

THE SUPERVISOR SCOOP

July 2023 — August 2023



We hope you are enjoying the warm weather and preparing for an awesome fall semester — it's just around the corner!

Please read on for important information regarding upcoming job fairs, job listing spotlights, pay periods, and more. As always, we appreciate each and every supervisor's hard work as they welcome regular student employees and Federal Work-Study students to their teams year after year.

Have a great rest of your summer!

Let's go.[™]

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Federal Work-Study supervisors, please [contact the WVU Hub](#).

Regular student employment supervisors, please contact WVU Career Services by emailing studentemployment@mail.wvu.edu.

Announcements



POSITION SPOTLIGHT REQUEST

Hoping to garner more attention for one of your open student employment or Federal Work-Study positions? Let us help spotlight your listing to qualified students! Please submit a [Handshake Position Spotlight Request Form](#) — we will use the information you provide to directly email qualified students with the position title, description, and a direct link to your job posting for quick access to apply.

HANDSHAKE POSITION EXPIRATION REQUEST FORM

Do you have an active job listing you no longer wish to hire for? You can request that your position be expired from Handshake by submitting the [Handshake Position Expiration Request Form](#). This is open to both regular student employment and Federal Work-Study positions.

MONITOR STUDENTS' TIME WORKED

If you employ a Federal Work-Study employee, it is of the utmost importance that you monitor their earnings to ensure your student does not exceed their funding allotment. To assist with monitoring hours, we recommend utilizing the [Tracking Custom Salary Worksheet](#). Remember, any earnings student employees earn in excess of their work-study award are the responsibility of hiring department/agency to pay.

Important Dates



AUGUST 1

Lunch & Learn: A Supervisor's Guide to Managing Student Workers — Join us via Zoom at **noon Eastern on Tuesday, August 1** to learn more about managing student workers. Erica LaRue, Assistant Director of Career Services, and Corrine Ullom, Financial Aid Counselor at the WVU Hub, will provide helpful information to support supervisors overseeing traditional and Federal Work-Study student employees, and a Q&A session will follow. Link: <https://wvu.zoom.us/j/9795375315>

AUGUST 15

Back-to-School Job Fair, Day 1 — Vandalia Lounge, Mountainlair, **11 a.m. to 1 p.m.** Register using our [Back-to-School Job Fair Form](#). *Note: This day of the job fair is reserved for hiring WVU units only.*

AUGUST 16

First Day Federal Work-Study Students May Work — Ensure all students have been processed for payroll and approved before they begin working. For payroll-related questions, please contact [WVU Shared Services](#).

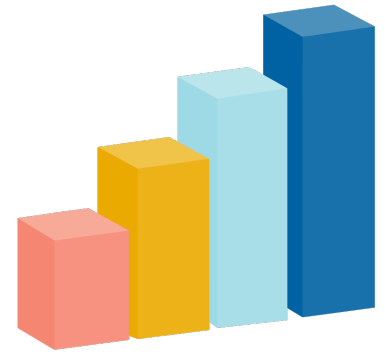
AUGUST 23

Back-to-School Job Fair, Day 2 — Vandalia Lounge, Mountainlair, **2 to 4 p.m.** Register using our [Back-to-School Job Fair Form](#).



OUR WORK BY THE NUMBERS

What we've accomplished with your help



689

on-campus job opportunities
currently offered to students



15,579

total student employment job
applications within the past year

~~AT OUR LAST SUMMER JOB FAIR IN APRIL~~

65

students networked
with professionals

33

on- and off-campus
employers participated

Encourage students to attend next month's Back-to-School Job Fairs!
See Page 3 for details.

PAY CYCLE SCHEDULE

Pay Cycle	Pay Day
July 2 - July 15	July 28
July 16 - July 29	August 11
July 30 - August 12	August 25
August 13 - August 26	September 8



SUPERVISOR RESOURCES AVAILABLE

- [Federal Work-Study Home](#)
- [Hiring an FWS Student](#)
- [Managing an FWS Position](#)
- [FWS Supervisor Forms](#)
- [WVU Supervisor Assessment](#)
- [Student Employee Handbook](#)
- [WVU Career Services Home](#)
- [Student Employment](#)
- [Other Supervisor Resources](#)
- [Student Employee Evaluation Form](#)
- [Student & Other NBE New Hire Form](#)