26		DEC 05 - DEC 18		12/17/2021	DEC 25
<b>Last Pay Period to use Personal Days</b>					
01	2022	DEC 19 - JAN 1	Christmas & New Years	TBD	

## FWS Earned Paid Sick Time

Due to Arizona's new minimum wage and paid sick leave law ([23-375-Notice](#)), effective as of July 1, 2017, FWS students participating in the program on the Glendale, Arizona campus, and working in the state of Arizona are entitled to earned paid sick time and accrue a minimum of one hour of earned paid sick time for every 30 hours worked.

- Earned and accrued sick time will be processed in the UltiPro timekeeping system for all FWS students.
- FWS students may only accrue or use a maximum of 40 hours of earned paid sick time per year.
- FWS students may only use and be paid for sick time that has been earned and accrued in the UltiPro system.
- Sick time will be paid at the FWS hourly rate of \$13 per hour.

Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Earned paid sick time may be used by the FWS employees themselves or for family members.

When utilizing accrued paid sick time, the following should occur:

1. The FWS student should notify their supervisor they will be out sick, will come in late or need to leave early for one of the reasons noted above.
2. The student should then request the sick time in UltiPro by doing the following:
  - Going to Myself → Time Management → Click on Scheduler/Requests
  - Select the 'add' button to add a time-off request for sick time
  - Enter the correct date and time
  - Submit the time-off request
3. The student's supervisor will then approve the request
4. The student should review their time in UltiPro to ensure the sick time request was reviewed and approved

## ILLINOIS – Paper Timesheets

**All Community Service FWS students and Off-Campus FWS will still need to submit a paper timesheet on a bi-weekly basis.** Timesheets must be submitted to the Office of Student Financial Services by 4:00 p.m. (CST) on the second Thursday of each pay period. Unsigned or improperly completed signed timesheets cannot be processed. No exceptions to these rules will be made. Timesheets received after 4:00 p.m. (CST) will be processed in the next pay period. Never accumulate timesheets beyond the current pay period. According to the Federal regulation, [34 CFR675.16](#), an institution must pay a student FWS compensation for hours worked at least once a month.

Note: Your direct/alternate supervisor must submit the timesheet(s) to the Office of Student Financial Services by emailing it to [ILFWS@midwestern.edu](mailto:ILFWS@midwestern.edu). **Emailed timesheets must come directly from the student's direct/alternate supervisors' email address.** Also, originals timesheets for off-campus FWS students need to be submitted.

### ❖ GUIDELINES – ILLINOIS

A timesheet is used to keep a record of a student's hours worked. Students working in more than one department must use a separate timesheet for each department. All timesheets must be completely filled out with the following information:

- 1) Printed name, ID and signature.
- 2) Pay Period Ending date (payroll schedule is available at: [https://www.midwestern.edu/programs\\_and\\_admission/student\\_financial\\_services/federal\\_work\\_study/fws\\_employment\\_forms.html](https://www.midwestern.edu/programs_and_admission/student_financial_services/federal_work_study/fws_employment_forms.html) by going to Federal Work-Study and clicking on Employment Forms).
- 3) Department working for; month/day worked; daily hours along with lunch breaks; daily totals.
- 4) Total hours worked for the pay period.
- 5) Supervisor Signature and date.

