

Rules of Federal Work Study for Supervisors

All students who are awarded Federal Work Study are given a yellow work authorization form in their campus box before the first day of classes. I print the forms the second week of August and they are sent to campus mail for the students when they arrive to campus. If a student doesn't have a work authorization form when they come to you for a job, they must contact me. Do not hire them or allow them to start working without a yellow work authorization form.

Students must have a yellow work authorization form for each position they hold. If they are working more than one job, they must have a form for each one.

Students must have a yellow work authorization form before they can be hired and start working. If they do not have one, there is probably a reason. They may not be eligible. Being eligible in previous years does not automatically make you eligible for the current year. Many students come to me for a yellow work authorization form and say they are already working. I find they are not eligible, and I have to ask them to stop working. This is an awkward situation that can be avoided if we all follow the correct protocol.

You do not have to submit a new WAF for the Spring semester if you are keeping the same student worker from the Fall. The WAF is valid for the entire academic year.

Students may only work one job. Exceptions are for Biology, Chemistry and PAL tutors due to the special skills needed for these positions and the sporadic hours for some of them. However, students must still receive a work authorization form before beginning these positions. A new WAF is required for each position. If a student is not getting as many hours as they are awarded, they must see Chris to discuss the situation. These positions are also able to hire non-work study students, again, because of the special skills nature of the positions.

There is no such thing as a Non-work study position. All positions on campus are Federal Work Study. If a student is Federal Work Study eligible, they will be paid from Federal Work Study funds. Students have the idea that they can work for one department because it's non work study and another department for work study. This is not the case. If a student works and is work study eligible, they will be paid FWS from that position. NWS budget line is not to hire non work study students. This is to be used for students who are FWS eligible and exceed their total award towards the end of the year. If they still have the eligibility, we can increase their work study, or move them to non-work study. NWS is also for the special approved cases where a non-work study eligible student has been approved to work on campus.

Students should not be working more than 10 hours per week. This is a campus wide rule. If you need a student more than 10 hours per week, we prefer you hire another student for those hours when you need a student worker. Exceptions are during Intersession and Spring Break, when departments usually have less student workers.

Please contact me before you hire someone to see if they are FWS eligible. I can check quickly to see if they are. If they are not and it is not a special skills position, I will ask you to hire someone else.

We award over 700 students FWS each year. Not all of these students are able to find jobs. If they contact me and want to find a position, I keep their name on a list and e-mail them when a position becomes available. There are also students on a FWS wait list. This means they are eligible for FWS, but either didn't work in previous years when eligible, or filed their FAFSA late in the year and missed being awarded. I also keep these students on a list and as positions are filled with awarded students, the wait list students are moved up and included in job postings.