

Northern Virginia Community College

HR and CFAO

Present:

How to Convert
Work-Study Students
to Student-Hires
& Vice Versa



Why would you convert a work-study student to a student-hire?

Work-study students are usually converted to student-hires for one of the following reasons:

- The student has earned the full amount of his/her work-study award and the award cannot be increased.
- The student no longer demonstrates enough financial need to qualify for work-study. This can occur when a student reapplies for financial aid if their financial situation has changed or if the student receives additional financial aid during the middle of the year.
- The supervisor wishes to pay the student more than amount allowed under the work-study program. Work-study students start at \$10 per hour and after at least two full semesters of participation in the program they can be paid \$11 per hour starting the following fall semester.

What are the benefits work-study versus a student-hire?

- Earnings from a work-study award are charged to the work-study program whereas student-hire earnings are charged to the supervisor's department budget.
- Work-study earnings do not count against a student's financial aid eligibility whereas earnings from any other form of employment can potentially reduce a student's financial aid eligibility the next time the student reapplies for financial aid. This is because work-study earnings are excluded from the federal financial need analysis formula that is used to determine financial aid eligibility.

How long does it take to convert a work-study student to a student-hire?

Please allow the Financial Aid Office up to one week and the Human Resources Department up to two additional weeks to process employment documents to convert a work-study student to a student-hire.

Supervisors may email AskHR@nvcc.edu to check on the status of the conversion.

How do you convert a work-study student to a student-hire?

Supervisors must submit the following forms to their [Campus Work-Study Coordinator](#) to convert a work-study student to a student-hire if the student has participated in the work-study program within the last 12 months:

1. Request to Convert a Work-Study Student to a P-14/Student-Hire Form ([NVCC Form 125-300](#))
2. Personnel Action Request Form ([NVCC Form 105-094](#)). This form will need to be signed by the Supervisor/Hiring Manager, the Dean/Director of your department, and the VP/Provost before it is submitted to the Campus Work-Study Coordinator.
3. On Section II of the 105-094 Form, check the following boxes “Student-Hire/College Work-Study” under the “Employment” column and “Budget Code Change” under the “Position/Employee Actions” column. Also in the “Notes” field please indicate that the student is being converted from a work-study student to a student-hire.
4. The student will also need to complete a new [I-9 form](#) with the Campus Work-Study Coordinator if there was more than a 30-day break in the student’s employment before being converted to a student-hire.

The Campus Work-Study Coordinator will forward these forms to the CFAO Work-Study Coordinator who will update work-study records and send these forms to the Campus HR Consultant.

The student cannot start working as a student-hire until the supervisor is notified by both the CFAO Work-Study Coordinator and by Human Resources that the employment documents have been approved and the student has been converted to a student-hire. Then the student can start working as a student-hire on the “Requested Start Date” listed on the 105-094 form or at the beginning of the next pay period for P-14’s/student-hires (Pay Frequency 40 or 42); whichever occurs later.

Please note the following:

The “Requested Start Date” of the student-hire listed on the 105-094 form and on the 125-300 form must be at the beginning of a P-14/student-hire pay period (Pay Frequency 40 or 42 as shown on the Payroll Working Calendar).

Just like work-study students, student-hires must be enrolled in at least 6 credits during each semester they are working (including the summer). This is due to federal tax withholding regulations.

Student-hires are only allowed to work a maximum of 20 hours per week, just like work-study students.

How do you convert a student-hire to a work-study student?

