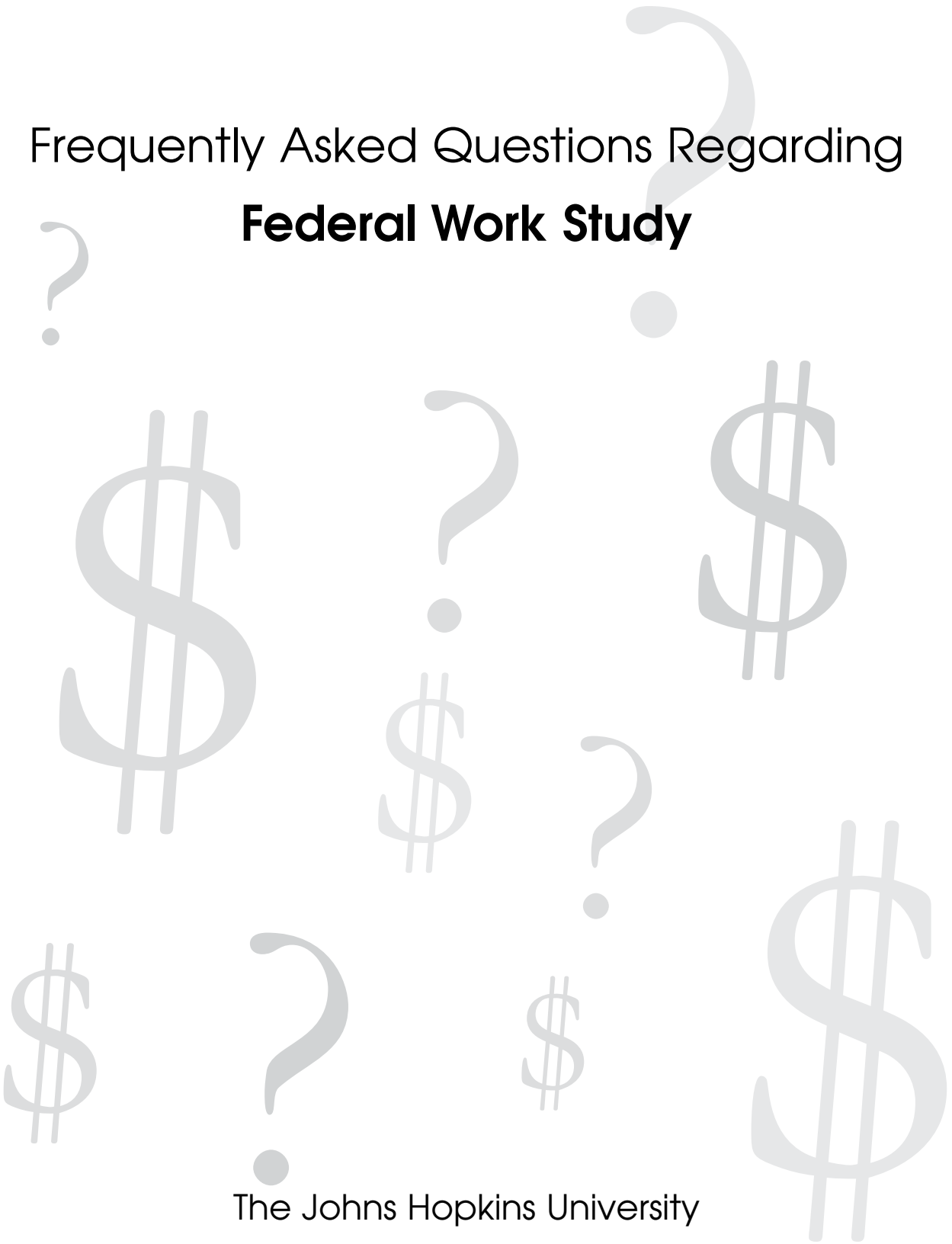


Frequently Asked Questions Regarding  
**Federal Work Study**



The Johns Hopkins University  
Office of Student Financial Services

# Frequently Asked Questions Regarding **Federal Work Study**

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## **1. What is Federal Work Study (FWS)?**

The FWS program is one way that students can work on or off campus. FWS is a form of financial aid awarded to students who demonstrate financial need and meet certain eligibility requirements. The federal government allocates the funds to the university to pay a portion of the student's salary.

## **2. Why FWS/Community Service/America Reads?**

*Federal Work Study* or *FWS*, is a traditional form of employment for which the federal government allocates funds to the university to pay a portion of the student's salary. Under the traditional FWS program, the student's salary is paid according to the following split: 70 percent federal share/30 percent employer funds.

The *Community Service FWS* program is designed to encourage students to become involved in community service activities. Employers must obtain approval from the Office of Student Financial Services for participation in the Community Service FWS program. Eligibility for participation is based on federal guidelines. Under the Community Service FWS program, the student's salary is paid according to the following split: 75% federal share/25% employer funds.

