2017-2018 WORK-STUDY PROGRAM
HIRING GUIDE
CONTENTS

❖ MEMORANDUM OF WORKSTUDY POLICIES AND PROCEDURES FOR SUPERVISORS

❖ POSTING POSITIONS AND HIRING FWS STUDENTS
  • Posting a FWS Position
  • Hiring a FWS Student
  • Start of Work
  • SIPA Workstudy Hire Request Form

❖ COMPLETING & SUBMITTING TIMESHEETS

❖ APPROVING A FWS TIMESHEET

❖ OTHER TIMESHEET ACTIONS
  • Viewing an Approved Timesheet
  • Printing a Timesheet
  • Viewing Timesheet Notes

❖ FWS PAYROLL AND TIMESHEET DEADLINES

❖ STUDENT CLASS SCHEDULE
DATE: July 2017
TO: All SIPA Dean’s Office Work-Study Supervisors
FROM: Diya Bhattacharya, Exec. Dir. Human Resources and Financial Operations
RE: Work-study Policies and Procedures for Supervisors

The University uses the JobX and TimesheetX systems to track Federal Work-Study jobs and timesheets. Students apply for jobs and submit timesheets using these systems. Supervisors are responsible for submitting Workstudy Hire Request forms to SIPA HR, collecting Class Schedules, managing Daily Logs and approving student timesheets.

Please review the policies and procedures outlined in the manual carefully. Keep in mind that students must complete their hire paperwork PRIOR to their start date! The FWS payroll system will not permit students to begin working before the student completes hire paperwork and is set up in the system. Students will not be permitted to enter hours on their timesheet that pre-date the hire date in the FWS system. Students will receive a confirmation from the FWS Office once their hire has been approved.

Program Assistants work hours based on contracted dates outlined in their assistantship contracts issued by the Office of Student Affairs.
This form should be completed electronically, then printed and signed by the student and supervisor before returning to SIPA HR at 408 IAB.

**STEP 2:** Upon receiving a Workstudy Hire Request form, SIPA HR will prompt the student to complete new hire paperwork at the Federal Work Study Office located at 210 Kent Hall if they have not already done so.

**STEP 3:** SIPA HR will initiate the hire request via the JobX system. Students and supervisors will receive a confirmation email from the FWS Office once the hire has been finalized.
**START OF WORK**

**STEP 4:** Create the student’s work schedule based on the office needs and the student’s class schedule. Ask the student to complete a Student Class Schedule form for each semester to assist you with this. The supervisor should sign the form and keep it for their records.

Please keep in mind students are limited to working 6 consecutive hours at a time and a total of 20 hours per week across all positions on campus.

**STEP 5:** All work-study and student casual employees need to sign in when they come to work, sign in and out when they go on break, and sign out before they leave. At the end of the week, an officer in your division should sign the log for the week verifying the hours worked.

Please note that you are required by Internal Controls to maintain these records and must make them available for audit purposes upon request.
The attached FWS Timesheet Schedule is your reference for timesheet pay periods, due dates and paycheck arrival dates.
APPROVING A FWS TIMESHEET

STEP 1. Log-in to TimesheetX through On-Campus Employer link on the www.fws.columbia.edu site with your UNI and password.

You will be directed to the following page. Select “Click here” link to review timesheets.
STEP 2. Chose “Timesheet To-Do List” from Left side Menu to view submitted timesheets. You must select the appropriate cost center (office name) first from the drop-down menu. FWS Program Assistants are hired under SIPA Program Assistants (460-00). Regular (non-PA) FWS hires will be hired under your office cost center.

If you have both FWS PAs and Regular (non-PA) FWS hires working in your office, you will need to approve timesheets in 2 different cost centers. Choose “Show All in Cost Center” to view all timesheets that you are responsible for approving within the specific cost center.

** Error messages may appear, for example: “student has worked more than 6 hours”. These messages will appear any time a student works over 6 hours in one day. You may delete these messages, but you should check the timesheet to ensure that time is entered correctly with a 30 minute break after 6 hours of work.

STEP 3. Under “Submitted Timesheets Awaiting Review” will be a list of submitted timesheets. Choose the “Review” link next to the student’s name to review the timesheet.
STEP 4. Timesheet ACTIONS:

A. To Modify Timesheets
   Select “Modify Timesheet” to make minor revisions.

B. To Reject Timesheets
   Select “Reject Timesheet” if major changes are required.
   A message box will appear where you can enter an email to the student to correct the timesheet. Please be specific, such as “a break must be entered after 6 hours of work on (Date).”

C. To Approve Timesheets:
   Select “Approve” timesheet if the timesheet requires no changes.
   Carefully review the hours to ensure that breaks are entered if more than 6 hours were worked at one time. If you approve a timesheet that is in violation of the above FWS Regulations the FWS Office will reject the timesheet.
   After the Timesheet is approved it is sent directly to the FWS Office for processing and is no longer listed on the “Timesheet To-Do List”, and is no longer available to timesheet supervisors for modification (ie. editing or approval).
OTHER TIMESHEET ACTIONS

VIEWING AN APPROVED TIMESHEET
To View a Timesheet after a supervisor has approved it:

STEP 1: Select “Timesheet Control Panel” on the left side menu
Choose applicable Cost Center, and select “Show All in Cost Center”

STEP 2: Select “View Hires” – this will list your student hires for each position

STEP 3: Select “All time sheets” for the student you wish to view – this will give you a
list of submitted timesheets
**STEP 4:** Select “Go to time sheet” for the timesheet you wish to view.

**PRINTING A TIMESHEET**

If you want to print a copy of the timesheet follow the steps for “VIEWING AN APPROVED TIMESHEET” after you have selected the timesheet you want to print, click “View a printable version” option below the timesheet.
VIEWING TIMESHEET NOTES

If you want to see who approved the timesheet and when it was approved follow the steps for “VIEWING AN APPROVED TIMESHEET”, then click “View notes for this timesheet” option below the timesheet.

A pop-up window will appear that details the timesheet submission and approval information. There is also an option to add notes to the timesheet.