

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 finaid@wpi.edu or 508-831-5469.

Instructions:

1. Go to the [Division of Talent & Inclusion website for student jobs](#):

Look through the listing of jobs and choose two or three that look interesting to you as job opportunities may fill quickly so you should have back up options.

2. You may contact 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 that this information sheet was linked in was sent from the Office of Student Aid & Financial Literacy just before the start of the fall semester. **That email is your proof of work study funding so you should have it available in case a department asks for proof of work study funding.**
4. Once hired if you have not held a position on campus before you may be required to complete some tax forms and direct deposit forms. This will all be in the Work Day system and your hiring department or WPI Payroll department may be able to assist with any questions.

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 \$14.25 per hour and you will be paid every two weeks by direct deposit when you have submitted hours.
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 is entered in the Work Day 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.**
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** earn the full amount 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 by May 15th 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 community service requirement. The [community service completion form](#) once complete will be uploaded to the Work Day system.
10. 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 Student Aid & Financial Literacy as there are some types of service (political and religious activities) that may not be allowed under federal regulations. If you need something pre-approved please submit the [community service pre-approval form](#) to our office at least two weeks prior to the activity.
11. In prior years students have participated in the Relay For Life event (typically held in D term) to complete some of their Community Service Work Study (CSWS) hours. Given the current COVID 19 related rules related to large gatherings and the uncertainty of the upcoming year it is possible this event will not happen in the spring. If it does not take place, we will not be counting hours from that event so students are strongly encouraged to find other community service opportunities earlier in the academic year.

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 Student Aid & Financial Literacy

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