# MIDWESTERN UNIVERSITY

2020

## SCHEDULE OF PAY DATES & PERIODS FOR ALL FACULTY & STAFF

2020

PAY PERIOD	YEAR	PERIOD DATES	HOLIDAY	DUE DATE	CHECK DATE
01	2020	DEC 22 - JAN 04	Christmas & New Years	1/2/2020	JAN 10
02		JAN 05 - JAN 18		1/16/2020	JAN 24
03		JAN 19 - FEB 01	Martin Luther King Jr.	1/30/2020	FEB 07
04		FEB 02 - FEB 15		2/13/2020	FEB 21
05		FEB 16 - FEB 29		2/27/2020	MAR 06
06		MAR 01 - MAR 14		3/12/2020	MAR 20
07		MAR 15 - MAR 28		3/26/2020	APR 03
08		MAR 29 - APR 11		4/9/2020	APR 17
09		APR 12 - APR 25		4/23/2020	MAY 01
10		APR 26 - MAY 09		5/7/2020	MAY 15
11		MAY 10 - MAY 23		5/21/2020	MAY 29
12		MAY 24 - JUN 06	Memorial Day	6/4/2020	JUN 12
13		JUN 07 - JUN 20		6/18/2020	JUN 26
14		JUN 21 - JUL 04	Independence Day	7/2/2020	JUL 10
15		JUL 05 - JUL 18		7/16/2020	JUL 24
16		JUL 19 - AUG 01		7/30/2020	AUG 07
17		AUG 02 - AUG 15		8/13/2020	AUG 21
18		AUG 16 - AUG 29		8/27/2020	SEP 04
19		AUG 30 - SEP 12	Labor Day	9/10/2020	SEP 18
20		SEP 13 - SEP 26		9/24/2020	OCT 02
21		SEP 27 - OCT 10		10/8/2020	OCT 16
22		OCT 11 - OCT 24		10/22/2020	OCT 30
23		OCT 25 - NOV 07		11/5/2020	NOV 13
24		NOV 08 - NOV 21		11/19/2020	NOV 27
25		NOV 22 - DEC 05	Thanksgiving	12/3/2020	DEC 11
26		DEC 06 - DEC 19		12/17/2020	DEC 25
<b>Last Pay Period to use Personal Days</b>					
01	2021	DEC 20 - JAN 02	Christmas & New Years	TBD	JAN 08

## ULTIPRO TIMESHEET APPROVAL AND DELEGATION PROCESS FOR SUPERVISORS

Supervisors will be responsible for approving electronic (UltiPro) and paper timesheets in a timely manner. Timesheets will need to be approved by Monday at 10am local time preceding the check date. Per Federal guidelines, a FWS student must **never** work unsupervised or from home.

### ❖ APPROVAL OF TIMESHEETS

- 1) Log in to the UltiPro system
- 2) Navigate: My Team > Time Management
- 3) Select Attendance, then select the “Timesheets” option from the drop down menu
- 4) On the left side of the page will be a list of employees that report to you. Make sure the Filters are listed as Biweekly > All > All Timesheets



- 5) Select the applicable Date Selection from the drop-down list. The Date Selection always defaults to the “Current Pay Period”. If the timesheets are being approved on a Monday after the current pay period has ended, then please make sure to select the “Last Pay Period” for the Date Selection



- 6) Review the timesheet for accuracy. Edit any time details if needed prior to approving the timesheet.
- 7) Approve the timesheet by clicking the “Approve” button on the “Timesheet Detail” section



- 8) The timesheet will then be approved, and ready for payroll to process. Repeat this process

for all employees that report to you.

## ❖ DELEGATION OF DUTIES

Delegation is a tool that allows another supervisor to access your team and edit and approve timesheet(s) on your behalf. This can be for a set period of time or left open ended.

- 1) Log in to the UltiPro system
- 2) Navigate: My Team > Time Management > Select Preference > Delegation
- 3) Select the supervisor who will be the delegate
- 4) Select the timeframe during which the delegate would have access to your team
- 5) Under web access select Supervisor Access. You can also leave a note for the delegate
- 6) Click save and an email notification will go to the delegate
- 7) You can end the delegation by selecting the “X” next to the delegate and save. These can be dated for future
- 8) An example of what the screen will look like is shown below. All the boxes in red are the ones that need to be completed

	Delegation	From	To	Web Access	Pay Code	Type	Notified	EMP Filter	GRP Filter	Message
⌵	<input type="text"/>	<input type="checkbox"/>			<input type="text"/>					
⌵	<input type="text"/>	<input type="checkbox"/>			<input type="text"/>					
⌵	<input type="text"/>	<input type="checkbox"/>			<input type="text"/>					
⌵	<input type="text"/>	<input type="checkbox"/>			<input type="text"/>					
⌵	<input type="text"/>	<input type="checkbox"/>			<input type="text"/>					