1. The student must have a work-study award offered on MyNOVA. If the student has not been offered a work-study award then the student should contact the Campus Work-Study Coordinator to confirm potential eligibility and if funding is available. Work-study students must be enrolled in at least 6 credits, meet the satisfactory academic progress requirements, and have enough remaining financial need to potentially qualify for work-study. Awards are also contingent on funding availability.
2. The work-study supervisor must create a position description in the [Job-X work-study website](#) and provide the Job ID on the [Work-Study Agreement](#).
3. The supervisor and the student need to complete the Work-Study Agreement and then submit the following forms to the Campus Work-Study Coordinator that are not included in the student-hire employment packet:
 - Work-Study Agreement (NVCC Form 125-175)
 - FERPA Non-Disclosure Agreement for Work-Study Students
 - Work-Study Student Rights & Responsibilities Form

The student will also need to complete a new [I-9](#) form with the Campus Work-Study Coordinator if there was more than a 30-day break in the student's employment before being converted to a work-study student.

All of these forms are in the work-study employment packet at <http://www.nvcc.edu/forms/pdf/WorkstudyPacket.pdf>.

4. The Campus Work-Study Coordinator will then review the employment documents and forward the documents to the CFAO Work-Study Coordinator.
5. The CFAO Work-Study Coordinator will then certify the work-study award, update program records, and send the documents to Human Resources.
6. HR will then notify the student and the supervisor when the employment documents have been approved.

The student cannot start working as a work-study student until the supervisor is notified by both the CFAO Work-Study Coordinator and by Human Resources that the employment documents have been approved and the student has been converted to a work-study student.

Then the student can start working as a work-study student on the date confirmed in the email from the CFAO Work-Study Coordinator or at the beginning of the next work-study pay period (Pay Frequency 41); whichever occurs later.

If you have any questions please contact your Campus Work-Study Coordinator.

Work-Study Resources

Who to Contact:

Campus Work-Study Coordinators

(Located in the Campus Financial Aid Office)

Annandale - Abbie Brake, ANworkstudy@nvcc.edu

Alexandria - Sarah Morales and

Jimmy Mauger, ALworkstudy@nvcc.edu

Loudoun and Reston - Jack Zeeger, LOworkstudy@nvcc.edu

College Staff - Clint Young, CFAOworkstudy@nvcc.edu

Manassas - Todd Hawley and Lisa Branson,
MAworkstudy@nvcc.edu

Springfield MEC - John Riemer, MEworkstudy@nvcc.edu

Woodbridge - Tykesha Myrick, WOworkstudy@nvcc.edu

Training Guides, References and Employment documents

Available at www.nvcc.edu/workstudy

[Job-X Training for Students](#)

www.nvcc.edu/workstudy > NOVA Students Orientation and
Resource > NOVA Student Training Presentation

[Work-Study Supervisor Training](#)

www.nvcc.edu/workstudy > Work-Study Supervisor Training

[Work-Study Handbook](#)

www.nvcc.edu/workstudy > Work-Study Handbook

[Work-Study Agreement](#)

www.nvcc.edu/workstudy > Form 125-175

[Employment Packet](#)

www.nvcc.edu/workstudy > Employment Packet

[Job-X](#)

www.nvcc.edu/workstudy > Online Job Application

[HR How-To Pamphlets](#)

www.nvcc.edu > Faculty & Staff > Human Resources >
HR How-To Pamphlets

General Reminders

Students cannot have another paid position at NOVA while participating in the work-study program.

Supervisors must keep track of the hours their students work to ensure that they do not earn more than their work-study award. Supervisors are encouraged to enter the hours a student worked into spreadsheet every time they approve a timesheet in HRMS to keep a running total of the student's remaining eligibility.

If students earn more than their work-study award during the semester then their supervisor's department budget may be charged for the excess earnings.

Supervisors must immediately notify the Campus Work-Study Coordinator if the student stops working in their office for any reason.

Most fall/spring work-study placements are made in July, August and early September. Spring placements are made in January if funding is available. Most summer placements are made in April and early May.

All work-study awards are contingent on the student's continued eligibility, funding, and approval by HR and the College Financial Aid Office (CFAO).

NOVA HR Mission Statement

WE ARE HR – a catalyst and collaborative partner committed to advancing the Strategic Vision of NOVA. We advocate diversity and innovation in achieving exceptional results through open, effective communication that is respectful, responsive, and customer-focused.

Human Resources

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