

Frequently Asked Questions about Federal Work Study

What is the Federal Work Study Program?

The Federal Work Study Program is a need based employment program subsidized by the federal government that allows students to earn a portion of their educational expenses through a meaningful student employment program.

How much will I be paid?

The current minimum wage rate of \$8.00 per hour.

How and when will I get paid?

Students are required to submit an electronic timesheet to their supervisor at the end of each month. Timesheets must be submitted on Banner Self Service on the last working day of the month. Your monthly earnings will then be applied to your student account or directed deposited, based on student choice.

Where can I learn how to complete my timesheet?

Instructions on how to complete your timesheet can be in the office of Human Recourses.

How much can I earn?

Students can only earn the amount they accepted on their Financial Aid Notification. For example, if the Federal Work Study award was \$3000, students can only earn \$1500 for the fall semester and \$1500 for the spring semester.

How many hours will I need to work to earn the amount I have been awarded?

Students will work an average of 12.5 hours per week to earn the full award of \$3000.

How many hours can I work each week?

Students can **only work a maximum of 8 hours per day and cannot work during scheduled class time.** Students may work up to 40 hours per week during fall and spring breaks if they are behind on their hours and their supervisor approves the adjusted schedule.

How do I know where I will be working?

Students will be notified through their Lindsey Wilson email account in August, before classes begin. The email will include their job placement, number of hours per week, total work study amount, the name of their supervisor, and supervisor's contact information. Students can also access this information in their myLWC account.

Can I work in more than one Work Study position at the same time?

No.

Will my Federal Work Study earnings be taxed?

Yes, federal, state and local taxes will be withheld each pay period based on the withholding allowance you submit on the W-4.

How do I complete my tax forms?

If students are unsure of how to complete the W-4 form, they will need to consult with their parents or tax preparer.

When will I complete the paperwork to be paid?

Students will need to complete their paperwork prior to the first day of classes.

Will I receive tax documents (Form W-2) at the end of the year?

Yes. W-2's will be available electronically through Banner Self Service if students sign up to receive an electronic W-2. If they did not choose to receive it electronically, Human Resources will mail the W-2.

What is the last date a student can work?

The last day a student can work is the last day of finals week each semester.

Am I automatically assigned to the Federal Work Study program every year?

No, students are re-evaluated every year based on FAFSA information and prior year performance.

Who do I contact if I have additional questions about the Federal Work Study Program?

You can contact the Financial Aid Office, Monday – Friday 7:30 a.m. – 4:30 p.m. or refer to the Federal Work Study Handbook at <https://www.lindsey.edu/admissions/cost-and-financial-aid/img/work-study-handbook.pdf>

Who do I contact if I have additional questions about tax forms, W-2's, or timesheets?

You can contact the Office of Human Resources, Monday-Friday 7:30 a.m.-4:30 p.m.