

Federal Work Study Q and A

Congratulations on your decision to participate in the University of Pittsburgh's Federal Work Study Program! The Federal Work Study (FWS) Program has been assisting students with their educational costs since 1964. Its purpose is not only to provide you with financial assistance through part-time employment, but also to give you the chance to build your resume, meet other students and University staff, and enhance your educational experiences.

What is Federal Work Study?

- The Federal Work Study Program is a federal financial aid program that enables a student to work part-time while attending school.
- The federal government pays for a portion of your earnings and the department in which you work pays for the remaining portion.

How much money can I earn?

- Your authorized work study award is shown on your financial aid award notification. You cannot earn over this amount and you will need to keep track of your earnings with your supervisor.
- Supervisors determine the pay rates for the jobs that they post and the rates are published with the job descriptions on the web site at <https://join.pitt.edu/>

Where/How do I look for a position?

- All Federal Work Study positions are listed at <https://join.pitt.edu/>. Create an account on the website, and then apply for any available position.
- Both Federal Work Study and non-Federal Work Study opportunities are available. Use the search engine to filter either FWS or non-FWS positions.

What other forms should I complete in order to participate in work study?

- You will receive a series of emails about what is needed from you in order to complete the FWS hiring process.
- The first email will be from the Student Employment Office, the second email will be from ProVerify (the Pitt employment servicer), and the third email will be from Student Employment stating that you are now able to start working.

What if I decide not to participate this year?

- If you decide not to participate this year, it won't hurt your chances of receiving FWS in the future.
- As long as you meet the established financial aid deadlines and are eligible according to the federal financial aid guidelines, you will continue to be reviewed for Federal Work Study, as well as other financial aid.
- However, if you decide not to participate, your work study award will not be replaced with other financial aid.

How many hours of work per week are required?

- On average, work study students complete about 10-15 hours per week.
- It is university policy that students cannot work more than 20 hours per week during in-school terms.

How do I turn in timecards?

- All student time cards are electronically submitted by the student and approved by the supervisor from within the PRISM TRKS system.
- A step by step process to help students with PRISM TRKS is located at http://www.hr.pitt.edu/sites/default/files/PRISM%20Students_Guide.pdf

What types of positions are available?

- There are various positions available for FWS. Some positions are clerical in nature, such as filing, answering phones, or running errands. Others require previous experience, such as a research position or a computer assistant position.
- There are also FWS off-campus opportunities, at places such as the Carriage House Children's Center, Carnegie Library and Museum of Natural History, Children's Hospital, Hillel Foundation and Pittsburgh Filmmakers.

When can I start work and when do I have to stop working?

- You are not able to begin working until you receive the Onboarding Process Complete Email from Student Employment.
- Students returning to a FWS position from the previous spring should contact their department to resume working. Student may not begin employment prior to the first day of the fall term classes.
- The last day a student is eligible to work is the last day of the term, specifically the Friday of finals week.

Is the money I earn subtracted from my University of Pittsburgh student account?

- No, you will receive a pay check every two weeks for the hours that you worked.
- The pay schedule for the University of Pittsburgh is at <http://payroll.pitt.edu/student-employee/>.
- Direct deposit is now a university requirement for Federal Work Study participation. This will enable you to receive your pay electronically and your paystub will be accessible online through the my.pitt.edu portal.

Please contact our office if you have other questions:

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