

Hiring a FWS Student as a Research Assistant

URF & UTK FINANCIAL AID HIRING GUIDELINES

<p>Can I hire a FWS funded student for a FRAF or DRA position?</p>	<p>Yes, we are excited to help you hire any student you want to include in your research.</p>
<p>Is the process different for hiring a FWS funded student?</p>	<p>Yes, you will post the position on JobX instead of Handshake (see page 2 of this handout).</p>
<p>Are there restrictions with hiring a FWS funded student?</p>	<p>Yes, the student cannot hold multiple FWS positions. If the student is already working in another FWS position, they will have to make a choice regarding which position they wish to pursue.</p>
<p>The base pay for FWS positions is \$11/hr. Can I pay my student the recommended \$15/hr or more?</p>	<p>Yes, FWS positions can pay comparative hourly rates; the faculty member will need to follow the instructions on page 3 of this handout to request a comp pay rate.</p>

Our 7 Step Process for Finding/Hiring a FWS Undergraduate Research Assistant



1

Visit the JobX website and login to the employer's home page.
<https://utk.studentemployment.ngwebsolutions.com>

2

Click the "+Add a Job" button in the top left.

3

Step 1: Select a job type. The type or tier indicates the pay-rate you want to offer the student, ranging from \$11 to \$13 per hour. To make sure your student gets paid the recommended rate of \$15/hour (a comparable pay rate) please select Tier 1 and be sure the job title contains this specific character string: [CR] and follow the directions on page 3 of this handout.

4

Step 2: Select job category "Administrative/Research" and fill in the remaining information.

5

Step 3: Develop the application students will use and add necessary questions to the form.

6

Step 4: Answer the final four questions about the position.

7

Optional: Post the position on Handshake as well to attract more applicants .



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In collaboration with

The Office of Financial Aid & Scholarships

Federal Work-Study Team

Comparable Pay Rate Jobs

Who is eligible for a Comparable Rate Job?

All FWS students are eligible for comp rate positions regardless of their longevity tier classification (how long they have held their position). As an FWS supervisor you can request a higher level of pay for your FWS student workers who work alongside non-FWS student workers who are receiving a higher pay rate from your lab or department. For example, if a departmentally-funded job pays a regular student \$12.85/ hour and a comparable rate is approved for a FWS job, the eligible pay rate would be rounded up to \$13.00/hour to ensure compliance with FWS regulations.

How to request a Comparable Rate [CR] Job

To request a Comparable Rate [CR] job you will need to fill out the following form: <https://tiny.utk.edu/FWScomprate> and attach documentation from IRIS of your departmentally-funded student job paying at the higher rate (see form for instructions).

You will also need to go to <https://utk.studentemployment.ngwebsolutions.com> and create a Tier 1 job. This job MUST contain [CR] in the job title field. Once the Comparable Rate Request Form and Job Request are complete, the Office of Financial Aid & Scholarships will review and set the comp rate pay. You do not need to select a higher tiered position to request that specific rate.

Step-By-Step

1. Fill out a form confirming that other student(s) are paid at x amount, and attach proof from IRIS: <https://tiny.utk.edu/FWScomprate>
2. Create a job in JobX/TimesheetX .
 - a. This job should be Tier 1.
 - b. This job must contain [CR] in the job title field!
3. Submit for approval in JobX/TimesheetX.
 - a. If approved, the pay rate will be adjusted by Financial Aid.
 - b. Comp rate jobs are open to all students regardless of longevity tier level .

Questions? Need more help?

Contact onestop@utk.edu



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Longevity Tiered Jobs

What are longevity tiered jobs and who is eligible?

Longevity tiered jobs are jobs meant to provide advanced opportunity and increased pay for students who work FWS positions for multiple years. Jobs created with longevity tier will be available to students in their second, third, fourth, or fifth year of participation in the FWS Program and will pay \$11.50, \$12.00, \$12.50, or \$13.00 per hour, respectively. The base rate of jobs for first-year students (Tier 1) is \$11.00 per hour. To qualify for a higher Tier job, a student must have participated in FWS for at least 10 biweekly payroll periods during the previous academic year (JobX will have this information and will only show appropriate Tier jobs). As an on-campus supervisor, you may create a job and select a higher tier level to support more experienced student employees working with additional responsibilities.

Which students qualify for which tier?

- A job listed as Tier 1 will be available to all students.
- A job listed as Tier 2 will only be available for students who have held a FWS position for at least one prior year. Tier 3 for student who have held two positions for at least two years.
- A student who qualifies for tier 3 would be able to view jobs tier 1-3.
- A student who only qualifies for tier 1 will not be able to view tier 2+ jobs.
- Each tier has a set pay amount (i.e. a student who qualifies for tier 4 but is hired to a tier 1 position will not receive tier 4-level pay for that position).
- A job can only be listed at one pay rate. If you wish to have multiple tiers, you must create multiple jobs.
 - i.e. Office Assistant Tier 1, Office Assistant Tier 2

How to request a longevity increase job for qualifying returning FWS students:

1. Add a Job for your department in JobX/TimesheetX.
2. The job description must be different from the entry-level position. It has to include and explain the higher level responsibilities assigned to returning students.
 - a. Select the appropriate Tier level based on the information above.

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