**Federal Work Study Intro**

**What is FWS?**

FWS is an employment program funded jointly by the federal government and either the university or an off-campus nonprofit employer. FWS funds are paid directly to the student as earned. The funds may be used for a student's expenses, such as books, bills or social events, etc.

**Accept Federal Work-Study Award** - Access Florida Tech > PAWS > Financial Aid Award > Award for Aid Year (2015-2016) > Accept Federal Work Study

**Federal Work-Study webpage** - Access & review the information listed on the Federal Work-Study webpage using the listed link, http://www.fit.edu/career/students/federal_work_study.php

**Complete W-4 and I-9** - Complete W-4 and I-9 documents. Both forms are available in the Forms section on the right-hand side of the Federal Work-Study webpage.

**Submit Completed W-4 and I-9 Documents** - Submit completed W-4 and I-9 to Career Management along with the required ORIGINAL identification documents. All identification documents must be unexpired originals. No photocopies or faxes will be accepted. We must obtain your completed documents and view your original identifications at the same time and in person. Please see pg. 9 of I-9 document for complete list of acceptable identification documents.

**Completed Direct Deposit (optional)** - This allows the money a student earns to be put directly into their bank account. Regular paychecks are placed in the U.S. mail. Available in the Forms section on the right-hand side of the Federal Work-Study webpage.

**Panther Career Link** - Students may begin searching for positions through Panther Career Link after receiving their Work-Study Referral Card from Career Management.

**Apply** - Students will apply to the posted position according to the information listed in the How to Apply section of the job posting. Interviews tend to be informal and will be set up in the manner requested by the supervisor of the open position.

**Compete Work-Study Referral Card** - Students must bring their Work Study Referral Card to the supervisor for the position which they are interviewing. The supervisor will complete the Work-Study Referral Card when they hire a student. Students should not leave their Work Study Referral Card with their supervisor. The completed Work Study Referral Card must be returned to Career Management by the student before the hiring deadline for processing.

**Employment Start Date** - Career Management will process the completed paperwork and send an email to the student with the date that they may begin working. The student may not begin employment prior to receiving a confirmation email from the Student Employment Coordinator listing the authorized start date.

*Disclaimer: Federal Work Study jobs are not guaranteed. FWS awards are dependent on the availability of funding and may be withdrawn or subject to change depending on this availability. Any financial aid package could be adjusted at any time according to federal and institutional regulations.

**Important Dates**

**Spring Semester Hiring**

**Starts:** Monday, Jan 4th 2016

**Ends:** Friday

**Questions?**

Contact Leah Litwiniec
Career Management Services
Commons Room 307
llitwiniec@fit.edu / 321.674.8846
Students participating in community service activities gain valuable skills that can help build a career in nearly any sector. The pay rate is $10 per hour. Ask Leah Litwiniec 321.674.8846/litwiniec@fit.edu how to GET INVOLVED today!