

# Guide to Federal Work Study Employment



## Introduction

This guide to student employment has been prepared by the Financial Aid Office for ArtCenter Federal Work Study students.

Information in this guide is effective as of August 1, 2021. It may become necessary to modify or change the enclosed policies and procedures. The Office of Financial Aid reserves the right to amend this handbook at any time and to change or discontinue any policy. The Financial Aid Office is obligated to notify all students and supervisors of any and all changes.

## Federal Work-Study Program Overview

The Federal Work Study (FWS) program is a need-based financial aid program for U.S. students that provides job funding for undergraduate and graduate students. The program is administered in accordance with federal regulations by the Department of Education by Doug Boldon, Assistant Director of Financial Aid.

FWS awards are \$1,000 for undergraduate and \$2,000 for graduate students per semester, but vary annually as a result of federal and institutional funding. Students are notified by the Office of Financial Aid of Federal Work Study eligibility on their award letter.

Students who participate in the program have an opportunity to work on or off-campus in order to earn money to help with school expenses.

**The Federal Work Study allocation is not guaranteed funding. The allocation represents money that you may earn by working a job on campus.**

**Federal Work Study allocations are not deducted from the student's tuition bill.**

**Students must be hired for a job and will receive a paycheck for actual hours worked that can be used for books, supplies, or other expenses.**

## Eligibility for Federal Work Study

### Requirements

- Complete a Free Application for Federal Student Aid (FAFSA) for the current year to determine your eligibility.
- Students must state on their FAFSA they are interested in receiving Federal Work Study in order to be considered for FWS and demonstrate “need”.
- Students must find a position by the first four weeks of school. If the student does not submit the work authorization form on time, FWS will be removed. Students who require additional time must contact the Financial Aid Office.

### Finding a Job

- Jobs are available at **InsideArtCenter**. Under “Home”, click the link for “Jobs On-Campus” <https://inside.artcenter.edu/pub/mod/url/view.php?id=97>
- Job listings will include duties and required skills for each position. When a student finds a position of interest, the student applies directly to the supervisor who posted the listing. Students can email the Supervisor from Inside ArtCenter.
- Students should take their Financial Aid Offer Letter when interviewed.
- Most FWS jobs are on-campus, but some are off-campus. Community service positions may also be available.

### Earning Amounts and Limits

- Current pay-rates = \$15 to \$18 per hour for on-campus jobs. Off-campus community service jobs pay \$18 per hour. FWS jobs are hourly only and students cannot be paid a fee or set salary. FWS jobs do not include benefits such as vacation or holiday pay.
- Cumulative earnings cannot exceed the FWS award for the semester. The initial award amount is up to \$1000 per term for undergraduates and \$2000 per term for graduate students. Students can check their award amount on Inside ArtCenter account. Occasionally, changes in student financial need or in policies or regulations may cause their financial aid award to be adjusted. If this occurs, the Financial Aid Office will send a revised award notification.
- The Financial Aid Office will monitor earnings and notify students and their supervisor when they are nearing their limit for the semester.
- Federal Work Study employees can work 20 hours per week when classes are in session and 29 hours per week during school breaks with prior approval. **Hours cannot exceed 8 hours per day.**
- Federal Work Study awards are to be used only during the Fall and Spring terms. No Summer FWS is available due to limited funding available. Awards cannot be transferred to other time periods, or carried over to the next year.
- Once the authorized amount has been earned, the student must stop working under the Federal Work Study program unless they’ve received authorization to continue from the Financial Aid Office. Students can contact their department to be hired under their department’s budget if there is no remaining federal work study eligibility.

## Positions and pay rates

### Current Student Worker Job Classifications

#### Level 1

Entry-level or trainee positions with moderate to low-level responsibilities. Duties include those that can be readily learned with little or no previous experience.

**Rate of pay:** \$15-\$16 per hour

**Examples:** Library Assistant, Departmental Office Assistant, Media Services Tech., Computer Lab Assistant.

#### Level 2

Requires previous knowledge or experience in the work assignment with moderate skills and responsibilities.

**Rate of pay:** \$16-\$17 per hour

#### Level 3

This is a specialist position level. Previous knowledge of assigned tasks required. Often requires specialized skills, may require supervising other students.

**Rate of pay:** \$17-\$18 per hour

**Examples:** CMTL Assistant, Sewing Lab TA, Models and Props Student Supervisor.

#### Level 4

Community Service: These positions are for (Federal Work Study only)

**Rate of pay:** \$18 per hour

**Examples:** Project TRIP, Mentors Program, and Pasadena Learns (Public Library).

#### **Community Service positions**

- **Project Trip:** Students work in Pasadena elementary schools reading to students and helping them learn to read. Fall and Spring semesters only. Interested students should call the Financial Aid Office at (626) 396-2215
- **High School Mentor Program:** Students assist in local high school art classrooms by working with the art teacher. Mentors may provide assistance to individual students or work with the group on projects. Fall and Spring semesters only. Contact the Admissions Office at (626) 396-2373.
- **Pasadena Public Libraries:** Various positions in the Pasadena libraries. Fall and Spring semesters only. Contact Financial Aid at (626) 396-2215.

