

FAQ's for Work Study Supervisors

How is work-study funded?

Current funding for the Work-Study program comes from the federal and state government and funding amounts can change from year to year.

How to begin participation in the Work-Study Program?

Becoming a part of the Work-Study program starts with identifying a position that you have that will be suitable for the work-study program. **Students must be eligible as this is a need based program.** Contact the office of Veteran's and Student Financial Aid for further details.

How do I post a job opening?

Departments must submit a job description to the Financial Aid office. The posting needs to identify the job requirements including the rate of pay, expected hours to be worked for the term, number of open positions and the person responsible for the hiring process.

What is the next step once I have hired a student?

A student may not begin working until all employment paperwork has been processed. A confirmation email will be sent out by the Financial Aid office to the student.

When can a student begin working?

Students can begin working no earlier than their first-class day, after all applicable forms have been processed, and cannot continue working after their last-class day. Students should never be scheduled to work during their regular class-times (supervisors are responsible for monitoring this requirement).

Can students work for more than one work study department at a time?

Yes, FWS students are allowed employment in more than one job during the academic year. The student is responsible for making sure that they do not work more than 20 hours per week because the regulations state it is for part-time employment only.

Timesheets?

Students will typically submit their time-sheets to their supervisors for authorization. Hours in excess of 20 hours/week will be considered as "volunteer" services provided by the student. We ask that one designated person in the department processes and sends the hours to the Financial Aid office.

How can I keep track of a student's remaining hours and earnings?

The financial aid office will periodically send out emails to supervisors to indicate the cumulative hours and earnings the student has used as of the last pay period, as well as the remaining balances available per student. Financial Aid will also let the department know when a student is getting close to their award. Students cannot exceed the amount awarded to them and anything in excess of that will be considered "volunteer" service. Supervisors may request the balance of their student employee at any time.

How many hours a week can a student work?

Students may submit up to 20 hours per week for payment from the College Work Study program. This must be for time actually spent working and does not include travel time to an off-campus job site. Any expenses incurred by the student will be the responsibility of the student and may not be charged to the work study account.