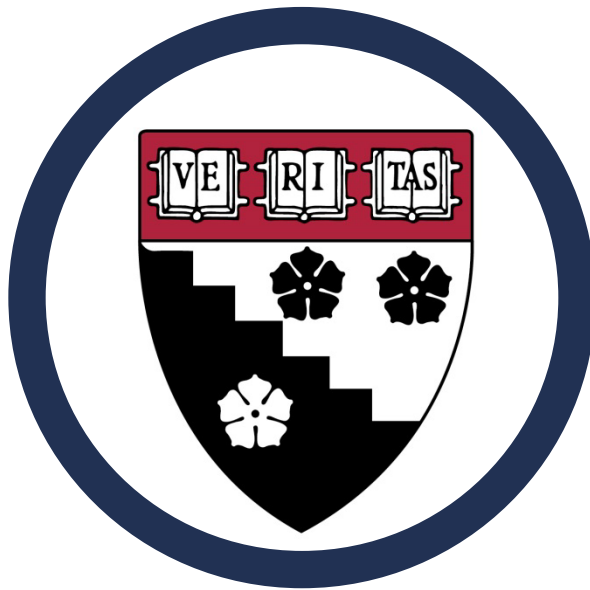Harvard Graduate School of Education Financial Aid Office
2023.2024

Federal Work Study Program Guide

Contents

What is HGSE FWSP?

The FWSP is a need-based employment program available to students who have completed an HGSE financial aid application and have received a Federal Work Study offer (FWS) as part of their aid package. You must be a U.S. citizen or permanent resident of the U.S. to be eligible for this program.

Why is FWSP an Advantage?

The federal government pays 75% of your work study earnings, providing an incentive and significant savings to an employer who hires work study students.

What Types of Jobs are Available?

A wide variety of opportunities are available on campus and off campus, such as program administration, research, library work, and tutoring in schools. There are jobs that span all areas of the university, both at HGSE and elsewhere.

Locating Job Opportunities

You may search for jobs independently and apply for jobs directly with employers. General information about FWSP for students and employers is available on the SEO (Student Employment Office) website.

- Start by visiting the Harvard University Student Employment Office (SEO) website at www.seo.harvard.edu. This is the primary source for FWS-eligible job listings.
- Consider a Field Experience Program (FEP) Internship
- Some internships offer pay through FWSP funding.)
- Inquire with faculty, staff, and students you meet.
- Consider creating job possibilities off-campus with a non-profit organization.

FWSP Wage Rates & Employment Dates

Students may begin their FWSP job at the official start of the academic year and must end their employment at the end of the academic year. As a result, the FWSP employment period for full-time students begins August 3, 2023, and goes on to May 10, 2024. Refer to the SEO website https://seo.harvard.edu/starting-new-job if you need additional guidance.

Referral & Hiring Forms- What is a "Referral?

A FWSP Referral is an online form used to authorize your eligibility to work using FWSP funding. All FWS positions require an online referral form, which you must complete on the Student Employment Office's website at www.seo.harvard.edu.

Payroll Forms to Complete

Before you begin working, you must complete the appropriate pre-employment tax documents. It includes an **I-9 Form, W-4 Form, and M-4 Form**, and all may be found on the Student Employment Office website at: www.seo.harvard.edu on the "Complete Hiring Documents" page. **Original identifying documents must accompany the I-9** for submission to your payroll office. Usually, one of the following is used: an original U.S. Passport or both an original Social Security Card and an original U.S. Driver's License, or Certificate of U.S. Citizenship or Documentation of U.S. Permanent Resident status.

FWSP ("Ceiling") Award, Earnings, & Hours

Your FWSP award is split evenly between the fall and spring terms. However, you may earn more in one term than the other, provided your gross earnings do not exceed your total FWS ceiling amount. The SEO will set your "ceiling" based on your FWSP award determined by the Financial Aid Office.

If you have a $5,000 FWSP offer for the academic year, you may earn $2,000 during the fall term and $3,000 during the spring term. The total amount you earn in gross wages (pre-tax earnings) cannot exceed your award for the academic year.

