

DATE: May 2009
TO: All University Departments
FROM: Office of Student Financial Aid (OSFA)
SUBJECT: Availability of Federal Work-Study (FWS) Funds

The last date to use academic year FWS funds is May 16, 2009 (this includes Graduate Research Assistants who may have appointments which extend beyond this date). Students cannot carry the balance of any unused academic year FWS funds forward to the following summer or fall semester. A current hourly FWS employee who is **not** working Summer 2009 (May 17 – August 8th), but is anticipated to return to the same FWS position in Fall 2009, does not have to be terminated. Timesheets will continue to generate as long as the student is active. Please do not report time or “OK to pay” timesheets **if no hours are worked**. If a student is not eligible for Summer FWS and works beyond May 16, 2009, then hours must be reported on a non-FWS pool ID position. Please process a termination for students who will not be returning to work this summer or fall.

Summer 2009 FWS Funds effective May 17, 2009

To be considered for Summer 2009 FWS, students must have submitted a “Financial Aid Request for the Summer 2009 Session.” Students who were awarded FWS began to receive e-mail award notifications in March and we continue to send notifications on a rolling basis advising them of their eligibility. Students and staff (with authorization) may view FWS awards through the Enroll & Pay system.

Important Points about Summer 2009 FWS:

- **FWS for a Summer 2009 appointment begins May 17, 2009 and ends August 08, 2009. Students may be paid from FWS funds during this entire time period and may work up to 40 hours per week as long as they do not exceed their summer FWS award.** If a student reaches their FWS award limit prior to 08/08/2009 and has not been approved for an increase, the student can no longer work unless the department appoints the student employee to a non-FWS position or pool ID.
- **Students are not required to be enrolled for summer to receive FWS, however they must demonstrate financial need for both the 2008-09 and 2009-10 school years.** Students must submit the summer request form to determine their eligibility to receive summer FWS.
- If a student is eligible and continuing in the same FWS position and Pool ID funding as employed in during the previous academic year, a new Payroll Form does not need to be submitted.
- If you are making a new FWS appointment effective 05/17/2009 or later, complete and submit a Payroll Form (including supporting documents, if necessary) to the Payroll Office as required on or before **05/28/2009** for the pay period ending **05/30/2009**.

Fall 2009 FWS begins August 9, 2009.