



Memorandum

To: All Payroll Contacts and Student Supervisors

From: Nick Lantz, Director, Student Employment Services
Elizabeth Baskerville, Sr. Assistant Director, Student Financial Services

Date: November 30, 2018

Re: Federal Work-Study (FWS) during Intersession, 2019 (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. The following define the rules that apply to intersession FWS as well as explain how to properly charge/pay non-FWS hours.

- Intersession will run from January 7 - January 25, 2019.
- FWS will cover up to 20 hours per week – ALL hours worked over 20 **MUST BE ENTERED INTO CATS USING A/A TYPE NREG**.
- There is NO FWS available for Winter Vacation (December 22 to January 6). Any hours worked during these dates must be charged 100% to the hiring department using **NREG**.
- Students may work up to 40 hours per week during breaks and intersession.

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.

Should you have any questions, do not hesitate to call the Office of Student Employment Services at (410) 516-8414.