



UNIVERSITY OF CENTRAL FLORIDA

# Federal Work-Study

## STUDENT EMPLOYEE MANUAL

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2024-2025

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OFFICE OF STUDENT FINANCIAL ASSISTANCE  
Federal Work-Study Program

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# Welcome to the Federal Work-Study Program!



The Office of Student Financial Assistance wishes to welcome you and wish you great success this academic year. This manual serves as your guide to how the [Federal Work-Study Program](#) (FWS) functions at UCF and will help you navigate through the new FWS process on Workday. It will provide you the eligibility requirements as well as your rights and responsibilities as a student employee within the program. Whether this is your first-time using work-study at UCF or you are a continuing work-study student, we suggest you read this guide carefully and use it as reference to assist you through the process.

## How Federal Work-Study (FWS) works

Federal Work-Study (FWS) provides students part-time employment, and like other forms of financial aid, it is offered based on the Free Application for Federal Student Aid ([FAFSA](#)) results. This award is available to qualifying undergraduate students who demonstrate financial need as determined by the Student Aid Index (SAI). FWS funds are limited; for consideration, students must submit their FAFSA as soon as it becomes available on [studentaid.gov](#).

FWS offered awards must be accepted through the [myUCF](#) Portal, and all eligibility requirements must be met in order to be able to work and earn the FWS allocation. However, unlike other forms of financial aid (scholarships, grants, and loans) FWS **does not defer** or pay your tuition or housing charges directly. As you work, you will receive bi-weekly paychecks that may be used to cover your incidental expenses. A FWS offer is not a guaranteed job. You need to search, apply, and interview for a position to gain access to your FWS offer.

## FWS Eligibility Requirements

- Complete the [Free Application for Federal Student Aid](#) for the year
- Meet [Satisfactory Academic Progress](#)
- Be classified as a degree seeking student in an eligible program at UCF
- Be enrolled for at least half-time in UCF classes
  - If you graduate, withdraw, or drop below half-time enrollment at any point in the term, **you immediately cease to be eligible to earn work-study funding.**
- Complete all required To Do List Items
- Complete [Verification](#) if selected
- Complete any outstanding Admission contingencies
- [Accept](#) the FWS Offer
- Complete the FWS Contract

## FWS Award

Once hired, FWS funds will be paid biweekly via direct deposit. This will gradually decrease your FWS award allocation through the course of your employment. You can view your award on the myUCF Self-Service.

Financial Aid Award					
Item Type	Description	Offer Amount	Accept Amount	Authorized Amount	Disbursed Amount
800000100444	Federal Pell Grant	945.00	945.00	945.00	945.00
800000100941	HEERF3 Emergency Grant PE AR	2,000.00	2,000.00	2,000.00	2,000.00
800000220424	FL Student Assistance Grant	2,000.00	2,000.00	2,000.00	2,000.00
800000300048	UCF Grant Full Time	1,500.00	1,500.00	1,500.00	1,500.00
800000300088	UCF Orion Grant	1,400.00	1,400.00	1,400.00	1,400.00
860000150110	Direct Unsubsidized Loan-Fall	0.00	0.00	0.00	0.00
860000150120	Direct Unsubsidized Loan - Spg	0.00	0.00	0.00	0.00
860000150210	Direct Subsidized Loan - Fall	0.00	0.00	0.00	0.00
860000150220	Direct Subsidized Loan - Spg	0.00	0.00	0.00	0.00
820000326210	LEAD Scholars Spring	200.00	200.00	200.00	200.00
820000329236	UCF Gemini Scholarship	3,600.00	3,600.00	3,600.00	3,600.00
870000100055	Federal Work Study - Gen'l New	4,732.50	4,732.50	0.00	0.00

