

Federal Work-Study Program – Frequently Asked Questions

1. What is Federal Workstudy?

Federal Workstudy is a need-based grant that allows students to earn money towards their educational expenses. Students must work to in order to earn the funds. Workstudy does not pay towards tuition and fees.

2. How do I qualify for Federal Workstudy?

- Students must first file a FAFSA application by Temple's Fafsa filing deadline of March 1st.
- Students must have "unmet need" to qualify.
- SFS will award eligible students with FWS on their award letter. Students must be eligible for Title IV (Federal) Aid to qualify for Federal Workstudy.

3. How can I accept the work-study award?

Students can accept their awards on their Self-Service Banner. You can view your available funding via the work-study channel in your TUPortal.

4. How do I find work-study positions?

- **On-Campus positions-** Students can apply via TUPortal. There is a link for careers@temple.edu on the left hand side of the portal.
- **Off-Campus positions-** Students can only use work-study at approved non-profits that have contracted with Student Financial Service. Students wanting to work off-campus should visit SFS. Students cannot work off-campus until the employer is approved by SFS & HR. completes the hiring process.

Off-Campus positions are posted via SFS' website at:

<https://sfs.temple.edu/financial-aid-types/federal-work-study/work-study-job-bank>

5. How many hours can I work with my Federal Workstudy Job?

- Student can only work up to 20 hours per week during the Fall/Spring Semester.
- During the Summer Session students are allowed to work up to 40 hours per week if they have enough work-study funding to cover their wages.
- Students working a Federal Workstudy position do not qualify for overtime pay.
- Students are not permitted to work during their scheduled class hours. The only exception if is there is written notice that the class has been cancelled.

6. Can I request an increase if I need more funding to continue working for any given semesters?

Students can request one increase per semester. We cannot guarantee increases. It will be based on available funding and unmet need on the student's aid account.

Requests can be made via wkstudy@temple.edu

7. Can I use work-study for Summer semester?

- Students who are registered for Summer session can request to be reviewed to have work-study added as part of their Summer Aid Package.
- Students who are not attending Summer but are pre-registered for Fall should stop by SFS at the end of April to be reviewed for Summer Workstudy.
- Summer Workstudy students must have a valid 2018-2019 and 2019-2020 FAFSA on file.
- You must have “unmet” financial need both years and qualify for Federal Aid.
- Students not meeting satisfactory academic progress cannot receive Federal Workstudy.

8. Does Work-study pay towards my tuition & fees?

No. Work-study students receive a bi-weekly paycheck. The work-study grant on your Financial Aid award does not go towards your tuition and fees. How much you earn is based on the hours you work.

9. Do I receive a W-2 for my work-study position?

Yes. Students working a Federal Work-study position in the University will receive a W-2 from Temple’s HR Department. You can view this via your TUPortal.

10. Will I get charged FICA Tax for my work-study position?

FICA taxes are broken down into two parts: Social Security and Medicare. Temple University is required to withhold FICA taxes for all employees for whom it is applicable.

Undergraduate and Graduate students who currently enrolled in a minimum of 6 credit hours for the Fall and Spring semesters and a minimum of 3 credit hours during each of the Summer Sessions are exempt from FICA taxes.

Refer to: <http://www.temple.edu/hr/>

11. How can I get verification of employment?

Contact Temple University Human Resources Department for verification of employment.

**The Work Number
Client Service Center
1-800-996-7566 (Voice)
1-800-424-0253 (TTY – Deaf)
Monday – Friday, 7:00 a.m. – 8:00 p.m. (CST)**

Please note that HR **cannot** verify if the position was paid via Federal Workstudy funding. For that piece you can email wkstudy@temple.edu

CONTACT SFS WORKSTUDY TEAM:

SFS Workstudy Line: 215-204-1404
SFS Workstudy Email: wkstudy@temple.edu