

Federal Work-Study (FWS) Facts

Federal Work-Study (FWS) is a need-based program. If a student qualifies and is awarded FWS, it will appear on their Financial Aid Offer. If the student's Financial Aid Offer is noted as UNOFFICIAL, they may not start the process for FWS and must contact the Financial Aid Office. If the Financial Aid Offer is not marked UNOFFICIAL, the student may proceed with the following steps:

1. Students are responsible for finding a FWS position from the FWS jobs on this website. All completed job descriptions for FWS jobs will be posted on the **first day of classes in August**. Students are encouraged to check back regularly, as more jobs may become available. The student should contact the supervisor listed to set up an interview. The student should take their class schedule to the interview. PLEASE NOTE: ***Students may not work during times of registered classes.***
2. Once the supervisor and student agree upon the job duties and hours, they will complete their sections of the Work Authorization Form, W-4, and I-9 forms. The supervisor or student will take all forms to Financial Aid to obtain the final signature needed. Financial Aid will then direct the student or supervisor to deliver a copy of the signed Work Authorization Form, W-4 and I-9 forms to the Payroll Office (Penn Hall Room 224).
3. Students will also need to provide two types of ID to the Payroll Office. The most commonly used are a Driver's License, Social Security Card, and/or Birth Certificate. Once Payroll has all they need, a timecard will be provided. ***A student may not begin working until they have been provided with a timecard.***
4. The Financial Aid Office indicates the maximum amount a student can earn per semester. **Final responsibility for the amount earned belongs to the student.** Earnings are paid directly to the student bi-monthly. Work-study funds will **not** show as a credit towards your university bill unless the student chooses to apply it.

***Please refer to the Federal Work-Study Handbook
on this website for more detailed information.***