STUDENT EMPLOYMENT
Federal Work Study Program Overview

DRURY WORK STUDY FAQ:

1. What is Federal Work Study?
   - A program funded by the federal government that provides work grants to students demonstrating a financial need. A work study grant is not automatic money like other grants. You must work in a job on campus and earn the amount of the grant through your hourly wages.
   - For Financial Aid to determine whether or not you have a need, you must complete and file a FAFSA (Free Application for Federal Student Aid). Individuals who qualify for a work study grant are notified via their financial aid award letter from the Office of Financial Aid.
   - To apply for a Work Study grant:
     o Contact Financial Aid regarding the process of completing the FAFSA.
     o If you are eligible, you will be notified of your eligibility and the amount of the grant on your Financial Aid award letter.
   - Students receiving a Federal Work Study grant are placed in a job working the university’s cafeteria. If you decide not to work in the cafeteria, Drury is not obligated to find you a position elsewhere to earn your grant. You may apply for any vacant student positions at Drury, and if hired, work in it to earn your grant.

2. What will my supervisor expect of me?
   A work study job is a real job in every sense of the word. You must perform work at a satisfactory level, adhere to attendance guidelines, follow the Student Staff Guidelines (available on the Human Resource webpage) as well as the rules and procedures of the department you work for.

3. What do I need to do to accept the position in food services?
   If you intend to work in food services, complete the on-line employment application. A representative should contact you to advise you of the next step in the process. To ensure placement, please apply prior to September 30th.

4. What if I don’t want to work in food services?
   If you decide not to work in food services, Drury is not obligated to find you a position elsewhere to earn your grant. You may apply for other vacant positions at Drury and, if hired, work in it to earn your grant. These positions are competitive and only the most qualified students will be interviewed and selected. (See Student Employment General Information sheet to learn how to view and apply for other positions.)
5. **Do I have to sign my paycheck over to Drury to cover my tuition?**
   No. It is your responsibility to either sign the check back over to Drury for your tuition or deposit the check in your personal account and then pay your tuition. However, if you take the check and do not pay your bill, you will be billed at the end of the semester and not be allowed to register for the next semester until the bill is paid.

6. **How much will I be paid?**
   The wage for each position will be determined based on the required responsibilities and duties for the position. Almost all student employment positions pay minimum wage of $7.25. You will only be paid for the hours you work. Please see the table below for the approximate number of hours you would need to work during the academic year to earn your grant based on $7.25 per hour.

<table>
<thead>
<tr>
<th>Grant</th>
<th>Wage</th>
<th>Approximate # Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,000</td>
<td>$7.25</td>
<td>12</td>
</tr>
<tr>
<td>$2,000</td>
<td>$7.25</td>
<td>8</td>
</tr>
<tr>
<td>$1,000</td>
<td>$7.25</td>
<td>4</td>
</tr>
</tbody>
</table>

7. **When will I be paid?**
   You will be paid on the 15th of each month for hours worked the previous month. For example, if you began work in September, your first paycheck will be issued on October 15th. Checks are available at the Business Office in Buham Hall, Room 100. You will only receive a paycheck if you have submitted your pre-employment paperwork with Human Resources, a timesheet with your supervisor’s signature, and if your supervisor has submitted the request for your appointment to Human Resources.

8. **How will I know how much of my grant I have available to earn?**
   After you have received your first paycheck, you will receive a monthly update from Human Resources via email indicating how much of your grant you have earned as of the end of previous pay period. It is your responsibility to communicate this information to your supervisor to ensure you do not exceed your grant. Some departments may be able to continue your employment after you have exhausted your grant. However, you must check with your supervisor to see if may work after you have earned the full amount of your grant.

9. **How do I decline my work study grant?**
   If you do not intend to use your work study grant, you should decline the grant through your MyDrury account. If you have not begun working by September 30th (whether in the cafeteria or elsewhere on campus), Drury reserves the right to cancel your work study grant for the remainder of the year.

**CONTACT INFORMATION:**

<table>
<thead>
<tr>
<th>Student Employment</th>
<th>Work Study Eligibility</th>
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<tbody>
<tr>
<td>Crystal Ponder</td>
<td>Donna Smith</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Financial Aid</td>
</tr>
<tr>
<td><a href="mailto:hrstudent@drury.edu">hrstudent@drury.edu</a></td>
<td><a href="mailto:fa@drury.edu">fa@drury.edu</a></td>
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