

Federal Work Study FAQs:

Q. What is Federal Work Study?

A. *Federal Work-Study* provides part-time jobs for undergraduate and graduate students with *financial need*, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. More information on the Federal Work Study Program can be found on the [Federal Student Aid](#) website.

Q. How do I apply for federal work study?

A. The Federal Work Study program is for students with financial need. Students must have the Free Application for Federal Student Aid on file with the Office of Financial Aid. Once the application has been processed, the student must contact ASU-Mountain Home Financial Aid at 870-508-6127 to determine eligibility status.

Q. How do I find a work study position?

A. Once you have determined you are eligible, you may view open positions on the ASUMH Student Portal on the [Work Study Tab](#).

Q. How do I get hired?

A. Departments will contact applicants for interviews.

Q. How many hours per week can I work?

A. Based upon a student's eligibility, a student may be able to work from 5 hours (minimum) to 17 hours (maximum) per week. This also depends upon the work study positions available. Students must maintain a minimum of 3 hours enrollment during the summer and 6 hours enrollment during the fall and spring semesters.

Q. How will I be paid?

A. A student is paid for the hours worked on the 15th of each month and the last day of each month. There is a wait period for the first payroll.

Federal Work Study: Information

Federal work study funds are earned.

Your funds are paid with the regular payroll based on the number of hours you and your supervisor certify that you worked during the pay period (remember that you

cannot work over the number of hours for which you are eligible). In order to receive your Federal Work Study funds, you must work - work study is just like any other job, you must perform the duties assigned to you in order to earn your pay.

Federal Work Study positions are not guaranteed.

There may be more students eligible for Federal Work Study positions than there are positions available. Financial Aid will make every effort to assist a student in locating a position but the final decision is made by the individual supervisors.

It may be helpful to talk to your teachers and advisor.

Teachers and advisors might be interested in hiring you for a position in their department (if the department has been approved for a position through the Federal Work Study program).

What happens if I am hired by a department?

The Department Supervisor will notify Human Resources when a Work Study is selected. Human Resources will send a Work Study Toolkit via email which contains a link to the New Hire Forms. If you have not received this email with two-three days of your selection, please contact Human Resources at 870.508.6204. Once your New Hire Forms have been submitted, please call Human Resources to schedule an appointment to finalize the hiring process. **Do NOT begin working until your supervisor has received clearance from Human Resources.**