The *America Reads FWS* program, as part of the America Reads Challenge, is an initiative by the federal government to encourage students to work as reading tutors for preschool and elementary school children. Employers must obtain approval from the Office of Student Financial Services for participation in the America Reads FWS program. Eligibility is based on federal guidelines. Under the America Reads FWS program, the federal government pays 100 percent of the student's salary.

## **3. How is eligibility for FWS determined?**

Approximately one-third of Hopkins students receive FWS funding. You must apply for FWS by completing the Free Application for Federal Student Aid (FAFSA). The Office of Student Financial Services determines eligibility based on federal regulations. Your FWS award is valid for one academic year. Each year you must reapply. The maximum FWS award is \$2,500. Depending on the type and amount of the other financial assistance you receive, your FWS award may be less than \$2,500.

## **4. How will working affect my studies and my adjustment to campus life?**

Student employment is more than a paycheck. It enriches the college experience, serves as a means of defraying educational expenses, and offers the opportunity to prepare for a meaningful career. Students who work have the opportunity to test their academic lessons and develop new skills in real work settings. Students who work a few hours per week while going to school typically develop better time management skills and often make the adjustment to campus life better because they are immediately incorporated into the campus community. JHU and community employers are aware that the primary focus of a student is his/her studies and work with student schedules accordingly.

## **5. What types of FWS jobs are available?**

There are more than enough jobs for students who desire to work. Positions are available both on and off campus and encompass a wide variety of skills and interests. Jobs include lab positions, web design, research, life guarding and many more!

Most on-campus and off-campus jobs are within walking distance or are accessible via the JHU shuttle.

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*\* The remainder of this document will use the term FWS to refer to the FWS/Community Service/America Reads program.*

## **6. How do I find a job?**

There are several ways for you to find a job. First, you will want to attend the Student Job Fair, which takes place annually on the first Friday after classes begin. It is a wonderful opportunity to meet campus employers from across the JHU enterprise as well as area businesses looking for part-time help. While at the fair, get information about the REQUIRED I-9, Tax Forms, Direct Deposit, and much more. Free refreshments and prizes! Be sure to bring your class schedule to the fair!

You may also learn more about FWS at the Student Employment program session that will be held during orientation. Refer to your orientation schedule for more details on when and where this session will be held.

Throughout the academic year, the Student Employment Services office maintains a database of available jobs that is accessible at <http://www.jhu.edu/stujob>. The Job Search database is updated daily and open only to Homewood students by password. For each job posted, you will be able to review a job description, the hours, rate of pay, location of job, applicant qualifications that may be required, and contact information if you wish to apply for the job. To obtain a password, all students must take a 5 minute online tutorial. The tutorial explains what you need to do before you start working, how you will be paid, etc.

If you still need assistance in locating a job, the staff of Student Employment Services will be happy to assist you. Call for an appointment, 410-516-8421.

## **7. Is FWS credited toward my tuition and other university charges?**

FWS does not credit toward your tuition or other university charges. FWS is paid to you in the form of a weekly paycheck based on the number of hours worked and the rate of pay. Most students use their FWS earnings for personal expenses and travel.

## **8. What is the rate of pay and how many hours may I work?**

Students who are paid under the Federal Work-Study program may earn from \$7.25 per hour and up. The rate of pay is set by the employer and is based on the job and the skill level required. Per university policy, students may work no more than 20 hours per week during periods of enrollment. The maximum FWS award is \$2,500 for the academic year. Therefore, the number of hours that you will need to work to earn a \$2,500 FWS award will vary based on the rate of pay. For example, a student earning \$8 per hour in an FWS position would need to work about 9.8 hours per week during the 32-week academic year to earn the \$2,500. Visit the Student Employment Services website (<http://www.jhu.edu/stujob>) for a chart regarding rate of pay and number of hours. It is the responsibility of you and your employer to monitor your earnings so that you do not earn more than your FWS award.

## **9. How often do I get paid and how do I receive my paycheck?**

For students paid semi-monthly (typically the 15th and the last day of the month), hours worked must be recorded on a student time sheet. To ensure timesheets are processed and paid on time, students should ask their supervisor when timesheets are due. The hiring department must enter student hours into CATS (Cross Application Time Sheet) by the designated time-entry cut-off dates which are posted on the web at [http://ssc.jhu.edu/payroll/cut\\_off.html](http://ssc.jhu.edu/payroll/cut_off.html). Failure to record hours on time will result in payment delay.

Multiple time sheets submitted collectively are combined into one check. Timesheets must be complete, the information accurate, and signed by both the student and supervisor to assure payment. Semi-monthly paychecks are typically issued on the 15th and last day of the month (excluding holidays) provided hours are entered into CATS on or before the appropriate cut-off date. Students are encouraged to elect direct deposit. If they do not, they may pick up their paycheck in Student Employment Services (72 Garland Hall) on Friday between 8:30 a.m. and

4:30 p.m. Bring your J-card! FWS earnings are taxable. Please visit the Student Employment Services website for information on filing tax exempt forms.

