

Student Handbook  
Federal Work-Study (FWS) Program  
2023-2024



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. 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 75% from federal funds, and the remaining 25% of wages is paid by the student's hiring department or approved off-grounds employer.

### **Eligibility**

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 FWS; however, unlike undergraduate students who are automatically considered for FWS, graduate students must indicate their interest in FWS on the FAFSA.

Students awarded FWS will be notified by e-mail to review the Federal Work-Study Student Handbook available on SFS's website. Students who are interested in obtaining a work-study position must "accept" their work-study award in the SIS Student Center.

If an undergraduate student drops below full-time hours, Student Financial Services may approve an exception to continue a Federal Work Study position if all these conditions are met:

- The student is in an Approved Academic Load of Full Time and
- The student is enrolled in at least six credit hours and
- The student is meeting Satisfactory Academic Progress with SFS

### **Award Amounts**

The standard annual award amount is \$3,000-\$4,000 for undergraduate students and \$5,000 for graduate students. The actual amount of a student's work-study award is available to view in the student's SIS Student Center.

An FWS award represents the maximum amount a student may earn in FWS funds 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. Once a student reaches the award limit, they must either stop working or obtain departmental approval to continue working. In the latter case, any wages earned above the FWS award will be paid 100% by the department.

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. If it is determined that the FWS award has to be reduced or canceled as required by Federal regulations, SFS will notify the student by adjusting the work-study award in the SIS Student Center.

### **Obtaining a FWS Position**

Federal Work-Study positions are available through [Handshake](#), an online data system overseen by the University Career Center. With this electronic platform, students can search and apply for FWS jobs, follow employers, store documents, access specialized resources, and connect with Career Center staff. Through

Handshake, students also have the ability to create a profile to receive job recommendations, messages, and notifications about career events. Handshake postings for Federal Work Study positions at UVA will direct applicants to apply directly in Workday.

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 assorted reasons. It will be the student's responsibility to seek other job opportunities in Handshake if they wish 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 FWS position. In addition, students may not be hired into a faculty or staff position and a FWS position simultaneously, due to the FICA tax exemption on work-study earnings.

### **Dates of the FWS Program**

For 2023-2024, the *earliest* and *latest* dates to work in an FWS position are as follows:

- Students enrolled for *both the fall and spring semesters* should begin work no earlier than **August 22, 2023**, and end no later than **May 10, 2024**.
- Students enrolled for the *fall semester only* should begin work no earlier than **August 22, 2023**, and end no later than **December 15, 2023**.
- Students enrolled for the *spring semester only* should begin work no earlier than **January 17, 2024**, and end no later than **May 10, 2024**.
- Federal Work-Study is not available during the summer.

### **FWS Hours & Pay Rates**

When classes are officially in session, students usually work between ten and twenty hours per week—and may *not* work *more* than 20 hours per week—in all university jobs combined. (For exceptions, contact SFS for 2023-2024.) In some instances, students may elect to work up to 40 hours per week when class is *not* in session, during official university breaks. Please understand that this may limit the number of hours a student can work by the end of the Federal Work-Study period. There is no FWS during the summer.

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

Work schedules are arranged directly between students and their supervisors and/or hiring departments. Timecards are submitted electronically in Workday. In order to be paid as a FWS student, students must report all hours worked during the relevant pay period and submit timesheets according to the university's bi-weekly payroll calendar.

Federal Work-Study student employees may not falsify to their employer the number of hours worked. 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 earn 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 onboarding tasks in Workday *before or during the first days* they begin work. The I-9 section 1 must be submitted no later than the student's first day of work and the in-person required I-9 presentation of documents must be within three days of the student's start date. **UVA HR is required to terminate the employee until documentation is presented.** The following steps are expected to be resolved promptly:

1. **Complete section 1 of the Form I-9.** Students who encounter any issues during the completion of this section should contact the [HR Solution Center](#). Must be done no later than the first day of work.
2. Complete section 2 of the I-9. **No copies, faxes, or electronic versions will be accepted. This is a legal requirement.** Must be done in-person within three days of the student's start date. Student employees who are unable to present acceptable documents before their suggested start date must contact the [HR Solution Center](#).

Student-specific Workday training resources can be found at <https://hr.virginia.edu/careers-uva/talent-flexibility-services/student-staff-wage-faculty-wage-services>.

Students will not be paid until their hire has been initiated and approved in Workday. This process can be initiated by their manager or individuals with the Student Hiring Support role in Workday. Payroll is a deadline-driven process, so students should adhere to the timecard deadline to be paid on time. Students are paid according to the biweekly payroll calendar available at the URL noted below:

<https://uvafinance.virginia.edu/payroll/academic-division>

## Direct Deposit/Payment Elections

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.

Direct deposit setup will be completed in Workday as part of the onboarding process. Students should complete the "Manage Payment Elections" task auto-populated in their Workday inbox at time of hire to specify an account or accounts for direct deposit. Direct deposit information can be updated in Workday at any time. For more information, see the Workday training resources at

<https://uvafinance.virginia.edu/resources/update-your-direct-deposit-choices-workday>.

## 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/work-study on the FAFSA and CSS/PROFILE for the next award year to avoid being penalized for the FWS earnings when applying for financial aid in the subsequent year.