## Benefits of FWS

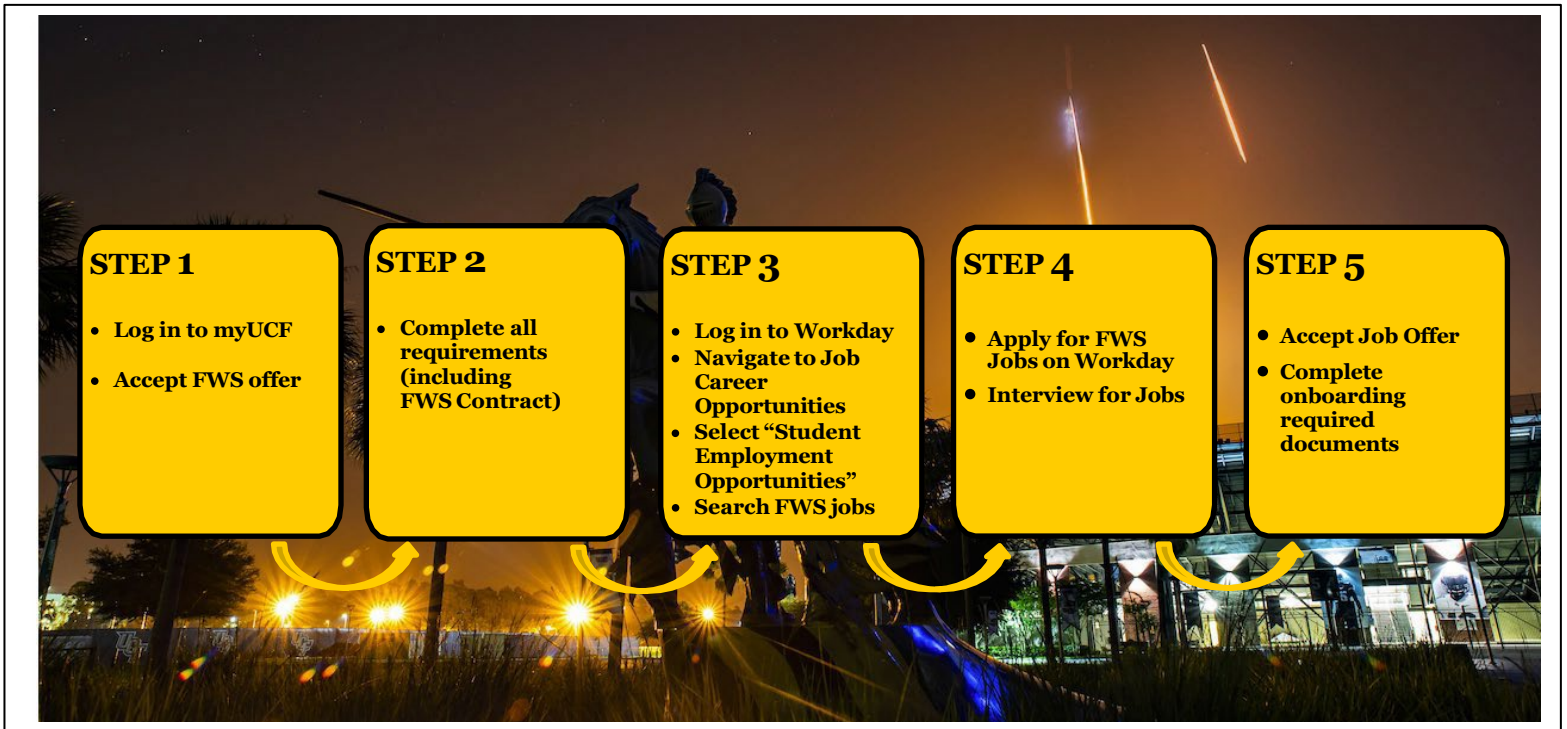
- It allows you to earn money to help pay for your educational expenses.
- It provides opportunities to serve the community and to work in areas that are related to your course of study.
- Your FWS employer acknowledges you as a student first. FWS employers are flexible and willing to work around your class schedule.
- It provides beneficial experience and training, networking, and references that build up your resume.
- It can provide opportunities to develop your professional skills like communication, time management and interpersonal skills.
- It can lead to career opportunities.
- Even though FWS earnings are taxable, FWS earnings are not considered when figuring your “financial need” on your FAFSA. (Students must work less than 30 hours per week in order to have FICA tax exception.)

## Opportunities

Work-study employment opportunities are now available on Workday. You will be able to review, apply and be hired for FWS on and off campus positions through Workday.

- **On-campus jobs** permit you to network on campus and be an integral part of the UCF community.
- **Off-campus jobs** permits you to serve the community working with approved non- profit agencies. It can also give you the opportunity to work in areas related to your course of study.

## Process Overview



## Applying for FWS Jobs on Workday

Meeting all the financial aid and FWS criteria will place an eligible FWS flag on your Workday Student Employment Opportunities profile. This flag will provide your eligibility status and enable you to go through the FWS hiring process.

If you have recently submitted required documents, please allow at least 3-7 business days for your eligibility information to update on Workday.

Not meeting all of the financial aid and FWS criteria will place an ineligible FWS flag on your Workday Student Employment Opportunities profile. This flag will prevent you from being able to view FWS job listings, apply or be hired under the FWS program. (See page 3.)

These flags will enable the Employers to identify you as an eligible FWS student.

### FWS Eligibility Flag

The FWS Eligibility Flag will allow you to:

- View FWS job listings
- Apply for FWS positions
- Get hired

### Work-Study Flags:



Yes! As of today, you are eligible for Federal Work-Study




No. As of today you are not eligible for Federal Work-Study

# Log in to Workday Homepage



UCF Federated Identity

Account 

Password


**Sign on**


By signing on, you agree to the terms of the **UCF Policies & Procedures**.



UCF Federated Identity

For security reasons, we require additional information to verify your account



[What is this?](#) 

[Add a new device](#)


[My Settings & Devices](#)


[Need help?](#)

Secured by Duo

Device:

