



WINTHROP
UNIVERSITY

Federal Work-Study Program

**Office of Financial Aid
Sykes House**

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803/323-2189

Topics

- What is Federal Work-Study (FWS)?
- Payment Process
- Employment Forms
- Restrictions
- Important Deadlines
- Posting Available Jobs
- Department Responsibilities
- Calculations
- Student Responsibilities
- Timesheets
- Resources





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
- Departments should encourage returning Work-Study students to file their FAFSA as close to October 1 as possible if they intend on continuing their employment since funding is limited

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

- Proof of Federal Work-Study (copy of financial aid awards in Wingspan)
- Departments advertise jobs and hire employees through the Applicant Tracking System (ATS):

<https://www.winthrop.edu/hr/student-employment-instructions.aspx>

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

HRhelp@Winthrop.edu



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
- Unused funds cannot be carried forward into any other academic year



Mark Your Calendar

Important Deadlines

- Students must accept FWS and complete all necessary paperwork to begin working
- Student employment process must be completed with Human Resources prior to financial aid completing the employment authorization process
- Students who do not secure a FWS job will have their FWS award cancelled (approximately early October)

Posting Available Jobs

- Federal Work-Study jobs must be posted with Human Resources:

<https://www.winthrop.edu/hr/student-employment-instructions.aspx>



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 new or updated employment information to HR to transfer employment to departmental budget
- Notify HR and Office of Financial Aid if student is no longer working, transferred to department budget, or hourly rate is changed



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:
$$\text{\$2200 award} / 30 \text{ work weeks} = 73.33$$
$$73.33 / \text{\$7.25 hour} = 10.11 \text{ hours/week}$$

Student Responsibilities



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

Student Timesheets



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



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Resources

Office of Financial Aid

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Rock Hill, SC 29733

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Payroll Department

119 Tillman Hall
803/ 323-2271

Human Resources

303 Tillman Hall
803/323/2273