WHAT IS FEDERAL WORK-STUDY?

Federal Work-Study (FWS) is a federally funded program that allows colleges and universities to create campus-based employment programs for financial aid recipients. An FWS award allows you the opportunity to work part-time in a job on campus. You must be determined eligible for FWS through your FAFSA application, hired for a funded work-study position, and work in that position to receive payment. Federal Work-Study positions are real jobs. The term “Work-Study” does not mean that you can study on the job. It means that you work to obtain funds to be able to study at USC Aiken. Additional information about this program is available on our web site at [http://web.usca.edu/financialaid/student-employment.dot](http://web.usca.edu/financialaid/student-employment.dot).

WHAT ARE SOME OF THE ADVANTAGES OF MY FWS JOB?

One advantage is being able to arrange your work schedule around your classes. Other advantages are a paycheck and gaining work experience that will look good on a resume.

HOW MUCH CAN I WORK?

Your award notification will indicate the maximum dollar amount of your award for the year. You and your supervisor will determine your work schedule depending on your supervisor’s needs and your class schedule. To determine the maximum number of hours that you can work per semester, divide your semester award by your pay rate. Typical awards range from 10 - 12 hours per week.

HOW DO I FIND A JOB?

Students searching for a FWS position should do the following:

1. To search for available jobs, register on Pacer Career Connection at [http://web.usca.edu/career-services/pcc.dot](http://web.usca.edu/career-services/pcc.dot) or see the bulletin board across from the Career Services Office in the Penland Administration Building. It is recommended that you begin exploring job possibilities as early as July 15.

2. Go directly to the department to which you want to apply. Check with the employing department to determine their application procedure. Procedures may vary from department to department.

3. Once you accept a position on campus, the hiring supervisor will give you a Student Hire Checklist. Bring the Checklist to Career Services to complete new hire paperwork, orientation, and e-verify.

4. Once all paperwork is complete, the checklist is signed and given to you to return to your hiring supervisor. When your hiring supervisor has received the completed checklist, they will hire you and you may begin work.

If you have difficulties finding a job, contact the Career Services Office or the Office of Financial Aid for job placement assistance.

HOW DO I GET PAID?

While most jobs pay minimum wage, you will be paid at the wage specific to your job (listed on the job advertisement). You and your supervisor will report the number of hours you work each week to the USC Payroll Office, via the internet. You will be paid on the 15th and the last day of the month. All USC employees must enroll in direct deposit. Direct deposit for student pay is available through VIP at [https://vip.sc.edu/](https://vip.sc.edu/).

WHAT ARE MY RESPONSIBILITIES?

- To take your job seriously.
- To coordinate your hours with your supervisor, remembering both the needs of the department and your own schedule.
- To be dependable. You must report to work on time and always call if it is necessary for you to be late or absent.
- To act professionally and dress appropriately for your work location. If a problem develops on the job, discuss it with your supervisor.
- To maintain academic requirements. In order to remain eligible for work-study, you must be enrolled at least half-time (6 or more credit hours). You must also meet the standards in the Satisfactory Academic Progress Policy detailed at: [http://web.usca.edu/financialaid/sap.dot](http://web.usca.edu/financialaid/sap.dot).

Specific hiring departments also have minimum academic requirements that students must meet in order to remain eligible.

CAN I BE TERMINATED?

Yes, South Carolina is an at-will employment state which means that employment may be terminated at any point for any or no reason at all. Your employer may also terminate you for unsatisfactory performance of assigned tasks, tardiness, or failure to report to work or follow rules stated to you by the department where you are working.
If you wish to cancel your FWS award, please do so **IMMEDIATELY** by following the instructions on your award notification for declining your award.

**You may contact the following USC Aiken offices if you have FWS questions:**

Office of Financial Aid  
(803) 641-3476

Office of Career Services  
(803) 641-3440

Office of Human Resources  
(803) 641-3317

**USC AIKEN FEDERAL WORK-STUDY**

2015-2016