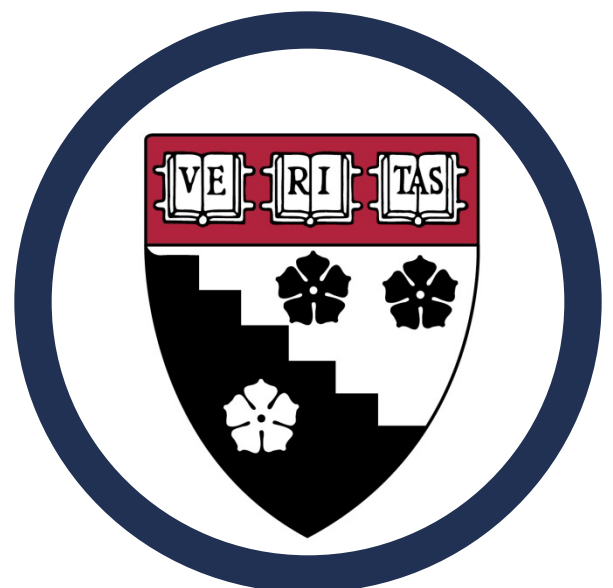




# The Federal Work Study Program

Harvard Graduate School of Education  
Financial Aid Office

2016.2017



# The Federal Work Study Program at HGSE

## What is the FWSP?

The FWSP is a need-based employment program available to students who have completed an HGSE financial aid application and have received a FWS Award as part of their aid package. You must be a U.S. citizen or permanent resident of the U.S. to be eligible for this program.

## Why is FWS an Advantage?

The federal government pays a significant portion of your work study wages (typically 70%), providing an incentive and sizable savings to an employer who hires work study students.

## What Types of Jobs are Available?

A wide variety of opportunities are available on campus and off-campus, such as program administration, research, library work, and tutoring in schools. There are jobs that span all areas of the university both at HGSE and elsewhere.

## Locating Job Opportunities

You will search for jobs independently and apply for jobs directly with employers. General information about FWS for students and employers is available on the SEO website.

- Start by visiting the Harvard University Student Employment Office (SEO) website at [www.seo.harvard.edu](http://www.seo.harvard.edu). This is the primary source for FWS-eligible jobs.
- Check MyGSE and bulletin boards on campus.
- Consider a Field Experience Program (FEP) Internship: [www.gse.harvard.edu/academics/other/fep](http://www.gse.harvard.edu/academics/other/fep) (Some internships offer pay through FWSP funding.)
- Inquire with faculty, staff, and students you meet.
- Consider creating job possibilities off-campus with a non-profit organization.

## FWS Wage Ranges & Employment Dates

Students may begin their FWS job at the official start of the academic year, and must end their employment at the official end of the academic year. Therefore the FWS employment period for the 2016-2017 academic year is **August 31, 2016 to May 13, 2017** for full-year students. Part-year students may only work during their fall or spring enrollment period.

The FWS wage range for the 2016-2017 academic year is \$9.50 to \$18.15 per hour for on-campus jobs, and \$9.50 to \$20.00 per hour for off-campus jobs.

## When Can You Start Working?

A complete FWSP Referral must be in place before you begin working and all of your pre-employment paperwork must be completed. The SEO will notify you once the referral has been processed and work may begin. August 31, 2016 is the earliest date you may start working a FWS job.

## Referral & Hiring Forms- What's a "Referral"?

A FWS Referral is an online form used to authorize your eligibility to work at a particular job using FWSP funding. All FWS positions require an online referral form, which you complete on the Student Employment Office's website at [www.seo.harvard.edu](http://www.seo.harvard.edu). You must complete a referral after being hired but before beginning work at a FWS job.

## Payroll Forms to Complete

Before you begin working, you must also complete the appropriate pre-employment tax documents. These consist of an I-9 Form, W-4 Form and M-4 Form, and all may be found on the Student Employment Office website at: [www.seo.harvard.edu](http://www.seo.harvard.edu) on the "Complete Hiring Documents" page. Original identifying documents must accompany the I-9 for submission to the appropriate payroll office. Usually one of the following is used: an original U.S. Passport or both an original Social Security Card and an original U.S. Driver's License, or Certificate of U.S. citizenship or Documentation of U.S. Permanent Resident status.

## Working at Your FWS Job

### Maximum Weekly FWS Hours

While classes are in session you may work up to 20 hours per week for all of your FWS jobs combined. During official Harvard school vacations, students may work up to 40 hours per week. Although your financial aid award splits your FWS Award evenly between terms you are permitted to earn more in one term than the other, as long as your gross earnings do not exceed your total yearly award amount. For example, if you have a \$5,000 FWS Award for the academic year you may earn \$2,000 during the fall term and \$3,000 during the spring term.

### Plan Your FWS Hours & Schedule

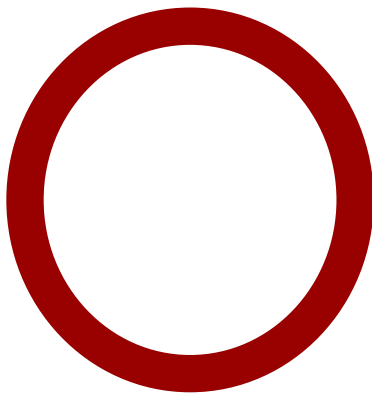
The total you earn in gross wages (pre-tax earnings) at your FWS job(s) may not exceed your FWS award for the academic year. ALL earnings above this amount must be charged back to your employer. For each FWS job held, students complete a corresponding referral. The SEO will set a "ceiling" on the referral, indicating the maximum you may earn at a particular job during the academic year. Do not earn more than this amount. If you do, 100% of your earnings in excess of your FWS ceiling will be charged back to your employer.

### Reporting Your Time Worked

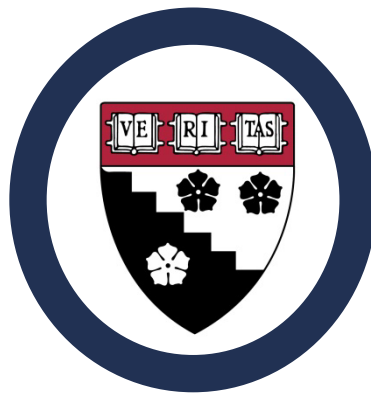
At the end of each week you must report your time worked. This is done online through the Harvard PeopleSoft system for on-campus jobs. If time worked is reported incorrectly all earnings will be charged to the FWS employer. After reporting your time you will get paid!

### Track Your Earnings!

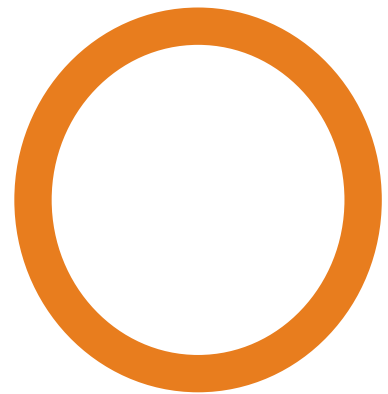
Remember to closely track your FWS gross earnings for each job you work! The academic year spans two tax years, so you must add gross earnings from fall term to gross earnings from spring term to arrive at an accurate figure. It is YOUR responsibility, as well as your employer's and your payroll office, to ensure that you have a referral for each FWS job and that you do not earn more than your FWS ceiling for a job.



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