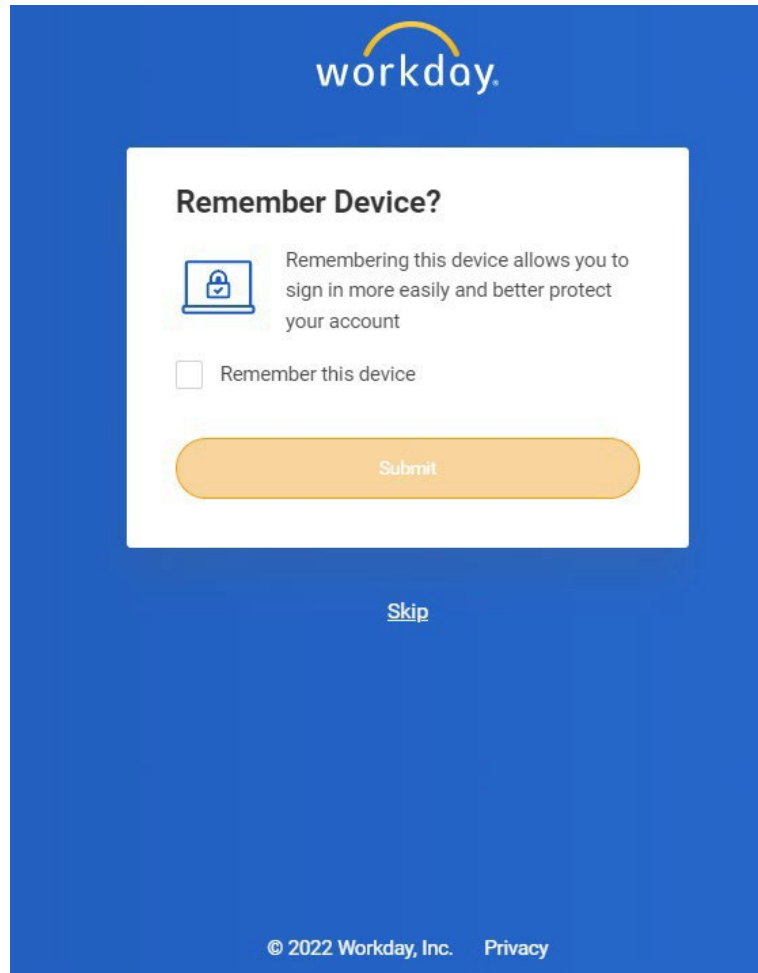
Choose an authentication method

 Duo Push **RECOMMENDED**

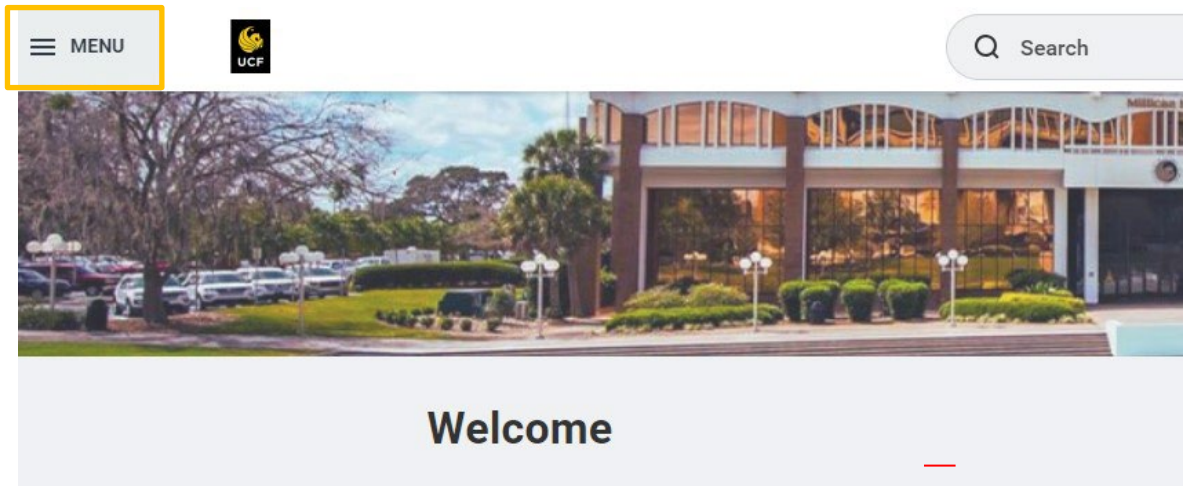
 Passcode



When using a new device, this pop-up box may appear, asking if you want Workday to remember the current device. If you are using a public device, we advise that you skip this option.



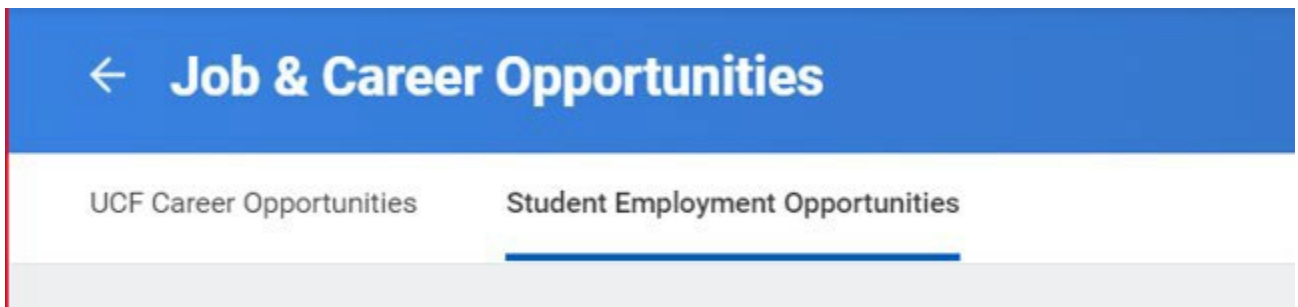
- On the homepage, select the menu option on the top left of the screen.





