EARLE MACK SCHOOL OF LAW AT DREXEL UNIVERSITY

SUMMER OFF-CAMPUS WORK STUDY PROGRAM

Work-Study is a federal program that offers financial support to students with a demonstrated financial need. Students with Federal Work Study (FWS) eligibility may choose to work on-campus or off-campus for a qualified organization. Only off-campus organizations, that are nonprofit or government agencies located in the United States that sign a Federal Work Study Program Agreement are qualified to participate in this program. Each year, a limited amount of funding for the summer off-campus work study program is available to eligible students. FWS awards will be granted on a first come, first served basis.

Summer Federal Work Study Process

Request Federal Work Study Award (Financial Aid Office)

Work study is a need based program so students must demonstrate financial need to be eligible to receive a work study award.

1. File a 2013-14 **Free Application for Federal Student Aid** (FAFSA) by March 1st. The student should make sure to indicate that he or she wants to be considered for work study. The student can go back to amend the form if he or she forgot to request work study money. The FAFSA must be filed by March 1st.

2. Fill out and submit an **Institutional Financial Aid Application** (FAAPP) form for the 2013-14 academic year. The completed form should be submitted to the Office of Student Affairs (OSA).

Confirm Employment (Office of Finance and Budget)

Eligible students will be considered for the off-campus work study program only if the student confirms employment with a qualified off-campus organization by providing the following required documents:

1. Notice of Qualified Employment Form
2. Drexel University Federal Work Study Program Agreement
3. A brief job description or a narrative of the student's duties at the Organization
4. A copy of the 501(c)(3), required only for a private non-profit organization

Students are encouraged to secure and provide such employment confirmation as early as possible, as work study awards are granted in the order of confirmation of employment until funding is depleted. If the Financial Aid Office is unable to review a student's eligibility by May 1st due to missing FAFSA and FAAPP, the student may lose his or her eligibility for the off-campus work study program.

The above required documents can be delivered in person, by mail, via email attachment, or fax. Original documents are required for record keeping. Below is the contract information:

Office of Finance and Budget
3320 Market Street, Suite 430
Philadelphia, PA 19104
lawfinance@drexel.edu
Fax (215) 571-4730

A student will not be considered for off-campus work study employment and cannot begin working until the above forms are received by the Office of Finance and Budget.

Start Hiring Process

The Earle Mack School of Law will administer the federal work study program by hiring and managing payroll for the students. If a student is employed by Drexel University for the first time, the student must complete a **Student New Employee Packet** and bring it to Drexel Human Resources along with appropriate forms of original ID as defined by the I-9 document. Drexel Human Resources is located at 3201 Arch Street, Suite 430, Philadelphia, PA 19104. The **Student New Employee Packet** can be accessed from the Human Resources website: http://www.drexel.edu/~/media/Files/hr/forms/StudentDU.ashx. The summer off-campus work study position is set to begin on May 6, 2013. A **new student employee** may not begin working until all required HR paperwork is completed on or before their first day of work. By federal law, employees not completing an I-9 within their first three days of employment are not authorized to continue working until they do so. All students in FWS program are encouraged to complete the HR forms before the end of spring term, regardless the employment start date.

Submit Time Sheet and Get Paid

Students with a work study award must work to earn it. Federal regulations require that weekly hours **must** be supported by a listing of clock hours worked by each work study student. Biweekly time sheets must be submitted in **TWO** formats: (1) a completed and signed (by both student and supervisor) hard copy of Off-Campus Work Study Time Sheet, which must be received by email (lawfinance@drexel.edu) or fax (215-571-4730) no later than 11:00 a.m. on the last Friday of the two-week payroll period; and (2) online submission of your hours via the DrexelOne portal by the same deadline. Failure to submit both time sheets by the specific pay period's deadline may cause a paycheck to be delayed until the next pay period. Students will be paid on a bi-weekly basis. Instructions and the payroll schedule are listed on the time sheet. Step-by step instructions for submitting hours online can be viewed here.

Summer Federal Work Study Award and Payroll Information

The students with federal work study funds can only be compensated from the current academic year's award. Students who have unearned off-campus work study funds in 2012-2013 can use the remaining funds to cover hours worked through June 30, 2013. Work study awards for the academic year 2013-2014 can be used beginning on July 1, 2013. Students may continue working throughout the summer until the work study funds have been exhausted. Weekly financial compensation cannot exceed 40 hours per week.

General payroll information: http://www.drexel.edu/depts/compt/payroll/basics_drexel.html

2013 time sheet and payroll schedules:
http://www.drexel.edu/depts/compt/payroll/drexel-biweekly2013.pdf

Direct deposit and pay stub lookup instructions:
Drexel University only provides an e-payroll stub which students can view and print online using the Drexel One Portal. Direct deposit lookup information is available here. The University strongly encourages students to sign up for direct deposit. If direct deposit option is not elected, the University mails all pay checks to employees' home address.

Questions and Contact

FAFSA or FAAPP:

Mary de Rivera
3320 Market Street, Room 451
Phone: (215)895-1044
mmd88@drexel.edu

Employer contract, hiring process, payroll/time sheet:

Zhiying Feng
3320 Market Street, Room 431
Phone: (215)571-4816
zf22@drexel.edu

Bernadette A. McCloskey
3320 Market Street, Room 430
Phone: (215)571-4717
bamccloskey@drexel.edu