

MANUAL Student Employment Office Office of Career Services	SECTION Federal Work Study Program	PAGE 1 / 1
SUBJECT <i>Monitoring the FWS Earnings</i>		REVISED

A Federal Work-Study award is the maximum earnings authorization. Students may not earn more than the award. In order to ensure that the earnings authorization is not exceeded, it is incumbent upon the department and student to monitor earnings. A simple calculation will preclude an over award from occurring:

1. Federal Work-Study Award for Semester divided by hourly rate = total hours student can work during the semester.
2. Total hours student can work during the semester divided by number of weeks in the semester = hours per week student should work in order to work the entire semester.

Example: \$1500 FWS semester award divided by \$13.00/hour = 115.38 hours to earn semester award.

115.38 divided by 16 weeks (including exam week) = 7.21 hours per week.

Once the student has earned their maximum award, they must STOP WORKING under the Labor Distribution FOAP for FWS. The student can request a revision to their FWS award and discuss the situation with Financial Aid. If no additional FWS is possible, the department may switch the student to regular student employment (RSE) – 100% departmental budget.

REMEMBER: We must maximize the utilization and benefits of the FWS award program for our students at UIC. At the beginning of each semester (e.g. Fall August/Spring January/Summer June), please ask your continuing student employees if they have been awarded FWS so you, the employing department, can switch them back to the Labor Distribution FOAP for FWS.