

# Federal Work-Study Instructions

## 2025-26 Academic Year

### Welcome!

Congratulations on receiving a Federal Work-Study (FWS) award as part of your financial aid package for the 2025-26 school year at Worcester Polytechnic Institute (WPI). Federal Work-Study is a Federal Student Aid job program for FAFSA applicants who demonstrate financial need. With Federal Work-Study, you can earn funds in a paycheck based on the hours you have worked in a Federal Work-Study job. Please review the instructions below carefully to ensure a smooth process for finding a job, completing paperwork, getting paid and maintaining your work-study eligibility.

If you have any questions, contact the WPI Office of Financial Aid.

**Email:** [finaid@wpi.edu](mailto:finaid@wpi.edu) or **Phone:** 508-831-5469

### Finding a Work-Study Job and Getting Hired

1. **Job Postings:** Federal Work-Study job postings are available through the WPI [Student Employment JobX platform](#). Positions will be available for you to begin applying **August 21, 2025, the first day of classes**. Browse available jobs and click "Apply" on or after August 21 to express your interest. The hiring manager will contact you through the JobX platform, so make sure you opt into JobMail notifications.
2. **Eligibility Proof:** Although JobX integrates with Workday to verify work-study eligibility, you may be required to show proof of your award. The email from the Office of Financial Aid sent before the fall semester starts serves as this proof. You can also download or print your financial aid award decision letter from the [WPI Financial Aid Portal](#).
3. **Paperwork:** Once hired, complete the necessary tax forms and direct deposit setup through the Workday system. First-time employees at WPI must also complete an **I-9 form** within three business days of hire. You will need specific identification documents to complete the I-9, so plan to bring them to campus.

### Conditions of the Federal Work-Study Program

1. **One Job at a Time:** You can only hold one work-study position at a time. You are permitted to work from the first day of A term through the last day of D term. If you wish to change jobs, you must notify your supervisor and the Office of Financial Aid.
2. **Earnings Requirement:** You must earn a minimum of **\$500** in federal work-study funds and **all 10 hours of community service** between A term and D term to maintain eligibility for future years. Federal Work-Study funding is not available during the summer.
3. **Financial Aid Adjustments:** Changes to other financial aid awards or your enrollment status may affect your work-study eligibility.
4. **Outside Scholarships:** Report any outside scholarships to the WPI Bursar's Office promptly via the [Outside Scholarship Reporting Form](#).
5. **Work Hours:** Limit yourself to **no more than 10 hours of work per week**. The pay rate is **\$15.00 per hour**, and payments are made via direct deposit every two weeks. You cannot earn more than your awarded federal work-study amount. Once you've reached 75% of your award limit, the Office of Financial Aid will notify you and your manager. When you exhaust your funding, you must stop working.
6. **Academics First:** Your work-study job should never interfere with your academic commitments. Most students find that working **4-7 hours per week** is a good balance.
7. **Timesheets:** Record your hours worked in Workday. Timesheets must be signed by both you and your supervisor before being submitted to the Payroll Department. Late submissions can cause delays in your payment, and repeated delays can result in the loss of your work-study funding.
8. **Community Service Work-Study (CSWS):** Your Federal Work-Study award includes a Community Service Obligation. You will be paid for up to **10 hours** of community service work. CSWS timesheets must be submitted within two weeks of the work being performed or they will not be counted. You must upload a **CSWS Completion form** to the timesheet in Workday. Blank forms and instructions are located on the [WPI Financial Aid Forms page](#).
9. **Finding Community Service Opportunities:** The [WPI Student Activities Office](#) can help you find community service opportunities. Preapproved Community Service opportunities are often found on the [MyWPI](#) events calendar. If you find a service opportunity on your own, it must be pre-approved by the Office of Financial Aid. The **CSWS Pre-Approval form** is also located on the [WPI Financial Aid Forms page](#).
10. **Satisfactory Academic Progress:** You must maintain satisfactory academic progress. Your work-study job will end if you withdraw, take a leave of absence, or are placed on academic probation or suspension.

## Important Reminders

- **Work-Study Award:** Your acceptance of a work-study position indicates that you have read and understood the above conditions.
- **Questions?** Contact the Office of Financial Aid at [finaid@wpi.edu](mailto:finaid@wpi.edu) or 508-831-5469.

Download and save these instructions for future reference.