

Federal Work Study FAQ

- What is Federal Work Study (FWS)?

The Federal Work-Study (FWS) Program provides part-time, on campus and off campus (community-based) employment, to students with financial need. FWS employment may be awarded to undergraduate students during periods of enrollment.
- How to qualify for FWS?

Must have a current completed FAFSA; answer yes to question 31 on the FAFSA; enrolled in at least 6 credit hours (students with a 0 EFC receive priority)
- I applied for Financial Aid using FAFSA and I didn't get Work Study. Why?

The funding for Work Study goes very fast, so complete your FAFSA early in October for the following academic year. Awards are need-based and are made to students who marked on the FAFSA that they are interested in work study. To the best extent possible, awards are made on a first-come, first-serve basis.
- I see on Banner that I have a work-study award. Am I guaranteed to get a work-study position?

No, you are not guaranteed to get a work-study position. Receiving a work study placement depends on the availability of positions.
- How much can I earn?

FWS awards are as scheduled:
\$3,500 annually for freshman students
\$4,000 annually for upperclassmen (Sophomore, Junior, and Senior students)
\$1,600 for Summer semester only awards
- What is the pay rate?

FWS students are paid \$10.00 an hour
- Can I have my work-study paycheck automatically pay my tuition bill?

No. Wages earned will be paid to you separately from your tuition bill. You must work to earn the award and you won't receive your first paycheck until after the deadline for paying tuition.
- How do I submit my timesheet?

Timesheets are submitted under the employee tab of the student's self-service banner account. Students can watch the [Web-Time Entry Training Video for COLLEGE WORK-STUDY STUDENTS](#) for a step by step guide.
- I have FWS but my banner does not have an employee tab.

Employee tabs are added to banner after a student has turned in their complete work study contract to the financial aid office. If your contract has been submitted and you do not have the employee tab contact the work study coordinator.

- When attempting to access my timesheet I receive an error message saying “Your record can not be processed at this time, please contact the payroll department”. This error is received when a supervisor has not completed the [Web-Time Entry Approval Chain](#) form via dynamic forms
- When are timesheets due?
Timesheets are due on the last work day of each month and must be approved by the department supervisor on the last work day of each month.
- When will I receive my deposit?
FWS students are paid on the 15th day of each month
- How many hours can I work?
FWS student work up to a maximum of 7 hours in a day and 20 hours in a week. Student are not allowed to work during any class time.
- My class was canceled for the day; can I work?
No, students are not allowed to work during any scheduled class time, even if the class is not in session or dismissed early. This includes online classes as well.
- Why was my timesheet returned for corrections?
Students must click the comment button at the bottom of the timesheet to view the comment left by the work study coordinator and make the necessary corrections then resubmit the timesheet.
- How do I know when I run out of funds?
You or your employer should track your earnings so you will know when you run out. You can always contact the work study coordinator to inquire about your balance.