

2009-2010 Student Checklist for Federal Work Study (“FWS”) Employment

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.



- ✔ **You must accept your FWS award in order to begin the FWS employment process.**
 - Contact the Office of Student Financial Assistance directly or log into your GWeb account.
 - Visit <http://gwired.gwu.edu/career/fws/> if you need directions on how to accept your FWS award online.
 - The website for the GW Office of Student Financial Assistance is <http://gwired.gwu.edu/finaid>

- ✔ **Attend a FWS Orientation.**
 - Wednesday, September 2 in Betts Marvin Theater. No RSVP necessary – just show up.
 - Abbreviated sessions will be offered in the GW Career Center daily at 4 and 4:30 pm from September 8-18, 2009.

- ✔ **Log into your GWeb account and print your Employment Authorization Form (“EAF”)**
 - Starting on August 23, log into your GWeb account and use the link in your Financial Aid section that will allow you to print your Employment Authorization Form. For instructions, visit <http://gwired.gwu.edu/career/fws/>
 - 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, your employer keeps the EAF after you both sign it.
 - If you work OFF campus, your employer returns the signed EAF to the Career Center with an I-9 receipt.
 - **NOTE:** *If you use a Mac or Windows VISTA, you may have trouble printing. Try again using any on-campus PC. Two popular on-campus EAF printing locations are the Career Center’s Resource Room and Gelman Library.*

- ✔ **Find a FWS job**
 - Starting August 23, log into GWork at <http://www.gwork.gwu.edu> to search for FWS jobs.
 - Meet employers at the **Federal Work Study Job Fair** on Thursday, September 3, 2009, from 1-4pm in both of the ballrooms (Continental and Grand) on the 3rd floor of the Marvin Center. 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.
 - Visit <http://gwired.gwu.edu/career/fws/> to view this year’s list of approved off-campus employers.
 - Bring your EAF to all job interviews! This is how an employer knows you have a FWS award.

- ✔ **After you find a FWS job, come to the GW Career Center to complete necessary 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 an I-9 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.
 - Copies or faxes of I-9 documents will be rejected. We will only accept original documents – it’s the law.
 - The Career Center is not authorized to advise you on tax matters.
 - The Career Center will give you three copies of your I-9 receipt. Keep a copy and give two to your employer.
 - Direct Deposit form can be found in your Employment Forms Packet and at <http://gwired.gwu.edu/career/fws/>

- ✔ **Make sure your employer submits a hiring request to the GW Career Center**
 - You may not start your job until you and your employer receive an e-mail message from GW’s Oracle system stating that your employment record has been processed and you can now begin working. Your employer should notify you about your start date after he or she receives the Oracle notification.

- ✔ **Start work once you employer advises you that you’ve been fully processed**
 - This year’s program runs August 30, 2009, to May 1, 2010. You may not work before August 30.
 - Keep track of your hours. If discrepancies arise, you’ll need to rely on the records you keep.
 - 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 week to receive your first paycheck.

- ✔ **Know how much money is left in your FWS award! Monitor your earnings throughout the year.**
 - 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.

2009-2010 Policies and Procedures

GW Federal Work Study (“FWS”) Employment



➤ Dates to Remember:

- You may not work before 8/30/09 and you may not work after 5/1/10.
- You must find a work study job by October 16 in order to retain your award.
- If you are not working by this date but you intend to find a FWS job, notify your Financial Aid counselor.

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

- Ask if your employer has submitted your hiring request. 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 receive from the GW Career Center.
- You are *violating U.S. federal labor law* if you begin working before completing an I-9 form.

➤ You should only have one FWS 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.
- 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 per week when school is in session.
- You are not allowed to exceed 40 hours per week when school is not in session.

➤ Report your hours accurately

- Make sure you’re paid for the hours that you work. “Clock in” when you arrive at your job site and “clock out” as you leave your job site. You are not paid for the time it takes you to travel to and from your job site. Ask if you don’t understand how to record your time. Inaccurate reporting results in delayed paychecks.
- Reporting time that you have not worked is considered theft from the University. Time theft is reported to the University Police Department and to Student Judicial Services. You will be terminated from your job and may lose your Federal Work Study funding.

➤ 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 must tell your employer that you are close to using up your Federal Work Study funds BEFORE you exhaust your funds. Your employer has the option of hiring you as a non-FWS student employee if the employer’s budget can support your wages. Otherwise, you need to stop working.
- You are only entitled to the funds that you actually earn. Unearned FWS funds cannot be claimed.

Your job is the first step in your professional career. Make the most of it.
Questions? Contact the GW Career Center’s Student Employment staff at (202) 994-8046
The GW Career Center is located in the Old Main Building at 1922 F Street, N.W.
Visit our website at gwired.gwu.edu/career

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