Payroll Forms To Complete

Before you begin working, you must 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 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.

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. 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 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 on-line, 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.
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
- 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.

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.

FWS Wage Ranges & Employment Dates
Wage range: $9.50 - $18.15 / hr.
Work start date: September 2, 2014 *
Work end date: May 16, 2015 *

* For students eligible for FWS in both fall & spring semesters. Note: Students eligible for work study for just one term have these start and end dates:
   Fall: September 2, 2014 through December 19, 2014
   Spring: January 26, 2015 through May 16, 2015

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 students once the Referral has been processed and work may begin. September 1st is the earliest possible date you may begin working.

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.

You must complete a referral after being hired but before beginning work at a 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 letter splits your FWS Award evenly between terms you are permitted to earn more in one term than the other, as long as you 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
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 work study ceiling will be charged back to your employer.