

## **General Work-study FAQs for Students**

### **How may I apply for work-study?**

Each year, you should apply for financial aid by completing the FAFSA at [www.studentaid.gov](http://www.studentaid.gov). Be sure to indicate your preference for work-study on the FAFSA.

### **When should I apply?**

Applications for the upcoming school year are accepted beginning Jan. 1 of each year. As with many financial aid programs, work-study funding is limited, so you should apply as soon after Jan. 1 as you are able.

### **Once I receive a work-study offer, will I automatically receive one the following year?**

No. You must reapply for financial aid each school year. Also, you must apply separately for Summer I and Summer II financial aid. The Summer I application will be available in February, each year, and the Summer II application will be available in April, each year.

### **Who qualifies for work-study?**

Students are offered college work-study based on criteria such as demonstrated financial need, previous work-study experience and work-study preference indicated on the FAFSA. Because work-study is a financial aid program, you must meet general eligibility criteria, including Satisfactory Academic Progress. If you fail to maintain SAP, your work-study offer may be canceled.

### **How many hours may I work?**

The amount of your work-study offer, your hourly rate of pay, and the number of weeks you intend to work during the semester will be the primary determinants of the number of hours you may work each week. WMU policy also places limits on the number of hours that a student may work. For more information about the University's limits please visit [www.wmich.edu/career/campus](http://www.wmich.edu/career/campus).

### **How is a work-study position different from other student positions?**

Work-study positions differ from other student positions in the source of funds that pay the employee. You report to a job, and earn a paycheck in the same manner as other student positions. Additionally, wages earned through work-study are permitted a special exclusion in the earned income section of the student's following year's FAFSA. (Contact a financial aid representative for more information about this exclusion.)

### **What kinds of jobs are available in the work-study program?**

Most on campus student positions are available to students who wish to earn their work-study offers. WMU also offers off-campus opportunities with community service agencies and local schools. Some students choose jobs in fields related to their major course of study. Others choose positions of personal interest that complement their educational experience.

### **Where should I look for a job?**

You may find a position by browsing [handshake](#) online. You may also find unique opportunities by talking with campus staff, instructors and other students. For personal assistance with your job search, please contact Career and Student Employment Services at (269) 387-2745.

### **What if I don't want to work?**

If you do not wish to earn your work-study offer, please cancel your offer by completing the [student financial aid adjustment form](#). Other students may be waiting for funds to be released, and they will benefit from your early response.

## **General Work-study FAQs for Supervisors**

### **How do I find out if a student's job record is set to pay from work-study?**

This information can be found using the PeopleSoft Timekeeper Report. Instructions for gaining access and running the report can be found at <https://wmich.edu/hr/officemanagement/reporting>.

### **Can my student be paid for unused FWS from previous semesters?**

Unused offers will automatically carry forward to the next semester/session if the semester/session receiving the carry forward is within the same financial aid year (Summer II, Fall, Spring, Summer I) and the semester/session receiving the carry forward also includes a work-study offer.

### **Where can I find a student's work-study offer and paid amounts?**

This information can be found using the Cognos report, 30.30.10 Work Study Departmental Auditing. It is located within the 30.00 Financial Aid folder under Team Content. You will be asked to provide the semester and the name of your department.