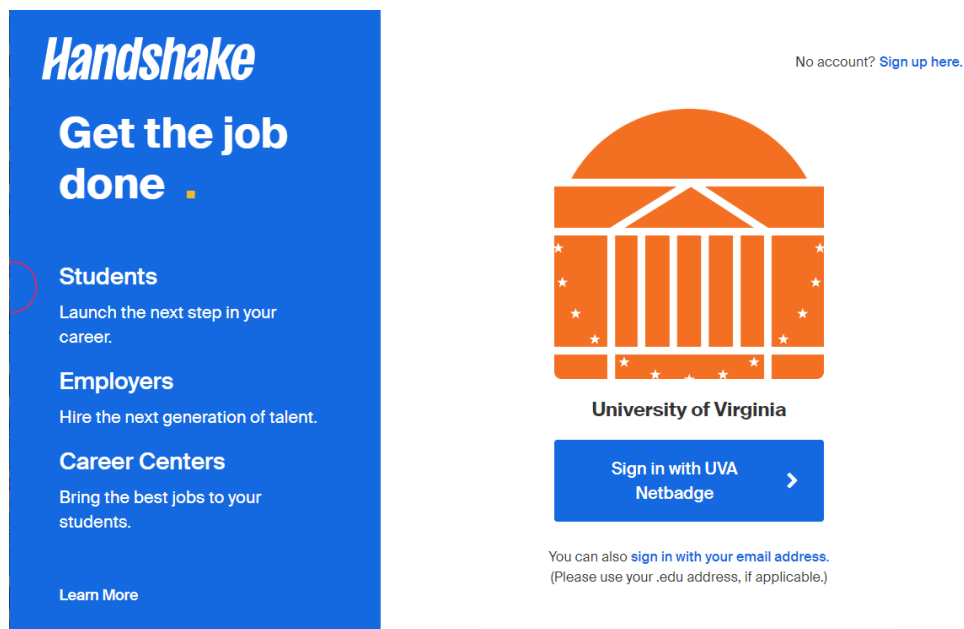
## Searching For a Job in Handshake

### Prepare your materials

Update your resume & cover letter. If you don't have one, you can find resources at <https://career.virginia.edu/Students/Prepare/Resumes>.

### Registering for an Account

To access Handshake, all students must register for an account by clicking the **Sign up for an Account** link at <https://virginia.joinhandshake.com/login>.



The image shows a screenshot of the Handshake website. On the left, a blue sidebar contains the Handshake logo and the slogan "Get the job done." Below this, three user roles are listed: "Students" (Launch the next step in your career), "Employers" (Hire the next generation of talent), and "Career Centers" (Bring the best jobs to your students). A "Learn More" link is at the bottom of the sidebar. On the right, the main content area features the University of Virginia logo (an orange dome with columns) and the text "University of Virginia". Below the logo is a blue button that says "Sign in with UVA Netbadge" with a right-pointing arrow. Above the button, it says "No account? Sign up here." Below the button, it says "You can also sign in with your email address. (Please use your .edu address, if applicable.)"

Students will select **Student/Alumni** as the appropriate account type and follow the prompts to create the account. Some information may already exist in the student's Handshake profile. It is recommended that students review all preloaded information to confirm its accuracy.

### **Searching for Jobs**

Students can customize searches using keywords and filters (e.g., students who are taking courses online may search using the keyword “Remote” to find positions they may hold even if not on Grounds). To get started, students will click **Jobs** on the left-hand navigation bar. For more information on searching for jobs, watch this quick video tutorial:

[How To Find a Job On-Grounds - YouTube](#)

### **Applying for Jobs**

The Handshake posting will direct students to Workday to apply for the position. Once on the Workday job site, create an account if applying for the first time, and complete an application. If desired, students can upload a resume, and Workday will auto-populate the bulk of the application based on the information in the resume.

For more information on using Workday, please review training materials at <http://workday.hr.virginia.edu/>.

Note that employers may post new positions throughout the year. Students who choose to work at a later date, or are unsuccessful in obtaining a job initially, may find a fitting FWS 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 Handshake, and apply in Workday
- ❑ Secure a job by following application instructions.
- ❑ Complete required onboarding tasks in Workday once your hire has been entered, including:
  - Tax elections
  - Payment elections (direct deposit)
  - Employment Eligibility Verification - Form I-9 (including providing “acceptable documents” in-person as defined by U.S. Citizenship and Immigration Services) this document is required and the process must be complete no later than three days after the start date.
- ❑ 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 in Workday.
- ❑ You may begin work no earlier than August 22, 2023, and work must end no later than May 10, 2024 (see page 4 if enrolled for *one semester only*, as alternate start and end dates would then apply). However, it is up to your supervisor to determine your actual first and last days of work.
- ❑ Monitor your earnings against your FWS award and notify your employer(s) if you are close to running out of funds.
- ❑ If you have multiple FWS positions, make sure that all of your employers are aware, so that while classes are in session you won't exceed 20 hours of work per week *for all positions combined*.
- ❑ Please make your supervisor aware of any outside scholarship(s) you may be receiving if it has not been posted in SIS when you accept your Financial Aid Award.
- ❑ Notify your employer immediately if your FWS 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.