

## **FWSP START & END DATES and WAGE RANGE**

**STARTS: September 19, 2005 \***

**Wage Range: \$8.50/hr. - \$16.15/hr.**

**ENDS: May 26, 2006 \***

**(pay varies depending upon position)**

**\* for students eligible for work study funding in both fall and spring semesters**

Students eligible for work study for *just one semester* have the following start/end dates:

Fall only: September 19, 2005 through January 24, 2006

Spring only: February 6, 2006 through May 26, 2006

## **ADVANTAGES OF WORK STUDY**

The federal government pays a significant portion of a student's work study wages, providing a sizable savings to an employer who hires work study students – and an incentive to hire students with work study funding. Employer's share is as follows:

**On-campus employers pay 30% of their work study students' gross wages: 30% of \$3,500 work study award = \$1,050.**

**Off-campus employers generally pay 30% plus 6-10% to cover FICA and workers' compensation.**

## **FINDING A JOB: <http://www.seo.harvard.edu/>**

Students search for jobs in various ways. Both work study and non-work study are posted on the SEO website by employers at HGSE, across the university, and by off-campus employers. This is the website for the Harvard University Student Employment Office (SEO). General information about work study for both students and employers is also on this site. For other job postings, check out **bulletin boards** around campus and "MyGSE". Inquire with faculty, staff, and students you meet. Consider creating job possibilities off-campus with non-profit organizations where you would to work. All sorts of jobs are available on campus and off-campus, from research to program administration to clerical to mentoring and tutoring in schools. **Students contact employers directly about open positions and to set up interviews.**

## **PLANNING YOUR FWSP HOURS**

Before your interview, clarify the number of hours you will be available and your flexibility. Keep in mind the amount of your work study award as you consider jobs: see [page 2](#) of this handout for details on calculating usage of your award. The number of hours you may work per week will vary considerably depending on the hourly wage offered and the number of weeks you will actually work.

**REMEMBER: The total you may earn in gross wages (pre-tax earnings) at your work study job(s) may not exceed your work study award.**

## **REQUIRED FORMS for FWSP JOBS**

Students with work study jobs must complete and submit **FWSP referral cards AND payroll forms** before beginning work. We urge students to complete all of their initial work study and payroll paperwork ASAP, to expedite both the start date for the job and receipt of your first week's pay. *Expect a 2 – 3 week turnaround between submission of initial forms and timesheet and receipt of first paycheck.*

Students complete FWSP referral cards with the Financial Aid Office and their employer and submit to their payroll office. FWSP referral cards are the forms which authorize/permit students to be paid through federal work study funding. Students must come to the HGSE Financial Aid Office to pick up a referral card (bring your ID) and then go to their employer's payroll office to obtain payroll forms. Once all of the initial payroll and work study forms are in place, the student may begin work and submit weekly **timesheets**. *See following pages for details.*

**PAYROLL FORMS:** Students submit these to their employer(s) to be set up on the Harvard payroll.

1. **I-9 Forms:** A pdf version is available on-line at <http://able.harvard.edu/forms/i-9.pdf>. Students who have not worked at Harvard in the past 12 months must complete the **I-9 form** with their employer. Please bring it to your employer to sign (rather than your payroll office).
2. **Identifying documents, which must be originals, must accompany the I-9** to submit to your Harvard payroll office. Usually one of the following is used: *an original U.S. Passport or Certificate of U.S. citizenship or Documentation of U.S. Permanent Resident status.*  
**(Alternatively: bring both your U.S. driver's license and Social Security Card)**
3. **Direct Deposit:** Students are strongly encouraged to set up a bank account ASAP to which checks can be deposited directly. Students may set up Direct Deposit through Harvard's PeopleSoft website, [www.harvie.harvard.edu](http://www.harvie.harvard.edu), using their Harvard PIN.
4. **New Hire Forms:** Some Harvard departments/schools require a "New Hire" form to set a student up on the Harvard payroll. (Students working for a HGSE employer, such as Gutman Library must complete one of these. These forms are available at the HGSE Finance Office.)
5. **Tax forms for Withholding (W4 and M4)** (available at your payroll office)

**IMPORTANT:** Work-study funding for *OFF-campus* jobs must be approved by the Student Employment Office (SEO) in Byerly Hall before student may begin FWSP position. See [page 4](#) for details.

## ALLOCATING YOUR WORK STUDY FUNDING

YOUR TOTAL GROSS (BEFORE TAXES) FWSP EARNINGS  
MAY NOT EXCEED YOUR FWSP AWARD FOR THIS YEAR.

