

FEDERAL WORK-STUDY (FWS) IMPORTANT REMINDERS 2023-2024

- **Students may not begin working until all required paperwork is submitted to the Payroll Office and the student and supervisor receive an email from the Financial Aid Office authorizing the start of employment.**
- The pay week runs from Sunday through Saturday.
- Timecards are submitted electronically through ADP. First-time users will receive instructions from the Payroll Office once they have been authorized to begin working through the Financial Aid Office. Returning students will be notified when their ADP account has been re-activated.
- Students must approve their timecard through ADP no later than **9:00 a.m. on Monday**.
- Students may not work more than 8 hours per day and no more than 20 hours per week when classes are in session (this includes the week of final exams) and may work up to 40 hours per week during breaks and summer sessions.
- It is the responsibility of both the supervisor and the student worker to:
 - Ensure hours are entered in ADP **each pay period**;
 - Ensure that hours are entered in correct decimal format in ADP;
 - Students are paid in 15-minute increments. Example: Monday, 11/15/23 1:15 to 3:30 = 2.25 hours. Supervisors are responsible for ensuring that students have correctly calculated and entered the decimal hours: 15 minutes = 0.25, 30 minutes = 0.50, 45 minutes = 0.75 hours; no other decimals should be used.
 - Keep track of weekly and total hours worked and to ensure the student does not work more than the awarded hours or more than daily or weekly allowable hours.
- Students may view the number of hours remaining in their FWS award through their ADP account. (Myself → Pay → Personal Accrued Time)
- Students may not earn their 2023-2024 Federal Work-Study award beyond the last date of the spring semester: **May 11, 2024**.
- Students must be enrolled as full-time (at least 12 credits each Fall / Spring semester) to participate in the Federal Work-Study program.
- Students are paid bi-weekly on Fridays. Federal Work-Study checks are mailed by the Payroll Office (HFH 209). Students may request to pick up paychecks instead of having them mailed. The Office of Student Accounts can cash your payroll check within a reasonable period after the check date. Direct deposit is encouraged. Direct Deposit Enrollment forms are available [online](#).
- Students who work with confidential information will be required by their Supervisor to read and sign the **“Statement of Understanding of Confidentiality Requirements for Student Workers.”** A copy of this form will be maintained in the department’s student personnel file.
- Please be vigilant about monitoring total hours worked. The contract signed by both the student and the supervisor lists the awarded FWS amount and the total amount of hours for the year. Please take note of

this information. It is the responsibility of the student worker to not submit hours worked in ADP that are above their maximum allowance. Subsequently it is the responsibility of supervisors to not approve hours submitted by a student in ADP that are above their maximum allowance. When the student gets within 50 hours, the FWS coordinator sends a *courtesy* email to both the student and the supervisor indicating how many hours are left.

- Any questions or inquiries should be addressed to work-study@holysfamily.edu. Please include as much detail as possible.