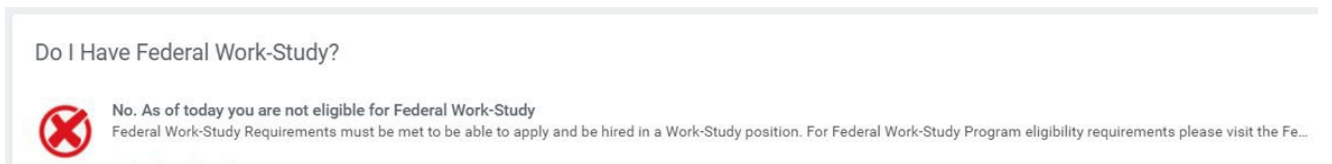
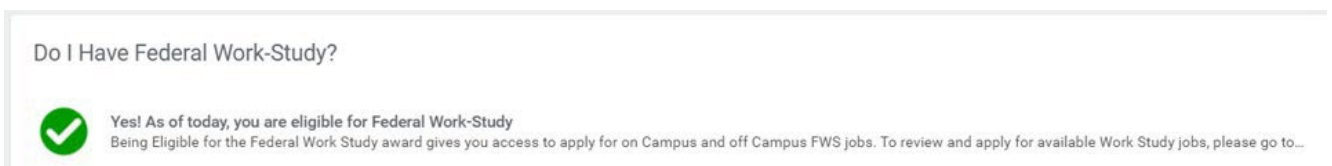
- In the Menu pop up window, scroll down to the bottom and select the “Job & Career Opportunities” icon.



- Select “Student Employment Opportunities”.

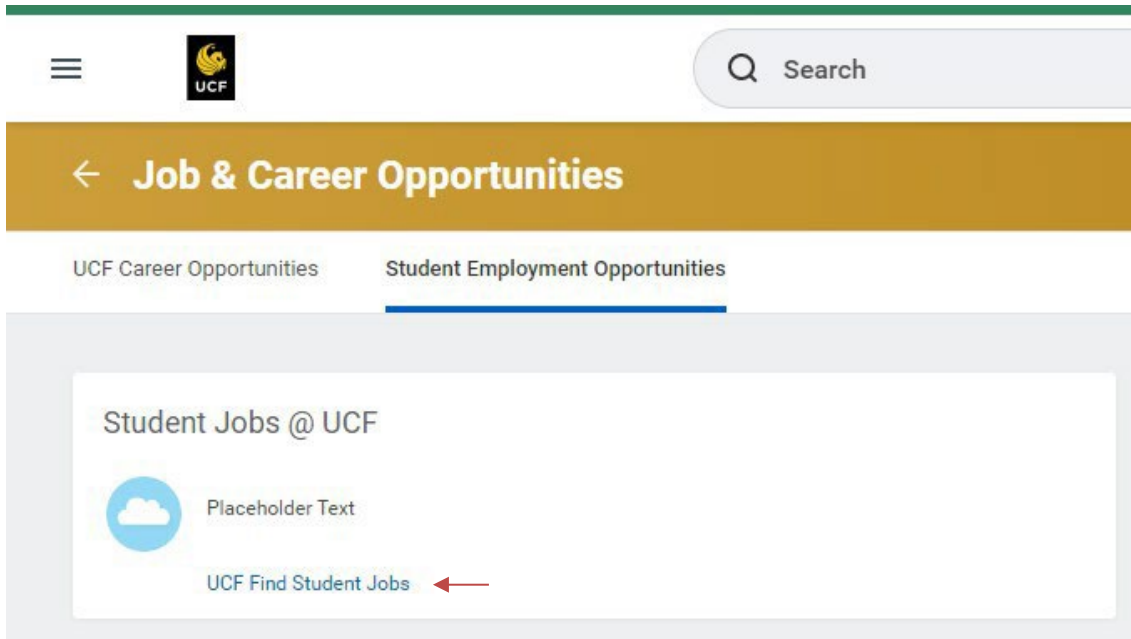


- View your Work-Study Flag status which would be either eligible  or ineligible .

