

**FEDERAL WORK-STUDY (FWS) PROGRAM**

---

The Federal Work-Study (FWS) program is one of the Federal Campus-Based Aid Programs. Each year Southern Illinois University Carbondale receives an allocation from the U.S. Department of Education which is used to provide FWS awards to students as part of their financial aid package. Employing departments are also allocated FWS funds to be used to employ FWS students in their organization. When federal funds are available in the applicable AIS account and the student employee has been determined to be FWS eligible, the employing department will pay a percentage of a student employees wages and the remainder will be paid from the FWS fund.

***FEDERAL WORK-STUDY BUDGETS AND EXPENDITURES IN AIS***

- FWS has been designated a specific fund value in AIS. The AIS FWS fund value for SIUC is 2150000.
- FWS funds are allocated separately for non-Community Service, Community Service, America Reads, America Counts and Family Literacy. The AIS FWS budget object codes are:

4254 - FWS Non-Community Service Budget  
4259 - FWS Community Service Budget  
4264 - FWS America Reads Budget  
4269 - FWS Family Literacy Budget  
4274 - FWS America Counts Budget

FWS funds cannot be used for any purpose other than wages of FWS student employees and may not be carried over to a subsequent fiscal year.

- The federal share for non-Community Service and Community Service earnings is currently 75%. The federal share for America Reads, America Counts and Family Literacy is currently 100%. The AIS FWS expenditure object codes are:

4251 - FWS Non-Community Service Expenditure  
4256 - FWS Community Service Expenditure  
4261 - FWS America Reads Expenditure  
4266 - FWS Family Literacy Expenditure  
4271 - FWS America Counts Expenditure

- The institutional match for non-Community Service and Community Service earnings is currently 25%. The institutional match for America Reads, America Counts and Family Literacy is currently 0%. The AIS FWS institutional match object codes are:

- 4204 - FWS Non-Community Service Institutional Match
- 4205 - FWS Community Service Institutional Match
- 4206 - FWS Family Literacy Institutional Match
- 4207 - FWS America Reads Institutional Match
- 4208 - FWS America Counts Institutional Match

The institutional match amounts will be identified separately in AIS but will roll up against the regular wage budget.

- If a FWS student's earnings for a payroll period exceed their remaining work award or the AIS FWS remaining budget, the excess amount will be charged to regular wages. The AIS regular wage expenditure object code is:

4201- Regular Wage Expenditure

- If additional non-Community Service FWS funds are needed, you should contact your Vice Chancellor area to see if funds exist that can be transferred from another area into your budget purpose. If additional Community Service, America Reads, America Counts or Family Literacy funds are needed, you should contact the Financial Aid Assistant Director of Fiscal Management and Special Services.
- Retroactive adjustments **will not** be made for students who were not paid FWS funds because an AIS account did not have FWS funds available. It is the responsibility of the department to monitor their AIS accounts and ensure that any necessary FWS budget adjustments are processed in a timely manner.

#### ***MISCELLANEOUS FEDERAL WORK-STUDY INFORMATION***

- Financial Aid administers the Community Service program. If your department has student employment positions you feel should be classified as Community Service, please contact Student Employment Services.
- It may take one or two payroll periods before a student employee is authorized to be paid from FWS funds in the AIS HRMS system. This is especially true at the beginning of each academic semester. If a student is not authorized to be paid from FWS funds, their entire earnings will be paid from regular wages. To avoid this situation, please instruct your student employees to finalize their financial aid early.
- The FWS student employment awards for Fall and Spring semesters are combined to arrive at a total award for the Fall/Spring award period. This total award

amount is the FWS award that appears on the Student Employment Referral. The remaining amount of this award appears on the Student Employment Payroll Certification under the Fall/Spring column.

