



Harvard University
Graduate School of Education
Financial Aid Office
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HGSE FEDERAL WORK STUDY INFORMATION & FAQs 2007/2008

What is the employer's share of a student's work-study wages?

- ON-CAMPUS EMPLOYER (Harvard University): pays 30% of student's gross earnings
- OFF-CAMPUS EMPLOYER / NON-PROFIT: pays 30% of student's gross earnings **
- OFF-CAMPUS EMPLOYER / NON-PROFIT SERVING LOW-INCOME INDIVIDUALS:
Employer pays 10-25% of student's gross earnings **
- OFF-CAMPUS EMPLOYER / FOR-PROFIT:
TBA, but last year paid 50% of student's gross earnings (if approved)**

** Off-campus employers will also pay an additional 6-10% to cover FICA and workers' compensation.

** Work-Study funding for OFF-campus jobs must first be approved by the Student Employment Office (SEO) in Cronkhite Hall.

View the SEO website, www.seo.harvard.edu/federal/offcampus.html, for details about employers' eligibility for participation in the work-study program. The approval process will start when the completed referral packet materials are received by the SEO from the potential employer. Allow 5-7 working days for approval of positions. NOTE: Students may not begin working at an "off-campus" job until the position has been approved by the SEO.

What is the Work Study process?

If a student has received a Federal Work-Study Award in his/her financial aid package, s/he may be paid for an FEP internship through work-study funding, if the employer agrees and is eligible for participation. During the school year, the maximum number of hours per week a student can earn work-study funding is 20 hours while classes are in session. Students may work up to 40 hours per week during official HGSE school vacations.

- Student obtains Work-Study referral card and packet from the HGSE Financial Aid Office in Longfellow Hall. This referral card confirms the student's eligibility to receive Work-Study funds from the University.
- Student brings the work-study referral card and packet to employer to complete their portion. Be sure to bring employer's full name and contact information (including address, phone, and e-mail) when you go to the Financial Aid Office to begin the referral process. You will need to complete a portion of the referral card in the Financial Aid Office, before bringing it to the employer.
- Completed ON-Campus referral cards and packets:
One copy is delivered to the HGSE Financial Aid Office in Longfellow Hall, and a second copy goes to your employer's payroll office, which is the office that will process your weekly time sheets. Contact your employer to determine the appropriate payroll office and what other necessary forms may be needed to set you up on the payroll (I-9 form, etc.)
- Completed OFF-Campus referral cards and packets:
These are delivered to the SEO (Cronkhite Hall, 86 Brattle St.), which pays full compensation to the student directly and then bills the employer for the employer's share. Weekly time cards for off-campus positions are submitted directly to the SEO by either the student or the employer.

➔ **It can take up to 3 weeks before receiving your first paycheck, so plan accordingly.**

Why is work study funding an advantage?

On-campus employers pay only 30% of their work study student's gross wages.
(Example: 30% of \$3,500 work study award = \$1,050)

Off-campus employers generally pay 30% plus 6-10% to cover FICA and workers' compensation. The federal government pays a significant portion of a student's work study wages, providing a sizable savings to an employer who hires work study students – and an incentive to hire students with work study funding.

Where do students find job listings?

Students search for jobs in a variety of ways:

- www.seo.harvard.edu/
Use the website for the Harvard University Student Employment Office (SEO). Both work study and non-work study are posted on the SEO website by employers at HGSE, across the university, and by off-campus employers. General information about work study is included on this site for students and employers. Jobs are posted throughout the school year. Many jobs are added in the early fall.
- Check out “MyGSE” and bulletin boards on campus.
- Consider an FEP internship: <http://www.gse.harvard.edu/academics/other/fep/>
- Research the university's website to determine offices or programs where you would be interested in working.
- Consider creating job possibilities off-campus with non-profit organizations where you would to work

What kind of jobs are available?

All sorts of jobs are available. Work study jobs range from research positions to library or clerical work. Opportunities include program administration and tutoring in the schools (see America Reads or Project If).

How many jobs can you have?

You may have more than one job, but will need a FWSP referral form for each FWSP job.

If you will work at more than one job, decide how much you plan to earn at a particular job before you come in for your referral, so that we can list this as the FWSP ceiling on the FWSP referral card.

How many hours may a student work?

