Federal Work-Study Introduction

What is FWS?
FWS is an employment program funded jointly by the federal government and the student’s employer. FWS funds are paid directly to the student as an hourly paycheck for hours worked. Their pay may be used for anything the student chooses. FWS awards are made by the Financial Aid Office to US citizens and permanent residents who qualify based on their FAFSA. Due to the numerous factors involved in the determination of awards, FWS cannot be guaranteed every year. Interested students are encouraged to complete their FAFSA and check their financial aid account to see if FWS has been awarded. **Only students who are awarded FWS in their financial aid package are eligible for this program.**

How to Apply?

Accept Award
- Log into Access Florida Tech with your TRACKS account
- Select PAWS > Financial Aid > Award > Award for Aid Year 1718 > Accept FWS Award

Bring ID’s
- You **MUST bring two original/acceptable identification documents** to the Office of Career Management Services (Harris Commons, Room 307)
  
  Complete:
  - W4
  - I-9 (See pg. 9 for complete list of acceptable identification documents)

  Pick Up:
  - FWS (Blue) Form

Connect on Handshake
- Register on Handshake to search and apply for open positions
- Bring Blue Form to the interview for the hiring supervisor to sign

Drop off Form & Watch the Video
- Submit signed Blue Form to the Career Management Office or electronically to fws@fit.edu
- **You may not begin working until you receive your work authorization e-mail!**

To Set Up Direct Deposit:
- Located in PAWS, click on the Employee Tab *(will appear on 1st day of employment)*
- Click Pay Information
- Click Direct Deposit Allocation
- Click Update Direct Deposit Allocation

Please note that enrollment/changes take **one full payroll** to “pre-note” with the bank to verify your account before the enrollment/change is effective)
Looking for a Federal Work Study Job?

1. **Activate Your Handshake Account**
   Log on to [www.fit.joinhandshake.com](http://www.fit.joinhandshake.com), click on the “Florida Institute of Technology Login” button, and enter your TRACKS ID and password

2. **Search for “On-Campus” FWS Jobs**
   - Federal Work Study jobs are listed as “On-Campus Student Employment” and are found through the ‘Jobs & Internships’ tab on the left side navigation pane and then filtering under “Job Type”
   - All jobs have the hiring department’s name within the job description
   - You should apply directly to the hiring supervisor, their email will be listed in the job description

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**Community Jobs**

Below are Community Work Study positions, they are the highest paying FWS jobs, and the only off-campus locations. Contact fws@fit.edu to learn more about these opportunities:

1. **Rolling Readers, TUTOR**
   Read out loud to children and tutor them in reading during school hours between 8:30am – 2pm

2. **Greater Melbourne Police Activities League, TUTOR**
   Tutor elementary school children in reading and/or math on Mondays & Wednesdays from 3pm – 5pm

3. **Marine Resources Council, EDUCATION ASSISTANT**
   Help protect and restore the Indian River Lagoon, by creating education materials, conducting presentations and assisting with field trips

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**Important Dates**

- Spring Semester Hiring starts Monday, 01/08/2018
- Spring Semester Hiring ends Friday, 02/23/2018
Federal Work-Study Timesheet Guidelines

How to Enter Your Time?

Instructions for Web Time Entry on PAWS

- Log onto ACCESS Florida Tech using your Tracks ID and Password and select PAWS.
- Click on Employee or Employee Information (both direct you to the same page) Please keep in mind these options will not appear until hiring paperwork has been completed. This is why you will not be able to start working until you receive an official start-date e-mail from Career Management Services.
- Click on Timesheet.
- In the drop down box, select the appropriate Pay Period and hit the Timesheet button.
- For each day worked, select the Enter Hours field for that date.
- Type the total # of hours that you worked for that day and hit the Save button. The hours will default to the timesheet. Repeat this step for each day worked for the 1st week.
- Under the timesheet, select the Next button to see Week #2. Repeat Steps 5 and 6 for Week #2. If you need to go back to Week #1, hit the Previous button.
- When you are finished entering in hours for both weeks. Select the Preview button to verify that your total hours are correct and match the hours you worked for that pay period.
- If your timesheet is complete and accurate, select the Submit for Approval button. The submission will be sent to the Payroll Supervisor for the department in which you are employed who will verify your online timesheet and submit the hours to Payroll for payment.

Web Time Entry Reminders

Each department approves hours a little differently. It is important to speak with your supervisor about the department’s specific procedure on hour reporting.

- Introduce yourself to the payroll supervisor within the department you are employed.
- Keep diligent records of time worked.
- If applicable, ensure updated paper time sheets are promptly submitted your supervisor.
- It is imperative that you submit your hours on time each week.
- Enter hours accurately and promptly each pay period.

For questions regarding Web Time Entry on PAWS, please speak with your current supervisor.
**Guidelines**

### Award Schedule

Your Federal Work-Study award expires at the end of the FA17-SP18 academic school year, unless previously cancelled. Any unearned allocation remaining at the end of the academic year will be considered forfeit. For instructions on how to apply for Federal Work-Study for the current or upcoming academic year please contact Florida Tech Office of Financial Aid at (321) 674-8070.

### Class Schedule

Federal Regulations prohibit students from working during their scheduled class times. You should provide a copy of your class schedule to your supervisor at the beginning of each term and arrange a schedule which does not conflict with your classes. You should make every attempt to maintain a regular work schedule. Calling your supervisor when you cannot make a scheduled shift is not only courteous, but it is also professional.

### Employee Expectations

In order to receive your FWS allotment you must work and report your hours each pay period as directed by your supervisor. You are not paid to study. You are expected to take your job seriously and perform duties to the best of your ability. **This means coming to work on time, working your scheduled hours, notifying your supervisor in advance if you will not be able to work your scheduled shift, and giving notice to your employer if you decide to resign from your position.**

### Hours/Allotment Balance

Students who are awarded Federal Work-Study are given an "allotment amount". This amount varies based on each individual’s Financial Aid package. The student has the opportunity to earn up to that amount but not in excess of that amount. Please be aware that if a student works the maximum amount of hours per pay period, their allotment will be used up very quickly. It is the student and supervisor’s responsibility to keep track of the student’s remaining allotment. **The award amount may not be exceeded.**

### Maximum Allowed Hours

You may work in only one work study position at any given time. You may be paid from Federal Work-Study Program funds for no more than 20 hours per week (40 hours total per bi-weekly pay period).

### Pay Schedule

Florida Tech Student Employees are paid on a bi-weekly schedule. On paydays (every other week), students may pick up paychecks in their employing department or may register for Direct Deposit with the Student Employment Office or the Controller’s Office. Direct Deposit is highly recommended.

### Questions?

**Mary Tabeling**

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Student Employment Coordinator

Office of Career Management Services

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Florida Institute of Technology

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*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.*