



**St. John's University**  
**Office of Student Financial Services**  
Federal Work-Study 2019-2020

***What is Federal Work Study (FWS)?***

The Federal Work-Study (FWS) program is a federally funded part time job program for college students. The program creates employment opportunities for students to earn funds to assist with their educational expenses. Students are responsible to find qualified employment to earn funds offered. Funds earned are not applied to student's account but are paid via a bi-weekly paycheck.

***Who is eligible?***

Your federal Work-Study eligibility was determined by the Office of Student Financial Services based on your FAFSA determined financial need and your status as a full time undergraduate student.

***Why does my award information indicate FWS is pending?***

If your work study is pending your FAFSA has been selected for Verification. Please review your "outstanding award requirements" and comply with documentation requests immediately. You may not work or get hired until while your award information is "pending".

***How much can I earn?***

The current rate of pay for FWS students is \$15.00/hr. Check your 2019-20 financial aid award letter to see the maximum amount you may earn from federal Work Study this school year. During the term, most work study students work 10-20 hours per week. Depending on the needs of the job and the availability of FWS funds, you may work full time during school break periods if you still have work study funds available.

***How do I get paid?***

You are paid bi-weekly based on the actual number of hours you work per week. You can be paid by check or set up Direct Deposit with St. John's Payroll Office so that your pay can be deposited directly into your bank account. At St. John's work study earnings do not get deducted from tuition.

***How do I find a job?***

In the beginning of the fall term, the Office of Student Employment and University Career Services host an **On Campus Employment Fair**. The fair provides students the opportunity to meet with supervisors from various campus departments who want to hire student workers. Representatives review and provide feedback on student resumes, coach students on connecting with potential employers, model professional attire, and provide tips on how to navigate the fair. FWS job openings are also posted on the Student Employment webpage at <http://www.stjohns.edu/about/administrative-offices/human-resources/recruitment/student-employment>. This webpage also provides information about the online job application process. While FWS jobs are available both on and off-campus, most are on campus. Through the online job application process, you can review all FWS job openings and may apply for up to 3 different job positions. Be sure to complete the on-line job application as instructed. Some departments may require a résumé as well. If you need help with your resume, check out St. John's **Career Center** webpage or log onto <https://www.stjohns.edu/employers/career-services/about-us>

***Where Can I Work?***

**On-Campus**

If you would like the convenience and flexibility of working on campus you might decide to apply for an on campus work study job. Many different offices on campus hire FWS students and provide an interesting and beneficial work experience.

**Off-Campus Community Service FWS jobs** are available through St. John's community service departments: Speech & Hearing Center, Gear Up, Center for Psychological Services, CLACS and Liberty Partnership. In addition, you may choose to apply to one of the following off campus programs:

- **America Reads/America Serves**

This program involves tutoring for children grades 1-3 or working in a community service program. If interested, contact the America Reads Office at 718-990-7630.

- **Jumpstart Programs**

This program involves tutoring preschool children. If interested, contact the Jumpstart Office at 718-990-3241.

***When can I start working?***

Once you complete the online job application it will be reviewed by the Office of Student Employment. If you fit a job opening, you will be contacted regarding the interview process. If you accept a job placement, you must submit all necessary documentation, including the Federal Work-Study Agreement. Your job supervisor and the Office of Student Employment will provide you with a job start date. You may begin working as early as July 1, 2019. You are not permitted to work during scheduled class time, even if the class was cancelled with exception to University approved class holidays i.e. Spring Break or Winter Break.

**New Freshmen and New Transfer Students:** (must have paid enrollment deposit)

To access the student job application (all campuses):

- Log onto MYSJU with your **St. John's User ID and PIN number**
- On MYSJU select UIS to access the on line application and review available FWS job postings. You must also submit an **FWS Agreement form** which will be provided by the Office of Student Employment along with other required documents.

**Continuing Students:** (must be pre-registered for fall 2019)

Obtain the **FWS Agreement form** by following the steps listed below:

- Go to the St. John's University website [www.stjohns.edu](http://www.stjohns.edu)
- Click on **MYSJU** (at the bottom of the page) and then **Login UIS** (University Information System) by providing your **St. John's User ID and PIN number**
- Click on **Financial Aid** tab
- Click on **My Eligibility**
- Click on **Student Requirements**
- Click on **Select Aid year** and select 2019-20
- Click on **Obtain Federal FWS Agreement on-line** under the Outstanding Requirements column.
- Print out the FWS agreement form. Complete and sign agreement as instructed.

Return the agreement to St. John's processing center:

**St. John's University**  
**P.O. Box 548**  
**Randolph, MA 02368-0548**

***How do I keep track of my FWS earnings so I don't exceed my Work-Study Earnings Limit?***

Follow the steps below to monitor your FWS earnings:

- Go to the **St. John's University Web site** [www.stjohns.edu](http://www.stjohns.edu)
- Click on **MYSJU** (at the bottom of page) and then **Login UIS by providing your St. John's User ID and PIN Number**
- Click on the **Financial Aid** tab
- Click on **My Award Information**
- Click on **Award History**
- Under the funds column locate **Federal Work-Study**; subtract "paid to date" from "amount" to calculate the amount you have left to earn through FWS.

***What are my responsibilities as a Federal College Work Study employee?***

- Dress appropriately
- Report to work promptly as scheduled
- Accurately report actual hours worked on the web time reporting system
- Monitor your work study earnings and inform your supervisor if nearing your limit
- Perform your assigned tasks to the best of your ability
- Refrain from conducting personal business on the job, e.g. course assignments and/or other personal work
- Maintain confidentiality of office
- Notify your supervisor if you will be late or unable to work
- Provide your supervisor with at least two weeks' notice if you decide to resign
- Complete the online New Student Employment Orientation from the Office of Human Resources

**Please Note:**

- The Federal work-study eligibility in your financial aid award letter does not guarantee you a job. There are a limited number of FWS jobs available. The earlier you complete the on-line application process the greater your chances for FWS employment.
- In order for your Federal Work Study award to be renewed each year you must:
  - File FAFSA by St. John's filing deadline
  - Have sufficient financial need for renewal
  - Have worked as FWS student and earned at least \$1,000 from your previous year's award
  - Maintain Satisfactory Academic Progress
- FWS earnings are considered taxable income. You may be required to file a tax return.
- Your Federal Work Study earnings are paid with limited federal funds. That is why you may not earn more than your FWS earnings limit and are responsible for monitoring your FWS limit on UIS. Your FWS earnings limit may be reduced if your financial need changes during the school year or if funding is exhausted.
- A student must maintain a cumulative GPA of at least 2.0 and complete 12 credits per semester to participate in the work study program. If your cumulative GPA falls below 2.0 or you do not maintain 12 credits while working your employment may be terminated.
- Due to limited FWS availability, you must begin the online job application process within 30 days after the start of classes or your FWS offer may be canceled.
- If you have any questions regarding this Federal Work-Study program, please call the Office of Student Financial Services at (718) 990-2000.