

**WINTHROP UNIVERSITY OFFICE OF FINANCIAL AID  
FEDERAL WORK-STUDY STUDENT PAYMENT AGREEMENT**

*Students employed under the Federal Work-Study Program are prohibited from working more than 20 hours per week and may only work from the first day of class until the last day of exams each semester. Students who hold other Winthrop positions may not work more than 20 total hours per week (at all jobs). Students cannot begin working until paperwork has processed through the Office of Financial Aid and Human Resources.*

Student's Name:	CWID#		Undergraduate Graduate
Timesheet Org#/Department (for timesheet approvals):			
Fund/Org Code: 32102B-9951-100	Job Title:		
Brief description of duties:			
Employment Begin Date:	End Date:	Hourly Rate:	# of hours/week:
<b><i>Most student work is subject to FLSA regulations, including minimum wage of at least \$7.25 per hour and overtime.</i></b>			

I understand my duties and accept this employment under the Federal Work-Study Program (subject to approval below). I also understand that I must enter and submit for approval the hours I work according to the published time sheet submission guidelines.

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

\_\_\_\_\_  
Department Head Signature/Date

\_\_\_\_\_  
PRINTED Name of supervisor who will approve the student's timesheet

**W-4 Form:** Submit completed W-4 form along with this payment agreement. For re-hired students, submit a new W-4 form only if the student wants to make a change in withholding status.

**I-9/E-Verify:** Required for all newly hired students and may be required for re-hired students. Contact departmental I-9/E-Verify Coordinator immediately after a job offer has been made and accepted. Please refer to the I-9 online inquiry system at [www.winthrop.edu/hr](http://www.winthrop.edu/hr) for instructions on completing the I9/E-Verify process.

Work-Study Student Payment Agreement form, Work-Study Approval Form, W-4 form, and verification of completed I-9/E-Verify process, must be submitted to the Office of Financial Aid by the deadline listed below:

Covers work period of	Deadline to Financial Aid	Check Issue Date
1st – 15th (of current month)	25 <sup>th</sup> (of previous month)	25 <sup>th</sup> (of current month)
16th – 31st	11 <sup>th</sup>	10 <sup>th</sup>

**SUBMIT ORIGINALS TO OFFICE OF FINANCIAL AID  
SYKES HOUSE, 638 OAKLAND AVE.**

Hiring Unit: Please make a copy for your files and give a copy to the student. Forms will not be returned to departments.

(For Office of Financial Aid Use Only)	
Position #: _____	Suffix #: _____ Approved by: _____ Date: _____
Financial Aid Award Amount: \$ _____ (fall) \$ _____ (spring)	
(For Office of Human Resources Use Only)	
NBAPOSN <input type="checkbox"/> PPAIDEN <input type="checkbox"/> PEAEMPL <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PDAEDN <input type="checkbox"/> Completed by: _____ Date: _____	