

The JCSU Federal Work-Study Program

What is Federal Work-Study?

Federal Work Study (FWS) is a need-based federal financial aid program, which provides jobs for undergraduate students. This program allows students to earn money to help pay education expenses. Eligible students may earn FWS funds by working with approved FWS employers. The program provides students with valuable employment opportunities and income to use toward educational and living expenses incurred throughout the year. The program encourages community service work and work related to your course of study. **Students may also exclude FWS earnings on the following year's financial aid application.** Students may choose which jobs they want to apply for and employers choose which students they want to hire. Students may work up to **30** hours per week while classes are in session, however, students FWS earnings can not exceed their FWS award.

Are Federal Work-Study jobs on campus or off campus?

Both. If you work on campus, you'll usually work for your school. If you work off campus, your employer will usually be a private nonprofit organization or a public agency, and the work performed must be in the public interest. Some schools may have agreements with private for-profit employers for Federal Work-Study jobs, which must be judged to be relevant to your course of study, to the maximum extent possible. If you attend a proprietary school, there may be further restrictions on the jobs you can be assigned.

Types of FWS Employment

On Campus: Students have a choice to work in over fifty departments. Opportunities include office and clerical support, student services, research and laboratory support, computers technical support, tutoring, and various other specialized positions. *All freshmen work on-campus.

Off-Campus Federal Work-Study

Several off campus employers provide community service opportunities. Most students who work off-campus must provide their own transportation to and from their work site.

How much will I make?

Your Federal Work-Study wages will be at least the current federal minimum wage, but it may be higher, depending on the type of work you do and the skills required. Your total Federal Work-Study award depends on when you apply, your level of need, and the funding level of your school.

How will I be paid?

All undergraduate students are paid **by the hour, once a month**. Your school must pay you directly, unless you request that the school make payments to your school account balance for your institutional charges such as tuition, fees, room and board.

How to Apply for Federal Work-Study

Every January, you MUST complete the Free Application for Federal Student Aid (FAFSA). We will consider you for FWS if you demonstrate financial need, check that you are interested in FWS, and file by the JCSU priority deadline. ***Please note that just because you are awarded federal work-study for the current year does NOT mean you will receive it next year!! The Federal Work-Study award is time sensitive! The federal work-study award is time sensitive!! (The Federal Processor must receive your FAFSA and all verification paperwork must be completed in the JCSU Financial Aid Office by March 1)! JCSU awards FWS to eligible students until available funds are exhausted.**

Bring the following documents to your interview:

- FWS Work Authorization form
- Copy of your class schedule
- Proof of citizenship documents (must bring the actual document, not a photocopy):
- driver's license, Social Security Card, and Birth Certificate

- U.S. Passport
- U.S. Permanent Residency Card
- Contact your employer for other acceptable documents.
- Available work schedule
- Decide how many tax deductions you will choose on your IRS W-4 form
- Resume and list of references (optional, but recommended).

Once a student accepts a job, the employer must collect the following documents from the student:

- FWS Work Authorization form
- I-9 with citizenship/eligibility verification
- W-4
- NC-4

The FWS Work Authorization form verifies the student's FWS eligibility and assigned award amount. Both the student and supervisor should complete the form and keep a copy for their records. The employer must return the original form with the Payroll Entry Form to the FWS Program Office.

Note: Students and employers must notify the FWS Program Office of any change in employment status, including change in department!!

Failure to do so may cause payroll problems or result in cancellation of the student's FWS award.

Starting Employment

You **must** give the Financial Aid Office a completed Federal Work-Study Packet, which can be obtained by printing from the jcsu.edu website.

FWS Work Authorization

You and your employer should create a mutually agreeable work schedule that accommodates academic requirements. **Students may NEVER work during scheduled class times!**

When creating work schedules, students and employers are advised to consider:

- the student's course schedule
- academic requirements and exam schedules
- the student's FWS award amount and hourly wage

Students may continue working until the end of their authorized period of employment, or until their FWS award runs out, whichever comes first. **Students may not, under any circumstance, continue to work at an FWS job after their authorized period of employment has ended or after depletion of their FWS award.** It is the responsibility of the student and the employer to monitor earnings to be certain this does not happen.

Earning your FWS Award

All FWS participants earn money from their FWS award through State of North Carolina paychecks issued monthly according to the JSCU payroll schedule. All paychecks are based on an hourly wage and include only hours worked. Earnings are subject to all applicable federal, state, and local taxes. FWS earnings are not credited to a student's account, and are paid **directly to the student**, unless the student signs a Promissory Note in the Business Office which enables the student to sign their check over to their account every month. Paychecks may be directly deposited to the student's account balance, and in some instances mailed, per the student's request. Contact your employer's payroll officer for more information.

Performance Appraisals

FWS employers evaluate their FWS student employees at the end of the year. We request evaluations from supervisors in order to encourage good personnel policies which the University recommends for all student employees. You and your employer should discuss the appraisals, in order to provide you with feedback on your performance. This employer/employee evaluation interaction is vital to the future work habits and supervisory techniques of both parties.

Resignation/Termination

While a student may discontinue employment at any time without penalty, a minimum of one weeks notice is requested when resigning from any JCSU FWS position. FWS jobs should be treated like any other non-FWS job. You should submit a notice of resignation in writing directly to your supervisor, and include a specified final date of employment. A sample resignation letter is on the federal work-study website for your convenience.

Inclement Weather and Other Emergency Conditions

In an emergency, the campus or a portion of the campus may be closed from normal business operations, either prior to or during a work shift. If this should occur, appropriate announcements will be made through the various news media. Students should consult with their supervisor regarding any specific inclement weather and emergency conditions procedures for their departments. In the event of inclement weather or other emergency conditions, students may contact the University of JCSU Information Line at (704) 378-1000 for recorded updates on University closings. **Please be aware that you will NOT be paid for hours you cannot work because the University is closed, even if you were scheduled to work that day.**

FWS Job Classification & Pay Wage Guidelines

In accordance with FWS program regulations, all employers must establish a job description, job classification level, and pay rate for each FWS position offered.

JCSU's Financial Aid Office has the right to:

1. Advise and assist employers and students regarding the policies and procedures of the FWS Program.
2. Determine which students meet the eligibility requirements for employment in the FWS Program and authorize such students to work for the employer.
3. Notify the employer of their departmental allocation and dates the student is eligible for employment during each FWS award period.
4. Notify students of their FWS award and any adjustments made to this amount thereafter.
5. Terminate any student's employment if s/he ceases to be eligible for participation in the Federal Work-Study Program.