

# Federal Work Study Program

Office of Scholarships & Financial Aid

Warwick Center 140

Orientation: 2015-2016

# Topics

- What is Federal Work Study (FWS)?
- Payment Process
- Payroll Forms
- FWS Restrictions
- Important Dates
- Employment Search
- Responsibilities
- Timesheets

# Federal Work-Study (FWS)

- FWS program provides part-time jobs for undergraduate and graduate students enrolled at least half-time.
- Students must have financial need. Financial need is determined by the results of the FAFSA.
- Unlike loans, grants or scholarships, the funds are not applied to students' accounts.

# Payment Process

- Students receive a paycheck on the 15th of each month for the hours worked the previous month.
- If the 15th falls on a holiday or weekend, payday is the Friday before.



- Your first paycheck at UNCW is **always** a paper check. You will pick it up in the Cashier's Office in the Warwick Center on payday.
- Bring a picture ID with you.

# Payroll Forms Needed

- Direct Deposit - complete the Direct Deposit Form and attach a voided check from your account. *If you do not have a voided check, you can provide documentation from your bank verifying the correct routing number and account.*
- State tax withholding [NC-4 Form](#)
- Federal tax withholding [W-4 form](#) -entered online through Seanet.

# Restrictions

- Work study is not an opportunity to study at work.
- Employment period is from August 19, 2015 – May 06, 2016. Money not earned by May 6th is forfeited.
- Pay-rates are established by the department. Minimum wage is \$7.25/hr.
- You may not work on holidays.
- You may not have two FWS position at once.



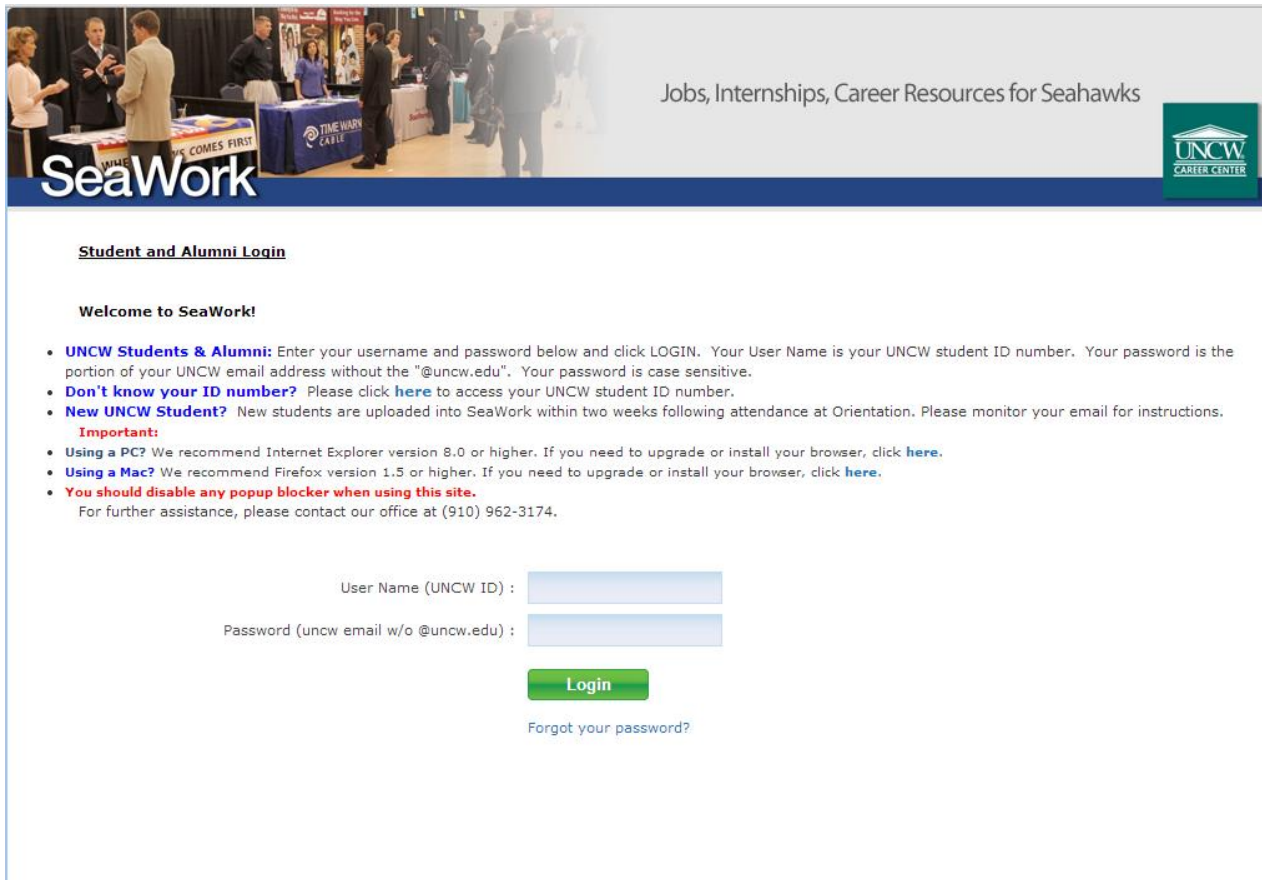
# Important Deadlines

To avoid having your FWS award cancelled:

- Find a job by 9/30. Ensure that your department returns the **Award Confirmation Form** by 9/30.

# Employment Opportunities

Access SeaWork on the Career Center's website.



Jobs, Internships, Career Resources for Seahawks

**SeaWork**

**UNCW CAREER CENTER**

**Student and Alumni Login**

**Welcome to SeaWork!**

- **UNCW Students & Alumni:** Enter your username and password below and click LOGIN. Your User Name is your UNCW student ID number. Your password is the portion of your UNCW email address without the "@uncw.edu". Your password is case sensitive.
- **Don't know your ID number?** Please click [here](#) to access your UNCW student ID number.
- **New UNCW Student?** New students are uploaded into SeaWork within two weeks following attendance at Orientation. Please monitor your email for instructions.

**Important:**

- **Using a PC?** We recommend Internet Explorer version 8.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **Using a Mac?** We recommend Firefox version 1.5 or higher. If you need to upgrade or install your browser, click [here](#).
- **You should disable any popup blocker when using this site.**

For further assistance, please contact our office at (910) 962-3174.

User Name (UNCW ID) :

Password (uncw email w/o @uncw.edu) :

**Login**

[Forgot your password?](#)



# Responsibilities

- Submit your timesheet/web timesheet on time.
- Keep track of your hours worked.
- Do not exceed the FWS award amount for the year.
- Respond to emails from our office in a timely manner.

# Timesheets

- Your time sheets must be neat with all hours of work rounded to the nearest quarter hour.
- If you work one hour and 10 minutes, your time sheet should read 1.25.
- Your hours should all end in .00, .25, .50, or .75.

# Calculation

- To calculate how far your FWS award will go, divide the total award amount by the number of work weeks anticipated. Divide that result by the hourly rate.
- Example:  
$$\text{\$2500 award} \div 30 \text{ work weeks} = 83.33$$
$$83.33 \div \text{\$8.75/hr} = 9.5 \text{ hrs/wk (approx.)}$$

# Resources

## **Office of Scholarships & Financial Aid**

Room 140E Warwick Center

[workstudy@uncw.edu](mailto:workstudy@uncw.edu)

(910) 962-3177

**George Goudarzi**

FWS Coordinator

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## **Payroll Department**

Hoggard Hall, Suite 16

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## **Career Center**

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