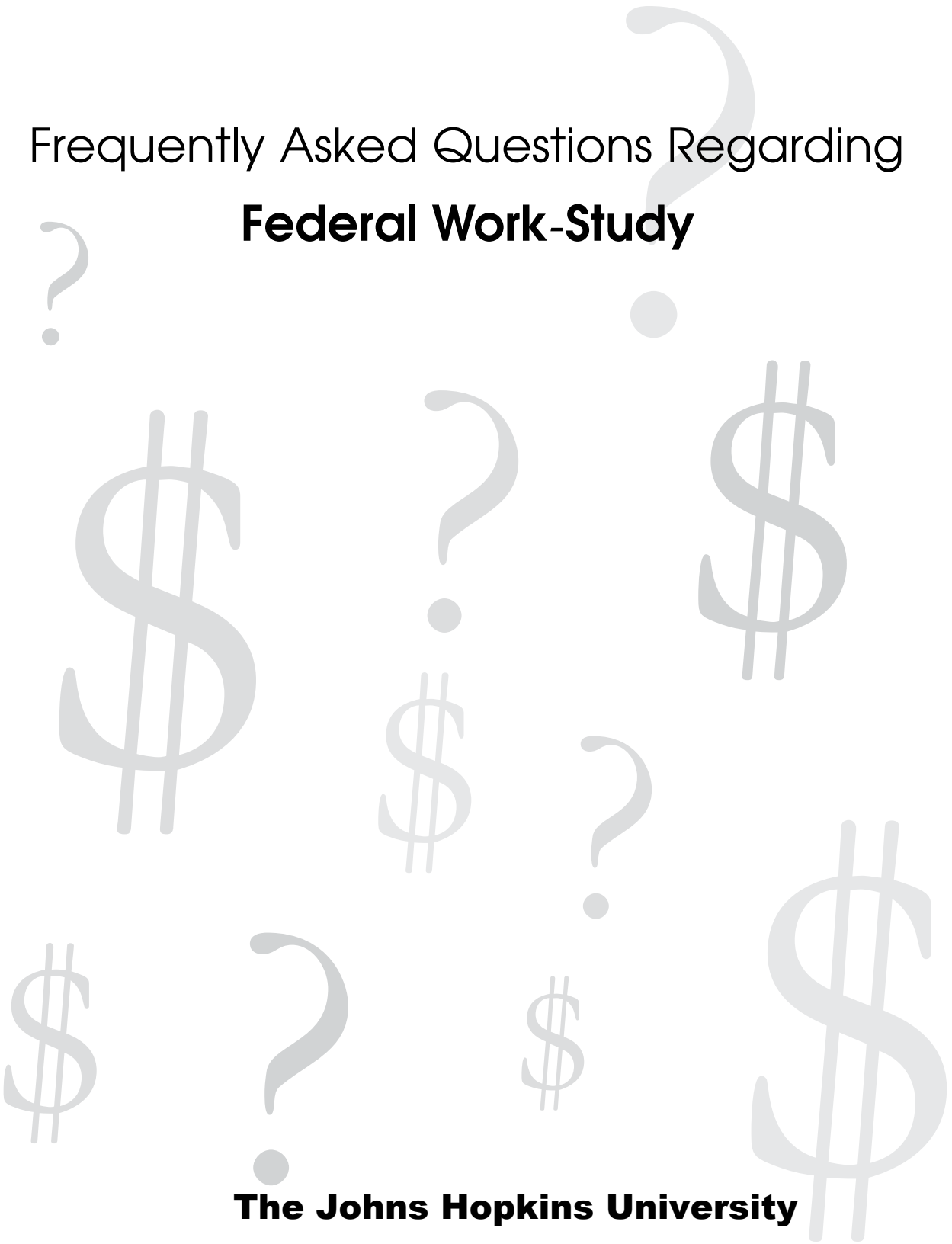


Frequently Asked Questions Regarding  
**Federal Work-Study**



**The Johns Hopkins University**  
**Office of Student Financial Support**

# Frequently Asked Questions Regarding Federal Work-Study

---



## **1. What is Federal Work Study?**

The Federal Work-Study program is one way that students can work on or off campus. Federal Work-Study 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 Federal Work-Study/Community Service/America Reads?**

*Federal Work-Study* 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 Federal Work-Study program, the student's salary is paid according to the following split: 75 percent federal share/25 percent employer funds.

