

Student Checklist for Federal Work Study (“FWS”) Employment Academic Year 2007-2008

THIS CHECKLIST APPLIES ONLY TO STUDENTS WHO HAVE FEDERAL WORK STUDY AWARDS
If this checklist prints with your EAF, you will have already completed some of the first steps listed below.



ACCEPT YOUR FEDERAL WORK STUDY AWARD

- Contact the Office of Student Financial Assistance directly or log into your GWeb account.
- You will not be able to work unless you've accepted your award.

ATTEND A FEDERAL WORK STUDY ORIENTATION SESSION

- Tuesday, 9/4, 2-4pm, or Wednesday, 9/5, 5-7pm, both in Betts Marvin Theater.

PRINT YOUR EMPLOYMENT AUTHORIZATION FORM THROUGH YOUR OWN GWEB ACCOUNT

- Starting on August 27, you can log into your GWeb account and use a new link in your Financial Aid section that will allow you to print your Employment Authorization Form.
- Employment Authorization Forms (EAFs) will no longer be picked up at the Career Center.
- Bring the EAF to your employer. This proves that you are a FWS student. You and the employer sign the EAF.
- If you work ON campus, the EAF does NOT need to be returned to the Career Center. Your employer keeps it.
- If you work OFF campus, your employer will return the signed EAF to the Career Center with an I-9 receipt.

FIND A FEDERAL WORK STUDY JOB

- Jobs are listed online through the **GWork** system on the Career Center's website: <http://gwired.gwu.edu/career>
- FWS jobs will be accessible online through GWork starting on Monday, August 27, 2007
- Meet employers at the **Federal Work Study Job Fair**, Thurs., 9/6, 1-4pm in the Marvin Center Grand Ballroom. For additional details about this job fair, please check <http://gwired.gwu.edu/career>
- Contact on-campus departments directly if you have an interest in working in a particular department
- Interview with potential employers – bring your EAF! You must sign the student section of the EAF.

AFTER YOU'VE FOUND A JOB, COME TO THE CAREER CENTER TO COMPLETE HIRING PAPERWORK

- You must complete your tax forms and your I-9 (“Employment Verification”) form **BEFORE** you start work.
- All students, regardless of citizenship status, must complete this form. It's a federal law!
- You must bring ORIGINAL forms of ID to complete the I-9. Refer to the back of the I-9 form for a list.
- After you've found a job, return completed tax forms to the Career Center or to the Academic Center, Room T101.
- The Career Center is not authorized to advise you on tax matters. Please consult your parents or a tax accountant.
- The Career Center will give you three copies of your I-9 receipt. Keep a copy and give two to your employer.
- Sign up for Direct Deposit – <http://www.gwu.edu/~finhome/payroll/DirectDeposit.pdf>

MAKE SURE YOUR EMPLOYER SUBMITS YOUR HIRING PAPERWORK

- You may not start your job until your employer advises you that you may do so.
- Ask your employer if the Career Center has processed your forms before starting your FWS job.

START WORK

- Keep track of your hours. If discrepancies arise, you'll need to rely on the records you keep.
- Know that paychecks reflect the hours worked two weeks prior to the date you receive the check.
- Tell your employer immediately if you believe that you're being paid incorrectly.
- Allow up to 4-6 weeks to receive your first paycheck.

MONITOR YOUR EARNINGS AGAINST YOUR FWS AWARD AMOUNT!

- Check your *GWeb* account regularly and tell your employer if your award has changed.
- Always track exactly how much you've earned to avoid exceeding your Federal Work Study award.
- Log into your GWeb account and print an EAF to help track how much FWS funding you have left as the year progresses. If you think your award amount has changed, please contact your Financial Aid advisor.



Policies and Procedures

GW Federal Work Study (“FWS”) Employment

Academic Year 2007-2008

● Dates to Remember:

- You may not work before Tue., 9/4/07 and you may not work after Sat., 5/3/08.
- You must find a work study job by Fri., 10/12/07 in order to retain your award.
- If you are not working by 10/12/07 but intend to find a job, notify your Financial Aid counselor.

● Make sure your employer submits the correct paperwork to the Career Center:

- Ask if your employer has submitted the correct paperwork. Your employer knows what’s needed.

● Do not work until your employer informs you that your hiring paperwork has been processed:

- Give your employer two copies of the I-9 receipt you’ll be given.
- You are violating U.S. federal labor law if you begin working before completing an I-9 form.

● You should only have one job on campus at any given time:

- Plan to keep the same job for the full academic year. Mid-year job changes will result in paycheck delays.
- Multiple jobs cause confusion for students and employers. Make sure you tell ALL on-campus employers about EVERY job that you have on campus – Federal Work Study or not. EVERY employer you work for needs to know HOW MANY JOBS YOU HAVE in order to pay you correctly.

● Sign up for direct deposit:

- Wages will be electronically deposited into your bank account even if you can’t pick up your check on pay day.
- This eliminates the risk of having your check lost or stolen.
- You can obtain a direct deposit form at the Career Center or at <http://gwired.gwu.edu/career>
- Return the form to the Career Center or the Payroll Services Office in Academic Center T-101.

● On the Job:

- You are responsible for dressing and conducting yourself appropriately on the job.
- You are responsible for getting to work on time, learning and abiding by your employer’s policy for calling in sick or taking time off, and any other regulations of the workplace. Ask your supervisor for clarification.
- You should not work more than 20 hours a week when school is in session.
- You are not allowed to exceed 40 hours per week when school is not in session.

● Track your FWS earnings:

- You are responsible for always knowing the amount of your Federal Work Study award and communicating any changes in your award to your employer immediately. Check your award by viewing or printing an EAF (Employment Authorization Form) through your GWeb account.
- You are responsible for always knowing how much money you have earned to date, and how much more money you may earn before your Federal Work Study funds are used up. You may not work once your Federal Work Study funds are used up.
- You must tell your employer that you are close to using up your Federal Work Study funds BEFORE you exhaust your funds. You may have to stop working but your employer has the option of hiring you as a non-FWS student employee if the employer’s budget can support your wages.

Your job is the first step in your professional career. Make the most of it!! Questions?
Contact the Career Center’s Student Employment staff at (202) 994-8046
Visit our website at gwired.gwu.edu/career