

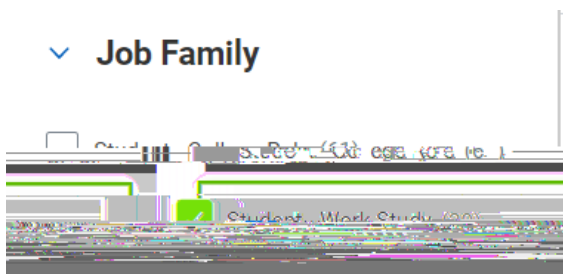
## Federal Work Study Student Guide

### What is Federal Work Study?

Federal Work Study allows students to earn a paycheck through a financial aid award paid by federal funds. Since it is federal money, students must receive the award from Financial Aid each academic year (Fall through Spring), and they must be paid hourly (for actual hours worked). Students can spend their earned wages on \_\_\_\_\_ and can only earn up to their award amount (earnings are not applied to tuition).

### How Do I Get Hired?

1. Check Your Award Amount on your Financial Aid Package
2. Log into [WorkDay](#) and apply for positions
  - Use your TRACKS login, **must be on the campus network** to view and apply to positions
  - In the search box at the top of the page enter "Find Student Jobs" then click the Student Jobs Report
  - Apply to positions marked 'FWS only' or filter for jobs under 'Job Family'



### 3. Complete Onboarding Steps

: You will complete an I9 and W4 in [Workday](#) and go to the HR office on campus to show your original IDs, be sure to bring **at least one ORIGINAL** of one of the following from home: Passport **OR** Social Security Card **OR** Birth Certificate

: Update your Check Address or Direct Deposit in [Workday](#)

Start Date Will Be Confirmed by Human Resources

If you have questions about the WorkDay system or your application status, contact [hr@fit.edu](mailto:hr@fit.edu)



## FWS Eligibility

You must have completed a FAFSA to receive the award from Financial Aid. Contact [finaid@fit.edu](mailto:finaid@fit.edu) if you have questions about your award amount or any changes to your award.

## FWS Regulations

**You MAY NOT earn more than your award**, it is your responsibility to track your earnings (totals are given on each pay stub). **You must stop working when your award ends.**

**You MUST**

## Tracking Your Award

You may only earn up to the award amount given by Financial Aid. Since this is federal money, you or your department will be subject to **paying back any overage** earned if you exceed your award amount.