

FEDERAL WORK-STUDY

INFORMATION FOR STUDENTS



Student Financial Aid
and Scholarships
Office for Student Success

WHAT IS FEDERAL WORK-STUDY?

Federal Work-Study (FWS) is a need-based program that allows eligible students to **earn money by working part-time while in school**. Students are offered FWS based on their unmet need as determined by their annual FAFSA.

The maximum award is \$7,800 per academic year (\$3,900 per semester) and students who participate in the program receive bi-weekly paychecks.

Earnings are based on the hourly wage that is negotiated between the employer and the student. Wages are considered taxable income, but earnings are not used to determine your financial need when filing the annual FAFSA.

HOW DO I APPLY?

You must file a FAFSA annually at studentaid.gov
Be sure to include UK's Federal School Code - 001989

FWS funds are limited and offered on a first-come, first-served basis. Apply early!

Not offered FWS? Please contact us at (859) 257-3172 or [FWS@uky.edu](mailto:fws@uky.edu) to see if you may qualify.

HOW DO I FIND A JOB?

1. Students **must** accept their FWS offer (via the myUK student portal) **before** they begin the job search & hiring process.

4. **Interview for position(s).**
Supervisors interview and hire at their discretion.

2. **Log in/Create Account** with UK email address at UK Jobs to apply for position(s). Work-Study positions begin with "FWS"

5. If offered a FWS position, look for **email from the FWS office with pre-employment instructions and information.**

3. Search for open positions at **UK Jobs website**.

6. After completion of pre-employment tasks, look for an **email from the FWS office with start date information.**



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FWS Website



UK JOBS

Federal Work-Study FAQs for Students

What are the benefits of FWS?

- Easy scheduling of work hours – often jobs can be scheduled in between classes if you have at least 90 minutes or more between classes.
- Plenty of jobs on campus – no need for transportation.
- Off-campus positions may include working with students in local schools or after-school programs, working with the elderly or at-risk, working as math or reading tutors/mentors, or working with local government agencies.
- Opportunity to possibly work within your field of study while also building a resume that includes work experience.
- Create campus connections. Employers often find that an excellent part-time employee can become a reliable full-time prospect upon graduation.

What is unmet need?

Unmet need is the gap between a student's total cost of attendance for college and the amount of financial aid they receive. The calculation is Cost of Attendance (COA) - (SAI + Financial Aid) = Unmet Need.

How will I be paid?

You will be paid bi-weekly for hours worked during each pay period. You can view your pay statement online through the myUK portal on the Employee Self-Service (ESS) tab. A new employee may receive a paper check for the first payroll period. Please ask your supervisor about your pay if funds are not direct deposited.

Why isn't FWS listed on my billing statement?

Work-study is not a financial aid program that is directly applied to tuition charges. Students earn an hourly wage and receive a bi-weekly paycheck for hours worked.

Can I apply for an FWS job even if I'm not eligible?

No. Only students who have Federal Work-Study (FWS) in their financial aid may work and earn FWS wages.

Students can search for student specific jobs by using the "filter" feature at ukjobs.uky.edu. The UK STEPS office may also assist with student employment opportunities. Also, the UK Stuckert Career Center has information for non-work-study job opportunities on their website.

Some departments hire students regardless of work-study eligibility. You may need to contact a department of interest to ask whether they provide employment outside of the work-study program.

I was awarded FWS. Am I required to get an FWS job?

No. Work-study provides students the opportunity of part-time work and to earn money, often to cover things like toiletries, entertainment, and other personal expenses. You are not required or obligated to get a work-study job and can always choose to cover your personal expenses in some other way. Any unused funds can be removed from your account to make room for additional funding.

How are FWS jobs different from regular student jobs?

Like other student positions, you will receive a bi-weekly paycheck via direct deposit; however, the funding source is different for work-study employees, with the federal government providing up to 75% of your wages and your employer providing the remaining 25%. This will be set up by your supervisor when they officially hire you for the FWS position. Contact the Financial Aid Office if you have any questions.

STUDENT FINANCIAL AID AND SCHOLARSHIPS

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859-257-3172 | go.uky.edu/financialaid