The frequently asked questions listed below in BLUE pertain to Federal Work-study student employees impacted by COVID-19.

**Work-study Student Employee FAQ’s**

**I am unable to work due to my department being closed, am I eligible to continue to receive my work-study offer?**
Whether you are performing job duties remotely for your department or not currently working, you will be paid the wages based upon your previously established work schedule(s). For students who hold a combination of work-study and non-work-study jobs, and are not working, you will continue to be paid from work-study for only the job(s) that were paid from work-study before.

**Now that classes are remote, can I work more hours than my original work schedule?**
No, paid wages will be based upon previously established work schedule(s). As a reminder, Federal Work-study students may not work during scheduled class times, which includes on-line courses.

**My department has approved me to work remotely but my schedule was reduced, can I be paid for the hours I would have worked?**
Yes, paid wages will be based upon previously established work schedule(s). Your department should submit time for both remote work and the difference.

**Work-study Student Supervisors FAQ’s**

**What documentation must I maintain in my department?**
In addition to the standard documentation requirements found at [https://wmich.edu/finaid/workstudy/employers/campus](https://wmich.edu/finaid/workstudy/employers/campus), departments are required to maintain the following in the student’s file:

- Student work schedule
  - As a reminder, Federal Work-study students may not work during scheduled class times, which includes on-line courses.
- Documentation noting the dates of COVID-19 payments.
- Documentation recording if/when a student worked during this time frame.

**On what schedule do I base a student’s earnings?**
Whether performing job duties remotely for your department or not currently working, Federal Work-study recipients will be paid wages based upon previously established work schedule(s).

**If a student was approved to work remotely but the work schedule was reduced, can the student receive payment for the difference between that and the previously established work schedule?**
Yes, you should be submitting time worked remotely as well as the difference. The specific circumstances must be documented in the student’s file.

**If a student was not scheduled to work before but has a work-study offer, can I pay them?**
No, a non-working student must have had a previously established work schedule to qualify for payment during this time.

**How do I find out if a student’s job record is set to pay from work-study?**
This information can be found using the PeopleSoft Timekeeper Report. Instructions for gaining access and running the report can be found at [https://wmich.edu/hr/officemanagement/reporting](https://wmich.edu/hr/officemanagement/reporting).

**Where can I find a student’s work-study offer and paid amounts?**
This information can be found using the Cognos report, 30.30.10 Work Study Departmental Auditing. It is located within the 30.00 Financial Aid folder under Team Content. You will be asked to provide the semester and the name of your department.

**Can my student be paid for unused FWS from previous semester (summer II 2019 and fall 2019)?**
Yes, if a student has a spring work-study offer, unused funds from summer II and fall are eligible to carry forward. Those unused amounts should be considered when determining remaining FWS eligibility.
When do work-study payrolls end for the spring 2020 semester?
BW2010 (4/20/20 – 5/3/20) is the final work-study payroll for the spring 2020 semester. All unpaid scheduled hours for the spring semester are required to be submitted during this pay period.

When can I begin paying my student(s) Federal Work-study during the COVID-19 period?
Federal Work-study payments during the COVID-19 time frame can be made for hours beginning 3/5/20.

How should student employee hours be reported in Kronos?
As a supervisor, please continue to submit bi-weekly time for the upcoming pay periods during spring semester. For time for non-working students and working students should continue to be processed through Kronos.

Federal work-study employee hours should be entered in Kronos as usual. FWS students who are being paid wages, but not working, you must use the comment code COVID.

Where can I find additional information about the Federal Work-study program?
Please visit the Student Financial Aid website at https://wmich.edu/finaid/workstudy/employers/campus or email specific questions to angela.madden@wmich.edu.

Adding Comment Codes to Kronos Hours

1. After the hours have been entered, right click on the amount of hours and click Comments.
General Work-study FAQs

How may I apply for work-study?
Each year, you should apply for financial aid by completing the FAFSA at www.studentaid.gov. Be sure to indicate your preference for work-study on the FAFSA.

When should I apply?
Applications for the upcoming school year are accepted beginning January 1 of each year. As with many financial aid programs, work-study funding is limited, so you should apply as soon after January 1 as you are able.

Once I receive a work-study offer, will I automatically receive one the following year?
No. You must reapply for financial aid each school year. Also, you must apply separately for summer 1 and summer 2 financial aid. The summer 1 application will be available in February, each year, and the summer 2 application will be available in April, each year.

Who qualifies for work-study?
Students are offered college work-study based on criteria such as demonstrated financial need, previous work-study experience and work-study preference indicated on the FAFSA. Because work-study is a financial aid program, you must meet general eligibility criteria, including Satisfactory Academic Progress. If you fail to maintain SAP, your work-study offer may be canceled.

How many hours may I work?
The amount of your work-study offer, your hourly rate of pay, and the number of weeks you intend to work during the semester will be the primary determinants of the number of hours you may work each week. WMU policy also places limits on the number of hours that a student may work. For more information about the University’s limits please visit wmich.edu/career/campus.

How is a work-study position different from other student positions?
Work-study positions differ from other student positions in the source of funds that pay the employee. You report to a job, and earn a paycheck in the same manner as other student positions. Additionally, wages earned through work-study are permitted a special exclusion in the earned income section of the student's following year’s FAFSA. (Contact a financial aid advisor for more information about this exclusion.)

What kinds of jobs are available in the work-study program?
Most on campus student positions are available to students who wish to earn their work-study offers. WMU also offers off-campus opportunities with community service agencies and local schools. Some students choose jobs in fields related to their major course of study. Others choose positions of personal interest that complement their educational experience.

Where should I look for a job?
You may find a position by browsing handshake online. You may also find unique opportunities by talking with campus staff,
instructors and other students. For personal assistance with your job search, please contact Career and Student Employment Services at (269) 387-2745.

I may not be enrolled for summer I or summer II classes, but I would like to continue working my work-study job. Is that possible?
No. WMU requires that a student maintain at least half-time enrollment during any semester in which they are employed under the work-study program. Discuss your plans with your supervisor. They may offer other options that make it possible for you to continue working outside of the work-study program.

What if I don’t want to work?
If you do not wish to earn your work-study offer, please cancel your offer by completing the student financial aid adjustment form. Other students may be waiting for funds to be released, and they will benefit from your early response.