Office of Financial Aid

Campus Solutions
iRattler Federal Work-Study
Training Design Document

CS Version 9.0
End-User Training Document Provided By:
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Provided For:
University Hiring Departments
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Project Introduction

The Office of Financial Aid wanted to streamline and enhance the current work-study process to an online real-time process in order reduce the timeframe for processing contracts for students and to ascertain a more accurate account of student earnings for Federal Work - Study. This document is a training tool for the hiring department supervisor and will outline the new online business process.

Project Overview

The current infrastructure allows the Financial Aid Office to Mass Package a student’s federal work-study and assigns them to a department. The student later reports to the department, completes a human resources packet and provides identification. The department will complete a contract and forward it to the Office of Financial Aid. The Office of Financial Aid checks the contract for accuracy and electronically signs the contract and forwards it to Human Resources. The Human Resources department will send the contract to the Budget Office and then process the contract upon return. The student is added into the system and can begin working for the university.

Alternatively, the infrastructure enhancement will minimize the wait time for a student to begin working, as well as, reduce workload for the Office of Financial Aid staff. The procedures, and training materials enclosed have been created to assist the hiring department and future students in applying for federal work-study.
Project Procedures

- The student is awarded federal work-study and must go online to submit application to their department.
- The student must click on the FAMU Apply for Work-Study Jobs.
Project Procedures

- The student will select a list of jobs from the list available
- The student must be registered in order to apply for work-study
- The student cannot select a department if they do not have available jobs

Federal Work Study Job Selection

NOTE: Work Study Jobs will NOT be processed after Deadline.

<table>
<thead>
<tr>
<th>Year</th>
<th>Department Name</th>
<th>Department Contact</th>
<th>Openings</th>
<th>Jobs Applied For</th>
<th>Deadline DJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-15</td>
<td>Enterprise Information Tech</td>
<td>Janice Love</td>
<td>10</td>
<td>1 09/25/2015</td>
<td></td>
</tr>
<tr>
<td>2014-15</td>
<td>Student Financial Aid</td>
<td>JACQUELINE CASION</td>
<td>10</td>
<td>1 05/02/2015</td>
<td></td>
</tr>
<tr>
<td>2014-15</td>
<td>Honors Program</td>
<td>Tamara Lewis</td>
<td>10</td>
<td>0 05/02/2015</td>
<td></td>
</tr>
<tr>
<td>2014-15</td>
<td>College of Pharmacy - Inst.</td>
<td>Vernette Young</td>
<td>20</td>
<td>0 05/02/2015</td>
<td></td>
</tr>
<tr>
<td>2014-15</td>
<td>Admin Expense - Financial Aid</td>
<td>Sherry Moxson</td>
<td>10</td>
<td>0 05/02/2015</td>
<td></td>
</tr>
</tbody>
</table>
Project Procedures

- Student can only select ONE department for the school year.
• The student must confirm and acknowledge that he/she wants work-study in the department listed
The department contact person the student selected will receive an email

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Project Procedures

- The department contact person the student selected will receive an email

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ATTN: JACQUELINE CASON
DEPT: 040500 - Student Financial Aid

As of today, the following students have registered for Federal Work Study Jobs under your department:
300155776 Victor D Francis 2015-04-01 813/732-1541 vfrancis479@gmail.com

The student has been awarded Federal Work Study in the amount of $37.00

Total students applied = 1.

*************** Please DO NOT respond to this Email ***************

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ATTN: Janice Love
DEPT: 020100 - Enterprise Information Tech

As of today, the following students have registered for Federal Work Study Jobs under your department:
300193582 Angelique R Scott 2015-03-19 954/204-5402 ANGELIQUE.SCOTT19@YAHOO.COM

The student has been awarded Federal Work Study in the amount of $3000.00

Total students applied = 1.

*************** Please DO NOT respond to this Email ***************
The department contact person may utilize the information from the email to contact the student and begin the hiring process.

The following documents will need to be completed and processed in order for the student to begin working:

1. OPS Action form
2. OPS Sign-Up packet (available on HR website)

The OPS Action Form must be submitted directly to the Office of Financial Aid via email or fax at financialaiddocs@famu.edu or 850-561-2730.

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**FLORIDA A&M UNIVERSITY**

**OPS PERSONNEL ACTION FORM**

**General Instructions to Recommending Office:**

- Complete Sections 1, 2, 3 & 4.
- Submit all required signatures to Sections 5 & 6.
- The OPS Personnel action form shall be submitted to the Provost/Vice President no later than 10 days prior to the beginning of the employment appointment.

