Federal Work Study

Student Employment Process Overview

❑ Verify eligibility for financial aid funds with **The Office of Financial Aid**

❑ Students and Hiring Managers complete required forms

❑ Hire student or rehire/extend student's assignment using the appropriate web based system

How do I hire my student(s)?

NEW HIRE

✓ A student that has not worked on campus, or has not worked in a FWS position in the same department previously

✓ Processed via Human Resources Action Form (HRAF)

✓ Generated in HireTouch

REHIRES/ EXTENSIONS

✓ A student that has already worked in the same position in the same Department previously

✓ Processed via electronic Human Resources Action Form (eHRAF)

✓ Generated in WP Connect

Hire Touch

What's new for Fall 2021?

Students and Hiring Managers can now complete the required Federal Work Study forms within HireTouch!

✓ No need to print documents and walk them across campus

✓ Reduces processing time for students and Hiring Managers

✓ Forms are stored confidentially and electronically
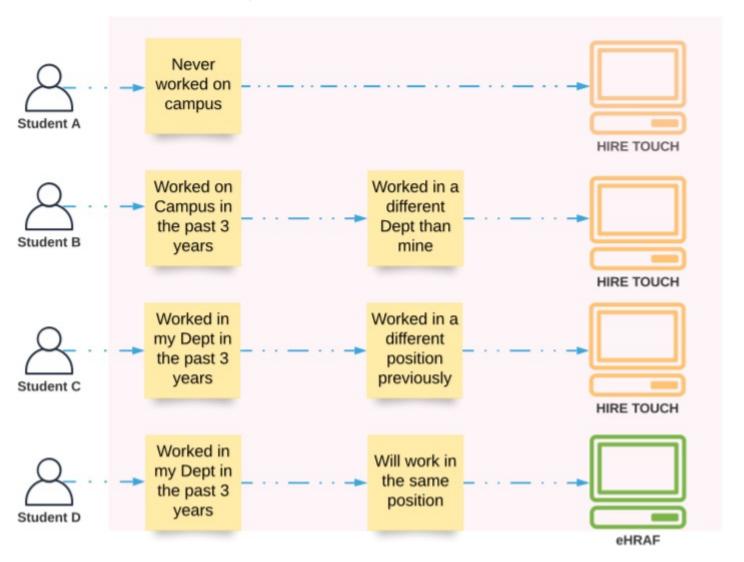
eHRAF – new for Fall 2021!

What is it used for?

eHRAF, located in WP Connect, is designed for Hiring Managers to:

✓ Extend existing student employment assignments

✓ Only to be used for students that have already worked in the same Department and in the same title

What about the required Federal Work Study forms?

✓ Both students and Hiring Managers can complete the required Federal Work Study forms electronically!

Which system should I use?

Important Reminders

- Please be sure when entering the Start and End Date for the HRAF it must fall within the current Fiscal Year

- Please refer to the payroll schedule published on our website

Hourly Rate of Pay:
- FWS: Determined by Financial Aid
- Non-FWS: Coordinate with the Budget Office

*** Please note that the State Minimum Wage will continue to increase each January until the minimum wage hits $15.00 per hour

Do students get paid sick leave?

Please review the following slides to learn more about the
New Jersey Paid Sick Leave Act (NJ PSLA)

EARNED SICK LEAVE
Don't worry –
you're covered!

NJ Paid Sick Leave Act (NJPSLA)

<u>Employee Entitlements:</u>

Part time employees begin to accrue paid time off beginning October 29, 2018 or upon hire, whichever is later, under the following terms and conditions:

Employees accrue one hour of paid time off for every thirty (30) hours actually worked.

Employees can earn a maximum of 40 hours of paid time off over a 12 month "benefit year". William Paterson University's benefit year commences on July 1 and ends June 30.

Employees may carry over any earned but unused paid sick leave balance into the next year but are limited to 40 hours per benefit year.

Employees are not entitled to any payout for accumulated but unused paid time off upon separation voluntarily or involuntarily. If the employee is reinstated by the University within 6 months of the separation date, then all of the employee's unused sick time will be reinstated.

NJ Paid Sick Leave Act (NJPSLA)

Employees can use earned sick leave:

For diagnosis, care, treatment of, recovery from their own or their family member's mental or physical illness, injury, or other adverse health condition or for preventative medical care;

For treatment/counseling/services for domestic or sexual violence in connection with themselves or family member;

For closure of employee's workplace or child's school/care by order of public officials, or presence of them/family member in community would jeopardize health of others; and

To attend a school-related conference, meeting, function or other event requested or required by child's school or regarding care of child's health condition.
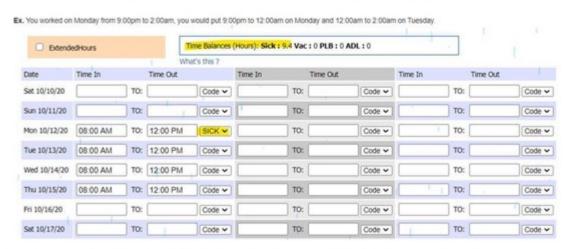
NJ Paid Sick Leave Act (NJPSLA)

More Information:

https://www.nj.gov/labor/earnedsick/

NJ Paid Sick Leave Act (NJPSLA)

To use earned sick leave, covered employees must first notify their Department Supervisor of the intended absence. When the timesheets are available, employees will be able to see their available sick leave balance on the timesheet. The balance displayed is as of their last pay check date.

Time Balances (Hours): **Sick : 9.4 Vac : 0 PLB : 0 ADL : 0**

Note: *This is a shared timesheet system and an employee may see "Vac, PLB, ADL with 0 balances" displayed. This is not a guarantee of any additional benefits*

Covered employees should record the absence by inputting the start time and end time of their shift and then select "Sick" from the drop down, as pictured below:

Ex. You worked on Monday from 9:00pm to 2:00am, you would put 9:00pm to 12:00am on Monday and 12:00am to 2:00am on Tuesday.

☐ ExtendedHours   Time Balances (Hours): **Sick : 9.4 Vac : 0 PLB : 0 ADL : 0**   What's this ?

Date	Time In		Time Out		Time In		Time Out		Time In		Time Out	
Sat 10/10/20		TO:		Code ▾		TO:		Code ▾		TO:		Code ▾
Sun 10/11/20		TO:		Code ▾		TO:		Code ▾		TO:		Code ▾
Mon 10/12/20	08:00 AM	TO:	12:00 PM	SICK ▾		TO:		Code ▾		TO:		Code ▾
Tue 10/13/20	08:00 AM	TO:	12:00 PM	Code ▾		TO:		Code ▾		TO:		Code ▾
Wed 10/14/20	08:00 AM	TO:	12:00 PM	Code ▾		TO:		Code ▾		TO:		Code ▾
Thu 10/15/20	08:00 AM	TO:	12:00 PM	Code ▾		TO:		Code ▾		TO:		Code ▾
Fri 10/16/20		TO:		Code ▾		TO:		Code ▾		TO:		Code ▾
Sat 10/17/20		TO:		Code ▾		TO:		Code ▾		TO:		Code ▾

Employees should submit their timesheet as usual for their supervisor to approve.

Questions

Questions regarding Federal Work Study: contact Financial Aid at Stu-Employment@wpunj.edu

Questions regarding HireTouch or eHRAF: contact Tensa Thomas at thomast49@wpunj.edu