

## Some Helpful Hints to Keep in Mind.....

**You are not permitted to work under the Federal Work-Study Program without an FWS award.**

**We encourage all Federal Work-Study Students to apply for Direct Deposits; this will assure that you receive your funds in a timely manner.**

Pay checks may be picked up after 11:00A.M. on the Friday of the pay day in the Financial Aid Office (111 S. Greene St., Suite 104), or from 8:00 A.M. until 6:00 P.M. after that day. (Students should be prepared to present their Student ID before receiving their paycheck.) Direct deposit will be mailed to the address printed on the pay stub.

**You will receive your first pay check 6-8 weeks after your payroll documents have been completed correctly.**

**Your supervisor is responsible for submitting time sheets in person or by mail. Students may not submit their time sheets, as this is a Federal Violation! Late time sheets will roll over to the next pay period, NO EXCEPTIONS.**

**Students are not permitted to work over 20 hours per week and/or 40 hours biweekly. Only during the Summer FWS Program are students permitted to work a maximum of 40 hours per week and/or 80 hours bi-weekly.**

When turning in a payroll packet you must present your Driver's License, Student ID, and Social Security Card.

Federal Work Study Students may be subject to taxes.

**When filling out your W-4 form, you must use black ink, no scratch-outs or white-out. The most common options for completing this form are as follows:**

Write "Exempt" if you are a full time student and plan to earn very little money this year, FILL OUT ONLY SECTION 7 ("EXEMPT" MEANS TAXES ARE NOT TAKEN OUT).

Fill out SECTION 8 ONLY if you are using an OUT OF STATE ADDRESS IN SECTION 2.

Write "0" if you prefer more deductions each pay check, i.e. less money now and a larger refund at the end of the year. Fill out only sections 5 and/or 6.

Write "1" if you prefer no extra deductions other than mandatory taxes, i.e. a little more money each pay check, less or no refund at the end of the year. Fill out only sections 5 and/or 6. If you used an in-state address skip line 8.

**COMPLETE EITHER THE EXEMPT PORTION OR THE DEDUCTION PORTION,  
NOT BOTH! AND SIGN IT.**

**IF YOU HAVE ANY QUESTIONS, DO NOT HESITATE TO CONTACT THE WORK  
STUDY COORDINATOR, YVETTE WASHINGTON @ (410)-706-7347**

