

Federal Work-Study

The Federal Work-Study (FWS) Program is a federally-funded Title IV student financial aid program designed to provide work opportunities for students enrolled in undergraduate or graduate programs, enabling them to earn funds for meeting educational expenses.

In addition, the program provides an opportunity for students to gain work experience in their areas of academic and non-academic interest.

The Federal Work-Study (FWS) Program provides jobs for undergraduate and graduate students who demonstrate financial need. FWS gives the student a chance to earn money to help pay for educational or personal expenses while working on campus or in community service work. A FWS student is paid through a combination of institutional and federal funds. The FWS award can only be used from July 1 through June 30 of the academic year awarded. Any amount of the award that is not used will be voided after June 30. Once the FWS award is earned, the FWS student is no longer eligible for employment unless chosen to be hired as a Student Assistant and paid through the hiring department's budget.

FWS students may not work more than 20 hours per week. Pay rate is \$8.00 per hour.

Eligibility

In order for a student to be eligible for FWS, he/she must have a completed financial aid file, have financial need, be enrolled at least half-time and have at **least a 2.0 GPA**. Interested students should complete the following requirements to determine their eligibility for the FWS program.

- Completion of the current academic year [Free Application for Federal Student Aid \(FAFSA\)](#).
- Eligibility is based on your unmet need as determined by your budget, family contribution calculated by the federal government, and any aid received.
- Complete the online [Federal Work-Study \(FWS\) Application](#). The application system is maintained by SSU's Career Services, [TIGERlink](#) (click for more information).
- Upload current resume and cover letter with the FWS application.

Federal Work-Study applications are reviewed by the FWS Coordinator for eligibility. All students will be notified via **SSU e-mail** when their eligibility review has been completed.

Hiring and Awarding Process

After eligibility is determined, your application will be made available for review by any departments on campus or community service organizations requiring FWS student employees. Hiring departments will have an opportunity to contact you for a job interview.

Work-Study will only be awarded once you are hired by a department or organization. If hired, you will need to complete all necessary Personnel Office paperwork before beginning work. In addition, the student will be required to show his/her original social security card and driver's license.

There is **no** guarantee of employment. **Career Services, King-Frazier Student Center, Room 244**, has job listings for students who are not eligible for work-study or who are looking for jobs in the community, [TIGERlink](#).

You must reapply for employment at the beginning of each academic year for Fall and Spring Semesters (**July**) and a separate application for Summer Semester (**May**).

America Reads

America Reads is an opportunity for Federal Work Study eligible college students to help elementary school children become better readers. If you like to read and enjoy helping your community, this is the program for you! You will tailor your tutoring schedule around your college classes for up to 20 hours per week. Tutoring takes place at several elementary schools close to the SSU campus. You will not go to anyone's home. Training, materials and supervision are supplied. A background check may be given by the elementary school.

Hours Worked and Paycheck

All hours worked will be submitted through the online ADP system. Those hours must be approved by your supervisor by 5:00 p.m. on the Friday that ends the pay period.

Your pay for the hours you have worked will be Direct Deposited into your checking account by the ADP/SSU Payroll Department every two weeks, provided you have completed all paperwork. (Remember: your pay for your FWS employment is **NOT** applied to your SSU Student Account nor applied toward fees for subsequent semesters.)

Training on the ADP system will be given by your supervisor.

What You Should Know

- As a (FWS) student employee, you are expected to be prompt, reliable and cooperative. You must adhere to the policies set by the department where you will be working.
- You must maintain FWS eligibility throughout the academic year. Changes to your financial aid (such as additional awards) may reduce or cancel your FWS award.
- FWS jobs are for the academic year; this means Fall and Spring semesters.
- Students cannot have more than one FWS position. To transfer, discuss with your supervisor and contact the Office of Financial Aid.
- Poor work performance can result in termination by your supervisor.
- Students must not begin working until they have completed the payroll sign-up procedures.
- Your work schedule is arranged between you and your supervisor. A written schedule reflecting your work hours should be clearly defined at the beginning of each semester.
- You cannot work during your scheduled class meeting times, even if a class has been cancelled by the instructor.
- FWS students cannot work more than 20 hours per week
- Maintain a record of your earnings to ensure that you do not earn more than your awarded amount of FWS.

- Students who earn the maximum award prior to the end of the semester, **must stop working**, but may return to work the following semester.
- You must sign in each time you report to work and sign out when leaving. Your supervisor should instruct you on this process.
- Your pay for the hours you have worked will be Direct Deposited into your checking account by the ADP/SSU Payroll Department every two weeks. Your pay is **NOT** applied to your Student Account.
- FWS earnings are taxable income. All questions about the amounts being withheld or W-2 forms should be addressed to the University's Human Resources Department.
- Inform your supervisor and the Office of Financial Aid of any changes in name, address or plans that would affect your FWS job. This includes but is not limited to withdrawing from the FWS program.