## MONITOR YOUR WORK STUDY EARNINGS

The “ceiling” listed on your FWSP referral card by the HGSE Financial Aid Office is the maximum you may earn at a particular job for this academic year. Do not exceed this limit. If you do, 100% of your earnings in excess of your work study ceiling will be charged back to your employer.

## PLANNING YOUR TIME /CALCULATING YOUR HOURS

### How many hours can you work?

This will depend upon your pay rate and how many weeks you will actually work during the school year.

**While classes are in session you may work up to 20 hours per week in total (for all of your FWSP jobs combined).** During official Harvard school vacations, student may work 40 hours per week.

#### ➤ **To determine the number of hours you may work per week:**

Divide your desired maximum earnings by your hourly rate by number of weeks you will work in 2005-2006.

**Sample results:** \$3500 award = 7.8 hrs per week, if paid \$15 per hour for 30 weeks  
\$3500 award = 9.6 hrs per week, if paid \$13 per hour for 28 weeks

#### ➤ **To plan your time and decide your ceiling:**

Decide how much you plan to earn at a particular job before you come in for your referral, so that we can list the ceiling on the FWSP referral card. You may not want to use all of your work study at one job, or may not be sure that you want to. *You may earn more FWSP in one semester than the other, provided you are eligible for FWSP for the full year.*

Consider the amount of time you can **realistically commit** to your employer over the course of the year, taking into consideration time off for vacations and exam periods and when your exams end in May '06. Keep in mind that many classes and exams will end in early May. You may want to work more after your classes end, or you may decide to leave campus early.

Count out the actual weeks you expect to be available for work, particularly if you are choosing a full-year job. Multiply your average hours per week x number of weeks you plan to work this year x hourly pay rate. The official ending date for work study is firm.

## MULTIPLE JOBS

Students may use their work study awards at multiple jobs if necessary. **HOWEVER, a FWSP referral must be completed for each separate job.** Also, if you choose to increase your ceiling at one of your jobs, you must also obtain a **new referral if you choose to increase** your ceiling at a job. The total of all of your work study referrals may not exceed your FWSP award (generally \$3,500).

## CHANGING YOUR JOB OR CEILING

If you need to change your ceiling, contact the FAO to set a time to do another referral or determine reallocation of your work study award (provided you haven't used up all of your work study award).

↑ **To add a job or extend a job you'll need a new referral.** Before you come in for the referral, determine how much you have earned to date at each job and decide how you would like to reallocate your work study award.

↓ **To decrease a ceiling, contact the Financial Aid Office (FAO) to discuss.** We have to be sure that you have not yet exceeded your earnings' ceiling. When we determine that the ceiling can be reduced, the FAO must notify your employer and payroll office of this reduction.

**TRACKING EARNINGS:** How can you track your earnings through the year (especially with more than one job)?

➤ **Keep copies for yourself of your time sheets (or data entry) for each week & for each job.** This is the most reliable method to allow you to easily track your earnings to date for each job.

➤ It is your responsibility, as well as the employer's and your payroll office, to ensure that you do not earn more than your work-study ceiling for a job. If your earnings exceed your work study ceiling for a job, your employer will be charged 100% of those extra earnings, rather than the 30% they expected to pay.

## **STEPS for ON – CAMPUS FWSP REFERRALS** *for FWSP jobs with Harvard employers*

Follow these steps once you have been hired for a work study job (either for one semester or for the full year).

### **STEP 1: HGSE Financial Aid Office (FAO)**

#### **Pick up and complete FWSP Referral Card (allow 10 minutes in FAO)**

Bring the following information to list on the card:

- employer's/supervisor's name, full work address and phone number
- the amount you have decided to earn at job (full or partial amount of work study award)

### **STEP 2: Payroll Office**

**Pick up all payroll forms** (example: I-9, W4, Direct Deposit) from your employer's payroll office or on the Harvard website.

*(Details about forms needed are on page 1 of this handout)*

Students working at HGSE: your payroll office is in Longfellow Room 27 (next to the mailroom in the basement of Longfellow Hall.). All payroll forms are available in bins on the wall in the hallway outside of that office.

