

## **Federal Work Study FAQ's for Students**

### ***What is a Federal Work Study (FWS) Award?***

Your FWS award is the total amount of money you can potentially earn within the traditional academic year (Fall & Spring semesters), the amount is awarded based on your FAFSA and Financial Aid package limits. It is not guaranteed money. The rate at which you earn this amount will depend on your hourly pay rate and how many hours you work. You do not have to earn all of it, any unearned money is kept in the Federal Fund and does not affect what you receive the following year.

### ***Can Students Work Independently or Remotely?***

NO! FWS requires that a supervisor be present to work, so take-home work or remote work is not allowed. You are to work on projects or activities for the university and not personal projects (such as senior design projects). If you never see your supervisor or only a GSA is present with you, contact [fws@fit.edu](mailto:fws@fit.edu).

### ***How Many Hours Can I Work?***

Students may work up to 20 hours per week during the classes. However, 20 hours may be too much with a full-time class schedule, so it is important you talk with the supervisor before accepting a job to see if they can meet your schedule expectations.

### ***How Do I Get Paid? Does the Money Go Towards Tuition?***

Students will receive a paycheck bi-weekly (must complete your [timesheet](#) in PAWS by the deadline). This money does not go towards tuition, since these are earned wages you can use the money on whatever you choose.

### ***Can Students Work During Holidays/Weekends?***

If your office is open during a holiday or weekend (supervisor must be present!) students may work during these periods. During non-class periods (holiday breaks) students may work up to 40 hours per week. All positions end May 1, there is no FWS in the summer.

### ***What Happens When I Have Earned All of My Award?***

When you've maxed out your earnings, your position will end, and you must stop working immediately. It is YOUR responsibility to track how much you're earning and not go over your award (Totals are given on each pay stub in WorkDay). Any money you earn in excess of your award will be paid back by either you or your department.

### ***Can I Start Immediately Once I Receive an Offer?***

No. You may not work until your authorized start date, sent to you and your supervisor in WorkDay. You will not receive a timesheet until your start date.

### ***How Long Does It Take to Process My Hire?***

Once you receive an offer in WorkDay, you will need to complete onboarding tasks with HR, which includes your I9, W4, and Direct Deposit. Depending how quickly you complete these steps, it could take a week or more to be processed. Contact [hr@fit.edu](mailto:hr@fit.edu) to check on the status of your hire.

### ***Where Can I Work? Am I guaranteed a Job?***

There are more jobs than students to fill them, so you are guaranteed a job. However, some departments may be popular and fill all their spots, if this happens go to your next choice. You may apply to any positions marked 'FWS Only' or 'FWS Eligible' on WorkDay. Postings will continue to be updated as jobs are added and closed.

### ***Why Was My Award Changed or Cancelled?***

Many factors can change your eligibility (such as receiving new scholarships or dropping below half time in classes). Speak directly with Financial Aid to find out the reason.

### ***Can I Change Jobs or Work Two Jobs?***

You may change jobs at any point in the semester by informing your current supervisor of your resignation and applying to a new job in WorkDay. You must receive permission from your supervisors to work more than one position, as your maximum hours per week (20) will need to be split between your positions.

### ***Do I Have to Pay Taxes?***

Based on your responses on your W4 (and any other jobs you have held with a W4), you may owe taxes on your FWS income. In the end of January you will receive a W2 statement in WorkDay for the prior year for completing your tax forms with the IRS.

### ***Is This A Real Job? Can I Put This on My Resume?***

Yes, this is a real job hired by university and can be taxed. You must follow all [HR conduct policies](#) to keep the job and are expected to call out of your shift ahead of time with your supervisor. You can list FWS as a work experience on your resume.

### ***What If I Am Having Problems on the Job?***

Communicate with your supervisor if you are having any issues or payment problems. If you are having an issue with your supervisor or the problem is not resolved, contact Human Resources at [hr@fit.edu](mailto:hr@fit.edu) or 321-674-7427.