

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 wage rate is \$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 biweekly pay period. Timesheets must be submitted through Banner Self-Service on the last working day of each pay period. Your earnings will be applied to your student account or direct deposited to your checking account, based on your choice as indicated on the work study check disbursement form.

Where can I learn how to complete my timesheet?

Instructions on how to complete your timesheet will be emailed to your Lindsey Wilson email account by the work study coordinator. Your supervisor and work study coordinator can also provide additional guidance.

How much can I earn?

Students can earn the amount they accept on their Financial Aid Notification. For example, if the Federal Work Study offer was \$3,000, you can earn \$1,500 for the fall semester and \$1,500 for the spring semester.

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

Based on the number of weeks in each semester, students will work an average of 12.5 hours per week to earn the full amount of \$3,000. If you have an offer for less than \$3,000, your hours will be less.

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**. Most students work 12 to 15 hours per week. Students may work up to 40 hours per week during fall and spring breaks if they are behind on their hours or qualify for additional hours and their supervisor approves the adjusted schedule with the work study coordinator.

How do I know where I will be working?

When you complete your on-line application form, you can indicate your interest in positions on campus. Students will be notified of available positions through their Lindsey Wilson email account, social media, and flyers at orientation days for the Fall Job Fair. You will attend the job fair to meet supervisors and interview for positions. If you do not attend the job fair, you will have to contact supervisors and set up an interview for the remaining positions. **It is vital for you to attend the fair to secure your position**. You can also complete paperwork for Human Resources on this day by providing your driver's license, social security card or official birth certificate, and W-4, K-4, I-9 forms.

Can I work more than one work study position at the same time?

Yes, it is possible with permission from the work study coordinator and supervisors.

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 you are unsure of how to complete the W-4 form, you can consult with your parents or a tax preparer.

When will I complete the paperwork so I can get paid?

You can complete the paperwork at orientation days, the Fall Job Fair, or by stopping by Human Resources in the basement of the Administration Building. **This must be completed before you begin work.**

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

Yes, W-2s will be available electronically through Banner Self-Service if you sign up to receive an electronic W-2. If you do 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. Work during breaks must be pre-arranged with your supervisor and the work study coordinator.

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

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

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

You can stop by the Financial Aid Office Monday-Friday 7:30 AM – 4:30 PM, contact at 270-384-8022 or email financialaid@lindsey.edu.