

Federal & State Work- Study

What is Work Study?

This program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses and reduce loan debt while work study subsidizes a portion of their wages.

Who is eligible for the Work Study Program?

Students that complete the Free Application for Federal Student Aid (FAFSA) and demonstrate “need” for financial aid are eligible for the Work Study Program (Federal or State). Financial need is defined as the difference between the cost of attendance (COA), other aid (AID), and the expected family contribution (EFC). If the EFC and AID added together is not enough to cover COA, the student is considered to have financial need.

How does Work Study benefit the Employer?

This program allows the employer to hire more people with the same amount of money. The department is required to pay a percentage (25%) of the hourly rate offered to the student, plus the employer’s taxes (FICA, WCI, UCI). The federal/state government pays the remaining percentage (75%).

Examples - Federal & State Work Study:

<u>Wage</u>	<u>75%</u>	<u>Dept. 25%</u>	<u>Fringe (8.25%)</u>	<u>Total Dept. Contribution</u>
\$7.25 per hr.	\$5.44	\$1.81	\$0.60	\$2.41
\$8.50 per hr.	\$6.38	\$2.13	\$0.70	\$2.83

What is the employment process of a Work Study?

- ❖ Follow the same procedures for hiring and working a work-study student employee as you would for hiring and working a non-work-study student employee.

*A student’s award may change at any time. Changes to their financial aid package may require adjustments to the amount of work-study funding they were originally awarded. It is the student’s responsibility to notify their employer of changes made. Students are sent notification any time changes are made to their financial aid package.

How much funding can be awarded and how many hours can a Work Study student employee work?

Students may receive up to \$3500 for the academic year depending on their demonstrated financial need and aid eligibility. A typical award is \$2000 - \$3000 per year. Most students average 10 - 20 hours per week. Students are permitted to work additional hours when classes are not in session, if the department has sufficient funds to cover additional hours as a Student Assistant, Student Coordinator or Student Technician. **Work Study Students may not work more than 20 hours per week.**

Work Study Students Volunteering

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student under FWS must be paid for all hours worked.

PLEASE NOTE:

Students are not allowed to submit hours for time worked during scheduled classes, even if the class receives a walk.

How do I document time for a student?

TimeTraq should be used to record time for all student employees.

- ❖ Student employees may NOT estimate time per federal regulations. Hours may only be submitted AFTER the work is performed. Once the hours are worked they may be submitted in TimeTraq for the next payroll period. (i.e. Beginning of the new fiscal year, Thanksgiving holiday, the winter break, and spring break.)
 - ❖ **Make sure that the actual number of hours worked per day are recorded accurately in TimeTraq.**
-

- ❖ Before submitting a timesheet in TimeTraq, check the time conversions carefully. (Round to the nearest quarter.)
- ❖ Make sure the students' supervisor or his/her delegate has approved the time sheet in TimeTraq.

Where do my work-study students' paychecks go?

Texas A&M University at Galveston is a direct deposit campus. All student employees should already be on direct deposit. If they are not, they should log into Single Sign On - HRConnect and go into the "My Payroll" tab to enter their financial institution information prior to the next payroll processing date.

How does my department go about paying its share of the work-study?

The departments' account is debited for its share of the student's wages. After TimeTraq has been submitted, voucher details will be issued. These vouchers will itemize each work-study student paid from the departmental account. The remaining portion of the student's wages will be debited from either the federal or state work-study account.

What happens if a student does exceed his or her allocation, or there's a change in the award and the student gets paid anyway?

The amount exceeded will be charged back to the department. The Payroll Office will initiate all fund switches and will notify the departments.

What happens to a student's allocation if it is not used?

At the end of the spring term, all unused monies are put back into the general allocation. Funds will not be rolled over to the next academic term.

My student submitted his/her time sheets in TimeTraq after the yearly deadline to use work-study funds. Will he/she get paid?

All hours worked past the last date of the academic year must be paid from departmental funds. The last day is in mid-May for the fall/spring term and mid August for the summer term. Contact the Student Financial Aid Office to find out the last date that hours worked can be submitted for the academic year.

