



FEDERAL WORK STUDY FOR HGSE INTERNS

Eligibility Requirements for Federal Work Study (FWS) for Students and Employers

Visit the [SEO website](http://www.seo.harvard.edu) at www.seo.harvard.edu for [FAQs](#), and detailed information about FWS eligibility, and hiring and payroll procedures.

Student eligibility: Student must have received a FWS award as part of financial aid package.

Employer and position eligibility:

- Employers must agree to pay their share of the wages, and provide the required documentation for eligibility to Harvard's [Student Employment Office \(SEO\)](#).
- The SEO must confirm an **employer's eligibility for the FWS program** before a student may be hired as an FWS employee. This occurs after a student completes a "FWS Referral" - described below.
- Students may work in federal, state, or local government agencies, or in private non-profit organizations within the U.S.
- The work a student performs must be in the general public interest.

FWS Wages

- **Pay Range for 2013-2014 FWS positions: \$9.50 - 18.15 per hour** (*pay varies depending upon position*)
- **Employer's share of wages:** (the federal government pays remaining percentage of student's gross wages)
 - **30%:** On-Campus (at Harvard University)
 - **30%:** Off-Campus / Non-profit public service agencies *
 - **10%:** Off-Campus / Non-profit public service employer *
(Employers off-campus with limited budget may be eligible for 10% plus FICA)
(See SEO website for detailed information)
 - **50%:** Off-Campus / For-profit (*if approved – see SEO website for detailed information*) *

* NOTE: Off-Campus employers will also pay an additional 6-12% to cover FICA and workers' compensation.

FWS Referral Process

Student completes a FWS Referral on-line through the [SEO website](#).

Student submits on-line referral, providing required information such as HUID, a basic job description, employer's billing and contact information, pay rate etc.

The SEO strongly recommends that employers complete referral with student to ensure accuracy and to expedite confirmation of FWS eligibility for position.

(See page 2 for additional documentation required for off-campus positions.)

FWS Referral Process cont'd

FWS referral - SEO's Confirmation e-mail:

The SEO reviews the on-line referral and e-mails the student, employer and the payroll contact confirmation of the student's **FWS eligibility** and the amount of the "**ceiling**" for the position. The "**ceiling**" is the maximum (in gross wages) that the student may earn in the position.

NOTE: Start and end dates for the position will also be listed.

Start Dates for FWS position / Timing of Pay

The student may begin work using FWS funds on the start date given in the SEO's confirmation e-mail, provided that all hiring forms have been submitted to payroll office. *An incomplete referral will delay the approval of the position and the student's addition to the payroll system. Allow **3-5 working days for approval** of a FWS position from the time the SEO receives all required material - and **3 weeks before receipt of first paycheck.***

Steps for the FWS Referral and Payroll Processes

1. **First review instructions, then complete referral for [online referral forms](#)** for graduate students.

Go to [SEO website](#):

(www.seo.harvard.edu > Federal Work Study Program > "Forms and Tools"> FWSP Referral Form)

We urge employers, especially off-campus sites, to complete the referral with their students to ensure the form is accurate and complete with their account and contact information, and to expedite approval of referral.

2. **Obtain standard payroll & hiring forms on the SEO website under the "Forms and Tools" section.** Students obtain the [I-9, W-4, M-4, and Direct Deposit form](#) and submit these to the appropriate payroll office. NOTE: some On-Campus employers, like HGSE, also have their own hiring forms; the site supervisor will confirm whether this is also required.
3. **Off-Campus positions – additional documentation and processing:**

- **Additional documentation required for off-campus referrals:**
A copy of the employer's **501(c) (3)** (proof of non-profit status) and an "**Agreement with Off-Campus Agency**", etc. These materials are submitted directly to the **Harvard SEO** (86 Brattle Street, Cambridge, MA 02138). The SEO pays full compensation to the student directly, based on weekly time entry. *The SEO bills the employer for their share at the end of the academic year.*
- Once all hiring forms and documentation of the employer's FWS eligibility are received and processed by the SEO, the SEO will e-mail student with instructions for time entry for the weekly payroll.

Need more information?

Visit the [SEO website at www.seo.harvard.edu](#) for [FAQs](#)

Listen to the [FWS audio tutorials](#) on the [HGSE Financial Aid Office website](#), in the Student Work section:

[Part 1 - FWSP Basics](#)

[Part 2 - How and Where to Use your FWS Award](#)

[Part 3 - The Payroll Process and Getting Paid](#)

Questions about your FWS award or eligibility? Contact the HGSE Financial Aid Office:
call (617)-495- 3416, or e-mail finaid@qse.harvard.edu, or visit the FAO in Longfellow Hall, Room 061.