## PAYMENT OF FWS WAGES

Hourly rate and maximum hours - FWS employees will be paid at the rate of \$13.00 per hour. Overtime is not permitted. Also, if it occurs more than once, students run the risk of not being able to continue as a FWS student. Midwestern University actively discourages employment that will conflict with a student’s ability to perform academically; therefore, it is recommended students work no more than twenty (20) hours per week while classes are in session. When school is not in session; such as, a break period, students may work up to forty (40) hours per week. Total hours worked during any period of non-enrollment will be reduced from the new award year. A statement of earnings used for income tax filing purposes, Form W-2 (can also be obtained electronically through UltiPro), will be mailed to each employee by January 31<sup>st</sup> following the end of each tax year. A duplicate copy of Form W-2 may be requested in writing from the Payroll Office.

## PAY DISTRIBUTION

Checks are mailed out according to the address provided on the W-4. If your paycheck preference is direct deposit, make sure you have completed the Direct Deposit form. **IMPORTANT NOTE:** The FWS direct deposit process is different than the direct deposit procedure for student loan refunds. Direct deposit information for FWS earnings is submitted through the payroll system while the direct deposit information for student loan refunds is done via the MWU online system.

## GARNISHMENT OF WAGES

FWS wages may be garnished only to pay attendance costs the student owes the school or that will become due and payable during the award year. No other garnishment orders can be honored since FWS funds are to be used “solely for educational purposes.”

## FWS STUDENT EVALUATIONS

All supervisors should evaluate on-campus FWS students annually, and provide their students with feedback on their performance. FWS employers should take the time to guide students, and help them grow as professionals. All completed forms will need to be returned to the Student Financial Services office by email to [fws-studenteval@midwestern.edu](mailto:fws-studenteval@midwestern.edu).

## TERMINATION

Students who elect to be released from a FWS assignment should provide at least one week’s advance notice to the immediate supervisor. The FWS supervisor must then notify the FWS Coordinator.

- 1. Job Performance** - Students employed under the FWS program are expected to provide conscientious and careful service to the hiring department and off-campus employer throughout the term of the work assignment. Students are also expected to abide by all policies, rules, and regulations imposed by employers and MWU policies. Unsatisfactory work performance will result in termination of the work assignment following due notice and conference. Students who are terminated due to unsatisfactory work performance may be denied future FWS funds. Also, it is the Department supervisor’s responsibility to ensure students are terminated in a timely manner due to job performance, lack of attendance or if they have been informed by the FWS Coordinator that a student has exceeded his/her FWS award for the year.
- 2. Satisfactory Academic Progress** - All FWS recipients will be subject to Midwestern University’s standards of Satisfactory Academic Progress for financial aid eligibility, as outlined at [https://www.midwestern.edu/programs\\_and\\_admission/student\\_financial\\_services/policies.html](https://www.midwestern.edu/programs_and_admission/student_financial_services/policies.html) under “**Financial Aid: Policies**”. A FWS student may continue to work when placed on academic probation; however, if the Office of Student Financial Services is notified of a student’s dismissal due to failure to meet academic progress, the employer will be notified that the student must stop working immediately, is no longer eligible to work and receive FWS funds, and the student will be taken off FWS payroll immediately.

