IUPUI COMMUNITY WORK-STUDY
FREQUENTLY ASKED QUESTIONS

1. WHAT IS FEDERAL WORK-STUDY?
Federal Work-Study (FWS) provides an opportunity for part-time employment for undergraduate and graduate 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 your 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 Office of Community Work-Study at 317-278-3474 or mohughes@iupui.edu for to set up a meeting. 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, and those documents will be discussed in your meeting. 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 and via mail) from the IUPUI Office of Community Work-Study regarding your Indiana University account number, advertising work-study job openings, and hiring work-study eligible students.

5. WHO IS RESPONSIBLE FOR RECRUITING, SELECTING, TRAINING, AND SUPPORTING THE STUDENT(S) EMPLOYEES?
CWS employers are responsible for recruiting, selecting, training, and supporting student employees. The Office of Community Work-Study 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.

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 from Indiana University for 25% percent of the student's FWS award limit (see #10 on FWS Program Agreement). The student’s FWS award limit will be stated on the FWS Authorization form which the student will receive in an email and deliver to you. Your portion (25% of the student's FWS award limit) will be deposited into your Indiana University Account. For example, if a student’s FWS award limit is $3500, you will be required to deposit $875 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.
7. **HOW MUCH ARE STUDENTS PAID PER HOUR AND HOW MUCH ARE THEY ABLE TO EARN?**

Hourly pay rates are determined by the CWS employer. Per Federal regulations, students must receive at least minimum wage, $7.25 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.**

Students may earn as much as their FWS award amount as specified on the FWS Authorization Form which the student will receive in her email and share with you at the interview. Gross pay is used in calculating how much the student has earned. For example, if a student has an award of $4,000 and has a rate of pay of $10.00/hour, s/he may work a total of 400 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.**

8. **HOW MANY HOURS PER WEEK CAN A STUDENT WORK?**

The number of hours a student may work depends on the amount of the student's FWS award, your needs, and the student's preference and schedule. **No more than 40 hours per week are permitted.** Most students work 10-20 hours per week, and that range is highly recommended. Students may work during holidays and between 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 money too quickly. If you feel that working over a break would lead them to earn their money too quickly, you can suggest they do not work during those times.

9. **HOW DO STUDENTS TRACK HOURS WORKED AND HOW DO STUDENTS GET PAID?**

Students record hours worked by logging into the on-line 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. If your agency is approved, you will receive a tutorial on the TIME system.

10. **WHEN HIRING A STUDENT, HOW DO I KNOW IF S/HE IS ELIGIBLE FOR A FEDERAL WORK-STUDY AWARD?**

Students will receive their Federal Work-Study (FWS) Authorization Form in their emails. You can request that they bring the form to their interview. You should ask to see the FWS Authorization Form to confirm that the student has a FWS award and to verify the amount. Each student has a different award amount so it is important to verify your student’s award amount. (Award sizes are between $500-$3,500 for an academic year and up to $1,500 for the summer.) When you make a contingent offer of employment to a student, s/he will give you the FWS Authorization Form to complete and submit to the Office of Student Employment with their completed Background Check form as well.

11. **HOW DO STUDENTS GET A FWS AWARD?**

FWS awards are based on the student’s submission of the FAFSA (Financial Application for Federal Student Aid) and a determination of financial need. For entering freshman, 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 the student’s participation in the FWS program during the preceding award year. Additionally, students may contact the Office of Student Financial Aid Services (finaid@iupui.edu) and request consideration for an FWS award based on a determination of eligibility and availability of funding in this federal campus based program.

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.

12. **WHO SHOULD I CONTACT IF I HAVE ADDITIONAL QUESTIONS?**

If you have additional questions, please contact the Office of Community Work-Study at 317-278-3474 or mohughes@iupui.edu.