



## WSU POLICY APPROVAL COVER PAGE

	[INSERT DATE]
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	Office of Financial Aid and Scholarships

This policy is being revised to make a limJ-0.6bC4l.6 (E)-eNGpTJET002 Tc 0.002 Tw 11. 0.17Td[(lim2 (e)1ubs9 ( 7,t

	– Stacia Boden
	Office of Financial Aid – William Fulls
	Accounts Receivable – Robyn Bongartz
	Payroll – Mindy Dixon
	Human Resources – Vicki Whisenhant [PENDING]



## **8.03 / FEDERAL WORK-STUDY**

Term	Minimum Enrollment-Undergraduate	Minimum Enrollment-Graduate
Fall	6 hours	5 hours

2. Students awarded FWS cannot work during their regularly scheduled classes.
3. The total amount a student earns cannot exceed his or her FWS allocation. If the student reaches the maximum FWS allocation or the FWS authorization end-date is reached, the student may continue employment provided that the employing department assumes one hundred percent (100%) of the salary costs.
4. Students are permitted to have multiple FWS jobs on campus at long as the total hours worked does not exceed the maximum hours of work as set forth herein.

**B. Maximum Hours of Work**

1. During the academic year (Spring and Fall Semesters), eligible undergraduate and graduate students may work up to thirty (30) hours per week.
2. During the summer and scheduled breaks (e.g., winter break), eligible undergraduate and graduate students may work up to forty (40) hours per week.

**C. Recruitment**

1. Departments are encouraged to post all FWS opportunities with Career Development Services. Additional recruitment sources may be utilized as deemed appropriate by the employing department.

**D. Wage Rates**

1. All students on FWS must be paid at least federal minimum wage.

**E. Timekeeping**

1. All students on FWS, and their supervisors, are responsible for keeping an accurate record of hours worked during employment.

**F. Paycheck Information**



## 8.03 / FEDERAL WORK-STUDY

### I. INITIATING AUTHORITY

- A. The Office of Financial Aid and Scholarships serves as the initiating authority for this policy.

### II. PURPOSE

- A. Federal Work-Study (FWS) is a federally subsidized program designed to promote part-time employment of financially eligible students. If FWS is part of a student's financial aid award(s), the student may work on campus or for the public interest with an off-campus public or private non-profit organization.

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Term	Minimum Enrollmentr Undergraduate
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1. All students on FWS must have their paycheck sent directly to a bank or other financial institution through the use of electronic funds transfer (direct deposit). Individual who do not have an account with a bank or other financial institution will be automatically enrolled in the State of Kansas' paycard program.
2. Taxes may be withheld from gross earnings where appropriate (see Policy 13.10 (Student Employee Payroll)).
3. Pay periods begin on Sunday and two weeks later on Saturday. Paychecks will be issued two weeks later on Friday. If the designated payday is a holiday, paychecks will be issued on the closest preceding work day.

**G. Benefits**

1. Students on FWS are not eligible for benefits available to other University employees.

**H. Change of Status and Termination**

1. FWS employment shall be terminated when:
  - a) the student is no longer working in the position;
  - b) the student has used all of the FWS allocation; and/or
  - c) the student is no longer eligible for FWS funding.

**IV. REVISION DATES**

- A. February 7, 2019
- B. May 1, 2001
- C. March 29, 2002
- D. May 6, 2003
- E. [INSERT PET APPROVED DATE]