



WINTHROP
UNIVERSITY

Federal Work-Study Program

Office of Financial Aid

Sykes House

finaid@winthrop.edu

803/323-2189

Topics

- What is Federal Work-Study (FWS)?
- Payment Process
- Employment Forms
- FWS Restrictions
- Important Dates
- Employment Opportunities
- Responsibilities
- Timesheets
- Calculations



Federal Work-Study (FWS)

- FWS program provides part-time jobs for undergraduate and graduate students enrolled at least half-time.
- Students must have financial need as determined by the results of the FAFSA.
- Unlike loans, grants, or scholarships, the funds are not applied to students' accounts.
- Due to limited funding, returning students who previously received Work-Study cannot be guaranteed funding each year.

Payment Process

- Students receive a paycheck on the 10th and 25th of every month.
- If payday falls on a weekend, students will be paid the Friday before.
- Students are encouraged to set up direct deposit with Payroll.





Employment Forms

- FWS Approval email
- Completed student [ePAF System](#), located at the bottom of the Human Resources webpage
- Completed W4 and I-9/E-Verify forms (if needed), must be submitted directly to Human Resources:
<http://www.winthrop.edu/hr/default.aspx?id=48657>

**IF YOU HAVE QUESTIONS ABOUT THE
STUDENT EMPLOYMENT SYSTEM, PLEASE
CONTACT HUMAN RESOURCES FOR
ASSISTANCE**

Restrictions

- Work-Study is not an opportunity to study at work.
- Employment period is from the first day of class until the last day of exams each semester.
- Pay-rates are established by the department, but must be **at least** minimum wage (\$7.25/hr).
- Students may **not** work more than 20 hours per week total in all combined Winthrop jobs.
- Money not earned by the last day of exams will be forfeited.

Important Deadlines

- Students must accept FWS and complete all necessary paperwork in order to receive the approval email to begin working
- Student [ePAF](#) must be submitted on the HR website prior to financial aid completing the employment authorization process
- FWS approval email is void by deadline listed on the student's Federal Work-Study approval email



Employment Opportunities

- The Office of Financial Aid will post **only** Federal Work-Study positions on their website.
- To post positions complete all sections on the [Job Notification form](#). Press 'send' when you have completed the form to submit to the Office of Financial Aid.
- Once your position is filled, notify the Office of Financial Aid (finaid@winthrop.edu) to have the position removed.
- All other on-campus jobs should be posted on [EAGLElink](#) through the Center for Career and Civic Engagement.

Student Responsibilities



- Submit timesheet to supervisor
- Keep track of hours worked
- Do not exceed the FWS award amount for the year – they can see their earnings in Wingspan
- Respond to emails from our office in a timely manner

Department Responsibilities

- Determine the hourly rate paid to the student; minimum of \$7.25/hour
- Keep a record of each student's earnings
- Terminate employment once FWS award earned or submit a new or updated [ePAF](#) to HR to transfer employment to departmental budget once FWS award earned
- Notify HR and Office of Financial Aid if student is no longer working, transferred to department budget, or hourly rate is changed through the [ePAF system](#)

Timesheets

- Your timesheets must be completed via Wingspan and rounded to the nearest quarter hour (ex. One hour and 10 minutes = 1.25 hours)
- Your hours should all end in .00, .25, .50, or .75

Calculation

- To calculate how far the FWS award will go, divide the total award amount by the number of work weeks anticipated. Divide that result by the hourly rate.

- Example:

$\$2200 \text{ award} / 30 \text{ work weeks} = 73.33$

$73.33 / \$7.25 \text{ hour} = 10.11 \text{ hours/week}$



Resources

Office of Financial Aid

Sykes House
638 Oakland Ave
Rock Hill, SC 29733

finaid@winthrop.edu
803/ 323-2189

**Payroll
Department**
119 Tillman Hall
803/ 323-2271

Human Resources
303 Tillman Hall
803/323/2273