

Federal College Work-study Award Information 2017-2018



Your work-study award represents the amount of money you are eligible to earn through a work-study job. Work-study is different from other types of financial aid because you do not receive work-study monies until you find a job and begin working.

Work-study jobs vary in degree of difficulty and wage rate. There are numerous on-campus positions available through the work-study program. There are also several off-campus community service employers who hire work-study students.

A work-study award **is not a guarantee of a job nor a guarantee that you will earn all of your award amount.** An award simply authorizes you to participate in the program and sets a limit to the amount you can earn.

To participate in the work-study program, here is what you need to do:

1) Apply for a Job

Work-study job openings are posted on Jacket Jobs, UW-Superior's web-based recruitment system: www.uwsuper.edu/career/jacketjobs/. User instructions are available on the website. You may apply for any work-study job(s) in which you are interested; application instructions are detailed in the individual job postings.

2) Print Your Authorization Card

Your Federal College Work-Study authorization card documents the amount of work-study you were awarded for the 2017-2018 academic year **and should be carried with you to job interviews.** To print your work-study authorization card:

- Log into your UW-Superior My E-Hive portal. If you have any questions on logging into or using My E-Hive, please contact the UW-Superior Help Desk at 715-394-8300.
- Rather than going to your 'Student Center', click on 'PRINT Workstudy Card' (under Utilities). Please note: you need to accept your work-study award before you attempt to print your authorization card.
- Click on 'View Workstudy Card,' for 2018 and print your card.

3) Complete Payroll Paperwork When You Are Hired

If you are hired, your hiring department will complete an employment contract with you. Please give your supervisor a copy of your work-study card to attach to the contract.

You **must** also complete paperwork for student payroll **BEFORE** you begin working. I-9, W-4, direct deposit, and other payroll forms are available at the Financial Aid Office and at our website: www.uwsuper.edu/finaid, under "Student Employment". When you turn in your forms, you must present valid identification documents as described on the I-9, so that we can complete the employer's section of that form. Typically, a student will present a driver's license and social security card or birth certificate, but in lieu of these a US passport is acceptable. A criminal background check must also be done for new student employees. The Student Employment Office will notify your supervisor when you can begin working.



You will be paid through the University's biweekly payroll system according to the pay rate and number of hours you work. **Your work-study earnings are not applied toward your bill at the University;** they go directly to you.

Work-study FAQ

Q: Can I have more than one job?

A: Yes, you may work multiple work-study jobs, or a combination of work-study and student assist jobs.



Q: What happens when I've earned all of my work-study award?

A: When you have earned your entire award, your work-study position ends. Some departments choose to have students continue as student assist employees once their work-study award is gone. This is at the discretion of the department.

Q: Do I have to claim work-study earnings on my income taxes?

A: Yes, work-study earnings are considered taxable income. Taxes will be withheld according to the specifications on your W-4 form and a W-2 will be mailed to you in January. However, your work-study earnings will not be counted as a resource when calculating your financial aid for the next school year.

Q: What happens if I don't find a work-study job?

A: If you are not able to find a job you will not earn your current work-study award. It will not affect your eligibility to receive a work-study award in the future. You may opt to decline your work-study award and pursue additional or better loan funding, if eligible.

Q: Can the amount of my work-study award change?

A: Yes, your work-study award may be decreased during the academic year if unanticipated resources (e.g., scholarships) affect your aid package. You will need to notify your supervisor(s) if your work-study award is changed.

Q: If I don't earn my fall semester award during the fall, can I earn it in the spring?

A: Yes, provided that you are enrolled at least half-time. Likewise, if you earn your entire fall semester award in the fall, you may begin earning your spring semester award as long as you are registered at least half-time for spring.

Q: I'm a distance learning student and I don't live in the area. What should I do?

A: Our work-study jobs are located either on campus or in the Duluth/Superior community. If you do not live in the area and are not willing to commute, please decline your work-study award.

Q: How many hours can I work?

A: Student employees must work an average of less than 30 hours per week, excluding work-study hours to comply with the Affordable Care Act (ACA).