

## 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) to work, 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. Complete HR Paperwork (if you have never worked on campus)

**I9 (US work authorization) W4 (tax form) Direct Deposit (bank payment)**

- *In Person:* You will need original IDs (Pick One: Passport, Social Security, or Birth Certificate) to complete your I9 at the Career Services Office (L3Harris Commons, Rm 307)
- *By Mail:* See [Mailing Instructions](#) to send signed copies with the help of someone over 18
- *Online:* Only your Direct Deposit can be completed online (see [direct deposit instructions](#))

### 2. Select a Job from the [Online Job List](#)

- You have many choices, but you may only choose one job (exception, you may also work as a Secondary Aide in the Civic Workforce along with your primary position)
- Check the [job list](#) (jobs will continue to be added through the end of August) and reach out to the supervisor listed
- Each supervisor will have different procedures, some may schedule an interview, while others may hire you on the spot. Remember to ask what hours the position requires!

### 3. Send Your Hire Form to the Supervisor

- **Once you have spoken to the supervisor and determined you would like to work in that position, electronically sign the hire form and e-mail to the supervisor**
- **Your supervisor will electronically complete the supervisor line**
- **Form is to be returned to [fws@fit.edu](mailto:fws@fit.edu) by the supervisor**

### 4. You Will Receive a Hire Confirmation E-mail with Your Start Date

- **Your start date and pay rate will be confirmed by [fws@fit.edu](mailto:fws@fit.edu)**
- **You cannot work until this date (timesheet begins on your start date)**

## FWS Eligibility

You must have completed a FAFSA to receive the award from Financial Aid. Contact [finaid@fit.edu](mailto: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 with the tracking sheet given in your Hire Confirmation E-mail. If you earn more than your award you are at risk of paying back the money to the government. **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. (If a state disaster occurs, the university may decide to pay you for non-worked hours called “disaster hours.”) 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 PAWS every 2 weeks, if you miss the deadline, you will miss your check! You will then need to wait another pay cycle to do “retro” hours, which can cause problems.
- ▶ **No working during class periods and NO MORE THAN 20 HOURS per week.**

**Only 1 on-campus job at a time.** You can change jobs by completing a [movement form](#) and requesting a new hire form. Exception: You may be a Civic Workforce Aide (small community projects) and hold a regular FWS position.

**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](mailto:fws@fit.edu). You also may not be paid to do personal projects or class work, such as your 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.

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

## New Pay Scale: 2020 - 2021

Job Type	Entry Level Rate	Maximum Rate	Examples
Generalized Positions	\$9	\$10	<u>Can be filled by most majors:</u>  Staff/Faculty Assistants, Clerical, Events, Marketing, Facilities, Athletics, Ambassadors, Tutors, Aquarist etc.
Specialized Positions	\$10	\$11	<u>Requires specific major and/or specialized skills/certificates:</u>  Technical positions, Lab Assistants, Sponsored Research, Lifeguards

## 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.

Keep track of your earnings by viewing your pay stubs in PAWS or using the FWS Tracking Sheet (which will count down your hours automatically) provided in your hire e-mail.

## When Your Position Ends

Work Study is active in the Fall & Spring semesters, all jobs end on **May 1, 2021**. 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 and [fws@fit.edu](mailto:fws@fit.edu))
- You are terminated for not following [HR conduct policies](#)

**Student Workers Must Follow All HR Code of Conduct Polies and FWS Regulations. You are expected to communicate absences with your supervisor.**

For more information visit our website:

<https://www.fit.edu/career/current-student-resources/student-employment/federal-work-study/>

**Career Services . 321-674-8846 . [fws@fit.edu](mailto:fws@fit.edu)**