

## FEDERAL WORK-STUDY INFORMATION

### WORK-STUDY POSITIONS

Federal Work-Study (FWS) positions are announced by various departments on campus. (Off-campus positions are not available.) Limited positions become available throughout the year. Position announcements are posted on the bulletin board located as you enter the Office of Financial Aid and online at <https://my.marylhurst.edu>.

### APPLYING FOR A POSITION

If your award letter specifies you are eligible for Federal Work-Study and you are interested in one of the posted positions, you should complete the following steps:

1. Obtain a certified Work-Study job application from the Office of Financial Aid. FWS applications cannot be faxed, emailed or mailed to students.
2. Deliver your completed application to the department listed in the position announcement.
3. If you meet the qualifications for the position, the department supervisor may request an interview with you.

### ACCEPTING A POSITION

1. If you are offered and accept a Work-Study position, you must complete the I-9, W-4 and information forms in the Department of Human Resources and submit to a background check prior to starting work.
2. Human Resources staff will provide instructions on how to complete your monthly electronic timesheet.

### WAGES AND PAY PERIODS

1. You must report to work for the hours agreed upon by you and your supervisor.
2. Pay periods begin on the 21<sup>st</sup> of each month and continue through the 20<sup>th</sup> of the following month.
3. Timesheets must be submitted online and are due no later than the 21<sup>st</sup> of each month.
4. Pay rates vary but are never less than the Oregon minimum wage.
5. 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 Admin. Building, on that day.
6. It is your responsibility to monitor earnings and see that you do not exceed your award limit.
7. You may not work more than 20 hours per week when classes are in session (all jobs combined).
8. Your work-study eligibility is subject to change if you receive additional financial aid. This could result in a reduction of your scheduled work hours to prevent going over your award limit.

### CONTINUING WORK-STUDY STUDENTS

If you are a returning student and have a Work-Study position that remains available to you, you must obtain a Federal Work Study Rehire form from the Office of Financial Aid that certifies you are still eligible for FWS and submit this to your FWS employer. You may begin working again as soon as you are rehired and are fully registered for classes.