

MANUAL Student Employment Office Office of Career Services	SECTION Record Keeping and Monitoring Requirements	PAGE 1 / 1
SUBJECT <i>Federal Work Study Program Monitoring</i>		REVISED

The Federal Work-Study Award (earnings limit) allocated to the student is calculated for specific award period(s) as indicated on the student's award offer letter. The employing department and the student should determine a work schedule taking into consideration the student's class schedule and the award amount so the student does not earn the awarded amount too quickly.

Departments should plan the average number of hours per week for each student by following a simple formula: (FWS award for semester divided by 16 weeks divided by rate of pay.) If the department needs to have the student work during the Fall-Spring Semester break, the average number of hours should be reduced by following another formula (total number of hours to be worked during the break divided by 16 = the amount of hours to be subtracted from the average number of hours per week calculated above.) It is the department's responsibility to insure that federal laws are complied with by not allowing FWS student to earn more dollars than their awards and that students work/class schedule do not conflict. (See Federal Work-Study Program Monitoring)

Prior to each break in classes, the policy regarding the Federal Work-Study students who work during semester breaks will be distributed to Student Employment Representatives which will reflect any recent changes in the regulations.