



University of North Carolina Wilmington Federal Work-Study Program

Reference Handbook for Students & Supervisors 2024-2025 Academic Year

[Office of Scholarships & Financial Aid](#)
140 Warwick Center
601 South College Road
Wilmington, NC 28403-5951

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Introduction

Federal Work-Study (FWS) is a need-based, federal financial aid program that provides part-time employment for students enrolled as undergraduate or graduate students. The FWS Program serves a variety of purposes for the students, the institution, and the community. In addition to providing opportunities for students to earn a portion of their educational costs, the program provides experience in developing skills, creativity, and responsibility. Student development and preparation for the job market are fundamental goals of the program.

Section I: Eligibility

Students must demonstrate financial need (and be enrolled at least half-time in the term in which they are employed, with the exception of summer) to be eligible to participate in the FWS Program. Financial need is determined by the completion of the Free Application for Federal Student Aid (FAFSA). Funding for the Federal Work-Study Program is limited; students may not receive an award each year. Students who have been awarded FWS will receive an award notification indicating the maximum amount of gross pay to be earned per term.

If there is a change in the student's financial aid eligibility, the OSFA will contact the supervisor and may instruct you to terminate or suspend the employment of a student. Our policy is to allow all earnings for time worked through the day that we notify you to be paid with FWS funds. Subsequent earnings must be paid with your organization's funds.

Some reasons OSFA may terminate students in the following circumstances:

- The student has withdrawn from school for the semester.
- The student has received an additional financial aid award which meets his financial need.
- The student has been academically dismissed.
- The student is not meeting the university's [Satisfactory Academic Progress](#) standards for financial aid eligibility (SAP).
- The student owes a refund to a federal grant program or is in default on a federal loan.
- The student's budget has decreased, resulting in decreased financial need.
- The student's Student Aid Index (SAI) has increased, resulting in decreased financial need.
- The student has graduated.
- The student has earned the entire awarded amount.
- For a variety of reasons, FWS student employees may have their awards decreased. When this occurs, the OSFA will notify the student and the supervisor.

Section II: Employing FWS Students

The departments and agencies must have an approved FWS allotment of positions from the OSFA before FWS students can be hired and paid under FWS funds. As an employer within the FWS program, we urge departments to pay above the federal minimum wage of \$7.25. A minimum hourly rate of \$10.00/hour is recommended. Refer to the UNCW Work Study Pay Rate Matrix (on page 14) to determine an appropriate rate of pay. OSFA has final approval of the rate of pay.

Hiring Process - Administration

The hiring process involves multiple offices on campus and this process should be completed in the appropriate order to ensure the program operates smoothly and within federal regulations. Contact the applicable area directly with questions. The department for each area of interest is below:

1. FWS Authorization – Job Descriptions

The OSFA (Office of Scholarships & Financial Aid) authorizes the number of positions in each department. To hire a work-study student, a department must have an approved Federal Work Study (FWS) Job Description on file with the OSFA. Once a department receives approval from OSFA, the department may proceed with advertising the position on Handshake (see Job Announcement below for details). Additionally, departments must remain in good standing by submitting requested documentation.

Job Descriptions must:

- Be approved by OSFA **prior** to posting the position on Handshake.
 - A department's failure to receive approval or provide a job description to OSFA prior to hiring a student will result in delays in the hiring process – EPAFs will **not** be approved until OSFA has received and approved a current Job Description and students will not be allowed to begin working until the EPAF is approved.
- Be completed on OSFA's Job Description template (template provided upon request).
- Be updated each academic year.
- Include the number of students the department is looking to hire for that position – if this changes, the department must contact OSFA and receive approval before hiring additional students for the position.

2. Job Announcement – Posting to Handshake

The UNCW Career Center maintains [Handshake](#), the system used by departments to advertise jobs and by students to search for positions. Departments should enter job announcements in Handshake, **after receiving approval from OSFA**, according to the table below:

Fall Hires	Spring Hires	Summer Hires
June 1 – September 15	December 1 – January 15	April 1 – June 1

3. Hiring System – EPAFs

The UNCW Human Resources Department confirms eligibility for U.S. employment and maintains the employment software used to initiate the hiring process – Electronic Personnel Action Forms (EPAFs). Use code **W15550** as the position number for FWS employees (UG & GR). The deadline to enter EPAF assignments, per HR, is the 26th of each month. You can also refer to HR's [FWS EPAF Quick User Guide](#) or contact HR for assistance in entering FWS EPAFs.

