

Federal Work-Study Instructions

2026-27 Academic Year

Welcome!

Congratulations on receiving a Federal Work-Study (FWS) award as part of your financial aid package for the 2026-27 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 work 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.

Federal Work-Study Acceptance: Your acceptance of a work-study position indicates that you have read and understood the conditions below. If you have any questions, contact the WPI Office of Financial Aid at finaid@wpi.edu or (508) 831-5469.

Finding a Work-Study Job and Getting Hired

1. **Job Postings:** Find and apply for Federal Work-Study jobs in Workday. Refer to the [Student Employment web page](#) for more information. The Student Job Aid on the website has detailed instructions on how to navigate Workday Jobs and apply for positions.
2. **Jobs Questionnaire Task in Workday:** Answer YES to “Do you have a Federal Work Study Award?” to finish and submit your job application.
3. **Interview and Hiring:** The hiring manager will review your job application and reach out to schedule an interview. Once hired, complete the necessary tax forms and direct deposit setup through the Workday system.
4. **Employment Onboarding:** 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. I-9 requirements will appear in your Workday Onboarding Dashboard, if required.
5. **Returning Students:** Students returning to the same Work-Study job they had last year do not need to reapply for the position in Workday. Please contact your supervisor/manager to be rehired for the 2026-27 academic year.

Conditions of the Federal Work-Study Program

1. **FAFSA Filing:** You must have a valid and complete FAFSA on file with the WPI Office of Financial Aid. If you were selected for verification, verification must be completed prior to starting work.

2. **Satisfactory Academic Progress:** You must maintain [satisfactory academic progress](#). Your work-study job will end if you are not making satisfactory academic progress, withdraw, take a leave of absence, or are placed on academic probation or suspension.
3. **One FWS Job at a Time:** You can have multiple WPI jobs at the same time, but only one can be funded by Federal Work Study. If you wish to change FWS jobs, you must notify your supervisor and the Office of Financial Aid. Any additional jobs you work must be funded by the department hiring you.
4. **Start and End Dates:** FWS jobs are active between August 20, 2026 (first day of A term) and May 5, 2027 (last day of D term). FWS funding is not available during the summer. Students who go off campus to a WPI project center for IQP/MQP cannot work their FWS job while away from campus. However, your job will remain active and open for the terms that you are physically on campus. Students approved to graduate as an early completer will have their FWS job ends the last day of A or C term. Students on off campus co-ops/internships are not eligible for FWS.
5. **Earnings Requirement:** You must earn a minimum of **\$500** in Federal Work-Study funds and **all 10 hours of community service** during the academic year (August 20, 26 to May 5, 2027) to maintain eligibility for future years.
6. **Financial Aid Adjustments:** Changes to other financial aid awards or your enrollment status may affect your work-study eligibility. Report any outside scholarships to the WPI Bursar's Office promptly via the [Outside Scholarship Reporting Form](#).
7. **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. You'll set up a work schedule around your class meeting times with your supervisor.
8. **Work Hours:** Limit yourself to **no more than 10 hours of work per week**. The default starting pay rate is \$15.00 per hour. Your hiring manager may approve a higher pay/wage rate based on your experience and responsibilities specific to the position.
9. **Timesheets:** Record your hours worked in Workday and SUBMIT your timesheet. Timesheets must be signed by both you and your supervisor before being submitted to the Payroll department. Make a habit of entering time every week and submitting your timesheets in Workday on Fridays. Late submissions can cause delays in your payment, and repeated delays can result in the loss of your work-study funding. Pay Calendars and Timesheet deadlines are [located here](#), at the WPI Payroll office.
10. **Getting Paid for Hours Worked:** Payroll paychecks are delivered via direct deposit every two weeks. You cannot earn more than your awarded Federal Work-Study amount. Once you've earned 75% of your FWS award limit, the Office of Financial Aid will notify you and your manager. Your FWS award may be increased depending on available funding and your financial aid status. When you exhaust your FWS funding, you must stop working in your FWS job.
11. **Community Service Work-Study (CSWS):** Your Federal Work-Study award includes a community service obligation. You must complete at least **10 hours of**

community service work before you exhaust your Federal Work-Study student award limit. You will be compensated \$15.00/hour for **approved** community service hours. CSWS timesheets must be submitted within two weeks of the work being performed or they may not be counted. You must upload a **CSWS Completion form** to the timesheet in Workday. Blank forms and instructions are located on the [Community Service Work-Study page](#).

12. **Finding Community Service Opportunities:** The [WPI Student Activities Office](#) can help you find community service opportunities. Preapproved Community Service opportunities are [located here](#) and are often found on the [MyWPI](#) events calendar. If you find a service opportunity on your own, it must be preapproved by the Office of Financial Aid. If you are interested in volunteering for an event/organization not on the preapproved list, you'll need to submit a [Community Service Work Study Preapproval Form](#) in advance.