



# SPRING 2020

This form is designed for Federal Work Study Program (FWS) employees who work off-campus with eligible non-profit community service agencies. Hours worked will be submitted through the University's payroll system by the Financial Aid Office. All FWS workers and supervisors must complete and return **Student Job Assignment** and **Request for Approval of Wage Rate** forms obtained from the Financial Aid Office. **New employees will also need to complete the following forms before working: I-9 (current ID documents required), University of Arkansas Acknowledgment of Policies, W-4, and Direct Deposit (documents required).** All completed forms and documents must be submitted to the Financial Aid Office before an employee may begin work. If Direct Deposit is not set up, paychecks will be mailed on payday to the permanent address listed in webBASIS. Earnings Statements are available through e-mail and webBASIS. Please read them carefully. **In order for students to be paid on time, timesheets must be signed and submitted to the Financial Aid Office, 114 Silas H. Hunt Hall, on the due dates listed below by 5:00 p.m.** Timesheets may be faxed to (479)575-7790 or e-mailed to [ewooldri@uark.edu](mailto:ewooldri@uark.edu). Failure to complete any of these requirements will result in delay of payment. **ANY TIMESHEET NOT TURNED IN BY THE DUE DATE WILL BE PROCESSED THE FOLLOWING PAY PERIOD.** Students with completed paperwork may begin work on the first day of classes. Students may work through the last day of finals, or the day they drop below half time, to earn up to the awarded amount of FWS. For further information, please contact Erin Wooldridge at the Financial Aid Office at (479)575-2430 or (479)575-3806.

<u>PAY PERIOD DATES</u>	<u>TIME CARDS DUE TO FIN. AID</u>	<u>PAY DATES</u>
01-13 TO 01-30	01-31	02-10-20
01-31 TO 02-13	02-14	02-25-20
02-14 TO 02-25	02-26	03-10-20
02-26 TO 03-11	03-12	03-25-20
03-12 TO 03-26	03-27	04-10-20
03-27 TO 04-12	04-13	04-24-20
04-13 TO 04-27	04-28	05-10-20
04-28 TO 05-07	05-08	05-25-20
04-28 TO 05-07 (Late Timesheets)	05-27	06-10-20

## Reminders

Students awarded Federal Work Study (FWS) and enrolled at least half-time (6 hours) for the Spring 2020 semester may work 01/13/2020 - 05/07/2020.

Awarded amounts of FWS funds for spring semester are valid for the dates included on the Work Study Job Assignment forms issued during the fall semester.

New Job Assignment forms are not required for Spring 2020 unless students are changing departments for the spring semester.

To apply for Work Study for 2020-2021, please complete the 2020-2021 Free Application for Federal Student Aid (FAFSA).