

## **Federal Work Study (FWS) FAQs**

### **What is the supervisor's role? What is the administrative assistant's role?**

- The Supervisor is defined as both the individual listed on the Job Posting webpage and the supervisor in Workday. The Supervisor may delegate tasks to their administrative assistant, but all communication regarding work study will be sent to the supervisor only.

### **When can we begin hiring for the Fall term?**

- Hiring follows the FAFSA award year of July 1- June 30 every year. On July 1, you can start hiring after FWS funds for the new FAFSA year are posted to the student's account. An announcement or notification will be placed on the Federal Work Study webpage. A Supervisor can begin the hiring process as soon as they receive the new eligibility list from the Financial Aid Office.

### **How do students get on the list?**

- Students must complete their FAFSA and may indicate that they are interested in Work Study. This program is need-based and awarded on a first come, first serve basis; the sooner students complete their FAFSA, the sooner they may appear on the list.

### **Do I have to use the FWS list to hire?**

- Yes, all hires must be from a current eligibility list. This list is sent from the Financial Aid office.

### **How often will I get the FWS list?**

- The FWS eligibility list is generated every 30 days and generally sent out the first week of the month.

### **How many Work Study students can I have?**

- As many as you can manage.

### **How can I hire a Work Study student in a specific program of study?**

- The eligibility list distributed to supervisors will include the campus each student primarily attends, their program of study and GPA. Supervisors may filter the list to determine who they would like to market their open FWS position(s) to. We suggest you market your position to a specific program of study and specify it on the job posting.

### **Can I hire a FWS as a tutor?**

- Yes, you may hire a FWS student to be a tutor.

### **At what point can supervisors tell students they are hired?**

- Once the background check has been successfully completed, supervisors may tell students they are hired. HR notifies the Supervisor - just like they do with part-time employees - when the student clears the background check and is ready to be hired.

### **Can we give Work Study students a raise?**

- The wage for Work Study students is determined by HR, and we are not able to change it.

**How do I update a job posting?**

- You must submit the Work Study Job Request Form that is located on our website - [www.broward.edu/workstudy](http://www.broward.edu/workstudy) - for all changes.

**Can supervisors see a student's eligibility?**

- Supervisors are not able to see a student's eligibility but should request the information from the student.

**How do I know when the student runs out of funds?**

- It is the students' responsibility to monitor their awards in myBC. They may provide you with their award information so that you know how many hours they can work. Financial Aid recommends having an Orientation for your Work Study student(s) to explain how you plan to monitor their award and eligibility.
  - If the funds run out, the student will need to stop working.

**How will the supervisor be notified regarding mid semester changes to a student's award?**

- The Work Study student is responsible for notifying you of any changes to their eligibility. If eligibility has been exhausted due to a change in the student's award, the Financial Aid Office will contact the supervisor by phone and e-mail about the change.

**Will FWS get additional hours in the Summer?**

- If funding is available, additional awards may be granted to students. However, it is not guaranteed. Students must send an e-mail to [faworkstudy@broward.edu](mailto:faworkstudy@broward.edu) to ask for an increase in their award. Please note that we do not award FWS for the Summer; the student must have remaining eligibility from their Fall and Spring award in order to work in the Summer.

**When will we know if a Work-Study student is eligible for FWS in the Summer?**

- If students have remaining eligibility from the Fall and Spring terms, they are eligible to work if they have completed the Work Study Request for Summer form online and supervisors have requested for the students to continue working.

**What are the requirements for Work Study students working in the Summer?**

- Students do not need to be enrolled in the summer term. However, they will need to complete their FAFSA and the Work Study Request for Summer electronic form. Also, supervisors will need to request the student to work by emailing the FWS inbox.

**Does the student need to be enrolled in six credits by July 1<sup>st</sup> if they have completed the Work Study Request for Summer form?**

- No. Students who have completed the intent form do not need to be enrolled by July 1<sup>st</sup> to continue working on July 1<sup>st</sup>. However, if the student has not enrolled by the time the Fall term begins, then their remaining award will be canceled.

**What is the difference between VA Work Study and Federal Work Study?**

- VA Work Study students do not apply for work study through the FAFSA. The student must be a veteran using VA Benefits at the College and can only perform VA related tasks. For more information about VA Work Study eligibility and the hiring process please visit [www.va.gov](http://www.va.gov).

**What is the policy for supervision and termination of a Work Study student?**

- Please refer to the College HR policy regarding supervision and termination.

**How are breaks and lunches scheduled for Work Study students?**

- Work Study students are treated as part-time employees. Therefore, breaks and lunches should be scheduled according to HR policy.

**How does FWS verify employment?**

- Employment verification is done through HR by doing the following:
  - Fax request to (954) 201-7052
  - Include a signed release from the employee

**How do you transfer a Work-Study student to a PT employee?**

- Please contact HR to complete this process. The supervisor will need to be sure they change the work tags from FWS to their part-time budget.

**How can I find the report to show the Work Study student's total hours worked?**

- The report can be found in Workday. Type the word "block" in the search bar and choose one of the following options:
  - BC Reported Time Blocks for Work Study Student (Detailed)
  - BC Reported Time Blocks for Work Study Student (Summary)

**How is a student's work study award affected by Cost of Attendance (COA)?**

- A student's work study award must fit within the COA established by the Financial Aid Office. If the student is awarded other aid, such as a scholarship, it can reduce FWS eligibility if the additional aid awarded causes the student to be over COA. Please refer to our website for additional information about Cost of Attendance – [www.broward.edu/coa](http://www.broward.edu/coa).

**Can a Work Study student be reimbursed for mileage?**

- Yes, they can be paid for mileage, but it must be community service related. The student must work with their supervisor and provide the necessary paperwork; please contact the FWS inbox with steps on how to complete this process.

**Who are the FWS contacts?**

- Please send all questions to [faworkstudy@broward.edu](mailto:faworkstudy@broward.edu). Due to our volume of work, the best way to get answers to work study questions is to use the email address listed.