

Work Study Program

2018-2019 Information Session

Office of Scholarships & Financial Aid

Workstudy@uncw.edu

(910) 962-3177

Topics

- What is Federal Work Study (FWS)?
- Payment Process
- Forms
- Key Items
- Important Dates
- Job Search
- Responsibilities
- Resources

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.

Forms

- 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.
- Contact the Payroll Office with questions.
- 19 – Human Resources Office

Key Items

- Work study is NOT an opportunity to study at work.
- Pay-rates are established by the department. Federal minimum wage is \$7.25/hr. FWS minimum is \$8/hr.
- Money not earned by May 31st is forfeited.
- You may not work on holidays but may work during breaks.
- You may not have two FWS position's at once.



Important Dates

- *8/22/18* - Campus Job Fair, Warwick Center
- *9/30/18* - Awards may be cancelled if not employed by this date
- *10/1/18* - Complete 2019-2020 FAFSA
- *5/31/19* – Last day to work, unless otherwise notified

Job Search

Career Center

[ABOUT US](#)

[FOR STUDENTS/ALUMNI](#)

[FOR EMPLOYERS](#)

[FOR FACULTY/STAFF](#)

[FOR FAMILIES](#)

Contact Information:

601 S College Rd
Wilmington, NC 28403-5924
Fisher University Union 2035
Ph: 910-962-3174
F: 910-962-4257
careercenter@uncw.edu

Summer Office Hours:

Mon-Thurs: 7:30am - 5:00pm
Fri: 7:30am - 11:30am



UNCW Transitioning from SeaWork to Handshake

Handshake, UNCW's new online career portal, replaced SeaWork during Summer 2018. Handshake is a combination of some of the best tools on the web today, taken from services like Instagram, Facebook, Twitter, and LinkedIn. Handshake will allow us to better target career information, internships, employment opportunities, and career-related events to students based on major, degree type, and interests.

See below for more information to help students, alumni and employers prepare for this new and improved career management portal.



HANDSHAKE HEADQUARTERS

- ❖ [Handshake Login](#)
- ❖ [For Students/Alumni](#)
- ❖ [For Employers](#)
- ❖ [For UNCW Staff](#)
- ❖ [Help](#)

WHO'S USING HANDSHAKE?

8,000,000+

Students & Alumni

Access Handshake on the Career Center's website.

Responsibilities

- Keep track of your hours worked.
- Submit your timesheet on time. *Contact the Payroll Office with questions about completing your timesheet.*
- Do not exceed the FWS award amount for the year.
- Respond to emails from our office in a timely manner.

Resources

Office of Scholarships & Financial Aid

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Questions?

Thank you!