Federal Work Study

Federal Work Study (FWS) is a federally subsidized program awarded to undergraduate students based on their financial needs. Students who are approved for participation will receive work-study awards as part of their financial aid package. Students are paid biweekly by check or direct deposit. The amount students earn cannot exceed the total FWS award.

This program allows students to work either on campus or with a non-profit organization/agency.

If it is determined that you have financial need, you may be awarded a financial aid package that includes FWS employment eligibility. However, because of limited funding, not all students will be awarded work-study monies.

Notification of a FWS award is required before applying for a work-study position.

Questions about your financial aid package or about FAFSA? Contact the IPFW associate director of financial aid in the Financial Aid office, Kettler Hall, Room 102A or 260-481-6820.

“Any fact facing us is not as important as our attitude toward it, for that determines our success or failure.”

– Norman Vincent Peale
Student Responsibilities

All FWS students are representatives of IPFW and should conduct themselves accordingly. Some students receiving work-study positions mistakenly think this means they will be paid for studying, or that a work-study job must allow them time to study. **THIS IS NOT THE CASE!**

Students are expected to show the same commitment and level of performance in a FWS campus- or community-based job as in any other job they have worked or will work. Below are some guidelines to review before you start your work-study job on campus or in the community:

- Take the job seriously! It is a real job, and you will use the skills and knowledge gained from this job in your future career.
- Perform all tasks in a professional manner.
- Be on time! If you are running late, call your supervisor.
- Discuss the dress code with your supervisor.
- Keep a daily, accurate account of the hours you work.
- Discuss the expectations of the job with your supervisor.
- Have a positive attitude!
- Ask questions if you are not sure what you have to do.
- Confidentiality is critical in some departments or offices; act accordingly.
- Take initiative and inquire about new projects to work on while you are there.
- Ask for feedback from your supervisor regarding the projects you are doing.
- Talk with your supervisor about any scheduling conflicts (spring break, finals, etc.)

Finding a job

There are two types of Work-Study Jobs: Campus and Community Service/Non-Profit

**Campus Work-Study Jobs**

Most departments at IPFW hire at least one work-study employee. These work-study positions range from office assistants to tutors to lab assistants. All of the campus job listings are available online at [https://ipfw-csm.symplicity.com/](https://ipfw-csm.symplicity.com/). The contact person will be listed on the job posting along with information on how to apply for each position.

JobZone directions for current students:

Go to the log-in at: [https://ipfw-csm.symplicity.com/](https://ipfw-csm.symplicity.com/)

1. Click on the “for students/alumni” link.
2. Use your Student ID for the username, and your birthdate (MM/DD/YYYY) for the password.
3. Complete your profile by fully filling in any blank boxes. Much of the information is already completed for you. **Be sure to click “submit” at the end of each page and upload your résumé and add it to résumé books.**

There will be numerous students looking for work-study jobs in the fall, so it’s a good idea for you to begin applications as soon as possible. We recommend that you apply for several positions in order to increase your chances of getting hired. Be sure to check the Web site regularly because new positions become available throughout the year.
Community Service/Non-Profit Work-Study Jobs

This option provides you with the opportunity to have a meaningful experience relevant to your interests, while supporting and enhancing the work of non-profit organizations. This federally sponsored program allows non-profit organizations to employ an IPFW student at a minimal charge if the organization meets federal eligibility qualifications.

This option is available during the academic year and provides the freedom for eligible students to design a service experience in collaboration with a partnering organization. All of the campus job listings are online at www.ipfw.edu/career.

Human Resources Information

1. Accept your financial aid award at my.ipfw.edu.
2. Review job postings at www.ipfw.edu/career on JobZone
3. Apply for a position that interests you.
4. Once hired, you will need to complete the W-1,G-4, and I-9 forms.
5. Take these forms along with your social security card and driver's licence to the IPFW Human Resources department.
6. Keep track of hours worked daily.

Human Resources Forms

To prepare for a work-study position, you must complete the forms and hand them in to the Human Resources department before your start date. Failure to do so will result in a delay to enter required information to process your paycheck.

9. Am I required to have a FWS award to obtain a position on campus?

NO! Some departments hire students under another status that is also commonly referred to as a student-worker. You may find non-FWS positions listed on JobZone.

10. Do I have to be a full-time student to participate in FWS?

NO! You must be registered at least half-time. This means undergraduates are registered a total of at least 6 credit hours each academic semester (fall/spring). For summer semesters, you must be registered for a total 6 credits during both sessions (Summer Session I, Summer Session II), with at least 3 of those credits being completed during Summer Session I.

Please note that graduate students have to be registered for 5 credits per semester.
5. Is the initial FWS award stated on my official financial aid award notification the maximum I can earn in a work-study job?
MAYBE NOT! If you still have unmet financial need after all of your awards have been applied, the Financial Aid office may give you permission to earn more in work-study funds. Your supervisor can request additional funding if your initial allocation is depleted.

6. If I miss the March 1 Financial Aid application deadline, am I out of luck?
NOT NECESSARILY! FWS is an award that may be granted upon late application, but it is best to submit the application as soon as possible.

7. If a FWS award does not appear on my first financial aid award notification from the IPFW Financial Aid office, am I out of luck?
NOT NECESSARILY! Go to the Financial Aid office at KT 102 and complete a request for review.

8. I received a sizeable salary in a non-FWS job last year. Will that prevent me from obtaining a FWS award this year?
NOT NECESSARILY! If you are no longer employed in that

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**Time Card Completion Instructions**

You must complete a time-card entry daily and turn it in to your supervisor every two weeks. **It must be signed by you and your immediate supervisor.** It is your supervisor’s responsibility to show you how to complete the time card, schedule your hours, and arrange time off. Make sure that each time card has the following information:

- Complete name
- Proper pay dates for two weeks
- Signature of student and supervisor
- Total number of hours worked per day

Please note that if the payroll office receives a time card after the due date, you may not receive your paycheck until the next scheduled pay period.
Payment Options
The following procedure has been implemented by the Payroll office as a payment policy for all work-study students:
1. FWS employees are paid every other Wednesday (check or direct deposit).
2. You may have your earnings directly deposited into your checking or savings account. When you complete your HR forms for employment, complete a direct deposit authorization form and attach a “voided” check.
3. If you have direct deposit, you will receive a check statement instead of your check from your employer.

Frequently Asked Questions
1. What are the benefits of participating in FWS?
With FWS, more opportunities are available to you. Many campus departments and non-profit organizations are able to hire additional staff because the federal government pays most of the salary for each student-worker. Work-study earnings do not affect your financial aid package for the following academic year, while earnings from other jobs do. Social Security is not withheld from your paycheck during any period in which you are registered for classes. This is true for any student’s hourly job, paid through IPFW payroll, whether or not it is FWS, campus-based, or off-campus. Within reason, FWS employers make an extra effort to be flexible with work hours due to class schedules. Also, FWS enables students to have fewer loans and less debt.

2. Do all FWS jobs pay minimum wage?
YES, but most pay more. Employers are required to pay at least minimum wage, but most pay $7 per hour to start.

3. Will FWS decrease my Pell Grant or other grants or scholarships?
NO! FWS is given only if you demonstrate more financial need after all “gift aid” has been applied. It will never decrease any of your grants or scholarships. Only loans and work-study aid are interchangeable.

4. Do FWS wages go directly to the Bursar’s office to cover tuition and books?
NO! You receive work-study payment (check or direct deposit) based on the pay rate and the number of hours you have worked in the pay period.