

Federal Work Study Student Guide

What is Federal Work Study?

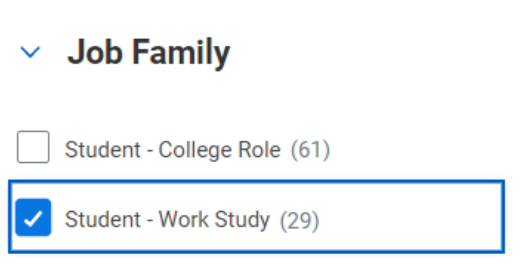
Federal Work Study allows students to earn a paycheck through a financial aid award paid by federal funds. Since it is federal money, students must receive the award from Financial Aid each academic year (Fall through Spring), and they must be paid hourly (for actual hours worked). Students can spend their earned wages on *anything* and can only earn up to their award amount (earnings are not applied to tuition).

How Do I Get Hired?

1. Check Your Award Amount on your Financial Aid Package

2. Log into [WorkDay](#) and apply for positions

- Use your TRACKS login, **must be on the campus network** to view and apply to positions
- Click the 'Career Icon' to see Student Jobs
- Apply to positions marked 'FWS only' or filter for jobs under 'Job Family'



Job Family

- Student - College Role (61)
- Student - Work Study (29)

- You can **apply to multiple positions**, as many jobs will have multiple slots for the same job. If you are declined from one slot, you are still eligible to apply to the others
- Each department has different interview procedures and will send an offer through WorkDay, you may reach out to the supervisor listed on the job for questions about the position

3. Complete Onboarding Steps

New Students: You will complete an I9 and W4 in [Workday](#) and go to the HR office on campus to show your original IDs, be sure to bring **at least one ORIGINAL** of one of the following from home: Passport **OR** Social Security Card **OR** Birth Certificate

All Students: Update your Check Address or Direct Deposit in [Workday](#)

4. Start Date Will Be Confirmed by Human Resources

If you have questions about the WorkDay system or your application status, contact hr@fit.edu

FWS Eligibility

You must have completed a FAFSA to receive the award from Financial Aid. Contact finaid@fit.edu if you have questions about your award amount or any changes to your award. *Financial Aid may change or cancel your award based on new eligibility info.*

FWS Regulations

- ▶ **You MAY NOT earn more than your award**, it is your responsibility to track your earnings (totals are given on each pay stub). **You must stop working when your award ends.**
- ▶ **You MUST earn your award by working.** You are not guaranteed this money by Financial Aid, you are paid hourly to receive the award through a paycheck. It is up to you to pick a job that meets your schedule and how many hours you would like to work. You also may not volunteer for your paid job, you must be paid for all your worked hours.
- ▶ **Complete your timesheet to get paid!** Timesheets are due in WorkDay every 2 weeks, if you miss the deadline, you will miss your check! You will then need to enter corrected hours and wait another pay period to be paid.
- ▶ **No working during class periods and NO MORE THAN 20 HOURS per week.**

No Remote or Take Home Work. You must be supervised at work to be paid. If your supervisor asks you to work alone contact fws@fit.edu. You also may not be paid to do personal projects, such as your own Senior Design Project.

Payment

You will be paid bi-weekly and timesheets are due every other Friday at the end of the pay period. If you miss the deadline you will not be paid on time. Minimum wage is \$12 per hour as of Sep 30, 2023.

- [Calendar of pay dates](#) and when timesheets are due
- [Timesheet Instructions](#)
- [Correcting Hours](#)

Tracking Your Award

You may only earn up to the award amount given by Financial Aid. Since this is federal money, you or your department will be subject to **paying back any overage** earned if you exceed your award amount. You do not have to use all of your award, and you can use up to your awarded amount in either Fall or Spring (does not need to be evenly divided between the semesters).

Keep track of your earnings by viewing your pay stubs in WorkDay.

Taxes

At the end of January, W-2 wage forms will be available in WorkDay for the prior year. If you are unsure if you must pay taxes, see a tax professional. All earnings in the US are subject to IRS rules based on your total earnings for the year.

When Your Position Ends

Work Study is active in the Fall & Spring semesters, all jobs end on **May 4, 2024**.

Reasons your job may be ended before May:

- You have exhausted all of your award amount
- You graduate in the Fall or withdraw from the university
- You voluntarily resign (notify your supervisor)
- You are terminated for not following [HR conduct policies](#)

For more information, visit our website: www.floridatech.edu/workstudy

For questions about WorkDay and application issues contact: hr@fit.edu

