



Washington University
Federal Work-Study Program



The South 40 Clock tower is a popular place for students to meet and hang out.

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When Do I Start?

Check off your "To Do" list

- After Student Financial Services determines your eligibility, you will receive a Federal Work-Study (FWS) Application in the mail with your financial assistance award letter containing your award amount.
- You will need to complete and submit the FWS Application, and we will do our best to assign you to a position that meets your needs and interests.
- In August, prior to the start of the fall semester, Student Financial Services will mail you a job assignment letter that gives the specifics of the name of the department (or employer), your job title, your supervisor, and the supervisor's telephone number.
- Contact your supervisor to schedule a meeting to discuss the Federal Work-Study position and to learn about any orientation programs that may be necessary.
- Upon hire, your employer will provide you with the necessary federal and state payroll forms you will need to complete in order to begin employment.
- Working with your employer, develop a work schedule. A typical work schedule usually consists of 9 to 15 hours per week. **Remember that your academic work comes first.** Create a schedule that works well for both you and your employer.



What Comes Next?

- After you start working, you will begin recording the hours you work on a time sheet. The time sheet covers a two week period. Your employer will submit your time sheet to Student Financial Services.
- Upon satisfactory completion of your work, you will receive a paycheck on each Friday following the end of the bi-weekly pay period. Your pay will be based on the hours logged on your time sheet and the hourly rate established with your employer.
- Student Financial Services will mail you a letter in early January summarizing your earnings as compared with your award amount.
- At the conclusion of the academic year, your employer must "reappoint" you in order for you to continue at that particular job assignment.
- In order to determine if your FWS job can be renewed, you must submit a FAFSA by the start of the next school year, along with signed copies of your federal IRS tax return and signed copies of your parents' federal tax return. You will not be required to submit another FWS Application.
- You will receive your renewal award after May 1st or after all of your documents have been received by Student Financial Services. If your FAFSA results determine that you are still eligible for FWS, then your renewal award will contain your FWS award for the coming year.
- If you have any questions feel free to contact Student Financial Services at (888) 547-6670 or (314) 935-5900.

Your Frequently Asked Questions

How do I get paid?

You must record the hours you work on a daily basis on an FWS time sheet supplied by your employer. Your employer will verify, sign and submit your time sheet to Student Financial Services. Your supervisor is responsible for making sure that your time sheet is submitted on time and includes the appropriate payroll authorizations.

How often do I get paid?

Your payroll check will be distributed to you every other Friday. Schedules of these dates are available in Student Financial Services. Medical School distribution dates and deadlines may vary.

For more information regarding Washington University payroll procedures: <http://aishelp.wustl.edu>

How much will I be paid?

Students employed in the FWS program at Washington University are paid at least the minimum wage, \$5.15 per hour. You may be paid more than the minimum wage if your employer agrees to pay a higher wage based on your job requirements and performance.

How many hours will I be expected to work?

You and your employer will agree on the exact number of hours you will work each week. During the academic year, it is common to work between 9 and 15 hours per week.

What if I want to work more than 40 hours in a week?

If you want to work more than 40 hours per week, ask your employer about the possibility of increasing your hours, or consider a second FWS job. Visit our Web site at <http://sfs.wustl.edu> to check for open positions.

Do I receive Benefits?

No. You will be classified as a temporary employee. As such, you will not receive fringe benefits, such as vacation, sick pay, or holiday pay.

Are my earnings taxable?

Yes, FWS earnings are taxable. Depending on your filing status, a standard earnings threshold is in place up to which no taxes are withheld; for earnings above this threshold, federal and state income taxes are withheld. However, during a period of enrollment, students working on-campus are exempt from paying the Social Security (FICA, and Medicare) taxes.

Do I need to complete any forms with my employer?

Yes. Work with your employer to complete the following:

- Missouri Form W-4:
<http://www.dor.mo.gov/tax/business/withhold/forms/>
- Federal Form W-4:
<http://www.irs.gov>
- Form I-9



What should I do if I have to miss work?

Due to personal illness.

If you cannot report to work due to personal illness, notify your supervisor as early in the workday as possible.

Due to an exam:

Contact your supervisor no less than 24 hours prior to the day of the exam to discuss this absence with your supervisor. Permission to be absent should be requested, not expected.

Due to another conflict:

Give your supervisor sufficient notice. Merely leaving a phone message is not considered a legitimate request for time off.

Can I receive academic credit for my FWS position?

Yes, you may earn academic credit for your work while still being paid under the FWS program if the job you are doing satisfies a degree requirement. You should contact Student Financial Services for more information to determine whether or not your job assignment would qualify for academic credit.

Will I have a Federal Work-Study position every year?

Normally, you will maintain your FWS award each year that you remain a full-time student, if you have maintained satisfactory academic progress and qualify for need-based financial assistance.

Each year, you can expect to retain your FWS assignment unless any of the following occurs:

- Your family's financial situation dramatically changes.
- You quit your FWS position during the previous year.
- You are suspended from receiving financial assistance as the result of unsatisfactory academic progress.
- You have acted dishonestly or violated the confidentiality requirements of your FWS position.
- You have proved to be unable or unwilling to work in a professional manner.
- Federal funding is unavailable or has been exhausted.

