



**Eastern Kentucky University**

**Student Employment  
Training & Updates**

# Table of Contents

1. Work -Study Programs & Positions
2. PENGUIN (Student Employee System)
3. Student Employee Compensation Scale
4. Student Employee Guide

# Work -Study Programs

There are two Work -Study Programs at ECU, Federal Work -Study and Institutional Work -Study.

Work -Study Programs serves three purposes:

1. Employs eligible students, enabling them to earn wages while pursuing a college education.
2. It is a part of the educational process whereby students acquire valuable, marketable skills.
3. Provides academically related work experience, which may have vocational value in post -college years.

# Work -Study Positions

1. Federal Work -Study (FEDWKS)
2. Institutional Work -Study (INSWKS)
3. Student Work Study (STUWKS) (New position type)

# Federal Work -Study

Federal Work -Study is federally funded and is governed by federal regulations. As such, the employment of students is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA).

## NEW CHANGE

Effective Spring 2024, only one federal position will be approved per student.

## FWS Eligibility

1. Students must **complete a FAFSA and accept the FWS award** .
2. Students must be **enrolled at ECU at least half -time** for the semester in which they seek employment:
  - Minimum of 6 credit hours for Undergraduate Students
  - Minimum of 4.5 credit hours for Graduate Students

# Institutional Work -Study

Institutional Work -Study is designed to allow the opportunity for students to obtain employment at ECU and extended campuses. This program is institutionally funded and abides by federal and state regulations.

## IWS Eligibility

1. Students must complete a FAFSA and accept the FWS award (if applicable).
2. Students must be **enrolled full -time** for the semester in which they seek employment:
  - Minimum of 12 credit hours for Undergraduate
  - Minimum of 9 credit hours for Graduate

# Student Work -Study

Student Work -Study (SWS) is designed to allow the opportunity for students to obtain employment at ECU and log their work -study hours on one timesheet.

This program is dually funded and abides by federal and state regulations.

## SWS Eligibility

1. Students must complete a FAFSA and accept the FWS award (if applicable).
2. Students must be **enrolled full -time** for the semester in which they seek employment:
  - Minimum of 12 credit hours for Undergraduate
  - Minimum of 9 credit hours for Graduate

# Student Work -Study

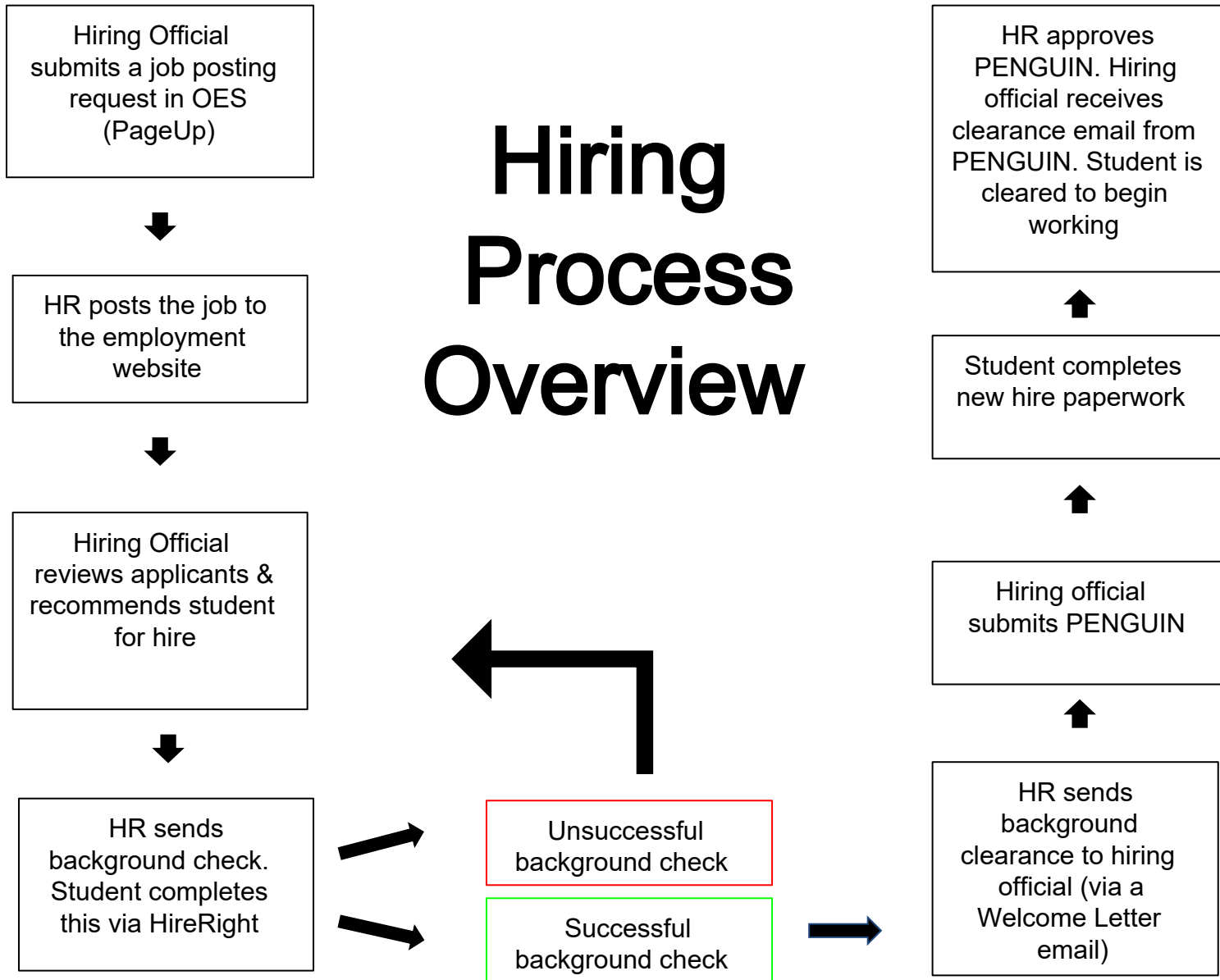
- “STUWKS” (Student Work Study) position
  - Combines FWS and IWS into one position
  - Ensures that Federal Work Study funding is being used each pay period.
- Will be manually setup for eligible students in Spring
- Coming to PENGUIN in **FALL 2024**.
  - This will require supervisors to submit only one Penguin per student job per semester that would incorporate both IWS and FWS (if eligible)