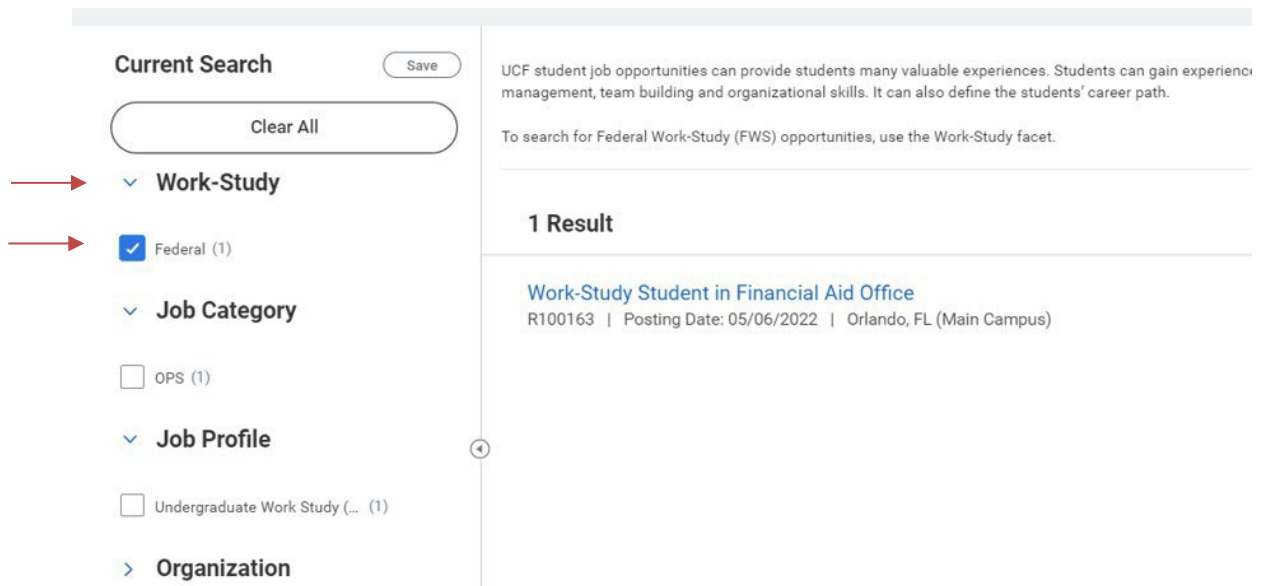




- If your status is eligible, search for FWS positions using the “UCF Find Student Jobs” link.



- Navigate to “Work-study” then select “Federal”



- Click on the Job title to view the job description:

**View Job Posting Details** Work-Study Student in Financial Aid Office

### Job Description

We want you!

Come work with us!

**Federal Work-Study Required?**  
Yes, you must have a Federal Work-Study award to be eligible for this job.

**Department**  
Student Development and Enrollment Services (SDES) - Financial Aid - OPS

**Equal Employment Opportunity Statement:**  
As an equal opportunity/affirmative action employer, UCF encourages all qualified applicants to apply, including women, veterans, individuals with disabilities, and members of traditionally underrepresented populations. UCF's Equal Opportunity Statement can be viewed at <http://www.oie.ucf.edu/documents/PresidentsStatement.pdf>.

As a Florida public university, UCF makes all application materials and selection procedures available to the public upon request.

The University of Central Florida is proud to be a smoke-free campus and an E-Verify employer.

- After applying, you may review your applications by clicking on “My Applications” from the menu on the right.

**Job & Career Opportunities**

UCF Career Opportunities Student Employment Opportunities

**Careers @ UCF**

- 1 Step 1: Before you Apply**  
Before you apply, please click the "Skills and Experience" link below to review or edit your profile.
- 2 Step 2: Search, Apply & Refer**  
Click the "UCF Find Jobs" link to search for current job opportunities at UCF and UCF Athletics (please be advised that benefits and conditions of employment may differ based on L...  
[UCF Find Jobs](#)
- 3 Step 3: Track My Applications**  
Click "My Applications" to track the status of your application(s).  
[My Applications](#)

**My Application & Job Alerts**

- [My Applications](#)
- [Withdraw Application](#)

Turn off the new tables view

1 item



Date Applied	Candidate Stage	Job Title	Job Requisition	Department	Hiring Manager	Location	Recruiter
06/20/2022	Application Under Review	Student Jobs at UCF: Loan Student Clerk Work Study	R100271 Loan Student Clerk Work Study (Open)	Student Development and Enrollment Services (SDES) - Financial Aid	Name of Manager	UCF Main Campus	Name of Recruiter

## View Job Posting Details Loan Student Clerk Work Study



### Job Description

Job Description

#### Federal Work-Study Required?

Yes, you must have a Federal Work-Study award to be eligible for this job.

#### Department

Student Development and Enrollment Services (SDES) - Financial Aid

#### Equal Employment Opportunity Statement:

As an equal opportunity/affirmative action employer, UCF encourages all qualified applicants to apply, including women, veterans, individuals with disabilities, and members of traditionally underrepresented populations. UCF's Equal Opportunity Statement can be viewed at <http://www.oie.ucf.edu/documents/PresidentsStatement.pdf>.

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The University of Central Florida is proud to be a smoke-free campus and an E-Verify employer.

Applied on 06/20/2022

Student Jobs at UCF: Loan Student Clerk Work Study

### Job Details

Job Requisition ID	R100271
Location	Orlando, FL (Main Campus)
Posting Date	06/10/2022 - 10 days ago
Job Family	Student Employment (OPS)
Time Type	Part time
Job Type	Student (Fixed Term)
Supervisory Organization	Student Development and Enrollment Services (SDES) - Financial Aid

### Similar Jobs

## Interviewing

The hiring manager will contact you either by phone or via the UCF email to set up an appointment for the interview. After the interview, it is imperative that you monitor your UCF email for notifications and Workday Homepage for tasks.

