Student Handbook

Federal Work-Study (FWS) Program

2014-2015

UNIVERSITY OF VIRGINIA
Student Financial Services
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Federal Work-Study (FWS) at UVA

Federal Work-Study (FWS) is a Federal program established by the Higher Education Act of 1965, as amended in 1992. Rules and regulations governing the program are established by the U.S. Department of Education. FWS encourages part-time employment opportunities to students with demonstrated financial need. Under FWS, student wages are partially funded by annual Federal appropriations. At the University of Virginia, student wages are subsidized at 70% from federal funds, and the remaining 30% of wages is paid by the student’s hiring department or approved off-grounds employer.

Student Financial Services (SFS), as administrator of the FWS Program, determines FWS eligibility and awards based on the student’s financial need. Financial need is determined after the student completes the Free Application for Federal Student Aid (FAFSA) and provides all other required documents to Student Financial Services. SFS will automatically consider work-study awards for undergraduate students. Some graduate students may also be awarded work-study; however, unlike undergraduate students who are automatically considered for work-study, graduate students must request Federal Work-Study on the Intent Page of the University Financial Aid Application.

The standard annual award amount for undergraduate students is $3000-$4000 and $3500 for graduate students. The actual amount of a student’s work-study award is available to view in the student’s Student Information System (SIS) Student Center.

A FWS award represents the maximum amount a student may earn for the academic year or award period. The actual amount earned depends on the hours worked each week and the pay rate established by the employer. A student may not earn more than his/her total FWS award. Once a student reaches the award limit, he/she must either stop working or obtain departmental approval to continue working. A student’s wages will be paid 100% by the department in that case.

FWS awards are subject to change even after a student begins working. This is especially true if the student receives additional financial assistance, such as an outside scholarship or award that was not considered in the initial financial aid package. Student Financial Services will notify the student by adjusting the work-study award on the SIS Student Center if it is determined that the FWS award has to be reduced or canceled as required by Federal regulations.

Federal Work-Study positions are available through CAVLink, an online data system overseen by University Career Services (UCS). With this electronic process, students can search for FWS job based on their own interests and class schedules. Students will also have the ability to contact employers directly about job duties, how to secure the job, and how to complete all required FWS paperwork.

Earliest and latest dates for work:

- Students enrolled for both the fall and spring semester have a start date of August 26, 2014 and an end date of May 3, 2015.
- Students enrolled for the fall semester only have a start date of August 26, 2014 and an end date of December 14, 2014.
- Students enrolled for the spring semester only have a start date of January 12, 2015 and an end date of May 3, 2015.
- Work-study is not available during the summer.

Students who are interested in obtaining a work-study position must “accept” their work-study award in the SIS Student Center.
Most student employees remain in the same job or with the same employer for the academic year. Sometimes students may find it necessary to change jobs for various reasons. It will be the student’s responsibility to seek other job opportunities on CAVLink if he/she wishes to change employers. Remember, students should practice common courtesy and give their supervisors appropriate notice. (Two weeks is standard.)

Students who work multiple work-study jobs should notify their departments that they have accepted more than one work-study assignment. In addition, students may not be hired into a faculty or staff assignment and a work-study assignment due to the FICA tax exemption on work-study earnings.

All students must be enrolled in a degree program and be enrolled full-time to be eligible to work as student employees according to University Wage Authorization. Full-time is defined as enrollment in at least 12 hours in a term.

**FWS Hours & Pay Rates**

Students normally work between ten to twenty hours per week when classes are in session and may not work more than 20 hours per week in all university jobs when class is officially in session. In some instances, students may elect to work up to forty hours per week when class is not in session. Work schedules are arranged directly with students and their supervisors and/or hiring departments.

Pay rates for FWS jobs are based on duties and responsibilities. Employers will determine the pay rate of the student employee based on experience and qualifications. For highly specialized or technical skills, pay rates may be higher. In all cases, no student will be paid less than the Federal minimum wage or minimum wage set by the University Wage Authorization.

In order to be paid as a work-study student, students must report all hours worked during the relevant pay period and submit timesheets according to the university’s bi-weekly payroll calendar.

As a Federal Work-Study student employee, students may not falsify the number of hours worked to their employer. If a student is found to have falsified hours, employment may be terminated, and the student will be required to reimburse the University all money paid for falsified hours. The student will also be referred to the Dean of Students’ adjudication process and may be terminated from the University.
Paychecks

The actual amount students receive depends on the hours worked each week and the pay rate established by the hiring employer. **If students do not earn their entire FWS award, the unearned amount is forfeited at the end of the academic year.** There are no exceptions to this rule.

