

THE SUPERVISOR SCOOP

February 2026 — May 2026



Welcome to the new year with exciting opportunities! As we step into a new year full of possibility, we are excited to share this edition featuring essential updates, important dates, and valuable resources to support you and your student employees.

This year, we are excited to launch **NACE Ready + Suitable**, a feedback and development platform designed to support student employee growth. Be sure to stay informed about key deadlines and resources related to student employment, including important information on Federal Work-Study and Regular Student Employment programs. You will also find upcoming reminders and opportunities to recognize outstanding student employees during Student Employee Appreciation Week, taking place **April 12–18, 2026**.

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Contact Us

Questions or concerns? Federal Work-Study supervisors, please [contact the WVU Hub](#). Regular student employment supervisors, please email WVU Career Services at studentemployment@mail.wvu.edu.

Check Out What's New With WVU Career Services!

You're Invited to the Summer Jobs Fair

Looking to hire non-Federal Work Study student employees this summer? Join us at the Summer Jobs Fair on **March 11**, from **11:00 a.m. to 2:00 p.m.**, in the Mountainlair (Vandalia Lounge and Commons Areas). To register, please complete the [2026 Summer Jobs Fair Registration Form](#).

Introducing NACE Ready + Suitable

WVU Career Services is pleased to introduce a new tool for on-campus supervisors designed to help student employees become career ready. We believe that regular feedback from supervisors, colleagues, and mentors is one of the most effective ways for students to grow, learn, and prepare for their next career step. **Suitable**, combined with **NACE Ready**, makes this process simple and impactful.

With **NACE Ready + Suitable**, supervisors can:

- **Assess student career competencies:** Provide constructive, real-time feedback.
- **Track student growth:** Monitor progress across competencies over time.
- **Support meaningful development:** Align workplace tasks with long-term career readiness goals.

To get started, please sign up using the [NACE Ready + Suitable For Supervisors Form](#) to add yourself and your student employee to Suitable. After you sign up, you and your student employee will receive instructions on how to begin the process.

Questions? Contact Erica LaRue at elarue@mail.wvu.edu.



Federal Work-Study Updates

Spring Work-Study Audit

Working during scheduled class hours is not permitted for Federal Work-Study (FWS) employees. Exceptions are permitted – and must be documented – for the following reasons: an individual class is canceled; the student has been excused from attending the day, or if the student is receiving credit for employment. **Supervisors must retain any documentation collected.**

Improving compliance requires participation from both supervisors and students.

- Supervisors play a critical role in setting schedules, monitoring hours, and verifying that work does not occur during class times.
- Students are required to share accurate schedules, update supervisors when changes occur, and avoid working during scheduled classes. Students are also receiving a reminder email to their MIX of their responsibilities.

Your responsibility as a supervisor includes:

- Collecting class schedules for each FWS student you employ at the start of every semester.
- Comparing work hours to class schedule each pay period.
- Addressing any conflicts immediately with your student employee.

We are committed to helping students maintain a healthy balance between their academics and work while staying compliant with federal regulations. To support this goal, our office will be auditing Federal Work-Study hours to check for working hours that overlap with scheduled classes this semester.

If our audit shows that a student's scheduled class time and work hours overlapped, both you and the student employee will receive an email outlining next steps to prevent further issues.

Federal Work-Study Updates Cont.

We thank you for your continued collaboration and support on this important matter. As always, if you have any questions, please reach out. We are here to help!

Returning Student Process

The process to request the return of currently employed Federal Work-Study (FWS) students for the upcoming 2026-2027 academic year is now open! Visit the [Request for Returning Federal Work-Study Student webpage](#) for more information. The deadline is **March 27, 2026**.

Steps to Request Returning FWS Students

These steps can also be found in the [Federal Work-Study Returning Student Guide](#).

- 1. Confirm Interest:** Verify with your work-study student(s) that they want to return for the upcoming year.
- 2. Download Spreadsheet:** Get the [2026-2027 Request for Returning FWS Student spreadsheet](#).
- 3. Complete Spreadsheet:** List only those students who have confirmed their return.
- 4. Submit Form:** Fill out the [2026-2027 Request for Returning FWS Students Form](#) where the supervisor will:
 - a. Attach a copy of the completed spreadsheet.
 - b. Indicate if they want the position reposted for new applicants for the 2026-2027 academic year.
- 5. Confirmation:** Both the supervisor and student will receive a confirmation email regarding the FWS renewal if the student is eligible to return. Supervisors will also receive a final confirmation email this summer.

Important Note: Due to changes in Handshake, positions will not automatically repost each year and new Job IDs will be assigned. If a supervisor opts out of reposting a position within this request form, they must submit the [Student Employment Job Posting Request Form](#) to repost the position on Handshake.