## Offer Letter

If you are selected for the position, the hiring manager will send you an offer letter which will outline terms of the job offer:

- Job description
- Students responsibilities
- Type and Classification of the position
- Work schedule
- Hourly Pay Rate
- Documents needed for hiring process
- Start date

Dear Student Name,

We are excited to offer you a position at the University of Central Florida. We believe your skills and experience are an excellent match. Please review the offer for the position of Undergraduate Work Study, in the Student Development and Enrollment Service (SDES) – Financial Aid department. You will report to (Name of Manager).

You are scheduled to work 20 hours per week at an hourly rate of \$12.00 per hour. You will be paid on a bi-weekly basis.

Additionally, you must meet with your hiring department and be prepared to provide original documentation that establishes your identity and eligibility to work in the U.S. (in accordance with the Immigration Reform and Control Act of 1986). Please review the list of acceptable documents, <https://hr.ucf.edu/document/i-9-list-of-acceptable-documents/>.

If you are an international employee, you will need to schedule an appointment with the Employment & Taxation team at UCF Global (phone number: 407-823-XXXX). Please bring all your original immigration documents with you to the appointment.

UCF embraces equal opportunity and affirmative action as core values: we believe innovation comes from the meeting of diverse viewpoints. And when more people unleash their full potential, anything is possible. We all share in the responsibility for building a community that harnesses diversity and the uniqueness of others to seek challenges, push boundaries, encourage innovation, and invite the impossible. UCF's Equal Opportunity Statement can be viewed at: <https://www.eeo.ucf.edu/documents/PresidentsStatement.pdf>.

### Additional Information

As a Florida public university, UCF makes all application materials and selection procedures available to the public upon request. The University of Central Florida is proud to be a smoke-free campus.

On behalf of the university, we are very excited about the prospect of new opportunities for you at UCF! Charge On!

Sincerely,

Name of Manager

Name of Manager@ucfqa.ucf.edu

Good Afternoon, On Behalf of: [Redacted]

It's Monday, June 20, 2022

Awaiting Your Action



Offer for Job Application: (Student) - Loan Student Clerk Work Study

(C100217)

Inbox - 1 minute(s) ago

[Go to All Inbox Items \(1\)](#)

Quick Tasks

[My Job Applications](#)

[View All Apps](#)

UCF Search [Redacted] [Notification] [Inbox] [Profile]

### Inbox

Actions Archive

Viewing: All Sort By: Newest

Offer for Job Application: (Student) - Loan Student Clerk Work Study (C100217) 2 minute(s) ago

#### Review Documents for Offer for Job Application: (Student) - Loan Student Clerk Work Study (C100217)

2 minute(s) ago

#### Documents

Instructions  
placeholder text

UCF Student Offer 06/20/2022.pdf

Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the signature status of the documents to be updated in Workday before you can submit the inbox task. Please wait until you are redirected to Workday before you close your browser.

[eSign by DocuSign](#)

**The offer letter must be e-signed and returned to the hiring manager.**

Please Review & Act on These Documents

DocuSign

Workday DocuSign  
UCF DEV Environment Sandbox

Please read the [Electronic Record and Signature Disclosure](#).  
 I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS ▾

Dear Student Name,

We are excited to offer you a position at the University of Central Florida. We believe your skills and experience are an excellent match. Please review the offer for the position of Undergraduate Work Study, in the Student Development and Enrollment Services (SDES) – Financial Aid department. You will report to (Name of Manager).

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If you are an international employee, you will need to schedule an appointment with the Employment & Taxation team at UCF Global (phone number: 407-823-2337). Please bring all your original immigration documents with you to the appointment.

DocuSign

Change Language - English (US) | Copyright © 2022 DocuSign Inc. | V2R

Close

Please review the documents below.

FINISH

OTHER ACTIONS ▾



START

boundaries, encourage innovation and invite the impossible. UCF's Equal Opportunity Statement can be viewed at: <https://www.eeo.ucf.edu/documents/PresidentsStatement.pdf>

**Additional Information**

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On behalf of the university, we are very excited about the prospect of new opportunities for you at UCFI Charge On!

Sincerely,

Name of Manager

NameofManager@ucfqa.ucf.edu



6/20/2022 | 2:33 PM EDT

Name of Student

Date

DocuSign

Change Language - English (US) | Copyright © 2022 DocuSign Inc. | V2R

Close

your signature

## Adopt Your Signature ✕

Confirm your name, initials, and signature.

\* Required

**Full Name\***  **Initials\***

**SELECT STYLE**   DRAW   UPLOAD

---

**PREVIEW** [Change Style](#)

DocuSigned by: DS

*Name of Student*   *NOS*

FDC   ...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN**   CANCEL

## Onboarding

Once the hiring manager receives your accepted offer letter, you will receive an email in the Workday Homepage indicating the onboarding tasks to be completed. Documents needed for the hiring process are:

- Award Summary printed from the myUCF Self-Service
- Class schedule printed from myUCF Self-Service
- You must submit documents that establish both identity and employment authorization to complete the I-9 form required by federal law. The most common documents provided are
  - Social Security card
  - Driver License
  - Passport
- Your hiring manager will go over the submission and completion of timesheets on Workday.

