**Work-Study**

**Frequently Asked Questions**

**What makes a student eligible for work-study?**

The student must have:

* Completed the 2017-18 Free Application for Federal Student Aid (FAFSA) by the priority deadline of November 30th (current students) or January 31st (incoming students).
* Indicated on the FAFSA that they were interested in work-study
* Have at least $4000 of demonstrated need as determined by the FAFSA
* Be currently meeting Satisfactory Academic Progress

**How much can a student receive in work-study?**

Up to $2000 per semester.

**When can a student begin working?**

Fall work-study funds can be used beginning August 16th through December 15th. Spring work-study can be used beginning January 1st through May 15th. There is typically no summer work-study funding available.

**Why is my student employee not eligible for the full amount I requested?**

Work-study is factored into a student’s financial aid package. If a student is fully funded through scholarships and grant aid, receiving a full work-study award could cause a reduction in these other forms of aid. Additionally, if a student has already received a loan that they have been awarded, the work-study award could cause that loan to be reduced and create a bill on the student’s account. In these cases, the student will be

notified and given the option of choosing to receive their work-study funding or not.

**I’ve hired a student. Now what?**

The employer will need to log into the SFS Partner Portal, click on Work-Study, and complete the Work-Study Authorization Form (WSAF). Within 3-5 business days, the form will be processed, and the student and employer will each receive a communication letting them know that the student can begin working.

**Why isn’t my student employee showing up when I enter their WSU ID number in the Portal?**

If you are unable to find the student in the Partner Portal, then they are not currently work-study eligible. If the student has received notification that they are eligible very recently, then that information has not yet been imported. Please wait at least 24 hours from the time the student is notified before you try to enter their WSAF.

**I received notification that they have a work-study award, but I can’t pull them up in TEMPS.**

From the time the award is added, you must wait until the next work day before attempting to enter them into TEMPS.

**If a student doesn’t use all of their funds in the fall, can they carry over the remaining to spring?**

No. All work-study funds must be used in the semester they were awarded.

Email [sfs.workstudy@wsu.edu](mailto:sfs.workstudy@wsu.edu) or Call 509-335-9711

**3-5 business**

**days**

**24 hours**

Able to enter student appointment into TEMPS

WSAF Processed; student & employer notified

**24 hours**

Student notified of work-study eligibility

Able to complete student’s WSAF