- FWS student employees who will be attending Summer semester may apply for summer financial aid, including a FWS award, at Financial Aid after they have registered for summer semester classes. (Applicable only when FWS funding is available for Summer Semester).
- If a student employee is eligible for FWS for the Summer semester, and FWS funding is available, a separate FWS award will be given. The Summer award is the figure that appears on the Student Employment Referral. The remaining amount of this award appears on the Student Employment Payroll Certification under the Summer column.
- Even though a student employee has accepted a specific FWS award amount, this amount may subsequently be influenced by an increase or decrease in the student's eligibility and/or other financial aid resources. Some things which can decrease a student's FWS award or make the student ineligible for FWS are:
  - ◆ student receives a grant or scholarship not already included in their award package
  - ◆ student does not meet the standards of Satisfactory Academic Progress
  - ◆ student changes from a classified student to an unclassified student
  - ◆ student is identified as being in default on a student loan
  - ◆ student requests a decrease in FWS to receive a Federal Direct loan or Perkins loan
  - ◆ other errors are discovered

#### ***FEDERAL WORK-STUDY ELIGIBILITY AND CALCULATION***

- The student must be determined eligible to be paid from FWS funds. In order to be paid from FWS funds:
  - ◆ student must be a US citizen
  - ◆ student must have an official federal financial aid application on file with SIUC
  - ◆ student must have passed all of the federally-mandated database matches
  - ◆ student must have completed Title IV verification (if applicable)
  - ◆ student must have accepted a FWS award
  - ◆ student must meet the standards of Satisfactory Academic Progress
  - ◆ student must not be in default on a student loan

- ◆ student must be degree-seeking
- ◆ student must be enrolled at least half-time
- The employing department must have FWS funds available in the AIS budget purpose for which hours were submitted.
- If either the student is determined ineligible for FWS or the AIS budget purpose does not have FWS funds available, the student will be paid entirely from regular wages. Any amount paid from regular wages will not reduce the student's remaining work award. Only the amounts paid from FWS and institutional match will reduce the student's remaining work award.
- If the student is determined eligible for FWS and the AIS budget purpose has FWS funds available, one of the following four formulas will be used to determine the amount of FWS wages, institutional match wages and regular wages for a student employee:

*If TOTAL WAGES is less than or equal to MAX TOTAL WAGES FROM AIS\* and less than or equal to REMAINING WORK AWARD then:*

TOTAL WAGES x FEDERAL SHARE = FWS WAGES (truncate to two decimal places)  
TOTAL WAGES – FWS WAGES = INSTITUTIONAL MATCH WAGES

*If TOTAL WAGES is greater than MAX TOTAL WAGES FROM AIS\* but less than or equal to REMAINING WORK AWARD then:*

TOTAL WAGES – MAX TOTAL WAGES FROM AIS = REGULAR WAGES  
MAX TOTAL WAGES FROM AIS x FEDERAL SHARE = FWS WAGES (truncate to two decimal places)  
TOTAL WAGES – REGULAR WAGES – FWS WAGES = INSTITUTIONAL MATCH WAGES

*If TOTAL WAGES is less than or equal to MAX TOTAL WAGES FROM AIS\* but greater than REMAINING WORK AWARD then:*

TOTAL WAGES – REMAINING WORK AWARD = REGULAR WAGES  
REMAINING WORK AWARD x FEDERAL SHARE = FWS WAGES (truncate to two decimal places)  
TOTAL WAGES – REGULAR WAGES – FWS WAGES = INSTITUTIONAL MATCH WAGES

*If TOTAL WAGES is greater than MAX TOTAL WAGES FROM AIS\* and greater than REMAINING WORK AWARD then:*

TOTAL WAGES – (LESSER OF REMAINING WORK AWARD OR MAX TOTAL WAGES FROM AIS) = REGULAR WAGES  
(LESSER OF REMAINING WORK AWARD OR MAX TOTAL WAGES FROM AIS) x FEDERAL SHARE = FWS WAGES (truncate to two decimal places)  
TOTAL WAGES – REGULAR WAGES – FWS WAGES = INSTITUTIONAL MATCH WAGES

\* Max Total Wages from AIS is determined by dividing the available FWS budget in AIS for the budget purpose by the federal share.

- The different types of FWS have been given processing priorities. Priority one earnings will be first through FWS calculation for the student; priority two earnings will be second, etc. The following priorities have been established:

Priority 1 – America Reads, America Counts and Family Literacy

Priority 2 – Community Service

Priority 3 – Non-Community Service

- Retroactive adjustments can be made for students who were paid FWS funds and should not have been or who were not paid FWS and should have been for reasons other than the AIS account did not have FWS funds available.