MARYLHURST UNIVERSITY
GUIDE TO FEDERAL WORK STUDY

FREQUENTLY ASKED QUESTIONS:

GENERAL

What is Federal Work Study?
- Federal Work Study (FWS) funds students in the form of wages for part-time jobs on campus.

How do I know if I qualify?
- Eligibility is determined by the Financial Aid Office by submitting a financial aid application. Students are required to reapply each academic year, even if you currently hold a Work Study position.
- Eligibility for FWS is listed on your award letter. You must complete the verification process to confirm eligibility for the program. If you are unsure, contact Financial Aid.

What is Verification?
- Verification is used to confirm a student’s financial need and aid eligibility. Undergraduates are required to submit verification for all aid programs. Graduate students interested in FWS must complete this process to determine eligibility.

How do I earn Federal Work Study funds?
- You must be hired into a Federal Work Study position to earn FWS funds.
- You are paid an hourly wage and the amount you earn is based on your hiring wage and actual hours worked as reported on a monthly timesheet.

Can I work off campus?
- No. Positions require a student to work on campus. The only exception is if a student is hired as a community service reading tutor at Marysville Elementary School. Candidates for that position are determined by the Financial Aid Office.

FINDING A JOB

Where do I find available positions?
- Open positions are posted in the Financial Aid Office, or online at MyMarylhurst>MU Life & Services>Career Services>Job Board>Work Study Jobs on Campus.

How do I get hired?
- Students must obtain a certified FWS job application from the Financial Aid Office, and submit their application to a hiring supervisor.
- Students who have been offered a position must complete the I-9, W-4, and information forms in the Human Resources Department, and submit a background check prior to starting work.
HOURS & PAY

How much will I get paid? How often?
- Pay rates vary, but are never less than the Oregon minimum wage.
- The amount listed on your award is the maximum amount you are eligible to earn. The actual amount earned will be based on your pay rate and actual hours worked, as submitted on your monthly timesheet.
- Pay periods are between the 21st of every month and the 20th of the following month, with pay checks issued on the last working day of the month.
- Paychecks are issued on the last working day of each month, and may be picked up at the Reception Desk, second floor, B.P. John Building, on that day.
- Revisions to your award may affect how much you are allowed to earn. Refer to your most recent award letter to view current eligibility. [www.marylhurst.edu/finaidonline](http://www.marylhurst.edu/finaidonline)

How many hours am I required to work?
- Hours vary depending on the position. Work with your supervisor to determine a suitable schedule. Students are allowed a maximum of 20 hours per week all jobs combined while school is in session.
- You should also work with your supervisor to ensure the hours worked don’t have you earning more than the funds listed on your award letter.
- If you have more than one job, you should work with all your supervisors to ensure total hours worked don’t exceed 20 hours per week, and total earnings don’t exceed the amount listed on your award letter.

Can I work during the break?
- Yes, but you must be registered for the following term. Students may work up to 40 hours per week, while school is out of session. Earnings will be deducted from the following quarter.
- Monitor hours carefully so you do not run out of funds early. It is not recommended earning wages outside the term the FWS is awarded.

TIMESHEETS

How do I complete my timesheet? Who has to sign it? When are they due?
- Students are given access to their online timesheet by the Human Resources Department. Timesheet are submitted online, and due no later that the 21st of each month.
- Timesheets should be updated on a regular basis.
- Timesheets are approved by your supervisor.

If I have questions or issues with my timesheet, who do I contact?
- Contact the Human Resources Department for issues concerning your timesheet.
CONTINUING STUDENTS GETTING REHIRED TO PREVIOUS POSITION EACH ACADEMIC YEAR:

- If you are a returning student, and have a Federal Work Study position that remains available to you, you must obtain a FWS Rehire form from the Financial Aid Office that certifies you are still eligible for FWS for the new academic year, and submit this to your FWS employer. You may begin working again as soon as you are rehired and are fully registered for classes.
- For example: if you worked spring term and wanted to return to the same position the following fall term (which falls in a new academic year) you must complete the rehire process.

STUDENT RESPONSIBILITIES:

- Students should remain aware of their current FWS eligibility.
- Students must remain in good Financial Aid standing. Students placed on Financial Aid Suspension are no longer eligible to work and must stop working immediately. Refer to the SAP policy for more information.
- Suspended students may appeal to have their financial aid reinstated, and cannot resume working until their appeal has been approved.
- Students should notify supervisor of any revisions to their financial aid award, or of any academic concerns that could impact their financial aid eligibility.
- Students must be registered for a minimum of 5 credits for Graduates, and 6 credits for Undergraduates, and taking classes that meet degree requirements, in order to maintain FWS eligibility.
- If a student is working more than one job, they must notify all supervisors and ensure total hours with all jobs combined do not exceed 20 hours per week.

SUPERVISOR RESPONSIBILITIES:

- FWS job descriptions are submitted to the HR Manager (Robin Boles) for review, before they can be posted by Financial Aid.
- New FWS candidates must submit a current application certified by Financial Aid before being offered a position.
- Notify HR of new hires and terminations.
- Students cannot begin working until they have completed the HR hiring process. Refer to Internal Hiring Guidelines at MyMaryhurst>Staff>Human Resources>Hiring Guideline.
- Regularly track student hours and earnings.
- Ensure earnings do not exceed the amount listed on the student’s award.
- Communicate with students about academic progress. Suspensions, IP grades, withdrawals, failures, or other academic concerns, could affect a student’s FWS eligibility. Students and supervisors will be notified of suspensions shortly after grades are issued.
- Students pre-registered for the following term may start earning out of that term. However, if they end up dropping all courses, or fall below less than half time, the department is then responsible for paying the student out of department funds.
- It is not recommend students earning FWS outside the term they are enrolled in.
2014 FEDERAL WORK STUDY CALENDAR:

January 6, 2014 - Winter 2014 quarter begins


March 31, 2014 - Spring 2014 quarter begins

June 15, 2014 - Spring 2014 quarter ends. Students not registered for Summer 2014 courses must stop working immediately

June 23, 2014 - Summer 2014 quarter begins


September 29, 2014 - Fall 2014 quarter begins

December 14, 2014 - Fall 2014 quarter ends. Students not registered for Winter 2015 courses, must stop working immediately