

2009-2010 FEDERAL WORK STUDY @ GW FREQUENTLY ASKED QUESTIONS



● What is the Federal Work Study (FWS) Program?

The Federal Work Study Program ("FWS") is a financial aid program funded jointly by the U.S. Federal Government and your work study employer. You work at a part-time job and earn an hourly wage, up to (but not exceeding) the amount of the FWS award you've been given. Your work study employer is either an office at GW or an off-campus non-profit agency that has been pre-approved as an FWS employer by GW. Not every student can have a FWS job – you must be given an FWS award by GW's financial aid office.

● How do I obtain Federal Work Study funds?

You'll fill out a GW Financial Aid Application each year – this process is handled by the Office of Student Financial Assistance in Colonial Central on the ground floor in the Marvin Center. The FWS award is one piece of a financial aid package. You must officially accept your FWS award – either online or by going to the OSFA – before you can begin working in a FWS job. *The GW Career Center is not involved in the determination of who receives FWS funds.*

● How do I find FWS jobs?

1. View the FWS openings on GW's online listing service, **GWork**, on or after August 23, 2009 at www.gwork.gwu.edu
2. Attend the Federal Work Study Job Fair on Thursday, September 3 in Marvin Center from 1:00 – 4:00 p.m.
3. Contact on-campus departments directly if you have an interest in working there. The employer must have already submitted a signed FWS agreement to the Career Center before they can employ you as a FWS student. Ask your employer!

● Will I definitely find a FWS job?

There have always been more FWS jobs available than there are students seeking these jobs. If you start your search early in the semester, you should have many jobs to choose from. As the academic year progresses, employers fill their jobs, so you will have fewer choices as time goes on. Come to the Career Center to meet with a Career Consultant if you have difficulty finding a FWS job.

● What kind of job will I get?

FWS jobs vary widely. Carefully evaluate what you hope to gain from your FWS experience and choose the job that best meets your needs and class schedule. This could be the first step on your path to a career. You'll gain valuable skills and experience.

● I've accepted a FWS job offer. Now what do I do?

1. Come to the GW Career Center to fill out an Employment Forms Packet. You can print the packet in advance at www.gwired.gwu.edu/career.
2. Bring the packet and *original identification* (for the federal I-9 form) to the Career Center.
3. Log into your GWeb account and print an Employment Authorization Form ("EAF").
4. Bring the EAF and two copies of the I-9 receipt to your employer.

● When can I start working at my FWS job?

Your employer will notify you of your start date. Before you start working you must complete the four steps listed under the previous bullet point. Next, your employer must submit a request to hire you to the Career Center. The Career Center must process that request and create an employment record for you in GW's enterprise system, Banner. Your employer will tell you when you can start working. This year's program runs August 30, 2009, to May 1, 2010. You may not work before August 30.

● How long will it be until I get paid?

Please consult the GW Payroll calendar (in your Employment Forms Packet) to find out the exact date of your first paycheck. It can take four weeks to receive your first paycheck.

● Are taxes deducted from my paychecks?

Yes. Federal and local tax forms are part of the Employment Forms Packet that you'll fill out. The GW Career Center does not employ Certified Public Accountants nor tax advisors - we cannot provide tax advice. The GW Tax Office is located in Rome Hall 100. Visit their student website at <http://www.gwu.edu/~tax/student.cfm>

● Do I have to pay FWS money back? How can I spend it? What if I don't earn it all?

You can spend it on any education-related expense. You are not obligated to give your earnings back to GW - you decide how to utilize your money. You are only entitled the portion of your FWS award that you actually earn – this is a federal policy, not a GW policy.

Your FWS job is the first step in your professional career. Make the most of it.
Questions? Contact the GW Career Center's Student Employment Line 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 <http://qwired.gwu.edu/career>. Click on STUDENTS, then FIND A PART TIME JOB.