The conditions listed above are those that would warrant Student Financial Services removing or excluding the FWS component from your financial assistance renewal award. If you do remain eligible to

participate, your supervisor will be able to request that you return to the same position that you previously held. You will be able to accept the same position or request a different assignment from any department with an open position.

How do I renew my Federal Work-Study award?

Assuming that you remain eligible to participate, your FWS award will be renewed as a component of your financial assistance renewal award. You will be required to submit:

- A FAFSA form (Free Application for Federal Student Aid)
- Signed copies of your parents' federal IRS tax return
- Signed copies of your federal IRS tax return

You do not need to submit another FWS Application.

What if I am an unsatisfactory employee?

You should expect your supervisor to offer written notice stating the specific areas that need improvement before termination of your employment. Should your supervisor deem it necessary to dismiss you, you should be given one week's advance notice before your final date of employment. The exact reasons regarding your termination should be submitted in writing to Student Financial Services. The reasons submitted will not become part of your permanent University record. However, they will be used to enable future employment referrals, which will be made with your strengths and limitations in mind. Depending on the nature of your dismissal, your termination could deny you any future participation in the FWS program.

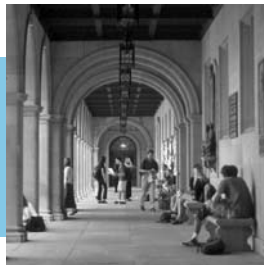
If you feel that your supervisor has done anything unethical or illegal during the course of your employment, you should contact the FWS Coordinator immediately.

What if I have problems with my supervisor or job?

Although the majority of FWS assignments have proven to be worthwhile and successful opportunities, there may be circumstances in which a student may have problems working with his/her supervisor, or in which a student finds the need to request a different job assignment.

As an employee, you are expected to communicate any complaints or concerns that might arise regarding your co-workers, working environment, or specific conditions to your employer. This should be done in the following order:

- 1) Contact your supervisor to address any concern that arises, and work with him/her to resolve the issue in a timely fashion.
- 2) Talk with the head of the department if the problem cannot be resolved with your immediate supervisor.
- 3) If you find that you have exhausted all means of communicating your concerns or conflicts to your immediate supervisor and department head, you may contact the FWS Coordinator who will investigate your problem and assist in mediating the situation. Any grievance should be submitted to the FWS Coordinator in a letter that outlines the details of the situation within thirty days from when your complaint arises.



Washington University also offers many resources on campus that may be able to assist in resolving any issues that might arise regarding your FWS employment. They are:

- Career Center: 935-5930
- Uncle Joe's Peer Counseling: 935-5099
- Student Educational Resources: 935-5970
- Student Health and Counseling Service: 935-6666



What should I do if I wish to quit or change jobs?

If you decide that you wish to leave your current job assignment, you should:

- 1) Talk to your direct supervisor and explain why you wish to leave your current position. It is possible that your supervisor will be able to facilitate any requests that would allow you to continue with your current job assignment.
- 2) If you and your supervisor agree that voluntary termination of your employment is appropriate, submit a letter to your employer giving at least a two week advance notice before your final date of employment.
- 3) Contact the FWS Coordinator at Student Financial Services and request a new job assignment.
- 4) Review all open FWS positions online at <http://sfs.wustl.edu> and request more information about any position that interests you. The FWS Coordinator will put you in contact with the supervisor in any department that has an open FWS position that you may be interested in pursuing.

Tips, Responsibilities, and Expectations

Tips for Success as a Federal Work-Study employee

- Conduct yourself professionally.
- Follow instructions from your supervisor.
- Demonstrate enthusiasm.
- Complete your work to the best of your ability.
- Treat your employment both as an important responsibility and as an opportunity to enjoy learning more about a particular subject area or possible career path.
- Report to work on time and as scheduled.
- Dress appropriately (your supervisor will instruct you).

Key Responsibilities as a Federal Work-Study employee

- Keep information, such as student records or certain University documents, confidential. Any breach of confidentiality will serve as cause for your immediate dismissal from the Federal Work-Study program as well as a referral to the University Judicial Board.
- Make satisfactory academic progress so that you remain eligible for Federal Work-Study and any other form of financial assistance. Your primary job is to be a student!
- Contact your supervisor if you feel you may soon earn more money than you have been awarded for Federal Work-Study. You are responsible not to exceed your award amount. Any request for an increase in the amount you may earn during the academic year, may be directed to the FWS Coordinator.

Your Expectations of Your Supervisor Your supervisor should offer:

- Training
- Counseling
- Motivation
- Resources to do the work
- Evaluation of your work performance
- A safe working environment

Specifically, you should expect your supervisor to:

- Ensure that you will have duties to complete every time you report to work.
- Cultivate a positive work experience that allows your FWS experience to benefit both you and your supervisor.
- Discuss all policies and procedures that will be necessary for you to follow during your employment.
- Supply any special equipment or safety devices that are necessary for you to complete your job.
- Sign and submit your time sheet to Student Financial Services according to the due dates printed on the back of the document. Your time sheet will be signed to verify that you have satisfactorily completed work during the dates and hours that you report.
- Offer regular feedback on your work performance.
- Provide the opportunity to improve your work performance before terminating employment for prolonged unsatisfactory performance.



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