**10. May I have my paycheck deposited directly into my bank account?**

You may elect direct deposit if you have an account at any financial institution in the continental U.S. participating in the Automated Clearing House (ACH). Direct deposit forms are available at Student Employment Services or for download from the web at <http://www.jbu.edu/stujob>. Click on Student Handbook> Direct Deposit.

**11. May I work more than one job?**

You may work more than one job if you wish. However, you may not work more than a total of 20 hours per week and you may not earn more than your FWS award unless the hiring department agrees to hire/pay you NON-FWS. In this case, 100% of your earnings are paid by the hiring department.

If you work more than one FWS job, you must submit a Referral Authorization Form to each employer. It is especially important for you and your employers to monitor your earnings so that you do not exceed your FWS award. (There is no limit to your earnings for non-FWS positions.)

**12. Can my FWS award change during the academic year?**

Yes. Occasionally, Student Financial Services will need to revise the amount of your award for the academic year based on changes in financial circumstances or receipt of additional financial resources, such as outside scholarships. When your FWS award changes an email will be sent to you indicating that your financial aid offer has been revised and may be viewed on ISIS (Integrated Student Information System). It is your responsibility to notify the employer of any changes to the FWS award. Student Financial Services will also notify Student Employment Services of changes to your FWS award.

**13. MY FWS award was eliminated due to receipt of an outside scholarship. Can I still work?**

You may still work if your FWS award is eliminated. You may obtain a job that is a non-Federal Work Study position. Jobs posted on the Student Employment Services Web site at <http://www.jbu.edu/stujob> indicate whether the position is FWS or non-FWS. If your FWS award is eliminated and you are currently working as an FWS employee, check with your employer to see if the job can be funded as a non-Federal Work Study position.

**14. What if I don't earn the amount I have been awarded in FWS?**

The FWS award is an allotment of money that you may earn during the academic year. It is the student's responsibility to find a job and work the hours to earn FWS. Some students will earn the full amount of their FWS award. Some students will not earn the full amount due to time constraints or personal preference not to work the hours required to earn the full amount. Some students will choose not to earn any of their FWS and in some cases may replace their FWS award with loan funds. Consult your financial aid adviser for more information about this option. (*Note: The FWS award cannot be replaced with JHU grant funding.*) You are not penalized if you do not earn the FWS award.

**15. What is the FWS Referral Authorization Form?**

The FWS Referral Authorization Form is used by the Office of Student Financial Services for all students with FWS awards. The form indicates the amount of a student's FWS award and the period for which the award is valid. The student is responsible for obtaining the form from the Office of Student Financial Services, completing his or her portion, and submitting it to the employer. The employer must complete the form and submit it to Student Employment Services prior to the student's employment.

**16. Do I need to complete any other forms prior to receiving my paycheck?**

In addition to the Federal Work Study Referral Authorization form, new student employees must complete an I-9 form in the Student Employment Services office. The I-9 must be completed within 3 working days following the first day of employment. To complete the I-9 form, you will need to have acceptable documentation. Refer to the web for forms of documentation that are acceptable (<http://www.jbu.edu/stujob>). Click on Student Handbook>I-9 Form> Acceptable Documents. You must present an original document. Faxed or xeroxed copies will NOT be accepted (however, a certified copy of a birth certificate is acceptable). You may want to bring these documents with you when you come in the fall.

Note: International students and students who are permanent residents must visit the Office of International Students and Scholar Services to have the I-9 form completed. The I-9 form must be submitted to Student Employment Services.

If you begin working and do not complete the I-9 form within 3 business days, your paycheck will be held and your job may be terminated.

Each year, student employees should also complete the federal W-4 form and the Maryland MW 507. For more information about completing the W-4 form contact Student Employment Services or refer to the website, <http://www.jbu.edu/stujob>. Click on Student Handbook> Forms> Tax Forms. The W-4 form may be downloaded from the web at <http://www.controller.jbu.edu/depts/tax/taxforms.htm>.

**17. Whom should I contact if I have additional questions?**

If you have questions about your FWS award or your Referral Authorization Form, contact

Student Financial Services,  
146 Garland Hall,  
410-516-8028,  
[fin\\_aid@jbu.edu](mailto:fin_aid@jbu.edu)  
<http://www.jbu.edu/finaid>.

If you have questions about finding a job, tax forms, or payroll, contact

Student Employment Services,  
72 Garland Hall,  
410-516-8421,  
[stujob@jbu.edu](mailto:stujob@jbu.edu)  
<http://www.jbu.edu/stujob>.

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Due to the nature of federal funding, program details are subject to change. Requirements, procedures, and responsibilities are also subject to change per University policy.