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.

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.
- **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:

  $2500 \text{ award } \div 30 \text{ work weeks } = 83.33$
  
  $83.33 \div $8.75/hr = 9.5 \text{ hrs/wk (approx.).}$
## Resources

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<tr>
<th>Office of Scholarships &amp; Financial Aid</th>
<th>Payroll Department</th>
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<tbody>
<tr>
<td>Room 140E Warwick Center</td>
<td>Hoggard Hall, Suite 16</td>
</tr>
<tr>
<td><a href="mailto:workstudy@uncw.edu">workstudy@uncw.edu</a></td>
<td>Phone: 910-962-3163</td>
</tr>
<tr>
<td>(910) 962-3177</td>
<td>Fax: 910-962-7126</td>
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<tr>
<td>George Goudarzi</td>
<td><a href="mailto:payroll@uncw.edu">payroll@uncw.edu</a></td>
</tr>
<tr>
<td>FWS Coordinator</td>
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<td><a href="mailto:goudarzig@uncw.edu">goudarzig@uncw.edu</a></td>
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<tbody>
<tr>
<td>Fisher University Union 2035</td>
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<tr>
<td>Ph: 910-962-3174</td>
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<tr>
<td>F: 910-962-4257</td>
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<td><a href="mailto:careercenter@uncw.edu">careercenter@uncw.edu</a></td>
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