

# Federal Workstudy Instructions for Students

WPI Student:

You received the link to this document because you have a Federal Workstudy award in your Financial Aid package for the 2023-24 school year. Workstudy is a Federal Student Aid job program for FAFSA applicants who demonstrate financial need. If you were selected for verification when you filed your FAFSA, you must submit all forms requested by the Office of Financial Aid and have verification completed before you can start working.

PLEASE READ AND FOLLOW THE INSTRUCTIONS BELOW. Download and save a copy for future reference. If you have any questions, please contact the WPI Office of Financial Aid at [finaid@wpi.edu](mailto:finaid@wpi.edu) or 508-831-5469.

## Instructions:

1. Go to the [Division of Talent & Inclusion website for student jobs](#): Look through the listings of jobs and choose two or three that look interesting to you. There will also be an in-person job fair Wednesday August 23, 2023 from 1:30-3pm in the Rubin Campus Center Odeum A/B.
2. Reach out to the contact person listed on the individual job postings. Make sure to have a copy of your schedule available in case they ask you for your availability for a work schedule.
3. You may be asked to provide proof that you have been awarded federal work study. The email sent to you by the Office of Financial Aid just before the start of the fall semester **is your proof of work study funding**. You may also print off a copy of your 2023-24 Financial aid award decision letter from the [WPI Student aid portal](#) (or save it as a pdf on your phone or laptop).
4. Once hired you will be required to complete some tax forms and direct deposit forms. This will all be in the Workday system and your hiring department or WPI Payroll department are able to assist with any questions. If this is your first time being employed at WPI you will need to complete an I-9 form with WPI's payroll office within three (3) business days of being hired. There are [specific forms of identification](#) that you will need with you to complete an I-9 form. Plan to bring these documents with you to campus in case you need access to them throughout the year.

## Conditions of the Federal Work Study Program:

1. You may only have ONE federal work study position at a time. You can work in a workstudy position starting the first day of A term classes and ending the last day of D term classes. You may change workstudy jobs, but you must terminate the first position with your supervisor and notify the Office of Financial Aid before starting the next workstudy job. WPI does allow students to have one Workstudy job and one or more department funded jobs simultaneously. Federal Workstudy funding is not available during the Summer.
2. In addition to filing a FAFSA application each year and demonstrating a calculated financial need, you are required to earn a minimum of \$500 in federal work study between the first day of A term and 5:00 pm on the last day of D term to maintain your eligibility to receive work study funding in future years.
3. Limit yourself to working a maximum of 10 hours of work per week. Your workstudy job should never interfere with your academic obligation and you should never be scheduled to work during class time. Most students who work between 4-7 hours per week consistently are able to work the full academic year and find this to be a good work-school-life balance. The pay rate is \$15.00 per hour and you will be paid every two weeks by direct deposit when you have submitted hours on the timesheet in Workday.

4. Time (Hours worked) is entered in the Workday system (your department will provide instructions) and it must be signed by you and the Department Head or supervisor before it is submitted to the Payroll Department. **All timecards should be submitted to payroll at the end of each pay period in which you work.** Please refer to the WPI Payroll Office for the Bi-weekly payperiod calendar. Submitting timesheets late causes issues for you (not getting paid for hours worked), your department supervisor and the Office of Financial Aid. **Federal Aid policy requires that workstudy students are paid for hours worked at least every 30 days.** Your hours and the dates on the timecard must be accurate, or your pay will be delayed. Delayed pay could result in the loss of work study being awarded to you in the future. You are responsible for monitoring your pay to ensure there are no errors in your paycheck. Any errors that are not resolved by May 15<sup>th</sup> that result in you not earning the minimum amounts for your work study to renew will result in the loss of your federal work study funding. You cannot earn more than you were awarded in federal work study funding in your financial aid award. Once you've earned the amount offered in your award, your authorization to be funded through the federal work study program will be terminated. The Office of Financial Aid will notify you and your manager/supervisor when your earnings reach 75% of your workstudy award.
5. Your Federal Workstudy award includes a Community Service Obligation. You will be paid for maximum of 10 hours of community service (volunteer) work. All Community Service Work Study (CSWS) timecards must be completed and submitted within two weeks of the dates the work was performed or you will not be paid for the hours and they will not count toward your community service requirement. Upload the completed [Federal Work Study Community Service Completion](#) form to the Workday system. Instructions for reporting community service hours for workstudy are [here, on the WPI Hub](#).
6. The WPI Student Activities Office can help you find community service opportunities to complete your required community service work. If you find something on your own, you will need to have the community service you plan to do pre-approved by the WPI Office of Financial Aid as there are some types of service (political and religious activities) that may not be allowed under federal regulations. If you need an event or organization pre-approved please submit the [Federal Work Study Community Service Pre-Approval](#) form to our office at least two weeks prior to the activity.
7. You must maintain satisfactory academic progress and remain enrolled at least half time. Your job will be ended if you Withdraw, take a Leave of Absence or are placed on Academic Probation or Suspension. Students approved to be Early Completers (finishing degree requirements at end of A term or end of C term) must stop working at the end of the term. If you are graduating in December, you cannot work beyond the end of B term. Students on approved Reduced Courseload must be enrolled at least half time.

***Applying for and accepting a work study position will be an indication that you have read and understood the conditions listed above.***

***If you have any questions regarding these conditions, please contact the Office of Financial Aid.***