Students must complete all necessary paperwork with their FWS employer *before* they begin working. Students are required by Federal law to complete the W-4 form, I-9 form, and provide the following documents to their supervisor or designated employee in the department:

- Picture identification or driver’s license **AND**
- Social security card, birth certificate, United States passport, Alien Registration Card, or Certificate of Naturalization.

Students will not be paid until they are entered as an active work-study student employee in the University Payroll Office and in Oracle (completed by the hiring department). Payroll is a deadline-driven process, so students should adhere to the timesheet deadline to be paid on time. Students are paid according to the bi-weekly payroll calendar available at:


Direct Deposit

Federal Work-Study awards are not applied to the student account billing statement. Instead, students will receive pay for hours actually worked. The University requires all students to have their FWS earnings deposited directly to their own personal bank account.

Instructions for setting up direct deposit are available at [http://sfs.virginia.edu/billing/refunds](http://sfs.virginia.edu/billing/refunds). Follow the instructions for “Students Who Are Also Employees of UVA”.

Taxable Federal Work-Study Earnings

Wages earned under the Federal Work-Study Program are considered earned income and are subject to Federal, state, and local tax withholding. Students employed under the Federal Work-Study Program will receive a W-2 form at the end of January that documents all earnings at the University for that tax year. It is the student’s responsibility to report all FWS earnings on their income tax returns. Be sure to report FWS earnings as earned income and as taxable earnings from need-based employment programs on the FASFA for the next award year to avoid being penalized for the FWS earnings when applying for financial aid in the subsequent year.
Register on CAVLink

1) Go to University Career Services website, [www.career.virginia.edu](http://www.career.virginia.edu), and click on the CAVLink login link.

2) Click on Student/Alumni to designate your user type.

3) Click the “here” link for current students who need to retrieve the CAVLink password.

4) Retrieve the CAVLink password by entering your U.Va. Computing ID. The password will be emailed to this address.
5) Once the password is received, return to CAVLink login and click “Register”.

Sign in

4) Enter your email address and the password and hit Go.

5) Provide your account information and click Submit.
6) Once you are registered, you will be directed to your home page. To customize your password, click on the Profile tab at the top of the page. In the Personal information table, click on the Edit button and then click the Password/Preferences tab.
How to Search for a Work-Study Job

1) Log into your CAVLink account. Click the tab for “Jobs, Internships, Externships” at the top of your home page. Click CAVLink Jobs from the drop down menu.

2) Search for Work-Study jobs by selecting Work Study from the drop down box next to Position Type. You may also narrow your search by selecting additional criteria. Click the Search button and a list of all active Work-Study job postings will be generated.

3) Click on the job title for job description, qualifications and contact information. To apply for the position, follow the instructions provided on the job description.

4) Employers may post new positions throughout the year. If you choose to work at a later date, or are unsuccessful in obtaining a job, you may find a fitting Work-Study position later in the year.
Federal Work-Study Student Checklist

- Accept your Federal Work-Study award in your SIS Student Center.
- Find a FWS job using CAVLink.
- Secure a job by following application instructions.
- Complete payroll forms with your hiring department:
  - VA-4 form
  - W-4 form
  - Employment Eligibility Verification - Form I-9
    - U.S. Passport or U.S. Passport Card or Permanent Resident Card OR
    - Government issued picture ID AND Social Security Card
- Enroll in direct deposit through SIS.
- Submit accurate timesheets to your supervisor on time and according to the bi-weekly payroll calendar to receive your earnings. This should occur approximately every two weeks through the Self-Service Time and Leave (SSTL) system or other designated time keeper system. See your department for instructions on how to report your hours worked.
- The first day you may work is August 26, 2014. The last day is May 3, 2015 (unless enrolled for one semester only – see page 3). However, it is up to your supervisor to determine your actual first and last work days.
- Monitor your earnings against your work-study award and notify your employer if you are close to running out of funds.
- Notify your employer immediately if your work-study award is reduced or canceled. You are not eligible to work as a Work-Study student if you have earned your Work-Study award for the year or if your Work-Study award is canceled. You will be notified by Student Financial Services of any changes to your award package through an adjustment to your award in your SIS Student Center.