

# 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 2022-23 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 Student Aid & Financial Literacy 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 Student Aid & Financial Literacy [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 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. There will also be an in-person job fair Tuesday August 23, 2022 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 Student Aid & Financial Literacy just before the start of the fall semester **is your proof of work study funding**. You may also print off a copy of your 2022-23 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 may be able to assist with any questions. 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. You should 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 may change jobs, but you must terminate the first position before starting the next.
2. In addition to 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. You are limited to a maximum of 10 hours of work per week. Your workstudy job should never interfere with your academic obligations. 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.

4. 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 Student Aid and Financial Literacy will notify you and your manager/supervisor when your earnings reach 75% of your workstudy award.
5. 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 placed on Academic Probation or Suspension.
6. 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. Federal Aid policy requires that workstudy students are paid for hours worked at least every 30 days.** Due to the initial burden of high volume paperwork, payment for work performed during the first week(s) of the term may be delayed until the following payperiod.
7. 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.
8. **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.**
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. Upload the completed [Federal Work Study Community Service Completion](#) form to the Workday 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 [Federal Work Study Community Service Pre-Approval](#) form to our office at least two weeks prior to the activity.

***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***