

FEDERAL WORK STUDY INFORMATION

PLEASE READ AND FOLLOW THE INSTRUCTIONS BELOW. If you have any questions, please contact the WPI Office of Student Aid & Financial Literacy on the second floor of the Bartlett Center.

Enclosed (linked in electronic version) in this packet:

- < [W-4](#) for Federal taxes
- < [M-4](#) forms for Federal and State taxes
- < [Direct Deposit Forms](#)

Instructions:

1. Go to the [Human Resources website for student jobs](#):

Look through the listing of jobs and choose two or three that look interesting to you.
2. You may contact the contact person listed on the individual job postings. Make sure to take a copy of your schedule with you.
3. There will be a work study job fair on Wednesday August 22, 2018 from 1:00 pm – 3:00 pm in the Campus Center Odeum A-B (3rd floor of the Campus Center to the left)
4. You may be asked to provide proof that you have been awarded federal work study. You were sent an email from the Office of Financial Aid just before orientation. That email **or** this form is your proof of work study funding so you should bring it with you any time you are applying for a job
5. Complete the W-4, M-4, and Direct Deposit forms contained in this packet and turn them in to the Payroll Department as directed by the instructions (they are located on the 2nd floor of Boynton Hall).

Conditions of the Federal Work Study Program:

1. You may only have one federal work study position at a time. You may change jobs, but you must terminate the first position before starting the next.
2. You are limited to a maximum of 10 hours of work per week. The pay rate is \$12.00 per hour and you will be paid every two weeks by direct deposit.
3. 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 need to be terminated.
4. You must maintain satisfactory academic progress.
5. Time cards in the form of Web Time Entry in Banner (eventually Work Day in fall 2018) are available at the job site and must be signed by you and the Department Head or supervisor before it is submitted to the Payroll Department. All time cards should be submitted to payroll at the end of each pay period in which you work.

6. Your hours and the date of 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.
7. In addition to demonstrating a calculated financial need, you are required to earn a minimum of \$500 in federal work study **and** complete the full 15 hours of Community Service 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.
8. **You are responsible for monitoring your pay to ensure there are no errors in your pay check. Any errors that are not resolved before May 9, 2019, 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.**
9. 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 15 hours community service requirement.
10. Anyone that participates in the Relay For Life event (typically held in D term) to complete some of their Community Service Work Study (CSWS) hours should be aware that starting in 2015 and going forward Relay for Life will only count for a maximum of **6** hours of CSWS (if you leave the event early you will only be paid for the hours you were in attendance). You are required to swipe in and out of the event with your WPI ID and time records will be processed by the WPI Student Activities Office (SAO) **at the event**. Your failure to follow the time keeping rules put forth by SAO that results in a failure to record any or all of your hours at Relay will result in the hours not being counted toward your requirement. **Students are strongly encouraged to complete their CSWS requirement before the Relay for Life event since the event takes place so late in the year and it leaves very little time to make up any additional hours you may need to complete your required 15 hours.**
11. Any student with federal work study funding that accepts a Residential Advisor (RA) position may no longer be eligible for federal work study funding. Federal work study is a very limited resource that we must reserve for our neediest students and the RA stipends that are awarded significantly decrease a student's need.

Applying for an accepting a work study position will be 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

DUE TO THE INITIAL BURDEN OF PAPERWORK, PAYMENT FOR WORK PERFORMED DURING THE FIRST WEEK(S) MAY BE DELAYED UNTIL THE FOLLOWING PAY PERIOD.