In addition to the EPAF process, UNCW HR performs a criminal background check for all students hired to work at a community partner location. The background check includes the following:

- Statewide Criminal – NC
- Nationwide Federal Criminal
- Nationwide Record Indicator with SOI (Sex Offender Index)

Applicants provide a seven-year address history. If the applicant discloses that s/he has lived outside of North Carolina in that timeframe, the background check will include an additional out-of-state County Criminal search to cover those locations, including international searches. Issues arising from the background check will be handled on a case-by-case basis.

Hiring Process – Student/Department

1. Student identifies a position(s) of interest by searching for a job in [Handshake](#) on the Career Center's web site.
2. The student follows the instructions in the job announcement. He/she should present the **Award Confirmation Form** during the interview as verification of having FWS.
3. The department interviewer makes sure the student has the necessary qualifications for the specific job (**including the Award Confirmation Form**) and will be available to work on a desired schedule.

Once the department selects a student for hire, the student should complete the associated hiring documentation with the offices as indicated below:

- Employment Eligibility Verification Form I-9 (Human Resources)
- State tax withholding form NC W-4 or federal tax withholding form W-4 (Payroll Office)
- Direct Deposit Authorization Form (Payroll Office).
- Complete the FERPA online training via [Percipio](#), if not done previously. **mySeaport > Percipio (Formerly Skillport) > Search/Type "Student Worker FERPA Awareness Training"**
(Must be completed within 2 weeks of starting the work study job or student will be informed to stop working until requirement is satisfied.)



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Student Worker FERPA Awareness Training

This training is designed to heighten awareness of the Family Educational Rights and Privacy Act (FERPA) in students who are employed by the University.

15m Skillport Migration Everyone Dec 2022

From Channel: [UNCW - Student Training](#)

Employment Period

The standard periods of employment for FWS employees encompasses the fall and spring academic terms. Students may begin work on the first day of August and should end by the last day of May, unless the student is graduating. Employment positions are authorized based on the amount of available funds. The OSFA reserves the right to modify these dates based on the availability of funding.

Summer

Summer employment opportunities are not considered as part of the standard employment period of fall and spring terms. Summer FWS period of employment is June 1 – July 31. Students and/or departments can initiate a summer work-study award by emailing workstudy@uncw.edu.

To qualify, a student must:

- Complete the FAFSA for the upcoming academic year and be eligible for need-based aid.
- Be enrolled (or planning to enroll) for the upcoming fall semester.
- And funding must be available.

Note: Summer wages count towards a student's earnings for the upcoming academic year. (This means the summer earnings will reduce the student's total fall/spring 'eligible to earn' amount.) Eligible students will receive an Award Confirmation Form that reflects permission to work during the summer term. If not enrolled in summer classes, students may work up to 40 hours per week.

The hiring process for summer is similar to that observed during the fall and spring.

- Departments should have an approved current academic year Job Description on file (a new one does not need to be sent just for summer unless job duties are changing). If a job description is already on file, departments may begin posting summer work study jobs to Handshake using the dates outlined in the table on page 4.
- OSFA will send out an email to all current FWS students and supervisors in the spring to advise on the process for requesting summer Work Study. Once students are identified for summer work study eligibility, they will be notified by OSFA.
- If a student returns to a position that they currently held, they do not need to reapply or go through the interview process again. Summer EPAFs can be entered beginning on June 1st.

Section III: Supervising FWS Employees

Supervisors for students must be full-time, permanent university employees who will be in the area during the students' work hours and who can assure that each student reports as scheduled and works on appropriate departmental projects while in the workplace. When students' regular supervisors are not available, *alternates should be designated*, and the students should always know to whom they are reporting and who is supervising their work. Supervisors are responsible for making sure that students are doing the work indicated on their job descriptions. **Should the supervisor or alternate change at any time, please notify OSFA.**

Supervisory Responsibilities

FWS Confirmation – Must receive the Award Confirmation Form from the potential student to verify the student's eligibility for FWS employment.

Base Pay – To help students to earn their potential entire FWS award, we recommend supervisors to employ students at the starting rate of \$10.00/hour. Please refer to the Pay Matrix on page 14 for more information.

Establish a Work Schedule - Establish a clearly defined work schedule that is compatible with the time requirements of both the student and the department. Federal guidelines prohibit students from working during their scheduled class periods. The department should request a copy of each student's class schedule to develop a work schedule. Do not allow students to work without a schedule; set specific hours for work.

