VIRGINIA TECH DEPARTMENTAL FEDERAL WORK-STUDY (FWS) PARTICIPATION AGREEMENT (2026-2027)

This agreement outlines the terms and conditions for participation in the Federal Work-Study (FWS) program between the Virginia Tech Office of University Scholarships and Financial Aid (USFA) and _____ (Employing Department).

This agreement is effective from August 17, 2026, through May 12, 2027. FWS employment is limited to the fall and spring semesters. This agreement must be executed prior to hiring any FWS students. The 2026-2027 On-Campus Supervisor Handbook outlines operational guidance, additional responsibilities, and best practices.

PROGRAM EXPECTATIONS

Employing Departments should provide meaningful student employment that:

- supports the student's professional development and/or career pathway; and,
- contributes to university programs, services, or operations.

All FWS employment **must not** be political or religious in nature.

USFA strongly encourages FWS supervisors to participate in VT Career and Professional Development's iGROW program.

DEPARTMENT RESPONSIBILITIES

1. Student Eligibility and Hiring

The Employing Department agrees to:

- Verify that the student has a valid FWS award using Banner form **RJASEAR (Student Employment Authorization Form)** prior to hiring. RJASEAR includes both funding and job information.
- Confirm the student is enrolled at least half-time.
- Establish both:
    - a FWS position, and
    - a corresponding non-FWS position for any ineligible earnings.
- Submit FWS job descriptions and postings to USFA for federal compliance purposes.

2. Payroll and Earnings Management

The Employing Department agrees to:

- Employ students on an hourly basis
- Limit hours to:
    - 20 hours per week during academic periods
    - 40 hours per week during official breaks. Students cannot work on federal holidays and the period between December 16, 2026, through January 1, 2027.
- Ensure students do not exceed their authorized FWS earnings limit
- Monitor balances using the Controller's Financial Aid Balances report. Employers must consider a student's additional FWS positions (if applicable) when reviewing the balance.
- Assume financial responsibility for 100% of:
    - Earnings exceeding the student's FWS award;
    - Overtime wages; and,
    - Any ineligible FWS earnings

If funding corrections are required, the department must submit a Form P-10 to Payroll's dropbox. The final deadline for funding corrections for the aid year is mid-June 2027 (exact date TBD); more information will be provided by the Controller's Office.

3. Pay and Wage Requirements

The Employing Department agrees to:

- Use the University Student Employee Wage Pay Structure
- Pay at or above the established "Basic" pay level
- Ensure FWS students' wages are consistent with non-FWS student employees
- Compensate students for **all hours worked** using approved payroll procedures

4. Timekeeping and Record Retention

The Employing Department agrees to:

- Maintain accurate and auditable Banner Time Entry (BTE) records
- Ensure records include:
    - hours worked
    - rate of pay
    - total earnings
    - remaining FWS balance
- Prohibit students from working during scheduled class times
- Maintain documentation if class schedules change (e.g., canceled or early dismissal) and the student works
- Retain all required records for at least three years after the end of the applicable fiscal year per federal recordkeeping obligations

5. Employment Management

The Employing Department agrees to:

- End the student's job promptly when:
    - employment ceases, or
    - the FWS award is exhausted
- Maintain and communicate up-to-date contact information for:
    - supervisors
    - payroll approvers
    - Financial Managers

6. Compliance Requirements

The Employing Department agrees to:

- Not displace or replace regular full-time or part-time employees with FWS students
- Comply with all FWS federal, state, and institutional policies
- Implement statutory or regulatory changes (e.g., minimum wage updates) when notified by USFA
- Operate as an equal opportunity employer in accordance with Virginia Tech policies

UNIVERSITY SCHOLARSHIP AND FINANCIAL AID (USFA) RESPONSIBILITIES

1. Student and Employer Eligibility

USFA agrees to:

- Approve Federal Work-Study (FWS) students for employment at the University who have met the necessary qualifying criteria for the program within the appropriate award period
- Apply Campus-Based Funds to the federal portion of wages for employed FWS students, up to 75% of the student's awarded amount (less any adjustments) for non–community service positions, subject to federal regulatory changes.

2. Program Updates

USFA agrees to:

- Keep the Employing Department informed of annual Federal Work-Study program award amount(s) via HR listservs and messaging from USFA
- Revise the On-Campus FWS Employer Handbook as needed throughout the academic year

TO BE COMPLETED BY THE EMPLOYING DEPARTMENT

The information requested below is required to ensure accurate setup, compliance oversight, and appropriate notifications related to Federal Work-Study (FWS) employment.
Please list **each organization code and the associated position number(s)** that will be used for FWS employment. If more than one position number applies to an organization code, list all applicable position numbers.

Note: All FWS position numbers must be requested through Human Resources. To have a new position number created, please have your department's HR representative submit a request to hrservicecenter@vt.edu. The request must include which organization code the position will be under and the associated fund number.

Organization Code 1 (Required): _____
Associated Position Number(s): _____
_____

Organization Code 2 (if applicable): _____
Associated Position Number(s): _____
_____

Organization Code 3 (if applicable): _____
Associated Position Number(s): _____
_____

**To list more organization codes and position numbers, please attach a separate page.*

SIGNATURES

By signing this agreement, the stakeholders named below assume full responsibility for the terms and conditions set forth above related to their respective role in the Federal Work-Study employment process. Failure to comply with these terms may adversely affect the employing department's future eligibility to participate in the Federal Work-Study Program and may impact the University's ability to award Title IV aid to students.

EMPLOYING DEPARTMENT:

Dean/Director
Name: _____
Signature: _____
E-mail: _____
Phone: _____

Business Manager/Fiscal Technician

Name: _____

Signature: _____

E-mail: _____

Phone: _____

Primary Supervisor

Name: _____

Signature: _____

E-mail: _____

Phone: _____

UNIVERSITY SCHOLARSHIPS AND FINANCIAL AID:

Please note this is for internal use only; submit the agreement *without* these signatures.

Director

Name: _____

Signature: _____

Assistant Director of Federal Work-Study and Compliance

Name: _____

Signature: _____