

Federal Work Study (FWS) FAQs

What is the supervisor's role? What is the administrative assistant's role?

- The Supervisor is defined as both the individual listed on the Job Posting webpage and the supervisor in Workday. The Supervisor may delegate tasks to their administrative assistant, but all communication regarding work study will be sent to the supervisor only.

When can we begin hiring for the Fall term?

- Hiring follows the FAFSA award year of July 1- June 30 every year. On July 1, you can start hiring after FWS funds for the new FAFSA year are posted to the student's account. An announcement or notification will be placed on the Federal Work Study webpage. A Supervisor can begin the hiring process as soon as they receive the new eligibility list from the Financial Aid Office.

How do students get on the list?

- Students must complete their FAFSA and may indicate that they are interested in Work Study. This program is need-based and awarded on a first come, first serve basis; the sooner students complete their FAFSA, the sooner they may appear on the list.

Do I have to use the FWS list to hire?

- The eligibility list may be used as a guide to help supervisors find eligible candidates. However, if a student does not appear on the list, supervisors may send names of interested students to the Work Study inbox (faworkstudy@broward.edu), and ask for eligibility.

How often will I get the FWS list?

- The FWS eligibility list is generated every 6-8 weeks and will be sent to supervisors once available.

How many Work Study students can I have?

- As many as you can manage.

How can I hire a Work Study student in a specific program of study?

- The eligibility list distributed to supervisors will include the campus each student primarily attends and their program of study. Supervisors may filter the list to determine who they would like to market their open FWS position(s) to. We suggest you market your position to a specific program of study and specify it on the job posting.

Can I hire a FWS as a tutor?

- Yes, you may hire a FWS student to be a tutor.

At what point can supervisors tell students they are hired?

- Once the background check has been successfully completed, supervisors may tell students they are hired. HR notifies the Supervisor - just like they do with part-time employees - when the student clears the background check and is ready to be hired.

Can we give Work Study students a raise?

- The wage for Work Study students is determined by HR, and we are not able to change it.

How do I update a job posting?

- You must submit the Work Study Job Request Form that is located on our website - www.broward.edu/workstudy - for all changes.

Can supervisors see a student's eligibility?

- Supervisors are not able to see a student's eligibility but should request the information from the student.

How do I know when the student runs out of funds?

- It is the students' responsibility to monitor their awards in myBC. They may provide you with their award information so that you know how many hours they can work. Financial Aid recommends having an Orientation for your Work Study student(s) to explain how you plan to monitor their award and eligibility.
 - If the funds run out, the student will need to stop working.

How will the supervisor be notified regarding mid semester changes to a student's award?

- The Work Study student is responsible for notifying you of any changes to their eligibility. If eligibility has been exhausted due to a change in the student's award, the Financial Aid Office will contact the supervisor by phone and e-mail about the change.

Will FWS get additional hours in the Summer?

- If funding is available, additional awards may be granted to students. However, it is not guaranteed. Students may send an e-mail to faworkstudy@broward.edu to ask for an increase in their award.

When will we know if a Work-Study student is eligible for FWS in the Summer?

- If students have remaining eligibility from the Fall and Spring terms and are enrolled in 6 POEC credits for either the Summer or Fall semester, they are eligible to work.

What are the requirements for Work Study students working in the Summer?

- Students do not need to be enrolled in the summer term. However, they will need to complete their FAFSA and be enrolled in 6 POEC credits for either the Summer or Fall semester.

What is the difference between VA Work Study and Federal Work Study?

- VA Work Study students do not apply for work study through the FAFSA. The student must be a veteran using VA Benefits at the College and can only perform VA related tasks. For more information about VA Work Study eligibility and the hiring process please visit www.va.gov.

What is the policy for supervision and termination of a Work Study student?

- Please refer to the College HR policy regarding supervision and termination.

How are breaks and lunches scheduled for Work Study students?

- Work Study students are treated as part-time employees. Therefore, breaks and lunches should be scheduled according to HR policy.

How do you transfer a Work-Study student to a PT employee?

- Please contact HR to complete this process. The supervisor will need to be sure they change the work tags from FWS to their part-time budget.

How does FWS verify employment?

- Employment verification is done through HR by doing the following:
 - Contact recordsmanagement@broward.edu or Fax (954) 201-7051
 - Include a signed release from the individual

How can I find the report to show the Work Study student's total hours worked?

- The report can be found in Workday. Type the word "block" in the search bar and choose one of the following options:
 - BC Reported Time Blocks for Work Study Student (Detailed)
 - BC Reported Time Blocks for Work Study Student (Summary)

How is a student's work study award affected by Cost of Attendance (COA)?

- A student's work study award must fit within the COA established by the Financial Aid Office. If the student is awarded other aid, such as a scholarship, it can reduce FWS eligibility if the additional aid awarded causes the student to be over COA. Please refer to our website for additional information about Cost of Attendance – www.broward.edu/coa.

Can a Work Study student be reimbursed for mileage?

- Yes, they can be paid for mileage, but it must be community service related. The student must work with their supervisor and provide the necessary paperwork; please contact the FWS inbox with steps on how to complete this process.

Who are the FWS contacts?

- Please send all questions to faworkstudy@broward.edu. Due to our volume of work, the best way to get answers to work study questions is to use the email address listed.