

# **UTHSCSA Federal Work-Study Student Guidelines**

***Please read the guidelines and requirements outlined below which relate to employment through the UTHSCSA's Federal Work-Study (FWS) Program.***

Prior to starting a position, the following employment forms must be completed and returned into the Financial Aid office:

- **W-4**
- **I-9 (with acceptable identification documents such as U.S. passport or driver's license and social security card)**
- **Authorization for Security Background and Sanction Check**
- **Student Employee Agreement**
- **New Employee Compliance Agreement**
- **Direct Deposit Authorization form(optional)**

A FWS student **cannot** begin work until all hiring paperwork is processed. Students may not start work until their first class day and cannot work after their last class day.

FWS students may **not** work more than 20 hours in any week during the academic year. According to *federal regulations*, FWS students are not eligible to work overtime or receive comp time.

FWS Students must take the mandatory on-line training Compliance courses as required by UTHSCSA Handbook of Operating Procedures (HOP) within 30 days of employment.

Students must stop working when their FWS award is met, even if the assignment has not been completed.

A student can hold only one FWS part-time position at a time.

Due to *federal regulations*, students are prohibited from working during scheduled class periods. It is the student's responsibility to coordinate their schedule with their supervisor.

Timesheets **must** be turned into the department by the due date listed on the Work Study Brochure. Any timesheet not received on time, signed by student and supervisor, will be paid on the following pay period.

Student hours will be paid in 15 minute increments only. The time sheet should reflect partial hours as .25, .50, or .75

FWS earnings are considered taxable income, and you may be required to file a tax return. Work-Study is a Federal award, and you may not earn more than what you have been awarded.