The supervisor may provide opportunities for the student to make up for time lost from work due to unavoidable circumstances. It is recommended that students should not exceed 20 hours per week. If students must work outside the employer's normal business hours, a plan must be in place for supervising and monitoring the hours of these students. **Federal Work Study students (on campus departments and community partner sites) may not work when the University is closed for a holiday, i.e., Memorial Day, Labor Day, Winter Break, etc.**

Provide an Orientation - The supervisor is responsible for conducting a student job orientation, including a brief one-on-one overview of the office structure and office rules and regulations and the student's job and responsibilities.

Monitor Earnings - It is the supervisor's responsibility to monitor a student's earnings to ensure that the student does not work more hours than the work-study award will pay. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under the FWS Program must be paid for all hours worked.

Students are awarded an amount which will allow them to usually work an average of 10 to 20 hours per week. If a student earns beyond the fall semester allotment, this will decrease the amount available to earn in the spring semester. The OSFA will send monthly notifications (Earnings Report) indicating the amount of potential earnings a student has remaining.

A student must not exceed the total yearly FWS award amount. If this occurs, the student may contact the Office of Scholarships & Financial Aid (OSFA) to inquire about a potential award increase which will be reviewed on a case-by-case basis and is not always guaranteed. Once the student's total FWS award is exhausted, the student will be required to stop working the FWS job or may be hired by the Department as Work Assist. *Please see p. 19 for instructions on how to calculate the average weekly hours you may work based on your award and hourly pay rate.*

UNCW Payroll Time Sheets – Students will need to submit their time worked on the electronic time sheet in mySeaport **by the last day of the month.** The approval of the supervisor on the time sheet certifies the number of hours worked. Please complete electronic time sheets completely and accurately. **Failure to submit your timesheet can result in loss of pay.**

Off-Campus Position Time Sheets – Students will need to submit their time worked on the electronic time sheet in mySeaport **by the last day of the month.** A copy will be forwarded to the off-campus supervisor for confirmation of hours worked. Off campus supervisors should review the timesheet for accuracy and respond with approval or the indication of changes needed, if any. **Failure to submit your timesheet can result in loss of pay.**

Evaluate Job Performance – Supervisors must provide a written performance evaluation for each student using the FWS Program Performance Evaluation Form. Please take the time and effort to complete the evaluation carefully and discuss the feedback with the student. The evaluation form is available for downloading from the OSFA website under forms.

Job Evaluations should be completed **once per year:** by December 15th for fall employment and by May 31st for spring employment. If the student is employed both semesters, **only one evaluation** will be required (usually for the fall) unless there are significant changes in the student's job performance during the spring semester, then a second evaluation may be submitted. Supervisor and student signatures are required on the evaluation form.

Comply with University Policies - Supervisors must comply with the University's policy on Equal Opportunity and Sexual Harassment. Supervisors must also comply with Title I of the Americans with Disabilities Act, which prohibits employers from discriminating against a "qualified individual with a disability" in all aspects of employment, including application for employment procedures, hiring, compensation, training, discharge, and benefits. Additionally, it is the policy of the UNCW System to maintain and promote equal employment opportunity, without regard to race, sex, color, national origin, religion, age, or handicap. The university is committed to providing equal

educational opportunities to students. Inquiries concerning the equal opportunity policy should be addressed to Human Resources.

To remain in compliance with federal regulations governing Federal Work-Study, the OSFA Office may periodically conduct on-site visits to see how departments/off campus agencies are employing FWS students.

Student Responsibilities

As a federal work study awardee, the student assumes the following responsibilities:

- Accept your Work Study Award in mySeaport.
- Complete FERPA Awareness Training through Percipio (if not already completed), located in mySeaport.
 - **mySeaport > Percipio (Formerly Skillport) > Search/Type “Student Worker FERPA Awareness Training”**



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Student Worker FERPA Awareness Training

This training is designed to heighten awareness of the Family Educational Rights and Privacy Act (FERPA) in students who are employed by the University.

