

What is Federal Work Study?

Federal Work Study allows students to earn a paycheck through a financial aid award paid by federal funds. Since it is federal money, students must receive the award from Financial Aid each academic year (Fall through Spring) to work, and they must be paid hourly (for actual hours worked). Students can spend their earned wages on anything and can only earn up to their award amount (earnings are not applied to tuition).

How Do I Get Hired ?

1. Check & Accept FWS on your Financial Aid Package

2. Log into [WorkDay](#) and apply for positions

x Use your TRACKS login, must be on the campus network to view and apply to positions

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New Students: You will complete an I9 and W4 in [Workday](#) and go to the HR office on campus to show your original IDs, be sure to bring at least one ORIGINAL of one of the following from home:

- x Passport
- x Social Security Card or
- x Birth Certificate

All Students: Complete or update your Direct Deposit in [Workday](#)

4. Start Date Given in WorkDay

If you have questions about the WorkDay system or your application status, contact hr@fit.edu



FWS Eligibility

You must have completed a FAFSA to receive the award from Financial Aid. Contact finaid@fit.edu if you have questions about your award amount or any changes to your award. Financial Aid may change or cancel your award based on new eligibility info.

FWS Regulations

You **MAY NOT** earn more than your award , it is your responsibility to track your earnings (totals are given on each pay stub). You must stop working when your award ends .

You **MUST** earn your award by working. You are not guaranteed this money by Financial Aid, you are paid hourly to receive the award through a paycheck. It is up to you to pick a job that meets your schedule and how many hours you would like to work. You also may not volunteer for your paid job, you must be paid for all your worked hours.

Complete your timesheet to get paid! Timesheets are due in

