

Payroll Forms To Complete

I-9: <http://able.harvard.edu/forms/i-9.pdf>

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.

Direct Deposit:

<http://vpf-web.harvard.edu/ofs/payroll/pdf/DirectDepositForm7.pdf>

W4:

<http://able.harvard.edu/forms/w4-students.pdf>

M4:

http://www.mass.gov/Ador/docs/dor/Forms/Wage_Rpt/PDFs/m_4.pdf

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 (when reporting time, the **Time Type = "WST"**). Off-campus jobs require a time card which is submitted to the SEO. If time worked is reported incorrectly all earnings will be charged to the FWS employer. After reporting your time you will receive a paycheck!

TRACK YOUR EARNINGS!

Keep copies of weekly timesheets (or printouts of time entry) for each job!

This is the most reliable method to allow you to easily track your earnings to date for each job. If you enter your time online, keep printouts of your weekly submissions.

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 work study ceiling for a job.

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The HGSE Federal Work Study Program

*Frequently Asked Questions &
Program Information*



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 a student's 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, tutoring in schools. There are jobs that span all areas of the university both at HGSE and elsewhere.

Locating Job Opportunities

- Start by visiting the Harvard University Student Employment Office (SEO) website at 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 (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.

Students 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.

FWS Wage Ranges & Employment Dates

Wage range: \$9.00 - \$17.65 / hr.

Work start date: September 15, 2008 *

Work end date: May 21, 2009 *

* For students eligible for FWS in both fall & spring semesters. **Note:** Students eligible for work study for just **one** semester have these start and end dates:

Fall only: September 15, 2008 through January 23, 2009

Spring only: February 2, 2009 through May 21, 2009

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. For off-campus jobs the SEO will notify students once the Referral has been processed and work may begin. September 15th is the earliest possible date that students may begin working (except for students in the TEP program).



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

A FWS Referral is a form (paper or on-line) used to authorize a student's eligibility to work at a particular job using FWSP funding.

Students obtain a referral after being hired but before beginning work at a FWS job. Referrals are obtained from different sources depending on whether the job is an on or off-campus job.

On-campus FWS positions require a paper referral form, available in the HGSE Financial Aid Office. Off-campus FWS positions require an online referral form, available on the Student Employment Office's website at www.seo.harvard.edu.

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.

Plan Your FWS Hours

The total you may earn in gross wages (pre-tax earnings) at your FWS job(s) may not exceed your FWS award for 08-09. ALL earnings above this amount must be charged back to your employer.

For each FWS job held, students obtain a referral. The FAO will set a "**ceiling**" on the referral, indicating the maximum you may earn at a particular job during 08-09. Do not earn more than this amount. If you do, 100% of your earnings in excess of your work study ceiling will be charged back to your employer.