

# University of Pittsburgh

## Federal Work Study Q and A

Congratulations on your decision to participate in the University of Pittsburgh's Federal Work Study Program! The Federal Work Study (FWS) Program has been assisting students with their educational costs since 1964. Its purpose is not only to provide you with financial assistance through part-time employment, but also to give you the chance to build your resume, meet other students and University staff, and enhance your educational experiences.

What is Federal Work Study?

- The Federal Work Study Program is a federal financial aid program that enables a student to work part-time while attending school.
- The federal government pays for a portion of your earnings and the department in which you work pays for the remaining portion.

How much money can I earn?

- Your authorized work study award is shown on your financial aid award notification. You cannot earn over this amount and you will need to keep track of your earnings with your supervisor.
- Supervisors determine the pay rates for the jobs that they post and the rates are published with the job descriptions at <https://www.pittsource.com/>.

Where/how do I look for a position?

- All Federal Work Study positions are listed at <https://www.pittsource.com/>. Create an account and then apply for any available position.
- Both Federal Work Study and non-Federal Work Study opportunities are available. Use the search engine to filter either FWS or non-FWS positions.

What types of positions are available?

- There are various positions available for FWS. Some positions are clerical in nature, such as filing, answering phones, or running errands. Others require previous experience, such as a research position or a computer assistant position.
- There are also FWS off-campus opportunities, at places such as the Carriage House Children's Center, Carnegie Library and Museum of Natural History, Children's Hospital, Hillel Foundation and Pittsburgh Filmmakers.

What other forms should I complete in order to participate in work study?

- You will receive a series of emails about what is needed from you in order to complete the FWS hiring process, known as the onboarding process.
- Email from the Student Employment Office to begin the onboarding process.
- Email from Equifax (the Pitt employment servicer) to complete the I-9 Form.
- Email from Student Employment stating that you are now able to start working, once the onboarding process is complete.

When can I start work and when do I have to stop working?

- After you apply to a job through PittSource and have been selected by your new employer, you may begin working after you finish the onboarding process and receive the Onboarding Process Complete email from Student Employment.
- Students returning to a FWS position from the previous spring should contact their department to resume working no earlier than August 28, 2017.
- The last day a student is eligible to work is the last day of the term. For fall term the last day to work is December 16, 2017. For the spring term, the last day is April 28, 2018.

What if I decide not to participate this year?

- If you decide not to participate this year, it won't hurt your chances of receiving FWS in the future.
- As long as you meet the established financial aid deadlines and are eligible according to the federal financial aid guidelines, you will continue to be reviewed for Federal Work Study, as well as other financial aid.
- However, if you decide not to participate, your work study award will not be replaced with other financial aid.

How many hours of work per week are required?

- On average, work study students complete about 10-15 hours per week.
- It is university policy that students cannot work more than 20 hours per week during in-school terms.

How do I turn in timecards?

- All student time cards are electronically submitted by the student and approved by the supervisor from within the PRISM TRKS system.
- A step by step process to help students with PRISM TRKS is located at [http://www.hr.pitt.edu/sites/default/files/uploads/student\\_benefits/Students\\_Guide.pdf](http://www.hr.pitt.edu/sites/default/files/uploads/student_benefits/Students_Guide.pdf)

Is the money I earn subtracted from my University of Pittsburgh student account?

- No, you will receive your pay check every two weeks for the hours that you worked.
- The pay schedule for the University of Pittsburgh is at <http://payroll.pitt.edu/wp-content/uploads/2017BWPaySchedule.pdf>.
- Direct deposit is now a university requirement for Federal Work Study participation. This will enable you to receive your pay electronically and your paystub will be accessible online through the my.pitt.edu portal.

**Please contact our office if you have other questions:**  
**Office of Admissions and Financial Aid**  
**Federal Work Study Program**  
**4227 Fifth Avenue, Alumni Hall**  
**Pittsburgh, PA 15260-6601**  
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