



Hiring Work-Study Students Frequently Asked Questions

Q. What is work-study?

- A. Work-study is a form of financial aid that provides part-time employment opportunities for students with demonstrated financial need (as determined by the Free Application for Federal Student Aid, FAFSA). Federal and state work-study funding supports a majority of students' wages earned in work-study jobs. This allows and encourages hiring departments on and off-campus to employ eligible students while saving department costs.

Q. What makes students eligible for work-study?

- A. Students must file the FAFSA each year to have their eligibility determined. Each July work-study awards are confirmed.

In addition to submitting the FAFSA students must:

- ◆ Be enrolled in a minimum of six credit hours in the current semester of employment.
- ◆ Have at least a 2.0 cumulative grade point average.
- ◆ Work hours that interfere with class attendance.
- ◆ Not work beyond 20 hours/week during an enrollment period.

Because of some limitations in funding, not all eligible students are automatically awarded work-study funding, but students can request their eligibility to be reviewed by submitting a query at [askSFS](#).

Q. Why should our department consider hiring work-study students?

- A. Hiring work-study students provides numerous benefits, including cost-effectiveness, access to motivated talent, flexibility, and the opportunity to contribute to students' professional development.

Work-study students are versatile and can contribute to a wide range of tasks and responsibilities, providing valuable support in areas such as administration, research, customer service, and more.

Q. How does hiring work-study students contribute to cost-effectiveness?

- A. Federal or state funding supports most of the students' wages. Students earn at least the current federal minimum wage. Wages are funded at 75%, this means a UD department will pay 25% of the wages of work-study-eligible student workers. Typical awards are about \$2000 per year allowing students to earn up to that amount at the subsidized rate.

Q. Are there any restrictions on work-study positions?

- A. Work-study positions are often diverse and available in various departments on and off campus. However, there may be restrictions on the total number of hours you can work per week to ensure a balance with your academic commitments. Work-study employees should not exceed 8 hours a day/20 hours per week.

The start and end dates of the job must fall between the first day of class and the last day of exams for the term students are working.

Q. Who is responsible for keeping track of work-study hours?

- A. The department supervisor is responsible for working with the student employee, ensuring that students do not exceed the amount of work study funds for the semester.

Students cannot receive more funds than their allocated amount. They may appeal if they are running low however, additional funds are not guaranteed.

Q. Can a work-study work during winter or summer session?

- A. Yes, with or without enrollment, students should submit a [work-study eligibility review request](#) at the same time they register for winter or summer sessions. Provided the student has filed the correct FAFSA, students should receive a response to their inquiries in about 10 business days.

Additional work-study and student employment information can be found on the [SFS website](#).

Q. Can hiring work-study students be a long-term solution for staffing needs?

- A. Absolutely. Many departments find that work-study students, having gained familiarity with the department, are excellent candidates for more permanent positions after graduation.

Q. Are there specific guidelines for supervising work-study students?

- A. While work-study students are like any other employees, it's essential to be aware of the weekly hour limits specified in their financial aid award. Clear communication and setting expectations are crucial for a successful working relationship.

Q. How do departments hire work-study students?

- A. Departments can create work-study positions via the new student module in [Talent Link](#).

Q. What resources are available to help understand and navigate the work-study hiring process?

- A. [Student Financial Services](#) and the [Student Employment Office](#) are valuable resources for departments seeking guidance on the work-study hiring process, including posting positions, understanding financial aid integration, and addressing any questions or concerns.

Q. How many students are awarded work-study at UD?

- A. On average, 1000-1100 students are awarded work-study funds per semester.

Students who were not awarded but are still eligible for work-study can request use of their funds by contacting [askSFS](#).

Q. How do I determine if my applicants are work-study eligible?

- A. Students can visit UDSIS and select the Student Financials tab to check their work-study eligibility for the semester. The Student Employment Office can also assist with confirming work-study eligibility for departments using the student platform of Talent Link to source their available student jobs.

Please contact the Student Employment Office or your department's human resources representative for further information or specific inquiries.