Up to 20 hours per week - while classes are in session (including all work study jobs combined)

Up to 40 hours per week - during official Harvard vacations

➤ You may earn more FWSP in one semester than the other, provided you are eligible for FWSP for the full year.

➤ Consider how much you can realistically commit in hours per week. Keep in mind that many classes and exams will end in early May. You may want to work more after your classes end, or you may decide to leave campus early. The official ending date for work study is firm.

The total you may earn in gross wages (pre-tax earnings) at your work study job(s) may not exceed your work study award.

- The number of hours you may work per week will vary considerably depending on the hourly wage offered and the number of weeks you will actually work.
- Decide the maximum number of hours you will be available and your flexibility before your interview.
- Allow for time off for vacations and exams etc.

How does the work study process work?

- ⇒ **Students contact employers directly** about open positions to set up interviews.
- ⇒ After being hired, students come to the Financial Aid Office to pick up a FWSP referral or packet. (Tell us whether you need an on campus or off campus packet.) Bring your employer name and contact information with you.
- ⇒ In addition to the FWSP referral form, new hires must complete the payroll forms required (I-9, W4, M4, Direct Deposit). At HGSE, students also need to complete a paper Temporary Hire Form for each new job.

How do students change work study jobs?

- ⇧ To add a job or extend a job you'll need a new referral. Before you come in for the referral, determine how much you have earned to date at each job and decide how you would like to reallocate your work study award.
- ⇩ To decrease a ceiling, contact the Financial Aid Office (FAO) to discuss. We have to be sure that you have not yet exceeded your earnings' ceiling. When we determine that the ceiling can be reduced, the FAO must notify your employer and payroll office of this

MONITOR your work study earnings

The Financial Aid Office lists a "ceiling" for your job on your FWSP referral card. This is the maximum you may earn at a particular job for this academic year. Be careful to monitor your gross work study earnings. If you exceed your ceiling, 100% of your wages in excess of the ceiling will be charged back to your employer.

How can you monitor your FWSP earnings through the year (especially with more than one job)?

- Keep copies for yourself of your weekly time sheets (or data entry) for each job. This is the most reliable method to allow you to easily track your earnings to date for each job. Your payroll amounts will reflect total FWSP earnings through each calendar year.
- It is your responsibility, as well as the employer's and your payroll office, to ensure that you do not earn more than your work-study ceiling for a job. If your earnings exceed your work study ceiling for a job, your employer will be charged 100% of those extra earnings, rather than the 30% they expected to pay.

FWSP REFERRAL CARD & PAYROLL FORMS

Before beginning a FWSP job, students must complete and submit to their employer's payroll office a **FWSP referral card for each work study position** they take on, in addition to the standard student payroll forms. We urge students to complete all of their initial work study and payroll paperwork ASAP, to expedite the start date of the job and receipt of your first week's pay.

Expect a **2 – 3 week turnaround** between submission of initial forms and timesheet and receipt of first payment.

- **Students obtain FWSP referral cards at the Financial Aid Office** (bring your student ID).
FWSP referral cards are the forms which authorize students to be paid through federal work study funding.
 - The FAO lists your FWSP "ceiling" on your card.
 - Then the employer completes and signs their portion of the card, including a brief job description.
 - The card – and other payroll forms – are then submitted to their payroll office.
- **Payroll forms and instructions are obtained from the employer's payroll office.**
On-campus jobs: submit card and payroll forms to employer's payroll
Off-campus jobs: submit card online to SEO.

All FWSP and payroll forms must be on file with payroll before student may begin working. **Work-study funding for OFF-campus jobs must be approved by the Student Employment Office (SEO) before student may begin FWSP position. The SEO will email students once their individual position has been approved.**

PAYROLL FORMS

Students submit these to employer's payroll office to be set up on the Harvard payroll.

1. **I-9 Forms:** A pdf version is available on-line at <http://able.harvard.edu/forms/i-9.pdf>.
Students who have not worked at Harvard in the past 12 months must complete the I-9 form with their employer.
2. **Identifying documents**, which must be originals, must accompany the I-9 to submit to your Harvard payroll office. Usually one of the following is used: an **original U.S. Passport or Certificate of U.S. citizenship or Documentation of U.S. Permanent Resident status**.
(Alternatively: bring both your U.S. driver's license and Social Security Card)
3. **Direct Deposit:** Students are strongly encouraged to set up a bank account ASAP to which checks can be deposited directly. Students may set up Direct Deposit through Harvard's PeopleSoft website, www.harvie.harvard.edu, using their Harvard PIN.
4. **New Hire Forms:** Some Harvard departments/schools require a "New Hire" form to set a student up on the Harvard payroll. (Students working for a HGSE employer, such as Gutman Library must complete one of these – these forms are available on the **wall outside of the HGSE Finance Office in Longfellow 31.**)
5. **Tax forms for Withholding (W4 and M4)**

STEPS for ON-CAMPUS FWSP REFERRALS

for Harvard FWSP jobs

Once you have been hired for an on-campus work study job, follow these **5** easy steps!