### Off-Campus Community Service

In addition to the onboarding steps listed, Off-Campus Community Service students must also complete the online FWS Community Service forms through this website:

[tinyurl.com/FWS-CS-Workshop-Agree-2425](http://tinyurl.com/FWS-CS-Workshop-Agree-2425)

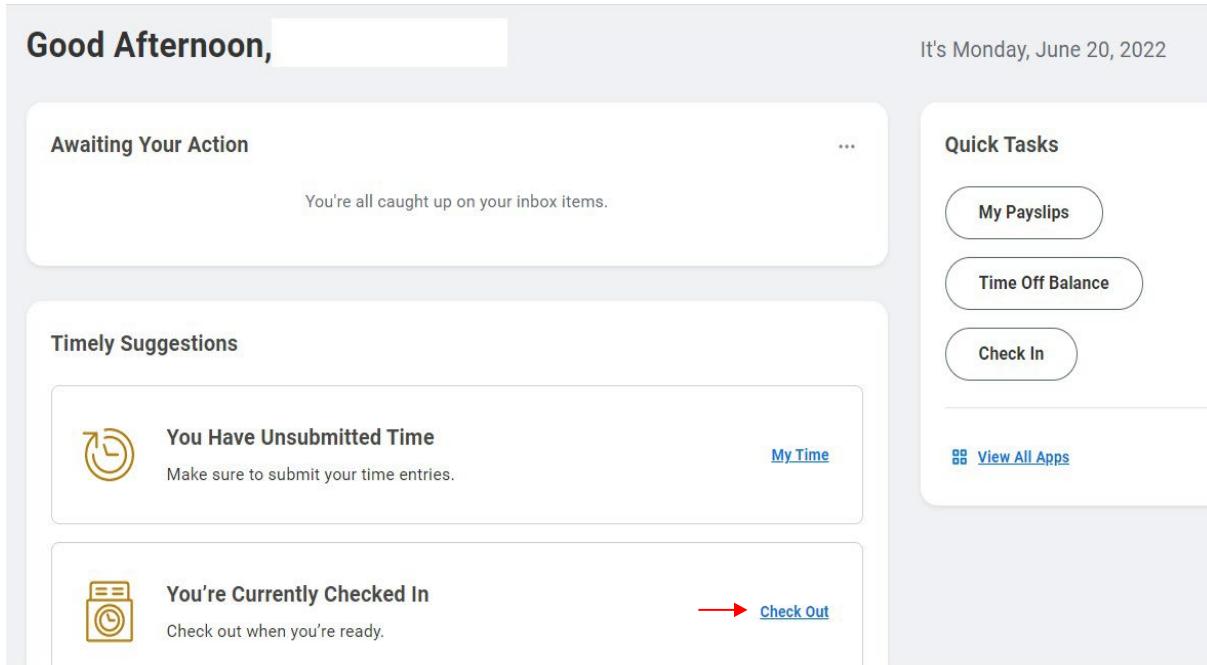
## Logging your Time on Workday

- When you arrive at work, you need to Check in on Workday.

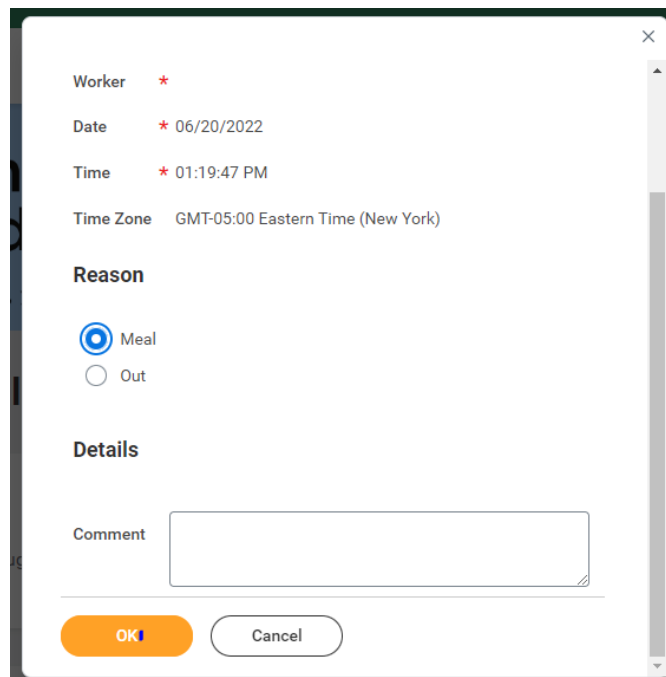
The screenshot displays the Workday homepage dashboard. At the top left, it says "Good Afternoon," followed by a redacted name. To the right, it shows the date "It's Monday, June 20, 2022". Below the greeting is a section titled "Awaiting Your Action" with a sub-message: "You're all caught up on your inbox items." To the right of this section is a "Quick Tasks" sidebar containing three buttons: "My Payslips", "Time Off Balance", and "Check In". A red arrow points to the "Check In" button. Below the "Awaiting Your Action" section is a "Timely Suggestions" section with a notification: "You Have Unsubmitted Time" with a clock icon and a "My Time" link. At the bottom right of the sidebar, there is a "View All Apps" link.



- When you leave work, you need to Check Out on Workday.