15m Skillport Migration Everyone Dec 2022

From Channel: [UNCW - Student Training](#)

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- Read and complete all paperwork required from the OSFA and the supervisor in the department where employed.
- Submit the Award Confirmation Form to their employer.
- Maintain and keep records of regular work schedule.
- Notify the supervisor as soon as possible of any change necessary in the work schedule.
- Complete a monthly electronic time sheet and submit it electronically for her/his supervisor's approval by the due date (generally the last day of the month worked).
- Refrain from conducting personal affairs on the job (telephone calls, visitors, schoolwork, internet searches, etc.).
- Notify the OSFA if changes occur in name or enrollment status.
- Keep track of earnings and **NOT** exceed annual FWS award. *When getting close to award maximum, the student should discuss with supervisor and may contact the OSFA to inquire about a potential FWS award increase.*

Section IV: Termination Procedures

Students may voluntarily terminate their FWS award if they are no longer interested in the program. They are encouraged to give their supervisor two weeks' notice. Supervisors should notify OSFA if a student voluntarily terminates their position. A supervisor has the right to dismiss a student for unsatisfactory job performance. This includes, but is not limited to:

- Repeated failure to comply with the agreed work schedule.
- Unwillingness to accomplish assigned tasks.
- Insubordination or lack of cooperation which results in disturbing other workers or work progress.

- Repeated no shows/no calls prior to assigned work times.

When a student's position is ending, the supervisor is required to contact the Office of Scholarships & Financial Aid Office immediately. OSFA will provide the supervisor with the Termination form to complete and return. **EPAF revision must be submitted to HR by the supervisor.**

Section V: Additional Information – Regulations & Guidelines

Federal Regulations

1. Students may not earn more than the amount of their FWS award.
2. Students may earn more than the fall award, but this will decrease the amount available for the spring semester.
3. Students meeting their maximum yearly FWS award may contact the OSFA to inquire about a potential increase. Reviews done on a case-by-case basis and dependent on unmet financial need and availability of work study funds.
4. Work assignments must be in the public interest. They may not:
 - a. result in the displacement of employed workers
 - b. be related to sectarian instruction or religious worship.
 - c. involve any partisan or non-partisan political activity or lobbying.
 - d. be primarily for the benefit of a limited membership organization (e.g., Cooperatives, Unions, Faculty Association, fraternities/sororities, etc...), an elected official, or for which the political affiliation of the student is a prerequisite.
5. Students may not receive compensation for receiving instruction in a classroom, lab, or other academic setting. *i.e., students will not be compensated to attend their classes.*
6. FWS students can only participate in non-profit organizations.

Institutional Guidelines

1. There is to be no differential pay for students working on FWS in contrast to students working as regular student assistants where the experience, skills, and job requirements are comparable.
2. Students must remain enrolled at least half-time (UG = 6 hours; GR = 4.5 hours) in UNCW campus courses during the term of employment. *The summer term is the exception, but the student must intend to enroll in the upcoming fall semester.*
3. If a student becomes ineligible for the work-study program, the employer assumes responsibility for the student's earnings. Please be aware that the department will be responsible for paying, from departmental funds, any unauthorized charges submitted for payment from Federal Work-Study (FWS) Program funds. This includes charges for students who do not have FWS awards; students who are out of FWS funds for the year; and students that worked outside of the authorized periods of employment.

4. If funding is available, it may be possible for a student to earn more than the allocated award. However, this must be determined on a case-by-case basis. Please have the FWS student worker contact workstudy@uncw.edu to make requests.

Section VI: Commonly Used Forms & Links

- [UNCW Federal Work Study](#)
- [Federal Work Study FAQ's](#)
- [FWS Job Description](#) – This form is required when creating a new job or modifying/updating a current FWS job within your department.
 - To assist you with developing your job description, you are encouraged to refer to our Transferable Skills page (link below). This form provides a list of common categories of transferable skills, and examples of associated activities.
- [FWS Transferable Skills](#)
- [FWS Performance Evaluation](#) – This is to be completed at the end of Fall and/or Spring semester.
- [FWS Termination Assessment](#) – ***This form is available upon request. This is not published on OSFA website.***
- [Federal Work Study Program Award Confirmation](#)
- [Federal Work Study Program Earnings Report](#)



**Federal Work Study Program
2024 - 2025 Award Confirmation Form**

This form is used to document a student's eligibility for employment in the Federal Work Study Program (FWS) during the academic year. Students should present this form to potential employers during the application process and may make copies of the form to submit to multiple employers.

STUDENT NAME	
BANNER ID#	
EMAIL ADDRESS	
MAJOR	
FALL AWARD AMOUNT	
SPRING AWARD AMOUNT	

The FWS program will allow students to gain employment at a job site that works around their class schedule. Students receive a paycheck monthly for the hours worked; the earnings are not applied to a student's bill. Acceptance of this award does not guarantee placement in a work assignment.

