Federal Work Study – Supervisor FAQ

What is Federal Work-Study?

Federal Work Study is a federally funded program offered to students who complete a FAFSA and demonstrate financial need. Students are offered an allocation of funding which they earn for hours worked via biweekly paychecks.

The number of students who may earn from the Federal Work Study program may vary from year to year depending on the available funding.

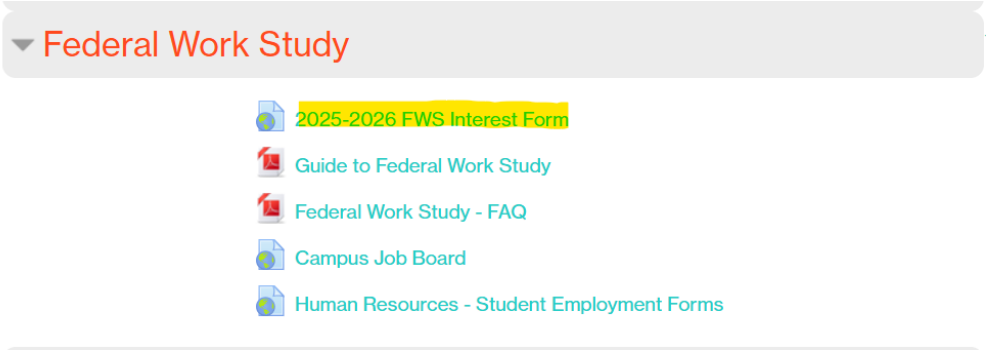
How can my department access Federal Work Study?

To access Federal Work Study a department must hire a FWS eligible student. FWS budgets are assigned to the individual student, not the departments. The student's eligibility must be confirmed before the student is hired for the term.

How do I know if a student has federal work study?

The best way to know if a student has federal work study is to have the student review their financial aid offer letter to confirm their eligibility.

Students who are interested in participating in the Federal Work Study Program must submit a FAFSA application and express their interest in the program by completing the Federal Work Study Interest form. This form may be found on the Financial Aid Course Page:



The Financial Aid Office will review students who are interested in the program for eligibility. Students eligible for Federal Work Study will see their allocation reflected on their financial aid offer letter.

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How is Federal Work Study paid from our budgets?

Federal Work Study does not cover 100% of a student's salary. Federal Work Study is made up of 75% federal funding and 25% institutional funding.

For example, if a student is earning $18.50/hr and works 10 hours per week during a pay period (2 weeks) they will earn $370. From these earnings, $277.50 will be paid from federal funding and $92.50 will be paid from the department's budget.

Once a FWS eligible student begins to earn from their allocation, departments will see the FWS/Federal share that makes up the student's salary reflected on their FWS budget lines.

Why am I seeing adjustments to my FWS budget line?

A department may see adjustments made to their FWS budget lines due to adjustments made for Sick Time, Overtime, late hours, or if a student has exceeded their budget.

If a student has submitted Sick time or earned Overtime it is initially processed as FWS and then needs to be manually removed from FWS. Federal Work Study funds may not pay for Sick or Overtime hours.

If a student has exceeded their FWS budget allocation, their earnings will be manually adjusted, and this may be reflected within one or two pay periods.

Why am I receiving a notice telling me that my student worker is reaching the maximum of their allocation if my budget doesn't reflect $2,000 earned for the term?

The FWS allocation is attached to the student worker, not to the department or the position. If the student has multiple FWS eligible jobs, then they are earning from their allocation for all hours reported across multiple positions.

Discussing a student's other job positions on campus is essential for scheduling, avoiding unexpected Overtime hours, and to better understand and plan for a student's potential Federal Work Study earnings for a term under your department budget.

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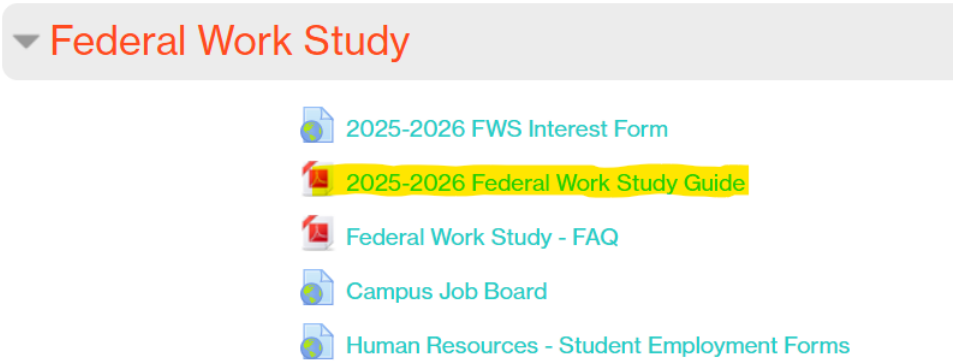
If I hired an FWS student, why am I not seeing their expected earnings populate on the FWS budget line?

Here are some of the reasons why your department may not be seeing the anticipated FWS earnings populate:

- The student was hired for a term they were enrolled in, and then the student withdrew. Students must be enrolled for the term to be FWS eligible.
- The student was eligible for FWS but was not hired for a position that can be paid via the FWS program. For example, positions that are paid outside of the pay rate structure located in the Federal Work Study Guide will not be paid via FWS funds. The Guide may be found on the Financial Aid Course Page:



- There was an error in the Student Employment Authorization process. If you think this is the case, contact FWS@artcenter.edu immediately.

Please contact Financial Aid via FWS@artcenter.edu if you have any additional questions!