## Hiring Process

When a student is hired by a department or program, they will need to complete the following steps in order to be paid. Students may not begin work until the necessary forms have been filed.

**New FWS students** will need to contact the Human Resources (HR) Office to receive and complete the following forms. <https://inside.artcenter.edu/pub/mod/url/view.php?id=1260>

- Student Employment Authorization Form – This form is now electronic, please contact the Human Resources department to obtain signatures. When students are hired, their supervisor completes the supervisor section. The form must come through the Financial Aid Office to have the amount of their Federal Work Study award verified. Student must have a separate Employment Authorization for each job.
- I-9 Form - The Immigration and Reform Act of 1986 requires each employee to provide documentation that verifies the employee's identity and eligibility to work. **Students must fill out Section 1 on the I-9 form and take the required documents to the Human Resources Office. The I-9 form lists the documents that are acceptable.**
- W-4 Form - Students must complete a W-4 form before beginning employment. Federal Work Study earnings are taxable income and subject to Federal and State taxes. Students are exempt from FICA taxes.

**Continuing FWS students** only complete the Student Employment Authorization Form at <https://inside.artcenter.edu/pub/mod/url/view.php?id=1260>

The Student Employment Authorization Form must be completed at the beginning of each term even when students are returning to the same position.

## Payroll Process and Time Sheets

- Students will need to complete their electronic timesheet for each position they hold.
- Project Trip and the Pasadena Public Library students must complete a paper timesheet and an electronic timesheet. Students and supervisors must each sign the timesheet. Timesheets will not be accepted without both signatures. Additionally, Project Trip and High School Mentor students must get both the site supervisor and the ArtCenter supervisor's signature.
- Timesheets are due by noon on Mondays. Late timesheets will not be processed until the following pay period. Supervisors will submit the timesheets to the Payroll Office.
- Students are paid bi-weekly according to the college's payroll schedule.

## **Taxation/ Benefits for Federal Work-Study Students**

### **Federal, State, and Local Taxes**

All wages paid to FWS student employees are subject to withholding of federal, state and local income taxes unless the student qualifies for exemption.

### **Unemployment Compensation**

FWS and non-FWS student employees are not entitled to Unemployment Compensation through ACCD.

### **FICA (Social Security Taxes)**

The IRS revised the regulations that governed the exemption from Social Security and Medicare taxes (FICA) for students enrolled in colleges and universities. Student employees are exempt from FICA taxes if they are enrolled full-time regardless of the number of hours they may work.

1. A student employee is exempt from FICA taxation if enrolled full-time. Any undergraduate who enrolls for at least twelve credit hours for the spring and twelve credit hours for the fall semester will be considered enrolled as a full-time student for FICA purposes.
2. In the spring and fall semesters, graduate students will be considered full-time if they are enrolled for at least 9 credit hours each semester.
3. Verification of enrollment status must be done twice during the semester. The first time must be at the end of the add/drop period and the second time may be done at the College's discretion, but prior to the end of the semester.
4. Student employees may work any number of hours (within FWS regulations) without becoming eligible for FICA taxation.
5. Student employees will continue to be exempt from FICA taxation for services performed during the winter break providing the student was exempt on the last day of the Fall semester and is eligible to enroll for the Spring semester.
6. Student employees are exempt from FICA taxation for work performed during any period that partially falls within the academic year.
7. Student employees must be working in a student position and not a career position as defined by the IRS. A career position is more narrowly defined as one that is eligible to participate in the College's retirement plans.
8. ArtCenter provides each student with a W-2 form in January.

## **Student Responsibilities**

- As paid workers, students are expected to perform their jobs to the best of their ability.
- Students are responsible for submitting timesheets for each time period according to the Payroll Office schedule. Timesheets cannot accumulate and be submitted after the payroll time period has passed.
- Students must monitor earnings so that they do not exceed their allocation for the term.
- Poor work performance, habitual absence or tardiness, may be cause for dismissal. More serious offenses, such as dishonesty, violation of confidentiality, falsification of timesheets, or forgery of signatures may result in permanent exclusion from on-campus work and possible dismissal from the college.
- In some offices, exposure to confidential information may be part of the position, and students may be asked to sign agreements concerning confidential information.
- All students are expected to abide by the policies in this guide. As this is a federally funded program, students are subject to federal regulations regarding fraud, forgery, or false statements regarding their employment. Penalties can range up to \$10,000 in fines or imprisonment up to five years! Direct any questions on policies to the Financial Aid Office or your supervisor.
- Overtime is not available to students using Federal Work Study funds.