Notes:

- You must obtain a job by September 15. Contact workstudy@uncw.edu if additional time is needed. Available positions are advertised in Handshake. Failure to obtain a job in a timely manner may result in the cancellation of the FWS award.
- You may not earn more than your FWS awarded amount. Contact workstudy@uncw.edu for potential increase.
- Summer employment is possible. Earnings are part of the upcoming fall/spring financial aid award package and will reduce the amount of your potential earnings during the fall/spring semesters. Please contact [your financial aid counselor](#) if you would like to discuss this in greater detail.

**601 S. College Road
Wilmington, NC 28403-5951
Federal School Code: 002984**

Telephone: 910.962.3177 • Fax: 910.962.3851 • Email: workstudy@uncw.edu
<https://uncw.edu/seahawk-life/money-matters/financial-aid/types/work-study>



**Federal Work Study Program
2024-2025 Monthly Earnings Report**

The amount below reflects the payments to you from the Federal Work Study program through the most recent pay period. Please monitor your work hours so that you do not exceed your total awarded amount.

DATE	
STUDENT NAME	
STUDENT ID#	
AWARD AMOUNT	
AMOUNT PAID	
FALL AWARD AMOUNT SPRING AWARD AMOUNT	

The FWS program allows students to gain employment at a job site that works around their class schedule. Students receive a paycheck monthly for the hours worked; the earnings are not applied to a student's bill. Acceptance of this award does not guarantee placement in a work assignment.

Notes:

- You must obtain a job by Sept 15. Contact workstudy@uncw.edu if additional time is needed. Available positions are advertised in Handshake. Failure to obtain a job in a timely manner may result in the cancellation of the FWS award.
- You may not earn more than your FWS awarded amount.
- Summer employment is possible. Earnings are part of the fall/spring financial aid award package and will reduce the amount of your potential earnings during the fall/spring semesters. Please contact [your financial aid counselor](#) if you would like to discuss this in greater detail.

**601 S. College Road
Wilmington, NC 28403-5951
Federal School Code: 002984**

Telephone: 910.962.3177 • Fax: 910.962.3851 • Email: workstudy@uncw.edu
<https://uncw.edu/seahawk-life/money-matters/financial-aid/types/work-study>

UNCW Work Study Pay Rate Matrix

	Years of Service			
	Year 1	Year 2	Year 3	Year 4
Level 1*	\$10.00	\$10.50	\$11.00	\$11.50
Level 2*	\$11.00	\$11.50	\$12.00	\$12.50
Level 3*	\$12.00	\$12.50	\$13.00	\$13.50
Level 4*	\$13.00	\$13.50	\$14.00	\$15-\$16

**Off-Campus Community Service positions are paid at a slightly higher rate. Typically, \$1.00 more per hour based on the rates indicated above and are dependent upon qualifications of the applicant and work study funding.*

Position Examples:

Level 1:

Clerical, Front Desk Clerk, Office Assistant, Athletic Team Assistant (Laundry, Raquet Stringers, General Equipment Room) Mail Room Clerk, Study Hall Monitor, Postal Assistant, Printing Assistant, Box Office/Ticketing Clerk, Human Resources Assistant *(Work occurs in a traditional campus office setting).*

Level 2:

Library Assistant, Social Media Assistant (Athletics, Advancement, OUR, Cameron Art Museum, OSFA), Marketing Assistant, Tour Guide (Admissions, Museum) *(Work occurs in a traditional campus office setting).*

Level 3:

Athletic Team Manager, Institutional Tutor, Social Media/Marketing Manager, Mentor, Research Assistant, Videographer, Farm Assistant *(Work may occur in a lab or athletic area).*

Level 4:

Graduate Student Only Positions, Exhibits Assistant, Legislative Assistant, Mentor, Laboratory Assistant, Farm Supervisor, *(Work may occur off campus in a public school, community agency or government office).*

**Positions listed as managerial/supervisory should fall under Levels 3 & 4 based on experience. The job description should clearly reflect staff management duties and responsibilities.*

