

## 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).

## 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.*

## How Do I Get Hired?

### 1. Check Your Financial Aid Package

Each student will receive an award amount in their Financial Aid Package, this is the amount you can earn for both Fall & Spring. If you have questions about your award, contact Financial Aid, [finaid@fit.edu](mailto:finaid@fit.edu).

### 2. Log in to WorkDay to Apply to a Job

Student jobs are now posted in WorkDay, you will need to follow application instructions in that system. Each department will have their own interview procedures and will notify you in WorkDay if you have been hired.

### 3. Complete Hire Forms

**First Time Workers:** You will complete an I9 and W4 in WorkDay and go to the HR office on campus to show your original IDs

**All Students:** Complete or update your Direct Deposit in WorkDay

### 4. Your Start Date Will Be Given in WorkDay

**Contact Career Services:**

L3 Harris Commons . 321-674-8846 . [fws@fit.edu](mailto:fws@fit.edu)

## WorkDay Inquiries

If you have any questions about your application in WorkDay or are having any system issues, contact Shannon Zuzek in Human Resources, [szuzek@fit.edu](mailto:szuzek@fit.edu).

## 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. **You must stop working when your award ends, unless your department is switching you to College Roll.**
- ▶ **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 WorkDay every 2 weeks, if you miss the deadline, you will miss your check! You will then need to wait another pay cycle to enter lat
- ▶ **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](mailto:fws@fit.edu). You also may not be paid to do personal projects or class work, such as your Senior Design Project.

## 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)
- You are terminated for not following [HR conduct policies](#)

## 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.

If you have problems with your paycheck, notify your supervisor immediately. Contact [payroll@fit.edu](mailto:payroll@fit.edu) to correct any issues.

- [Calendar of pay dates](#) and when timesheets are due
- Timesheets are now completed within WorkDay

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

For more information visit our website:

<https://www.floridatech.edu/workstudy>

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