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.

• I9 – 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

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
Warwick Center, Room 140
(910) 962-3177
workstudy@uncw.edu
Lisa Pipkin
FWS Coordinator

Payroll Department
Hoggard Hall, Suite 16
Phone: 910-962-3163
Fax: 910-962-7126
payroll@uncw.edu

Career Center
Fisher University Union 2035
Ph: 910-962-3174
F: 910-962-4257
careercenter@uncw.edu
Questions?

Thank you!