**(NOTE: the HGSE payroll office is only for HGSE employers and employees. Students working elsewhere at Harvard should ask your employer for directions to your payroll office for that site.)**

### **STEP 3: Employer's Office**

#### **Complete these forms with employer:**

- FWSP referral form
- I-9 (be sure to provide your documentation)
- Student "New Hire" Form (HGSE jobs require this form; other Harvard employers may not)

### **STEP 4: Payroll Office**

#### **Submit all of these forms to your payroll office before starting job**

- copy of signed FWSP referral card
- original I-9 and required documentation of eligibility (see page 1 of handout)
- Student "New Hire" Form
- Direct Deposit form
- W4 and M4

### **STEP 5: Begin work / submit Weekly Timesheets to your payroll office.**

#### **Complete WEEKLY with employer & submit to your payroll office.**

Students working at HGSE complete paper time sheets. Elsewhere on campus students may be instructed to enter their time electronically through PeopleSoft ([www.harvie.harvard.edu](http://www.harvie.harvard.edu)). Ask your employer which process you will be using. If you enter your time electronically, be sure to keep a tally of earnings to date for each of your work study jobs.

**Be sure your time sheets or time entry are complete and on time for the SEO payroll deadlines.**

#### **TRACK YOUR EARNINGS!**

Be sure your earnings do not exceed your earnings ceiling listed on your FWSP referral card for your job. Keep copies of all of your timesheets to enable you to track your weekly earnings for each of your off-campus work study jobs. You can use PeopleSoft, [www.harvie.harvard.edu](http://www.harvie.harvard.edu), to track your total work study earnings for all of your work study jobs combined. (It will not, however, track earnings separately for multiple work study jobs.)

## STEPS for OFF – CAMPUS FWSP REFERRALS

*The steps listed below are an outline of the overall process for completing Off-campus work study referrals.  
Be sure to review the Off-campus work study packet for detailed instructions for both student and employer.*

Work study funding for off-campus jobs must first be approved by the Harvard Student Employment Office (SEO) in Byerly Hall. View the SEO website, [www.seo.harvard.edu/federal/offcampus.html](http://www.seo.harvard.edu/federal/offcampus.html), for details about employer eligibility for participation in the Federal Work Study Program. Employers must be non-religious, non-political, and, except in rare cases, non-profit.

### APPROVAL PROCESS

The approval process will begin once the completed Off-campus FWSP referral packet is received by the SEO. This packet will include, among other items, a FWSP referral card, job description form, contract, proof of employer's non-profit status. Allow 5-7 working days for approval of positions. **NOTE: Students may not begin working at an off-campus FWSP job until the position has been approved by the SEO and the employer has received time cards from the SEO.**

#### STEP 1: FINANCIAL AID OFFICE

##### *Pick up FWS referral card & packet:*

Complete referral card in Financial Aid Office (FAO) – allow 10 minutes.  
FAO staff member will record ceiling on card.

**Bring** employer's name and contact info and maximum gross amount you plan to earn at job. This amount will be the "ceiling" listed on the referral card.

#### STEP 2: EMPLOYER'S OFFICE

##### *Complete all forms with employer:*

FWS referral form, I-9, Job Description. Employer will complete contract etc.  
Employer lists contact info, hourly rate for job, expected hours per week and start date.

#### STEP 3: STUDENT EMPLOYMENT OFFICE (SEO) – Byerly Hall Basement, 8 Garden Street

- *Submit all of the required forms to SEO before beginning jobs.*
- ***Reminder: be sure to submit BOTH copies of referral card and contract and ALL copies of job description.***
- Employer will receive copies of referral card, contract, and job description once position is approved.
- Be sure to have your supervisor's complete contact information listed on the referral card.
- Follow payroll (I-9) instructions carefully.
- The SEO will review all of your paperwork, once it is complete.  
Incomplete packets will delay approval of position. Time cards will be mailed to your supervisor once the contract and position have been approved.

**STEP 4: BEGIN JOB/submit Timecards weekly:** Once your employer has received time cards for you, you may begin work. Complete work-study timecards and submit to the SEO weekly. Follow SEO payroll schedule for deadlines (especially before holidays and vacations).

**Be sure your time cards are complete and on time for the SEO payroll deadlines.**

### TRACK YOUR EARNINGS!

Be sure your earnings do not exceed your earnings ceiling listed on your FWSP referral card for your job. The SEO will not pay you for earnings above your ceiling. Keep all copies of all of your time cards to enable you to track your earnings for each of your work study jobs. You can also use PeopleSoft, [www.harvie.harvard.edu](http://www.harvie.harvard.edu), to track your total work study earnings electronically for all of your work study jobs combined.