

# Federal Work Study Program

2020-2021 Information Session

Office of Scholarships & Financial Aid

[Workstudy@uncw.edu](mailto:Workstudy@uncw.edu)

(910) 962-3177

# Topics

- What is Federal Work Study (FWS)?
- Job Search
- Forms
- Payment Process
- Key Items
- Important Dates
- Responsibilities & Reminders
- FWS Wait List
- Resources

# Federal Work-Study (FWS)

- FWS program provides part-time jobs for undergraduate and graduate students.
- Students must have financial need. Financial need is determined by the results of the FAFSA.
- Unlike loans, grants or scholarships, the funds are not applied to students' accounts. FWS funds are paid directly to the student for hours worked.

# Job Search

## Career Center

ABOUT US

FOR STUDENTS/ALUMNI

FOR EMPLOYERS

FOR FACULTY/STAFF

FOR FAMILIES

Contact Information:

601 S College Rd  
Wilmington, NC 28403-5924  
Fisher University Union 2035  
Ph: 910-962-3174  
F: 910-962-4257  
careercenter@uncw.edu

Summer Office Hours:

Mon-Thurs: 7:30am - 5:00pm  
Fri: 7:30am - 11:30am



### UNCW Transitioning from SeaWork to Handshake

Handshake, UNCW's new online career portal, replaced SeaWork during Summer 2018. Handshake is a combination of some of the best tools on the web today, taken from services like Instagram, Facebook, Twitter, and LinkedIn. Handshake will allow us to better target career information, internships, employment opportunities, and career-related events to students based on major, degree type, and interests.

See below for more information to help students, alumni and employers prepare for this new and improved career management portal.



#### HANDSHAKE HEADQUARTERS

- Handshake Login
- For Students/Alumni
- For Employers
- For UNCW Staff
- Help

#### WHO'S USING HANDSHAKE?

8,000,000+

Students & Alumni

Access [Handshake](#) on the Career Center's website.

Use "work study" in your job search.

Apply for jobs on Handshake.

# Forms

- Direct Deposit - complete the Direct Deposit Form and attach a voided check from your account. *If you do not have a voided check, you can provide documentation from your bank verifying the correct routing number and account.*
- State tax withholding [NC-4 Form](#)
- Federal tax withholding [W-4 form](#) -entered online through Seanet.
- Contact the Payroll Office with questions.
- I-9 – Human Resources Office (*done online but documents must be turned in to the HR Office in person – limited hours*)

# Payment Process

- Students receive a paycheck on the 15th of each month for the hours worked the previous month.
- If the 15th falls on a holiday or weekend, payday is the Friday before.



- Your first paycheck at UNCW is **always** a paper check. You will pick it up in the Cashier's Office in the Warwick Center on payday.
- Bring a picture ID with you.

# Key Items

- Work study is NOT an opportunity to study at work.
- Pay-rates are established by the department. Federal minimum wage is \$7.25/hr. FWS minimum is \$8/hr.
- Money not earned by May 31 is forfeited. The FWS award amount is a maximum amount you can earn, but you earn it by working hours in your work study job.
- If you get close to maxing out your FWS before the end of the year, request an increase by emailing: [workstudy@uncw.edu](mailto:workstudy@uncw.edu)
- You may not work on holidays, but may work during breaks unless the university is officially closed.



# Important Dates

- *10/1* - Complete FAFSA
  - Remember to answer the FWS question with a YES!
  - Remember to do your FAFSA each year asap!
- *10/1/2020* - Awards may be cancelled if not employed by this date
- *5/31/2021* – Last day to work, unless a May graduate or otherwise notified

# Responsibilities

- Keep track of your hours worked.
- Submit your timesheet on time. *Contact the Payroll Office with questions about completing your timesheet.*
- Do not exceed the FWS award amount for the year. A monthly earning report will be sent to you after each pay period. Use the report to keep up with your earnings.
- Respond to emails from our office in a timely manner ([workstudy@uncw.edu](mailto:workstudy@uncw.edu)).

# Reminders

- For current FWS students who will be enrolling for the upcoming academic award year, if you have not completed your 2020-2021 FAFSA yet, please do it immediately!
- The FWS program is need-based as determined by the FAFSA each year.
- Students may have work study one year and not have it the next.

## New for 20/21 – FWS Wait List

- If you do not have a FWS award in your financial aid package, please contact your [financial aid counselor](#).
- If eligible, you will be added to the Wait List.
- There is no guarantee, but if funds become available later, a FWS award could be added.
- You will be notified by the Work Study office, if this occurs.

# Resources

## **Office of Scholarships & Financial Aid**

Warwick Center, Room 140  
(910) 962-3177

[workstudy@uncw.edu](mailto:workstudy@uncw.edu)

**Lisa Pipkin**

FWS Coordinator

## **Payroll Department**

Hoggard Hall, Suite 16

Phone: 910-962-3163

Fax: 910-962-7126

[payroll@uncw.edu](mailto:payroll@uncw.edu)

## **Career Center**

Fisher University Union 2035

Ph:910-962-3174

F: 910-962-4257

[careercenter@uncw.edu](mailto:careercenter@uncw.edu)



# Questions?

[workstudy@uncw.edu](mailto:workstudy@uncw.edu)