There is no maximum set of hours you may work at a FWSP job; however, most students work less than 20 hours per week. The total amount you may earn in gross wages (pre-tax earnings) cannot exceed your FWSP offer for the academic year.

Reporting Your Time Worked

At the end of each week, you must report your time worked. This is done online through the Harvard PeopleSoft system for on-campus jobs. After reporting your time, you will be paid! You must submit your time for the week by midnight on Saturday. **Please be aware, if your time is reported incorrectly, all earnings will be charged to the FWS employer.**

Your supervisor(s) will receive an automated email on Monday morning with your reported time. For you to be paid, the supervisor must approve the time by clicking the email link to your reported hours. Here they will sign their first & last name and click approve. They must respond to the approval email by Monday at 11:59 pm EST to avoid a delay in receiving your pay. You can track your timecards each week by logging into the Referral Card system.

Note: Harvard students cannot update their home address in PeopleSoft. If you need to make corrections to your address, you must do so in my. harvard, which will migrate your address change into Peoplesoft. Instructions for updating your home and university address can be found on the Student Financial Services website.

Track Your Earnings!

Remember if you have one or more jobs, you must carefully track your FWS gross earnings for each employer! The academic year spans between **two tax years**, therefore you must add your gross earnings from the fall term to the gross earnings from spring term to arrive at an accurate figure.

Please be aware it is your responsibility, the employers, and the payroll office to ensure that you have a completed referral form on file and that you do not exceed your FWSP ceiling.

FWS Jobs & Internships – Information for Employers

The [Harvard Student Employment Office (SEO)](#) manages the university's Federal Work Study Program (FWSP). The SEO website, www.seo.harvard.edu provides detailed information about FWS eligibility for students and employers, and guidance for the hiring and payroll processes. It also provides a job database where employers may post job openings and students may search for openings.

Students and Employers - Basic Eligibility Requirements

To be eligible for a FWSP position, a student must have a FWS award offer as part of their financial aid package. Employers must meet the basic eligibility criteria and agree to pay a share of the student's wages (see below).

On-campus positions: ⬚
All on-campus positions at Harvard are eligible for FWSP.

Off-campus positions: ⬚
Positions in organizations located in the U.S. which are non-profit and have a documented 501(c) 3 status are FWSP eligible. Organizations include federal, state, or local government agencies. (For-profit organizations whose business activity is related to the student's concentration may also be eligible.)

FWSP Pay Rates - Graduate Students

Departments may set student wage rates at their discretion as the University, in most cases, does not mandate specific wages for students. FWSP wage ranges vary, but typically fall within the $15-$20.00 per hour. The [SEO website](#) provides guidance on setting pay rates for student workers.

Employer's Share of Student's Wages

The federal government pays 75% of a FWSP student's gross wages. The employer pays the remaining percentage.

On Campus at Harvard: ⬚	25%
Off-Campus Non-Profits:	25%
Off-campus, for-profit sites:	50%

Off-Campus employers must also pay an additional 8% to cover FICA and workers' compensation.

Start Dates for FWS position & Timing of Pay

On campus positions: Students may begin working at a FWS job once 1) all hiring and FWS forms have been submitted and 2) the student and supervisor have received an official e-mail from the SEO confirming that the student's FWSP offer may be used for the job.

Off-campus jobs: Off-campus sites must also complete an "**Off-Campus Agency Agreement**" with the university and submit a copy of their 501 (c) 3 to the SEO. The SEO must have received all items, along with the FWS hiring forms, before the student may begin working. Students are advised that it may take up to 3 weeks before receiving their first paycheck after starting a job.

Scheduling FWS work – How many hours per week?

When planning weekly hours over the course of the job, whether for the semester, the year, or a portion of the year, it is important to consider these "student factors": the amount of the FWS ceiling, the hourly wage, the expected start and end dates of the work, and the student's varying availability during the year (allowing for winter and spring break and exams, etc.).

