



To: All Payroll Contacts and Student Supervisors

From: D. Lynn O'Neil, Director, Student Employment Services
Elizabeth Baskerville, Financial Aid Admin., Student Financial Services

Date: November 16, 2016

Re: Federal Work-Study (FWS) during Intersession, 2017
(KSAS/WSE Undergraduates)

We are pleased to inform you that Federal Work-Study (FWS) will be available during Intersession for KSAS and WSE undergraduate students. With that said, we ask that you please read the following instructions carefully as it outlines the dates of Intersession, the rules that apply to the use of FWS during Intersession, and how to pay 'non'-FWS hours using NREG.

- Intersession will run from January 9 - January 27, 2017.
- FWS will cover up to 40 hours per week. While student hours are limited to 19.9 during periods of enrollment, they may work up to 40 during breaks and intersession. All hours worked over 40 must be paid at premium and will not be covered by the FWS program. Premium hours must be paid using **NREG**.
- There is NO FWS available for Winter Vacation (December 23 - January 8). Any hours worked during these dates must be charged 100% to the hiring department using **NREG**.

*For those of you who are unfamiliar with NREG, it is the A/A Type used in CATS to indicate Reg-Non FWS Hrs. Upon entering hours into CATS, click the green check-mark, this check helps to ensure that all fields are completed properly. The A/A field will automatically populate using the REG code (regular hours). At this point, you must select **NREG** from the drop-down button in order to properly charge your account for all hours 'not' covered by intersession FWS.*

Also, please be aware that students are not awarded additional FWS funding for work during Intersession. If a student chooses to use their FWS award to work during intersession, they will be depleting their academic year FWS allotment.

Please direct all questions to the Office of Student Employment Services at (410) 516-8414.