- You must select the reason for Check Out.



# Monitoring your FWS Award

- Work-study students are **paid bi-weekly**. You can monitor the use of your FWS from the Workday homepage by selecting “My Payslips.”

## Here's What's Happening

It's Monday, June 20, 2022

**Awaiting Your Action** ...

You're all caught up on your inbox items.

**Timely Suggestions**

**You're Currently Checked Out**

Check in when you're ready. [Check In](#)

**Quick Tasks**

My Payslips ←

Time Off Balance

Check In

[View All Apps](#)

**My Payslips** [Redacted] (Private) ...

Turn off the new tables view

**Payslip Printing Details** 1 item 🔍 📄 🖨️ 📑 🗑️

Company	Payslip Printing Details
The University of Central Florida Board of Trustees	You receive a paper copy of payslips.

[Print Multiple Payslips](#)

Turn off the new tables view

**Payslips** 3 items 🔍 📄 🖨️ 📑 🗑️

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
03/11/2022	02/18/2022	03/03/2022	The University of Central Florida Board of Trustees	352.00	352.00	<a href="#">View</a> <span style="color: red; font-size: 20px; margin-left: 5px;">↓</span>	<a href="#">Print</a>
02/25/2022	02/04/2022	02/17/2022	The University of Central Florida Board of Trustees	352.00	352.00	<a href="#">View</a>	<a href="#">Print</a>
02/11/2022	01/21/2022	02/03/2022	The University of Central Florida Board of Trustees	0.00	0.00	<a href="#">View</a>	<a href="#">Print</a>



- Previous Payslip
- Return to My Payslips
- Print Payslip Image
- Print Multiple Payslips

Turn off the new tables view

Company Information 1 item

Name	Address
The University of Central Florida Board of Trustees	4000 Central Florida Blvd Orlando, FL 32816 United States of America

Turn off the new tables view

Payslip Information 1 item

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Name of Employee	XXXXXXX	02/18/2022	03/03/2022	03/11/2022	

Turn off the new tables view

Current and YTD Totals 2 items

Balance Period	Gross Pay	Post Tax Deductions	Employee Taxes	Pre Tax Deductions	Net Pay
Current	352.00	0.00	0.00	0.00	352.00
YTD	704.00	0.00	0.00	0.00	704.00

Turn off the new tables view

Earnings 1 item

Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Regular	02/18/2022 - 03/03/2022	32.00	11.00	352.00	84.00	704.00
Total				352.00		704.00

Turn off the new tables view

Taxable Wages 1 item

Description	Amount	YTD
Federal Withholding - Taxable Wages	352.00	704.00

Turn off the new tables view

Withholding 3 items

Description	Federal	Work State
Marital Status	Single or Married filing separately	
Allowances	0	0
Additional Withholding	0	

Turn off the new tables view

Payment Information 1 item

Bank	Account Name	Account Number	Amount in Pay Group Currency	Pay Group Currency

## **Federal Work-Study Renewal**

Renewal of FWS awards cannot be guaranteed from one academic year to the next. Every academic year, FWS eligibility is contingent upon the FAFSA results and student eligibility is reassessed annually.

## **Maintaining FWS Award**

- Offered FWS Awards should be accepted in a timely manner to ensure ample time for hiring and onboarding before the end of the term. Unaccepted or accepted FWS Awards will be canceled for students who do not begin using them by the end of Fall semester.
- Unused funds will not roll over to the next academic year.
- Please remember that you must maintain enrollment eligibility criteria and Satisfactory Academic Progress to avoid cancellation of the award (see page 3).
- Awards are contingent upon funding from federal, state, and institutional sources. Awards are subject to change and may be rescinded or reduced if funding levels change and/or if financial aid eligibility changes.
- If you have used up more than 70% of your FWS allocation before the  $\frac{3}{4}$  mark of the term, please let your employer know and have them contact the Financial Aid Office to inquire about the possibility of an increase in the award.
- Please be advised that if you exceed your FWS allocation, your employer's OPS account will be charged for your earnings.

## Resources for Work-Study Students

### Important Links

- File the FAFSA:  
[www.ucf.edu/financial-aid/apply/fafsa/](http://www.ucf.edu/financial-aid/apply/fafsa/)
- Important dates:  
[www.ucf.edu/financial-aid/types/federal-work-study/#important-dates](http://www.ucf.edu/financial-aid/types/federal-work-study/#important-dates)
- Satisfactory Academic Progress:  
[www.ucf.edu/financial-aid/policies/satisfactory-academic-progress/](http://www.ucf.edu/financial-aid/policies/satisfactory-academic-progress/)
- Drop and withdrawal:  
[www.ucf.edu/financial-aid/policies/late-drops-withdrawals/](http://www.ucf.edu/financial-aid/policies/late-drops-withdrawals/)
- Academic Calendar:  
[calendar.ucf.edu/](http://calendar.ucf.edu/)
- Link to Workday:  
[workday.ucf.edu](http://workday.ucf.edu)
- Federal Work-Study Policies:  
[www.ucf.edu/financial-aid/policies/fws-student-rights-responsibilities/](http://www.ucf.edu/financial-aid/policies/fws-student-rights-responsibilities/)