Planning and Tracking Your FWSP Student's Wages

If a student's wages at a job exceeds the FWSP ceiling, then **100% of the excess wages may be charged back to the employer.** The responsibility for monitoring wages belongs to both the student and the employer. Tracking and monitoring the earnings verifies that a student is not paid more than the "ceiling" set for a position. When students take on multiple FWS jobs, ceilings may sometimes be adjusted.

Employers' budgets are often limited, and employers who hire FWS students may depend upon the government's sizable subsidy of their FWS wages. Calculating a student hire's total expected FWSP wages and then tracking these earnings on a weekly basis will help ensure that a student's gross wages never exceed the job ceiling set by the SEO, and that all the student's wages are thereby paid through the Federal Work Study Program.

Time Entry Issues or Questions?

If a student encounters difficulty in submitting a time entry for a week, she/he should contact their employer or payroll office immediately.

If a student has questions regarding their FWSP award. Please have students contact the HGSE Financial Aid Office by phone (617-495-3416) or e-mail at finaid@gse.harvard.edu with questions about the FWSP award.

FWS Payroll & Hiring Steps: Forms, FWS Referral, Time Entry

On-campus sites: students may begin working at an on-campus job once their FWS eligibility and position has been approved by the SEO <u>and</u> all hiring forms, including the I-9 and the FWS referral, explained below, are on record with their payroll office.

Off-campus sites: the SEO must also have received the [Off Campus Agency Agreement](#) and copy of the agency's 501 (c) 3 before a student may begin working.

Harvard FWSP Payroll Registration Process:

1) Register for a FWSP job on [SEO website b](#)y submitting a [FWSP Referral Form.](#) The referral requires basic job information, employer's billing & contact info, pay rate, etc. We encourage employers to complete this with students to ensure accuracy in the completion of the referral. Incomplete referrals delay approval of positions, hiring of students onto the Harvard payroll, and receipt of the first weekly pay.

Ensure the student chooses the correct referral type, "on-campus" or "off campus," and "Harvard Graduate School of Education" as the "school of attendance."

2) SEO confirms student's FWS eligibility with employer, reviews the [FWSP Referral Form](#) and responds with an e-mail within 3-4 business days. If there are any questions about eligibility, the SEO will contact both the student and employer.

The SEO sends confirmation of the student's FWSP eligibility for the job through e-mail. The SEO's e-mail lists the student's **FWSP ceiling** for the job**.** This is the maximum amount the student may earn in this position. This e-mail is sent to the student, the supervisor, and the payroll administrator listed on the referral,

3) Submit standard payroll & hiring documents to your payroll office before starting work!! Students must obtain and complete the following pre-employment forms from the [SEO website:](#) You may use this IRS tax withholding calculator tool for the year ahead to determine how to complete the state and federal Form(s) W-4 so you do not have too much or too little federal income tax withheld.

HGSE's Student Hire Form (only for jobs at HGSE):
Students working at HGSE must also submit this form to the HGSE Finance Office, located in Nichols House.

Other Harvard employers, like HGSE, may have their own hiring forms. The site supervisor or site's payroll office can confirm if one is required.

NOTE: Off-campus positions – additional documentation & next steps:

Visit the [SEO website](#) for details about additional documentation required, such as a copy of the employer's 501 (c) 3 and the Off-campus Agency Agreement. Once the SEO has received and approved all hiring forms and documentation of the employer's FWS eligibility, the SEO will e-mail the student instructions for time entry.

Billing for off-campus jobs: the SEO pays full compensation to the student directly, based on weekly time entry. After the employment period, the SEO will bill the employer for their share, typically 25% plus FICA.

4) Weekly Time Entry / Weekly Pay – through PeopleSoft at [hr.harvard.edu](#). Each week students enter their time on-line through the PeopleSoft system. FWSP regulations require students to submit their work hours weekly to ensure they are paid on time each week. **If a student encounters difficulty in submitting their time entry for a week, she/he should contact their employer or payroll office immediately.**