1. WHAT IS FEDERAL WORK-STUDY?
Federal Work-Study (FWS) provides an opportunity for part-time employment for students with financial need, allowing students to earn money to help pay education expenses. FWS encourages community service and work related to students’ program of study. FWS Positions can be on-campus or off-campus at approved non-profit and government agencies.

2. WHAT IS COMMUNITY WORK-STUDY (CWS)?
Community Work-Study (CWS) provides opportunities for a student to earn his/her FWS award by working in an approved non-profit or government agency. The goal of CWS is to meet agency staffing needs while providing students with opportunities that include both satisfactory pay and educationally meaningful experiences without displacing or replacing employees in existing staff positions.

3. HOW CAN MY AGENCY BECOME AN APPROVED CWS EMPLOYER?
Contact the IUPUI Center for Service and Learning at 317-278-3402 or cwsjobs@iupui.edu to inquire. As a government or non-profit agency you may be considered for eligibility as a CWS employer. Several documents must be completed, signed, and submitted for review by Indiana University’s Compliance Officer. Should your agency be eligible to seek approval, completion of the review takes approximately two to three weeks after receiving required documentation from the agency.

4. WHAT HAPPENS AFTER MY AGENCY IS APPROVED AS A CWS EMPLOYER?
If your organization is approved as a CWS employer, your organization will be assigned an Indiana University Account number. You will also receive a letter and information (via email) from the IUPUI Center for Service and Learning regarding your Indiana University account number, recruitment, and hiring work-study eligible students.

5. WHO IS RESPONSIBLE FOR RECRUITING, SELECTING, TRAINING, AND SUPPORTING THE STUDENT EMPLOYEE(S)?
Staff at the approved CWS agency are responsible for recruiting, selecting, training, and supporting student employees. The Center for Service and Learning will provide you with detailed information on how to recruit IUPUI work-study students. Students should be trained and supported in accordance with your agency’s standard practices for employees.

Students in CWS positions must be supervised on-site by a paid agency staff member. Students may not do any CWS work from home.

6. AS A CWS EMPLOYER, WHAT IS OUR FINANCIAL OBLIGATION?
CWS Employers are responsible for 25% of the student's wages; the remaining 75% portion will be paid with federal funds. Each time you hire a student, you will receive an invoice via email from Indiana University for 25% of the student's FWS award limit. Student FWS award limits vary and will be stated on their FWS Authorization form which the student will receive electronically. Your portion (25% of the student’s FWS award limit) will be invoiced via email. For example, if a student’s FWS award limit is $3500, you will be invoiced $875, payment of which will go into your Indiana University account. Each time a student is paid, a withdrawal will be made from your Indiana University Account to cover your portion of the student’s wages for that pay period. Any unused amount in your account will be refunded upon request or will remain as a credit in your account.
7. AS A CWS EMPLOYER, IS THERE A LIMIT TO THE NUMBER OF STUDENTS MY AGENCY MAY HIRE?

Yes. We want to ensure that students have a variety of positions from which to choose while also allowing more agencies to hire IUPUI students. The following applies to the number of students an agency may hire:

1. Agencies may employ up to (but no more than) **8 FWS students** at one time. (Should a student terminate from the position, the agency may hire a new student to take the place of that terminated student).
2. Agencies must provide **1 paid supervisor per 5 students**.

Should you feel that your agency could benefit from more students than the above requirements allow, you may submit an appeal letter for review. Contact cwsjobs@iupui.edu for more information regarding content for this appeal letter.

8. HOW MUCH ARE STUDENTS PAID PER HOUR AND HOW MUCH ARE THEY ABLE TO EARN?

Hourly pay rates are determined by the CWS agency. Per Federal and Indiana University regulations, students must receive at least $10.15 per hour. Pay must be commensurate with that of other employees who are doing the same work but do not have FWS awards. A pay rate should always be determined by the value of the job, not by the size of the FWS award. Please contact cwsjobs@iupui.edu if you want to discuss pay rate further.

Students may earn as much of their FWS award amount as specified on the FWS Authorization Form. Gross pay is used in calculating how much the student has earned. For example, if a student has an award of $3,500 and has a rate of pay of $10.15/hour, s/he may work a total of 344 hours over the course of the FWS eligibility period to earn his/her entire FWS award. If a student earns in excess of his/her FWS award amount, the CWS Employer will be responsible for 100% of the student’s wages beyond the award amount and the student will be immediately terminated from the CWS position.

9. HOW MANY HOURS PER WEEK CAN A STUDENT WORK?

The number of hours a student may work partially depends on the amount of the student’s FWS award, your needs, and the student’s preference and schedule.

Most students work 10-12 hours per week, and that range is highly recommended so that students are able to effectively balance work and school obligations. Students may work during IUPUI holidays and during the winter break between Fall and Spring semesters if they are returning to IUPUI immediately afterward. However, it is important to continue tracking your student’s earnings during those breaks to ensure they are not earning their award too quickly. If you feel that working over a break would lead them to earn their award too quickly, you can suggest they do not work during those times.

It is important to note that the FWS eligibility periods are listed on the annual MOU. There is an Academic Year period (Mid-August through Mid-May) and Summer period (Mid-May through Mid-August).

Academic Year awards may not be used during Summer and vice versa. Any unearned money is forfeited by the student.

10. HOW DO STUDENTS TRACK HOURS WORKED AND HOW DO STUDENTS GET PAID?

Students record hours worked by logging into IU’s on-line Kuali Time System via a computer or other internet-enabled device at your agency. You, as the employer, will also go on-line and “approve” each student’s timesheet at the end of a pay period. Paychecks are issued by the IUPUI Payroll Office. If the student has not signed up for direct deposit, the student will receive a University issued Visa debit card, and her paycheck will be deposited onto that card. Once your agency is approved, you will receive a tutorial on the TIME system.

11. WHEN HIRING A STUDENT, HOW DO I KNOW IF THEY ARE ELIGIBLE FOR A FEDERAL WORK-STUDY AWARD?

Students can provide verification of their Work-Study award by printing a copy of their Financial Aid package from One.IU.
12. HOW DO STUDENTS GET A FWS AWARD?
FWS awards are based on the student’s submission of the FAFSA (Free Application for Federal Student Aid) and a determination of financial need. For entering freshmen, FWS awards are based on the student's indication on the FAFSA of interest in FWS and eligibility for the federal Pell Grant program. For continuing students, FWS awards are based on submission of the FAFSA, financial need, and the student’s use of his/her FWS award during the preceding award year. Additionally, students may contact the Office of Student Financial Services (finaid@iupui.edu) to request consideration for an FWS award based on a determination of eligibility and availability of the campus’ FWS funding.

Undergraduates must be enrolled in at least 6 credit hours each semester (4 credit hours each semester for graduate students) to maintain FWS eligibility during the academic year (Fall/Spring). To be considered for a FWS award during the Summer, students must be enrolled in at least one class at IUPUI.

13. WHO SHOULD I CONTACT IF I HAVE ADDITIONAL QUESTIONS?
If you have additional questions, please contact the Center for Service and Learning at 317-278-3402 or cwsjobs@iupui.edu.