

Federal Work Study (FWS) Students at NYU

What is Federal Work Study (aka College Work Study or Code 118)?

FWS is a federal program that grants funds to NYU to enhance part-time work opportunities for undergraduate and masters level students.



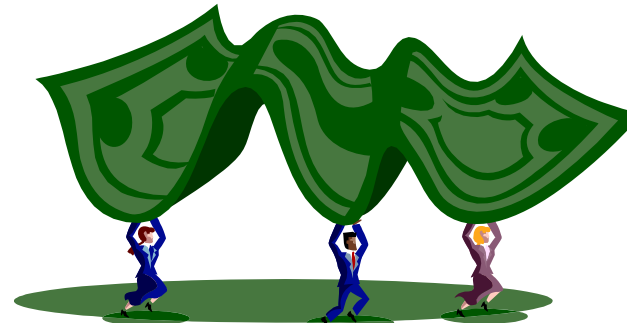
The funding allows NYU to assist students in financing the costs of postsecondary education through part time employment.



How does it work?

NYU receives a federal grant funding student work, which the central university reallocates among the schools, divisions and students.

Overall at Steinhardt we are awarded about \$200,000 of FWS monies.



A standard formula established by Congress is used to evaluate the financial information reported on the Free Application for Federal Student Aid (FAFSA) and to determine the expected family contribution.

The Office of Financial Aid makes an FWS award determination for students based upon financial need.

FWS Monies are GRANT Funds

- Thus they only can be used in the year awarded so use it or lose it.
- FWS year effectively runs 3rd week of August – 3rd week of June.



What's in It for My Department?

- Show me the money!
- Using FWS results in a budget savings (\$10 = Feds \$7.50 + Steinhardt \$2.50)
- Budget summary report shows 25% of total cost
- FWS monies/saving ends
 - When the department runs out of FWS \$
 - After June 30th
 - If the student's FWS balance is zero

What's in it for the Student

- Some units' budgetary restrictions mean they need to hire only FWS eligible students.
- FWS is part of a student's overall financial aid package; therefore choosing a job that is not FWS may negatively impact the student's overall financial aid package



Student Options Once FWS \$ Is Spent

- FWS employment ends when student runs out of FWS \$ (balances equal to FWS eligible total student earnings can be seen on myTime)
- Request an increase in FWS from financial aid
- See if department can afford to hire as a non-FWS student hourly employee (119)

What's in it for the School?

- The Steinhardt share of the University's FWS grant funding depends in large part on our ability to successfully spend these monies.
- We would like to maximize the amount we receive and pass the savings on to you.
- Therefore, we need to know what barriers exist that prevent you, your faculty and researchers from hiring FWS eligible students.

Questions we have so far...

- Can WS funds be increased?
- Can a student have more than one WS job?
- What is the average allotment per student?
- How does America Reads affect FWS?
- What is school vs student allotment?
- When will departments have their 118 allotments?
- What is the pay schedule, how long until the first paycheck arrives?
- How do you know who is work study eligible?
- Can you advertise a job that is only for FWS?

How to...



How to – Describe a Job Opening and Post it

- How much work do you have for a student?
- How long do you think it would take the student to complete the work you have?
- Combine tasks to create the workload and determine how many hours per week you can use this student
- In the job description, list the skills needed and a *brief* description of your job; you can go over more details when you interview potential candidates.

Can FWS \$ be increased?

- Department – notified of budget in August
 - Calculate amount needed per student (mere 25% of salary).
 - Increase need? What can be decreased elsewhere in budget?
 - Or, make *strong* case to Admin & Finance
 - The earlier in year, the better
- Student – Awarded in annual financial aid
 - Files increase request with Financial Aid.
 - Reevaluated based upon
 - Student's overall financial situation
 - NYU FWS monies still available
- School vs Student allotment –
 - Macro level = interrelated; micro level = operates independently

NYU restricts the amount of hours per week a student can work

20 Hours/week during the academic year
regardless of the funding source

Course Planner

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	Commute	JAPN 100 LEC AQ 5050	Commute	JAPN 100 LEC AQ 5050	Commute
9:20		↓		↓	
9:30	ARCH 100 LEC ASSC10081		ARCH 100 LEC ASSC10081		Work
10:20		↓	↓		↓
10:30	Study Block	Study Block		Study Block	
11:20		↓		↓	
11:30	Lunch/Review		Lunch/Review		
12:20		↓		↓	
12:30	Swim Practice	Lunch/Review	Work	Lunch/Review	
13:20		↓	↓		↓
13:30	Commute	KIN 205 LEC AQ3005		KIN 205 LEC AQ3005	
14:20		↓		↓	
14:30		Study Block			Commute
15:20		↓		↓	
15:30	Study/HW	KIN 205 TUT AQ5015	Commute	Commute	
16:20		↓			
16:30	↓	Commute			Study/HW
17:20					↓
17:30				Work	
18:20				↓	
18:30			Study/HW		↓
19:20			↓		
19:30		Soccer			
20:20		↓			
20:30					
21:20					
21:30					
22:20					

Final Exam	JAPN 100	DEC 10th	7:00-10:00pm
Final Exam	KIN 205	DEC 12th	12:30-3:30pm
Final Exam	ARCH 100	N/A	N/A

NYU restricts the amount of hours per week a student can work

- 20 hours/week limit
- Hours can be divided between more than one job
- **America Reads** always pays on code 118
 - Becomes primary FWS appointment = 1st dibs on these funds

- Be mindful of exam schedules, winter break, spring break, etc. to ensure you and your department have the coverage you need.



Use the Wasserman Center for Career Development web site's link to its form to you post your job listing on NYU CareerNet

– Check off the FWS only option

http://www.nyu.edu/careerdevelopment/employers/emp_list_your.php

How to – Decide on the right Rate of Pay per Hour

All jobs are required to pay at least the established federal minimum wage, though some will pay more. The actual pay rate will vary with the type of job (clerical versus technical, etc.).



How to – Gather and Submit the Paperwork for Hiring

Forms forms forms...

- Wasserman's On-Campus Student Application Form (<http://www.nyu.edu/careerdevelopment/forms.php>)
- Steinhardt Forms (<http://steinhardt.nyu.edu/adminfinance/forms>)
 - Personal Data Form
 - Original Notice of Pay Rate and Payday
 - External Funding Form (if paid from a grant)
- Memo with hiring information

Is the Applicant FWS Eligible?

- The student brings to the interview the **On Campus Student Employee Application Form**. It indicates:
 - FWS eligibility
 - Award amount
- **Award amount**
 - Need based
 - Base award \$3,000/yr.
 - \$ increased/decreased depending on income level

Memo with Hiring Info:

- Start date
- Rate \$/hour
- Hours per week
- Chartfield account number to be charged
- Designated myTime approver

Student's first bi-weekly paycheck – 1-2 weeks depending on:

- Timing of appointment w/n pay cycle
- Submission of myTime by student

Questions?



Thank you!

