



National University of Health Sciences

FAQ's – student employment Federal College Work Study (FWS)

What is the Federal College Work-Study program?

Students in a degree seeking program who have completed the current FAFSA which exhibits financial need, generally are eligible for student employment positions on-campus. Funds to support the position come principally from the federal government (up to 75%) and the remaining from institutional resources.

What types of jobs are available?

There are a wide variety of positions available including administrative support, library services, tutoring and research. All positions are considered temporary and are subject to renewal each trimester.

How can students find jobs?

Most positions are available through postings, word-of-mouth, or by contacting the department where you are interested in working.

How much are students paid?

Students are employed on a temporary, hourly basis. The rate of pay is based on the skills and level of experience required. Students pay is based on an established pay scale from the State of Illinois, beginning at \$8.25/hour.

What paperwork must students complete *before starting to work*?

Each trimester students must first obtain an FWS Authorization from Financial Aid listing the gross amount the student is able to earn. The completed form is taken to the hiring department (students may work in more than one department) for approval, which is returned to Financial Aid.

The Immigration Reform and Control Act of 1986 require employers to verify the identity and employment eligibility of ALL EMPLOYEES. Before students are allowed to begin working at NUHS, they must present to Human Resources original documentation showing identity and employment eligibility when completing the Federal Employment and Eligibility and Verification Form I-9. Students must also complete state and federal W-4 forms and confidentiality agreement at this time.

Are taxes deducted from my pay?

Yes. Student work-study earnings are taxable income and listed on an annual W-2 form from NUHS.

How do students get paid for the work they perform?

Students complete a weekly timesheet that the hiring department manager approves. After approval the timesheet is submitted to Financial Aid each Monday.

When do students get paid?

Students receive payment for approved hours two weeks after the end of the payroll period; payroll periods are every two weeks throughout the year. Students have the option of direct deposit of their paycheck or may pick-up the check from the Cashier window.

Are there limits regarding how many hours a student may work?

The Financial Aid office recommends that full-time students do not exceed a total of 20 hours per week for all campus positions, though this may increase during vacation and between trimester breaks.

Are there any employee benefits under the Federal Work Study program?

No. These are temporary positions and no benefits accrue or are paid because of FWS employment.

Are FWS earnings to be reported on my FAFSA?

Yes. Students applying for financial aid must report FWS earnings in the appropriate section on the following year's FAFSA.

What happens if I reach the awarded FWS amount for the trimester?

Students may not earn more than authorized for that specific trimester. Both student and department supervisor are to monitor earnings and make adjustments to keep within the authorized amount. Students whose earnings exceed the authorized trimester amount are subject to aid adjustments.

What if I don't earn the full authorized amount in a trimester?

If the authorized amount is not earned in the trimester the amount not earned is forfeited and not carried forward into another trimester authorization.

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