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

The *America Reads Federal Work-Study* 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 Support for participation in the America Reads Federal Work-Study program. Eligibility is based on federal guidelines. Under the America Reads Federal Work-Study program, the federal government pays 100 percent of the student's salary.

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

## **3. How is eligibility for Federal Work-Study determined?**

Approximately one-third of Hopkins students receive Federal Work-Study funding. You must apply for Federal Work-Study by completing the Free Application for Federal Student Aid (FAFSA). The Office of Student Financial Support determines eligibility based on federal regulations. Your Federal Work-Study award is valid for one academic year. Each year you must reapply. The maximum Federal Work-Study award is \$2,700. Depending on the type and amount of the other financial assistance you receive, your Federal Work-Study award may be less than \$2,700.

## **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 Federal Work-Study 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.

## **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 Federal Work-Study at the University Experiential Learning 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 University Experiential Learning office maintains a database of available jobs that is accessible at <http://www.jhu.edu/stujob>. This portal is called SMILE. SMILE 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.

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

## **7. Is Federal Work-Study credited toward my tuition and other university charges?**

Federal Work-Study does not credit toward your tuition or other university charges. Federal Work-Study 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 Federal Work-Study 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 \$15.00 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 Federal Work-Study award is \$2,700 for the academic year. Therefore, the number of hours that you will need to work to earn a \$2,700 Federal Work-Study award will vary based on the rate of pay. For example, a student earning \$15 per hour in an Federal Work-Study position would need to work about 5.6 hours per week during the 32-week academic year to earn the \$2,700. Visit the University Experiential Learning 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 Federal Work-Study 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 TimesheetX 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 TimesheetX on or before the appropriate cut-off date. Students are encouraged to elect direct deposit. Contact University Experiential Learning with any questions regarding your paycheck.

Federal Work-Study earnings are taxable. Please visit the University Experiential Learning 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 University Experiential Learning or for download from the web at <http://www.jhu.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 Federal Work-Study award unless the hiring department agrees to hire/pay you NON-Federal Work-Study. In this case, 100% of your earnings are paid by the hiring department.

If you work more than one Federal Work-Study job, you must submit an 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 Federal Work-Study award. (There is no limit to your earnings for non-Federal Work-Study positions.)

**12. Can my Federal Work-Study award change during the academic year?**

Yes. Occasionally, Student Financial Support 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 Federal Work-Study 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 Federal Work-Study award. Student Financial Support will also notify University Experiential Learning of changes to your Federal Work-Study award.

**13. My Federal Work-Study award was eliminated due to receipt of an outside scholarship. Can I still work?**

You may still work if your Federal Work-Study award is eliminated. You may obtain a job that is a non-Federal Work Study position. Jobs posted on the University Experiential Learning Web site at <http://www.jhu.edu/stujob> indicate whether the position is Federal Work-Study or non-Federal Work-Study. If your Federal Work-Study award is eliminated and you are currently working as a Federal Work-Study 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 Federal Work-Study?**

The Federal Work-Study 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 Federal Work-Study. Some students will earn the full amount of their Federal Work-Study 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 Federal Work-Study and in some cases may replace their Federal Work-Study award with loan funds. Consult your financial aid adviser for more information about this option. (*Note: The Federal Work-Study award cannot be replaced with JHU grant funding.*) You are not penalized if you do not earn the Federal Work-Study award.

**15. What is the Federal Work-Study Authorization Form?**

The Federal Work-Study Authorization Form is used by the Office of Student Financial Support for all students with Federal Work-Study awards. The form indicates the amount of a student's Federal Work-Study award and the period for which the award is valid. The student is responsible for obtaining the form from the Office of Student Financial Support, completing his or her portion, and submitting it to the employer. The employer must complete the form and submit it to University Experiential Learning 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 University Experiential Learning 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 University Experiential Learning.

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 University Experiential Learning 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 Federal Work-Study award or your Federal Work-Study Authorization Form, contact

Student Financial Support,  
102 Levering Hall  
410-516-8028,  
[fin\\_aid@jbu.edu](mailto:fin_aid@jbu.edu)  
<https://sfs.jbu.edu/>

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

University Experiential Learning,  
113 W University Pkwy  
Imagine Center  
Baltimore, MD 21218  
410-516-8421,  
[stujob@jbu.edu](mailto:stujob@jbu.edu)  
<https://studentaffairs.jbu.edu/studentemployment/>

7/2023



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.