## EMPLOYMENT POLICY AND PRACTICES

1. **Drug-free Workplace Policy** - In compliance with the requirements of the Federal Drug-Free Workplace Act of 1988, MWU has established a Drug-Free Workplace and Substance Abuse Policy that applies to all students and employees, including students employed under the FWS program. All FWS employees must review this policy, which is available in the Student Handbook or through the Office of Student Financial Services.
2. **Prohibited Employment Practices** - FWS employment must not displace regular part-time or temporary employees, striking employees, or impair existing service contracts. Off-campus employers who hire FWS employees may not replace its employees with FWS students. Replacement is interpreted as displacement. FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction, unless the work benefits the public rather than the interests of the order. FWS employment must not involve any partisan or nonpartisan political activity. Lobbying for pay is not permissible.
3. **Employment Classification** - FWS employees are classified as part-time temporary employees and receive no benefits. They also are not eligible to receive a salary.
4. **Multiple Jobs** - Students are allowed to have more than one employer at a time; however, students may not work for more than one employer simultaneously. For example, a student cannot be on call for one employer and working for another at the same time.
5. **Academic Credit for Work-study** - Students may, in certain cases, receive academic credit for work performed under FWS; however, there are certain restrictions. If a student must complete an internship or practicum as part of his or her degree requirement and would not normally be paid for doing so, the internship or practicum does not qualify under FWS. If students are normally paid, they may be employed under FWS. The fact that a student receives academic credit for a FWS job does not mean the student should be paid any less than he or she would be paid if no academic credit were received. A student may not be paid for receiving instruction in a classroom, laboratory, or other academic setting if it is part of his/ her degree requirement.
6. **Duration of Employment with Total Award** - A student may continue to work as a FWS employee until the student's total earnings reach the limit of the individual's FWS eligibility for the academic year. A student must stop working when no further eligibility remains. The Office of Student Financial Services will e-mail the Work-Study student when their FWS earnings are nearing the maximum limit for the academic year; however, it is ultimately the student's responsibility to track hours and make sure they do not exceed the awarded amount.

## OVER-AWARD OF FWSFUNDS

An over-award occurs when a student's total earnings exceed his/her FWS award. The manner in which the over-award must be corrected depends on the overall financial aid package of the student. The usual course of action is to reduce other sources of aid to compensate. The consequences of an over-award can seriously affect some students; it is essential that earnings are closely monitored to make sure hours do not exceed authorized awards. Students employed in two or more departments simultaneously must monitor their earnings carefully so that total earnings from all departments do not exceed the authorized award. Timesheets, whether electronic (UltiPro) or paper, **must** be turned in every pay period to avoid an over-award situation.

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

As a FWS student at Midwestern University, you may be granted access to the education records of other students in order to perform your duties. All student information is protected by a federal law known as the Family Educational Rights and Privacy Act (FERPA), and must be treated as confidential information. FWS students must not, under any circumstances, release to any person(s) confidential information pertaining to another student unless authorized by a supervisor. You should avoid acquiring student information that you do not need to do your job, and never exchange information about students that you may have learned while performing your job. Even a minor disclosure of information, such as telling another student someone's class schedule, would be considered a violation, and will result in penalties including the loss of your job. All FWS students will be required to complete the FERPA tutorial and to sign an annual Code of Responsibility Form. Since all FWS students may have access to confidential material, our FERPA tutorial must be completed prior to work being performed. The tutorial takes about 10-15 minutes to complete. Read about FERPA and answer a short quiz at <https://www.midwestern.edu/ferpa/tutorial.html>

## STUDENT EMPLOYEE RIGHTS AND RESPONSIBILITIES

Each Federal Work Study student employee has the right to:

- Information regarding their award amount and pay rate
- A specific job description including supervisor's expectations and standards
- Adequate training to perform the assigned tasks
- Regular supervision and consistent direction
- A safe, clean and professional working environment
- Clear instructions for the University's payroll procedures and processes

Each Federal Work Study student employee is responsible for the following:

- Understand specific job responsibilities, including the supervisor's expectations and standards
- Understand that Midwestern University actively discourages employment that will conflict with a student's ability to perform academically; therefore, it is recommended that students work no more than twenty (20) hours per week while classes are in session. The University policy limits work to no more than eight (8) hours per day / forty (40) hours per week
- Perform assigned tasks in a professional and timely manner
- Accurately document work hours, and submit timesheets for each pay period
- Track FWS earnings and monitor remaining award
- Maintain satisfactory academic progress
- Adhere to any confidentiality / security agreements set forth by the University.

