Federal Work-study Program – Frequently Asked Questions

What is Federal Work-study?
Federal Work-study is a need-based grant that allows students to earn money towards their educational expenses. Students must work to earn the funds via a bi-weekly payroll. To be eligible the student must be officially hired in an authorized work-study position at Temple University. Work-study does not pay towards tuition and fees.

For more information on the program please refer to: https://sfs.temple.edu/financial-aid-types/federal-work-study

How do I qualify for Federal Work-study?

- Must first file a current & complete FAFSA application with no outstanding requirements
- Must be enrolled & matriculated student (non-matriculated students do not qualify)
- Students must have “unmet need” to qualify based on the FAFSA Application
- Students must be eligible for Title IV (Federal) Aid to qualify for Federal Work-study.
- Students can also request to be reviewed for work-study by emailing wkstudy@temple.edu

How can I accept my work-study offer?

- SFS will begin packaging aid offers for continuing/returning students beginning July 1st.
- New incoming students can request work-study once new student packaging begins end of February.
- Students can accept their work-study offers Via TUPortal- Cost & Aid tab via “Self-Service Banner”

Can I request an increase of my work-study offer?

Students can request to be reviewed for an increase. Please note increases are not guaranteed. Work-study increases are based on available funding and unmet need on the student’s aid account. Please note that borrowing large private or Parent Plus loans can affect the ability for us to post work-study on an account as we cannot exceed the Cost of Attendance set for each semester. Requests can be made by emailing wkstudy@temple.edu

How do I find a federal work-study position?

- **On-Campus positions**- Students can apply via TUPortal. There is a link for careers@temple. Via careers@temple you can create a profile and upload a resume before applying for positions.
  - Each department handle their hiring of their own positions. SFS does not make decisions on student hires for other departments.

Revised May 2021
• **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 contact SFS at wkstudy@temple.edu.
  - Students cannot work off-campus until the employer is approved by SFS & the appropriate I-9 & clearance documentation is completed.
  - Off-Campus positions are posted via SFS’ website at: [sfs.temple.edu](http://sfs.temple.edu)

**How many hours can I work with my Federal Work-study Job?**

- Student can only work up to 20 hours per week during the Fall/Spring Semester. How many hours you are eligible to work per semester is based on your work-study allocation for that semester.
- During the Summer Session students can work up to 40 hours per week if they have enough work-study funding to cover their wages.
  - *Summer work-study is a separate award from Fall/Spring and must be requested in mid-April. We do not roll over unused funding from Fall/Spring to Summer.*
- 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 canceled.

**Can I work under the Federal work-study program after I graduate from Temple?**

No. Since this grant funding is based on federal aid eligibility students who graduate cannot continue to work under the work-study program the semester after they have graduated.

**Can I work my work-study position if I am on an official leave of absence?**

No. You must be an enrolled student, currently registered for classes and eligible for federal aid to work a federal work-study position. If you have taken a leave of absence, you will not qualify to work as a federal work-study student.

**What are the eligibility requirements for Summer work-study?**

- Summer work-study eligibility is separate from Fall/Spring and has a different set of eligibility requirements. Students should email us at wkstudy@temple.edu in mid-April to be reviewed.
  - Student must have a valid FAFSA on file for the current year and the upcoming academic year
  - Student must also have submitted all Financial Aid requirements. You can locate this in the Cost & Aid tab of TUPortal.
  - Student must qualify for Title IV Aid.
    - *Students not meeting satisfactory academic progress cannot receive Federal Work-study.*
  - Student must have unmet financial need- This is determined by the FAFSA Application.
  - Student must be either enrolled for Summer Session and/or pre-registered for the upcoming Fall.
  - Students enrolled in Summer session must submit the FWSENR form located in the forms section.
Does Work-study pay towards my tuition & fees?
No. Work-study students receive a bi-weekly pay. The work-study grant on your Financial Aid offer does not go towards your tuition and fees. How much you earn is based on the offer per semester & hours worked. Any unused funding goes back to the grant and is not paid out to students.

Who should I contact with issues completing the I-9 Process?
If you have issues completing the I-9 process you can contact HR at i9upload@temple.edu. Please note that the I-9 email comes from the vendor EQUIFAX. Please make sure you check your spam folder to ensure you are not missing the emails.

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.

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. To be FICA Exempt as a student you must be enrolled in at least 6 credit hours Fall/Spring and at least 3 credit hours for Summer Session.

Can I qualify to receive SNAP (Supplemental Nutrition Assistance Program) as a work-study student?
As a Federal Work-study student, you may be entitled to SNAP benefits. Please refer to the USDA (US Department of Agriculture) website for more detailed information. https://www.fns.usda.gov/snap/recipient/eligibility

Who can I get to verify my employment at Temple?
THE WORK NUMBER® is a service of Equifax that provides employees with an automated process to handle employment and income verifications. It allows our employees to have their employment and income verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications, apartment leases, government aid or most other applications that require proof of employment. It is quick, convenient and best of all, it's easy.

Need Assistance?
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)

Contacting Student Financial Services
For assistance with work-study please email us at wkstudy@temple.edu.

Revised May 2021