Congratulations on your decision to participate in the University of Pittsburgh’s Federal Work Study Program! The Federal Work Study 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 that you work for 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 more than 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 on [pittsource.com](http://pittsource.com).

**Where/How do I look for a position?**
All Federal Work Study positions are listed at [pittsource.com](http://pittsource.com). You can set up an account and apply for any job you want. Pittsource.com houses both FWS and non-FWS positions, but you can search for FWS-only jobs.

**What other forms may I have to 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. The first email will be from the Student Employment Office, the second email will be from Equifax (our employment servicer), and the third email will be from Student Employment stating that you are now able to start working.

**What if I decide not to participate this year? Can the work study award dollars be replaced with other financial aid? Will it prevent me from receiving work study in future years?**
If you decide not to participate this year, it won’t hurt your chances of receiving Federal Work Study in future years. 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 a week do I have to work?**
On average, work study students work about 10-15 hours per week. It’s institutional 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).

**What types of positions are available?**
Some positions are clerical in nature, such as filing, answering phones, or running errands. Others such as research assistant or computer assistant positions may require some previous experience. We have off-campus sites as well that include Carriage House Children’s Center, Carnegie Library and Museum of Natural History, Children’s Hospital, Hillel Foundation, and Pittsburgh Filmmakers. You apply to the jobs that interest you.

**When can I start to work and when do I have to stop working?**
You are not able to begin working until you 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 29.

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 17, for Spring term it is April 29.

**Is the money I earn subtracted from my University of Pittsburgh tuition bill?**
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 [https://www.cfo.pitt.edu/payroll/documents/2016BiweeklyPaySchedule.pdf](https://www.cfo.pitt.edu/payroll/documents/2016BiweeklyPaySchedule.pdf). Direct deposit is now a 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
412-624-4119
wrkstdy@pitt.edu