## SUPERVISOR RIGHTS AND RESPONSIBILITIES

Each Federal Work Study supervisor has the right to the following:

- To have assigned tasks completed efficiently and correctly by the student employee
- To have Federal Work Study students record their time accurately

Each Federal Work Study supervisor is responsible for the following:

- To understand the FWS student's academic schedule and needs have priority over part-time employee's tasks
- To ensure all hiring/renewal paperwork is completed with the Office of Student Financial Services before student starts employment
- To ensure FWS students are supervised at **all times** and that work is being performed in line with the FWS regulations and MWU policy. Supervisors that are not always present during a student's work schedule must have a process in place to evaluate all daily hours worked. **Students are not allowed to work unsupervised or from home**
- To complete a FWS student evaluation on a yearly basis
- To monitor FWS students are following proper payroll, clocking processes, and biweekly submission of timesheets
- Students can work no more than eight (8) hours in a single day and no more than forty (40) hours per week. The University actively discourages employment that will conflict with a student's ability to perform academically, therefore, Student Financial Services recommends that FWS students work no more than twenty (20) hours per week while classes are in session
- Comply with all FWS regulations, and all federal, state, and local labor laws and regulations
- Submit a complete and accurate written job description for all FWS positions
- Provide safe and proper working conditions
- Advise students on procedures to follow for reporting emergencies, accidents, problems, or potential hazards in the work environment
- To ensure all FWS policies are monitored, including lunch breaks
- To ensure FWS students are hired and terminated through proper procedures
- To immediately notify FWS Coordinator when FWS student stops working for you.

## CONTACT INFORMATION

For more information or questions, please contact the FWS Coordinator at your campus.

<b>Downers Grove, Illinois Campus</b>  <b>Email:</b> <a href="mailto:ilфинаid@midwestern.edu">ilфинаid@midwestern.edu</a> <b>Phone:</b> (630) 515-6101 <b>Fax:</b> (630) 515-6384	<b>Glendale, Arizona Campus</b>  <b>Email:</b> <a href="mailto:azфинаid@midwestern.edu">azфинаid@midwestern.edu</a> <b>Phone:</b> (623) 572-3321 <b>Fax:</b> (623) 572-3283
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## Single Sign on (SSO) for UltiPro

We are happy to announce that Single Sign On (SSO) is now available for UltiPro. Advantages of SSO are that each employee does not need to remember additional URL's, usernames, and passwords. Instead, the user experience is simplified through a secured, automatic login. To setup SSO with UltiPro, please use the following steps:

Login to <https://online.midwestern.edu> with your MWU username and password. From the "Resources" section on your homepage, click UltiPro as shown below:



Enter your **MWU** PIN number and click "Continue":

### PIN Authentication

The page you are trying to access is a protected site. To continue, please enter your PIN.

Enter your PIN:

To create your SSO account with UltiPro, please enter your Date of Birth, your Last Name, and your SSN and click "OK":

### New User Activation

Welcome to the Single Sign On Ultipro account activation page.

**Enter Date of Birth:**  Example: mm/dd/yyyy

**Enter Your Last Name:**  Example: Smith

**Enter your SSN:**  Example: 123456789 (no dashes)

After submitting your Last Name, Date of Birth, and SSN to UltiPro for identification purposes, you should see the following message:

## New User Activation



OK

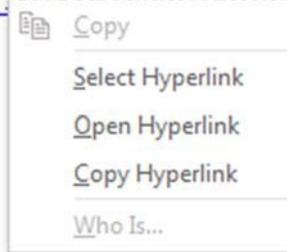
**Important: At this point, please do not close the browser. Continue the steps below using the same browser window that you used to enter your Last Name, Date of Birth, and SSN.**

You will be sent an email, with a link that you need to click, to finalize the SSO setup in Ultipro. If you do not receive the email, please check your Junk Email folder and move the message back into your Inbox if necessary.

Copy the link from the email by right-clicking it and selecting "CopyHyperlink":

Please select the link below to complete your account activation.

Click: [https://online.midwestern.edu](#) account activation



Paste the link into your web browser and press enter.

After this one time setup, you can access UltiPro simply by logging into <https://online.midwestern.edu> and clicking the UltiPro link.

If you have any problems completing these steps, please contact the Information Technology Services Support Center at:

- [support@midwestern.edu](mailto:support@midwestern.edu)
- extension 3388 in Glendale
- extension 7361 in Downers Grove