

Federal Work-Study (FWS)

Information for FWS Students

FWS Award

- FWS provides both on-campus and off-campus jobs for students that show financial need through the FAFSA. Off-campus employment emphasizes community service work and family literacy programs. We encourage students to work off-campus, if possible.
- The maximum FWS award for the academic year is \$2,500. Your award amount is reflected on your Federal Work-Study Authorization (FWSA) email notification that you receive from the Financial Aid Office. It is also reflected on your Banner Student Portal.
- Rate of pay will start at \$10.00 per hour. It is permissible for your employer to pay you at a higher rate.
- You are responsible for keeping track of your FWS earnings every month to make sure that you do not work over your FWS award amount for the academic year. If you get close to your award amount before the academic year has concluded, you can contact Financial Aid to see if your award can be increased or if you need to stop working your award.
- If you receive other aid such as outside agency scholarships, SD Mines scholarships, tribal funding, etc., your FWS award may need to be reduced or cancelled. The Financial Aid Office will notify you if this is the case.

FWSA Email → Employment Paperwork

- 1. You will receive your Federal Work-Study Authorization (FWSA) email from the Financial Aid Office. Your FWSA email is your ticket to be hired as an FWS student.
- 2. You will forward your FWSA email to your supervisor when you establish a position.
- 3. You will need to fill out employment paperwork with Human Resources (HR). Your supervisor will help you with this. If you decide to work off-campus, please contact Monica in Financial Aid.
- 4. Your supervisor will create what is called an EPAF, which is how you establish an on-line timesheet to fill out and submit each month in order to be paid.
- 5. FWS students cannot officially start working until their EPAF has been submitted and approved by Human Resources. Your supervisor will let you know when you can start working.

FWS Student's responsibilities:

- Establish an FWS position by contacting the employer you would like to work for.
- Create a schedule for each semester with your supervisor before you start working. Keep to the schedule. Give your employer a revised schedule if your class schedule changes and then adjust your hours accordingly. Your classes and studying come first, but it is important to communicate with your supervisor if you can't work during your scheduled time due to studying or illness that may occur. Communication is very important.
- Make sure you are not working during a scheduled class time and that you are attending all of your classes. If you work during a scheduled class time, documentation of the class being cancelled needs to be given to your employer before you can work. The Financial Aid Office must also receive documentation for auditing purposes.
- You must be attending South Dakota Mines at least half-time (6 credits).
- You must follow the Family Education Rights and Privacy Act (FERPA) requirements.
- Monitor your hours worked to make sure you aren't working over your FWS award amount. An Excel spreadsheet kept between the supervisor and FWS student is helpful for this. Keep track of the hours you work every month and make sure to submit your timesheet at the end of each month to be paid. Please note it may take a few weeks to access your on-line timecard at the start of the fall semester. You can keep track of your hours on paper until you can access your timecard.
- Most students will work between 6 to 8 hours per week. Student employees may not work more than 30 hours per week (the 30 hours includes any other positions you may have on campus). We recommend working no more than 20 hours per week.
- You must meet the Federal Aid Satisfactory Academic Progress (SAP) Requirements in order to be eligible for FWS. SAP Link: <https://www.sdsmt.edu/Admissions/Financial-Aid-and-Scholarships/Financial-Aid/Satisfactory-Academic-Progress---Federal-Student-Aid/>
- Contact the Financial Aid Office if you are experiencing any work-related issues or if the position just isn't working out. You may be able to find another position or request the remainder of your FWS award to be revoked.
- You may be dismissed for the below reasons:
 - Refusing to work
 - Not showing up during your scheduled time
 - Not being punctual and/or performance issues
 - Creating a disturbance within the office or department.

FWS Job Descriptions

- You are responsible for securing an FWS position and get to choose where you want to work.
- View the FWS Job Descriptions online at: https://sdmines.sdsmt.edu/cgi-bin/global/fa_view_wss.cgi. The positions fill up fast so we suggest contacting the employer you are interested in to “get your foot in the door” while you can! Their phone numbers will be listed on the job descriptions. To email an on-campus employer, it is: firstname.lastname@sdsmt.edu.
- It is important that you start working right away, so please get a position set up before school starts, if possible. If you need help finding a position, contact the Financial Aid Office.

Nonattendance

- FWS students cannot work during a period of nonattendance unless the Financial Aid Office has cleared you to work.
- Examples of periods of nonattendance are Christmas break and summer break.
- If you follow the start and end dates of the fall and spring semesters, you should be fine.

Questions ?

- Monica Darrow at 605-394-2650 or Monica.Darrow@sdsmt.edu.