# PENGUIN Deadlines

- **11/27/23** for **Winter** Institutional Work Study
- **12/14/23** for **Spring** Federal Work Study
- **01/05/24** for **Spring** Institutional Work Study

# Hiring Process Overview



# Compensation Overview

- New minimum rate of **\$8.00** an hour for **student work -study positions**. Effective November 1, 2023.
- Implementing a student pay scale with 4 levels (next slide).
- Evaluating student pay annually according to rate worksheet (HR's website – [hr.eku.edu](http://hr.eku.edu) ).

# Job Levels

	Level 1	Level 2	Level 3	Level 4
<b>Skills and Knowledge</b>	Minimum or no prior skills or knowledge required	Some skills or knowledge required	Specific skills and/or knowledge required	Specialized skills and/or knowledge are required (i.e. Bachelor's Degree, Certification, Expertise)
<b>Work Responsibility and Duties</b>	Entry -level positions require basic skills that may be performed with minimum or no work experience	Intermediate positions require several acquired skills. Duties are routine but moderately difficult	Advanced intermediate positions require skills, knowledge, and training. Duties are more complex (i.e. projects)	Specialized positions require skills, knowledge, and training through prior experience or related coursework (i.e. Bachelor's Degree, Certification, Expertise)
<b>Decision Making</b>	No decision-making responsibilities	Minimum to no decision-making responsibilities regarding routine assigned tasks	Occasional to minimum decision-making responsibilities regarding complex assigned tasks	Frequent decision-making responsibilities regarding assigned tasks
<b>Supervision</b>	Frequent, direct supervision is required	Occasional, direct supervision is required	Occasional to minimum supervision is required	Minimum or no supervision is required

# Interactive Pay Scale

## [Student Employment Rate Worksheet](#)

- Click to open with Google Sheets and make a copy to use the rate worksheet
- Find your student's recommended pay range (next slide)

# Pay Scale

Score Range	Position Level	Starting Rate	Maximum Rate
4-7 Points	Level I	\$8.00	\$12.00
8-11 Points	Level II	\$9.50	\$14.00
12-14 Points	Level III	\$11.00	\$16.00
15-16 Points	Level IV	\$12.50	\$18.00+

# Student Employee Guide

- Guide will be available and sent to all Student Employees and Supervisors at the end of November.
- Student Employee focused.
- Includes work -study information, compensation, expectations, and more.

# Coming 2024!

- PENGUIN updates, including selection of STUWKS.
- Full implementation of Student Employee Compensation scale.
- Student Employee Manager and Supervisor Guide.



# Resources

- [Student Employment Rate Worksheet](#)  
(Make a copy to use)
- [Penguin Training Guide](#)
- [New Job Posting Training \(PageUp\)](#)

# Questions ?

<https://hr.eku.edu/student> -employment -services  
E | [human.resources@eku.edu](mailto:human.resources@eku.edu)



[www.eku.edu](http://www.eku.edu)