☐ **STEP 1: HGSE FINANCIAL AID OFFICE (FAO)**

Pick up and complete FWSP Referral Card (allow 10 minutes in FAO)

Bring the following information to list on the card:

- employer's/supervisor's name, full work address and phone number
- the amount you have decided to earn at job (full or partial amount of work study award)

☐ **STEP 2: PAYROLL OFFICE**

Pick up all payroll forms (example: I-9, W4, Direct Deposit) from your employer's payroll office or on the Harvard website.

(Details about forms needed are on page 1 of this handout)

Students working at HGSE: these forms are available in bins on the **wall outside of Longfellow Room 31** (in the basement of Longfellow Hall).

(NOTE: the **HGSE payroll office is only for HGSE employers and employees**. Students working elsewhere at Harvard should ask your employer for directions to your payroll office for that site.)

☐ **STEP 3: EMPLOYER'S OFFICE**

Complete these forms with employer:

- FWSP referral form
- I-9 (be sure to provide your documentation)
- Student "New Hire" Form (HGSE jobs require this form; other Harvard employers may not)

☐ **STEP 4: PAYROLL OFFICE**

Submit ALL of these forms to your payroll office before starting job

- copy of signed FWSP referral card
- original I-9 and required documentation of eligibility
- Student hire form – if required
- Direct Deposit form
- W4 and M4

☐ **STEP 5: BACK TO HGSE FAO – RETURN YOUR COMPLETED COPY OF REFERRAL TO FAO**

(in person or via U-mail)

BEGIN WORK / SUBMIT WEEKLY TIMESHEETS TO YOUR PAYROLL OFFICE.

Complete WEEKLY with employer & submit to your payroll office.

- **Students working at HGSE complete paper time sheets.**
- Elsewhere on campus students may be instructed to enter their time electronically through PeopleSoft (www.harvie.harvard.edu). Ask your employer which process you will be using. If you enter your time electronically, be sure to keep a tally of your GROSS earnings to date for **each** of your **work study jobs**.

STEPS FOR OFF-CAMPUS FWSP REFERRALS

Once you have been hired for an off-campus work study job, follow these 3 steps!

APPROVAL PROCESS

Work study funding for off-campus jobs must first be approved by the Harvard Student Employment Office (SEO) before a student may begin working at an off-campus site. **Once the position is approved, the SEO will e-mail you notification that you may begin working. Do not begin working until you have received clearance from the Harvard SEO.** Allow 5-7 working days for approval of positions from the time a *complete* off-campus FWSP referral packet is received by the SEO.

3 STEPS TO COMPLETE YOUR OFF-CAMPUS FWSP REFERRAL

STEP 1: COMPLETE AN ONLINE REFERRAL FORM AT:

<http://www.seo.harvard.edu/includes/federal/refcardOFFcampusGRAD.html>

- **IMPORTANT:** You will need specific employer information when completing this step online. You may want to complete the online referral form with your supervisor so they can input employer-specific information that is necessary to complete the form.

STEP 2 - EMPLOYER'S OFFICE

Complete with employer:

- FWS referral form
- Required employment documents (presented after submitting referral online)
- Additional documentation as required by the SEO (presented after submitting referral online)
- Employer will complete contract package as instructed by the SEO (presented after submitting referral online)

STEP 3 - STUDENT EMPLOYMENT OFFICE (SEO)

Submit all completed employment and employer paperwork for review and approval to the Harvard Student Employment Office, 86 Brattle Street, Cambridge, MA 02138

REMINDERS TO ENSURE TIMELY PROCESSING

- Be sure to have your supervisor's complete contact information listed on your referral.
- Follow payroll paperwork (I-9) instructions carefully.
- Be sure to **follow all instructions as given by the Harvard Student Employment Office.**