

## WHAT IS FEDERAL WORK-STUDY?

Federal Work-Study (FWS) is offered as part of your total financial aid package to assist you in financing your education at USC Aiken. Being awarded FWS allows you the opportunity to secure a part-time job on campus. You must be hired for a position and work in that position to receive payment. Federal Work-Study positions are real jobs 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:

<https://www.usca.edu/financialaid/types-of-aid/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 to build your resume.

## HOW MUCH CAN I WORK?

Your award letter 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 to 12 hours per week. You and your supervisor are responsible for monitoring how much of your award is used each term, ensuring you do not exceed your award limit.

## HOW DO I FIND A JOB?

**Students searching for a FWS position should do the following:**

1. To search for available jobs, register on PurpleBriefcase at <https://www.usca.edu/career-services/job-board.dot> or see the bulletin board across from the Veteran and Military Success Office in the Penland Administration Building.
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 via iTAMS. You will be paid on the 15<sup>th</sup> and the last work 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/>.

## 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: <https://www.usca.edu/financialaid/sap/>. 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 you may be released from employment at any given time for any reason, or for no reason whatsoever. You may also be discharged for any misconduct or unsatisfactory work performance.

**If you have questions regarding a  
FWS award, please contact:**

USC Aiken Office of Financial Aid  
(803) 641-3476

**If you have questions regarding  
PurpleBriefcase and completing  
hire paperwork, please contact:**

USC Aiken Career Services Office  
(803) 641-3440

**If you have questions regarding  
iTAMS, please contact:**

USC Aiken Human Resources Office  
(803) 641-3317

# USC AIKEN FEDERAL WORK-STUDY

## 2018-2019



UNIVERSITY OF  
**SOUTH CAROLINA**

AIKEN