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
Prior Experience	Entry level, no prior experience required	Little or moderate experience, technical knowledge or previous training is required	Moderate experience, technical knowledge or previous training or certification is required	Substantial independence performing specialized tasks requiring independent knowledge, a definable skill, or management of functions or people
Level of Independence	Limited; operates within specified framework w/specific instructions	Moderate or limited; Work is reviewed periodically throughout the task completion	Significant independence performing specialized tasks	Little supervision required or given
Specialized Training	none	May require specific on-the-job training	requires a high level of competency or fluency with a specialized skill	Requires substantial experience, advanced technical knowledge and training or certification
Degree of Difficulty	Basic, routine task	Assignments remain at the task level	Duties involve several steps in a process with specific procedural and operational guidelines	Assignments are programmatic rather than task level
Decision Making	Very limited	Limited discretion within specific work assignments	Requires independent judgment decision-making ability	Requires independent judgment
Supervision of Others	none	May involve occasionally providing guidance or instructions to others	May involve supervising, training and/or tutoring of others	Expectations to manage special projects or activities of significant scope.

Fall 2024 Calendar

August

- 1 – Students may begin employment
- 21 - Classes begin
- 31 – Electronic timesheet due

September

- 2 – Labor Day Holiday
- 30 – Electronic timesheet due

October

- 10-12 – Fall Break – No classes (University Open)
- 31 – Electronic timesheet due

November

- 27 – No classes (University open)
- 28-30 – Thanksgiving Holiday
- 30 – Electronic timesheet due

December

- 4 – Last day of classes
- 5 – Reading day
- 6-12 – Final exams
- 13-14 – Commencement (*last day to work for fall semester graduates*)
- 16 – Semester ends (*submit timesheets on last day of work*)
- 16-23 – Students may work up to 40 hours per week
- 23 – Electronic timesheet due (*if not submitted previously*)
- 22 -31 – Winter Break – University Closed

**FWS students may work up until the day before Winter Break, if not a graduating senior. Any graduating student must end work on their last day of the semester/day before their commencement date.*

FWS students may not work on **observed holidays. Hours indicated on timesheets during these dates will delay the standard UNCW payroll processes.*

Spring 2025 Calendar

January

- 1 – New Year's Day Holiday
- 2 – University opens
- 3 – Spring semester begins
- 10 – First day of classes
- 16 – Dr. Martin Luther King, Jr. Holiday
- 31 Electronic timesheets due

February

- 28 – Electronic timesheet due

March

- 2-10 – Spring Break (no classes)
- 28 – No classes
- 29 – Good Friday Holiday
- 31 – Electronic timesheet due

April

- 10 - Classes resume
- 29 – Last day of classes
- 30 – Reading Day
- 30 – Electronic timesheet due

May

- 1-7 – Final Exams
- 9 - *Last day graduating seniors can work**
- 10-11 – Commencement
- 27 – Memorial Day Holiday
- 31 – Last Day of Spring Semester Employment*
- 31 – Electronic timesheet due

**FWS students may work up to May 31, if not a graduating senior. Any graduating student must end work on their last day of the semester/day before their commencement date.*

FWS students may not work on **observed holidays. Hours indicated on timesheets during these dates will delay the standard UNCW payroll processes.*

Summer 2025 Calendar

June

- TBD – Federal Work Study Supervisor Training
- TBD – New/Returning Student Federal Work Study Training (For Fall 2025)
- 30 – Electronic timesheets due

July

- 4 – Independence Day Holiday
- 31 – Electronic timesheet due

FWS students may not work on **observed holidays. Hours indicated on timesheets during these dates will delay the standard UNCW payroll processes.*

Calculating Your Average Weekly Hours

1. Take your total Work Study Award amount and divide that by your Hourly Pay Rate to get your Total Hours per Academic Year.
2. Divide the Total Hours Per Academic Year by 2 since there are two semesters in one academic year.
3. Since there are 15 weeks in each semester, divide the Total Hours per Semester by 15.

Example:

1. $\$3,000$ (WS award amount*) \div $\$10$ (Hourly Pay Rate**) = 300 (Total Hours per Academic Year)
2. 300 (Total Hours per Academic Year) \div 2 (2 semesters) = 150 (Total Hours per Semester)
3. 150 (Total Hours per Semester) \div 15 (Weeks per Semester) = 10 (Hours per Week)

The average number of hours per week for this student to work and earn their full work study allocation over the fall and spring semesters would be 10 hours. Of course, working more hours will cause you to earn your award a lot faster than if you worked the average or less.

Keep in mind, you cannot exceed your work study award amount.

* Your work study award amount may vary based on your eligibility. Review your award to determine your work study amount.

** Hourly Rate of Pay is determined by your department/employer based on the type of position.