

## 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 \$7.25 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, using your electronic LWC PIN. Your monthly earnings will then be applied to your student account.

### **Where can I learn how to complete my timesheet?**

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

### **How do I find my PIN if I forget it?**

Log into your Blue Raider Portal account, click on Profile, click on Banner Self Service PIN.

### **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 \$2500, students can only earn \$1250 for the fall semester and \$1250 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 11.5 hours per week to earn the full award of \$2500.

### **How many hours can I work each week?**

Students can **only work a maximum of 8 hours per day and 20 hours per week while school** is in session. 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 of their job placement during Move-In Weekend Activities. They will receive their supervisor's contact information at this time. Students can also access this information under the profile tab of their Blue Raider Portal.

### **Can I work in more than one Student Employment 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 and K-4 forms.

**How do I complete my tax forms?**

If students are unsure of how to complete the W-4 and K-4 forms, they will need to consult with your 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 Blue Raider Portal 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 Office of Student Financial Services, Monday – Friday 7:30 a.m. – 4:30 p.m. or refer to the Student Employment Handbook at <http://www.lindsey.edu/media/695644/1415%20work%20study%20handbook.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.