Memorandum

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: December 8, 2017

Re: Federal Work-Study (FWS) during Intersession, 2018
   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 8 - January 26, 2018.

- FWS will cover up to 20 hours per week. ALL hours worked over 20 must be entered into CATS using NREG.

- There is NO FWS available for Winter Vacation (December 23 to January 7). 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 & 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 FWS during intersession. See example attached.

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.