**1. OPS Employment Category:**

- Faculty
- AdHoc
- OPS Staff
- OPS Student
- Federal Non-Faculty
- Other

**2. Will this employment constitute Extra-Duties Compensation?**

- Yes
- No

**3. Candidate Information:**

- Name:
- Employee ID:
- Local Address:
- Local Phone:
- Campus Address:
- Campus Phone:

**4. Salary Information:**

- Rate Per Hour:
- Hourly Rate:
- Total Pay Per Period:
- Period of Employment:
- Beginning Date:
- Ending Date:
- Budget/Worksite:
- YTE:
- Class Code:
- Class Title:
- Student Assistant:

**5. Justifications/Remarks:**

- Remarks:

**6. Approval:**

- Date:
- Recommending Office:
- (Signature)
- (Title)

**7. Funding Review/Approval:**

- Date:
- Recommending Office:
- (Signature)
- (Title)
All of the areas with red must be completed by the department. This information is about the student, their salary and departmental approver.

In section 3, please indicate the following:
1. Enter department name
2. Enter building number
3. Enter date the OPS Action Form is completed
4. Enter student name and Employee ID number
5. Enter student address and telephone number
6. Enter the campus address where the student will work and the office telephone number

In section 4, please indicate the following:
1. Enter the amount the student will make every other week
2. Enter the hourly wage, not to exceed $9.00
3. Enter total for the semester & bi-weekly hours
4. Enter start/ending dates (must wait a full pay-period before contacting HR)
5. Enter budgeted weeks (not to include student holidays and breaks)
6. FTE must be divided into 1.00 which represents fulltime. This will be calculated based on the bi-weekly hours the student is expected to work
7. Enter your department account number in the working department line item

In Section 5, please indicate the following:
1. Enter the actions or activities the student will be engaged in at work

In Section 6, please indicate the following:
1. This section is for the hiring supervisor to print and sign their name. Also include the date the document was signed.
Project Procedures

• The OPS Sign-up packet is available on the HR website at [www.famu.edu/hr](http://www.famu.edu/hr)
• All documents for section I must be completed before submitting this document directly to HR

FLORIDA A&M UNIVERSITY
NEW EMPLOYEE PAYROLL SIGN-UP CHECKLIST
OPS ONLY

Employee Name: ____________________________
Position Title: ____________________________ Work Phone #: ________
Division/Department: _______________________

I. OPS EMPLOYEES: All of the following documents are required and must be fully and accurately completed by the employee.

☐ Completed Employment Application (signed and dated)
☐ Employee’s Social Security Number memorandum (signed and dated)
☐ Social Security Card
☐ Photo Identification Card
☐ Personal Information Form (signed and dated)
☐ Oath of Loyalty (notarized)
☐ Authorization for Fingerprinting
☐ W-4 Card (signed and dated)
☐ Form I-9 with the appropriate documentation according to instructions
☐ Direct Deposit Authorization Form
☐ Terms and Conditions of OPS Employment Form (signed and dated)

This is to certify that I have completed the necessary forms to be added to the University’s Payroll.

Employee Signature: ____________________________ Date: ________________

II. PERSONNEL LIASON'S INSTRUCTIONS:

1. Complete the OPS Personnel Action Request (PAR) form entirely and accurately and attach the employee’s payroll sign-up documents.
2. If this employee is a foreign national, attach the “File Review” memorandum from the Office of International Education and Development.
3. The recommended employee must complete the attached Florida Retirement System (FRS) Certification Form. If the recommended employee has participated in the FRS, the personnel liaison must contact the benefits section of HR immediately for clearance.
4. Submit the completed forms to the appropriate office in accordance with the OPS Employment Procedures. This is to certify that I have reviewed the employee's sign-up documents for accuracy and completeness.

Personnel Liaison Signature: ____________________________ Date: ________________
After the department representative collects and submits all of the completed documents from the student he/she must allow HR applicable time to process these documents.

Upon completion of the HR process, the student will be able to work their scheduled hours per week.

It will be the responsibility of the departmental time/labor representative to ensure that all worked time is inputted in the system so the student will receive their paycheck in a timely manner.

The following timesheet should be kept on file for each student working in the department.
Summary of the Project

- This project has been refined in order facilitate a seamless process for the work-study application process here at Florida A&M University
- This process will enable the department representatives the ability to obtain job information from the students who applied to their department, electronically submit all documents, and reduce the timeframe for processing
- All departments should use this training guide in order to process all federal work-study students beginning Fall 2015
- This process has been established and approved to go live in the Fall 2015 semester
- Questions about any material in this document can be addressed via email at danyell.conner@famu.edu

Conclusion

The Office of Financial Aid would like to thank Mr. Gerald Adams, Consultant Information Concepts, LLC who provided technical and online concept, EIT staff who were instrumental in testing and making sure all components of the work-study process were correctly moved into the system and the staff of Florida A&M University who successfully completed this training and are willing to hire our students in their departments.