Announcements



~~LAST WORK DAY REMINDER FOR SPRING 2026~~

The final day that Federal Work-Study students may work and earn wages is the last day of finals for the spring 2026 semester. Students who work hours beyond **May 8, 2026**, are the responsibility of the department to cover. If you wish to retain your work-study student(s) for summer, you must request to transfer their funding to an alternative funding string.

~~WEEKLY-HOURLY-REQUIREMENTS~~

In general students cannot work more than 28 hours per week. However, there are a few exemptions to this requirement:

Week of Spring Recess – March 14–22, 2026

- Students are permitted to work up to 40 hours during this week

~~MONITORING~~

If you employ a Federal Work-Study employee, it is important that you monitor their earnings to ensure your student does not exceed their funding allotment.

To assist with monitoring hours, supervisors should use the [Tracking Custom Salary Worksheet](#). Any earnings that exceed a work-study's award allocation, becomes the responsibility of the hiring department or agency.

~~SUMMER-FEDERAL-WORK-STUDY~~

Summer Federal Work-Study funds will not be available for the summer 2026 semester.

Announcements Cont.

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.

TRANSITIONING TO REGULAR STUDENT EMPLOYMENT

Supervisors who need to transfer their work-study student(s) to departmental funding after using their work-study allocation, please notify Shared Services Time Collection with the following information:

- Student Name
- Student Assignment Number
- Current Student Position (Title and Number)
- Hourly Rate of New Position
- Supervisor Name
- Supervisor Email
- New Funding String

Please send SSC-TimeCollection@mail.wvu.edu or for HSC students HSCSharedServicesCenter@hsc.wvu.edu the required information. For any questions, please contact the [Shared Services Center](#).

Announcements Cont.

RELEASING FWS STUDENTS

If your FWS employee is requesting to be released from their job or must be released from their position for other reasons, the student employee's supervisor must submit the [Federal Work-Study Release Form](#).

***Please remember to contact Shared Services to terminate your student's assignment. This will remove the student from your reporting line and deactivate their ability to clock in and out.**

****If you have concerns that your student violated [Campus Student Conduct](#), please contact the Office of Student Rights and Responsibilities.**

National Student Employment Week



National Student Employment Week will be celebrated **April 13–17, 2026!** We encourage supervisors to take time throughout the week to recognize the dedication and hard work of our student employees.

WVU will also announce the **Undergraduate and Graduate Student Employees of the Year** during this celebration.

Looking for easy ways to show appreciation? The National Student Employment Association (NSEA) recommends ideas such as:

- Handwritten thank-you notes
- Small treats or snacks
- Certificates of appreciation

National Student Employment Week Cont.

- Team or digital shout-outs
- Highlighting student contributions in your office

Even simple gestures can make a big impact.

Important Dates



FEBRUARY 25

STEM Career & Internship Fair — Student Recreation Center, **10 a.m. to 3 p.m.**

MARCH 11

Summer Jobs Fair — Vandalia Lounge/Commons Area, Mountainlair, **11 a.m. to 2 p.m.**

MARCH 14 - MARCH 22

Spring Recess

MARCH 27

FWS Returning Student Deadline

APRIL 3

Spring Holiday — University closed

Important Dates Cont.

MAY 1

Last Day of Classes

MAY 8

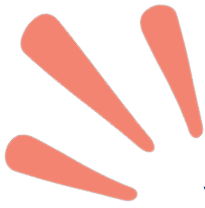
Last Day of Spring 2026 Semester — This is the last day Federal Work-Study students may work.

PAY CYCLE SCHEDULE

Pay Cycle	Pay Day
<i>February 8 - February 21</i>	<i>March 6</i>
<i>February 22 - March 7</i>	<i>March 20</i>
<i>March 8 - March 21</i>	<i>April 3</i>
<i>March 22 - April 4</i>	<i>April 17</i>
<i>April 5 - April 18</i>	<i>May 1</i>
<i>April 19 - May 2</i>	<i>May 15</i>
<i>May 3 - May 16</i>	<i>May 29</i>

*Visit the [Pay Schedule webpage](#) for full pay cycle information





Your Student Employee Could Be Featured Here!

We are accepting submissions from supervisors to feature phenomenal student employees in upcoming issues of the Supervisor Scoop newsletter. If you have a student employee that does outstanding work at your department, organization, or agency and you want to have them featured, use our [Student Employee Feature Form](#) to let us know what they do that makes their work so amazing! Take this opportunity to show your appreciation to your student worker today.

SUPERVISOR RESOURCES AVAILABLE

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

