

FEDERAL WORK STUDY EMPLOYEE FREQUENTLY ASKED QUESTIONS

1. Federal Work Study is a need-based program. Students may have **ONE** work study job at a time. Supervisors may request a Student Job Assignment Form on the Financial Aid website at <http://finaid.uark.edu/139.php>
2. In order for the University to be able to pay you, you are required to complete several forms. They include: W-4, I-9, the UARK Acknowledgement of Policies, and the Payroll Direct Deposit Authorization forms. You will have to provide current identification documents to complete the I-9 form. You have the option of either Direct Deposit to your checking/savings account or participating in the Skylight PayOptions Program. Information about Direct Deposit and the Skylight PayOptions Program is located on the University of Arkansas Human Resources website. You will need to provide a “voided” check, bank document, or screen shot from your bank with your account number and routing number visible, to attach to the Payroll Direct Deposit Authorization Form. If you do not choose direct deposit or the PayOptions Program, your check will be mailed to the permanent address, listed in WorkDay, on payday. Please be sure to read your Earnings Statement, viewable on WorkDay.
3. **You must return a completed Student Job Assignment Form to the Financial Aid Office and have completed Human Resources paperwork before you begin work. Always read your Earnings Statement to be aware of the status of your paycheck!** Pay dates are usually 15th and the last work day of each month. Work study amounts awarded or earned are not applied to your Student Accounts.
4. Work with your supervisor to arrange your work schedule (not to exceed 20 hours per week) depending on the amount of your work study award, rate of pay, and class schedule. The example below illustrates the weekly schedule of hours for a student worker. Any deviation from this, such as an increase in the hourly rate or increase of hours worked per week, should be taken into consideration.

Example

Amount Awarded	Weeks in Semester	Rate of Pay	# of hrs per week
*\$1,620.00 ÷	15 ÷	\$10.00 =	10.75 hours

*Based on usual award of \$1,620.00 per semester.

5. Students may not work more than 40 hours per week (Sunday-Saturday), or 1,250 hours a fiscal year (June-July) in **all** jobs on campus, hourly or work study. Work study students must be enrolled at least half time* for the semester. If you are enrolled, awarded FWS, and completed necessary paperwork, you may begin work the first day of classes. Work through FWS must end on the last day of finals, when your FWS award is depleted, or **the day** you drop below half time*, whichever occurs first.
NOTE: *Half time is 6 hours for undergraduates*
6. Notify your supervisor in advance when you are unable to work. If you have work study money available to earn near the end of the fall semester, please contact Erin in the Financial Aid Office to see if you are eligible to work between fall and spring semesters.
7. Record hours within WorkDay as directed by your supervisor. Your supervisor will notify you as to when you are to submit your time within WorkDay. **For off-campus students**, the timesheet is due to the Financial Aid Office by the indicated date on the reverse side of the timesheet. **Late timesheets will cause a significant delay in your pay.** Be sure that all information is completed correctly on the front of the timesheet. **Be sure to sign out for unpaid breaks and lunches.** Please remember that both you and your supervisor must sign the timesheet to avoid **delay of payment.** **It is a good practice to keep a copy of your timesheet in case you have questions about it later.** Please round hours worked to the nearest quarter of an hour: .25, .50, .75, or whole number. (Minutes to decimal time conversion: 1-7 min. = 0; 8-22 min. = .25; 23-37 min. = .50; 38-52 min. = .75; 53-60 min. = 1.0)

Examples

	Student A	Student B
Time Worked	3 hrs. 20 min.	2 hrs. 55 min
Time Reported	3.25	3.0

8. Work with your supervisor to keep track of the amount of your work study award used for the semester. Remember that an increase in rate of pay without reducing the number of hours worked per week will result in loss of your job before the semester ends.

Example

First Pay Period		
Student's Award	Student's Gross Pay (20hrs x \$10.00)	Remaining Award
\$1,620.00 -	\$200.00 =	\$1,420.00

Second Pay Period		
Remaining Award	Student's Gross Pay (10hrs x \$10.00)	Remaining Award
\$1,420.00 -	\$100.00 =	\$1,320.00

9. Work study can decrease because financial aid in another area increased (scholarships, employee spouse/dependent discounts, etc). It is the student's responsibility to report any aid that is not listed on the Financial Aid Award Notification to the Financial Aid Office.
10. Remain on a particular job for the duration of the assigned period. Give adequate notice to your supervisor if you plan to terminate your job for any reason. Cooperate with your supervisor in a responsible manner. If a job related problem arises, talk with your supervisor - communication often alleviates difficulties.
11. Respect the confidentiality of all information to which you have access in your work assignment.
12. Re-apply each year after October 1st (using federal income tax information) for the Federal Work Study Program and other federal financial aid by filing a **Free Application for Federal Student Aid (FAFSA)** online at <https://fafsa.ed.gov/>. Be sure to indicate your interest in work study. You are responsible for paying taxes on money earned through work study; however, it is not counted as a resource on your FAFSA the following year.

Questions?

Please contact Erin Wooldridge in the Financial Aid Office (114 Silas Hunt Hall) at: (479) 575-2430 or (479) 575-3806