



Work Study/Duty-Frequently Asked Questions

How am I awarded work study/duty?

You are awarded work study/duty based on the information provided to Financial Aid on your FAFSA report. The timeliness of your FAFSA application is important as the work program fills to capacity quickly each year.

How do I find a job?

The Financial Aid Office will send out an instructional email to all work program recipients early August. This email will include guidance on how to view and apply for work program jobs through our website.

What am I getting paid per hour?

The current pay rate is \$7.25 per hour.

How much is my work study award?

During fall & spring semesters, your work award is typically \$1400 per semester. Awards may be less, so please refer to your Financial Aid Award Letter for your Work Award.

How many hours do I need to work per semester?

For awards of \$1400, you are expected to work 193 hours per semester.

How many hours do I need to work per week?

Students are expected to work, on average, 13 hours per week to earn the full award by the end of the semester. However, some student work positions are more cyclical than others, requiring more hours worked during some weeks per semester, resulting in fewer hours worked other weeks. Students should discuss the work schedule with their supervisor to determine actual work requirements and schedules.

Do I need to work all my work study/duty hours?

Students are expected to work the full work award. Student worker positions are available to assist departments on campus with daily needs of those departments. Some students use the full work award to apply to their account balance, while others use the award to help cover living expenses while attending college. Regardless of how you intend to use the work award, departments depend on student workers to assist with various tasks on campus. Students who don't show up for work or don't fulfill their work award may put an unexpected burden on the department they are working. If you are unable to fulfill your work study position, you should discuss with your supervisor what options you have.

When are pay days and where do I pick up my check?

Pay days are every other Friday. You may obtain a student work payday schedule from the UMHB Payroll Office or online at <http://bursar.umhb.edu/>. If you do not have your check applied to your UMHB Student Account, you may pick up your check in the Bursar's Office in the Sanderford building, starting at 8:00 am on paydays. Unclaimed work study checks that remain in the Bursar's Office at the end of the month are mailed to student's legal home address on file with UMHB.

Can I have my check direct deposited into my bank account?

Yes, direct deposit is available to students whose UMHB student account is paid in full. Check with the Bursar's Office to see if you are eligible and to obtain the appropriate direct deposit form.

What happens if I am not able to work all my hours resulting in a balance due on my account?

You will need to make a personal payment to pay your account balance in full immediately, or discuss other possible payment options with the Bursar's Office. It is important to notify the Bursar's Office as soon as you realize you are unable to earn the full work award to be able to take advantage of other payment options. The further into the semester, the fewer options are available.

Do you need my permission to apply my checks to my account?

When you sign your work permit, you acknowledge that your checks will automatically be applied to your account until it is paid in full. Some students choose to pay the full account balance up front so they are able to pick up checks instead of having them applied to account. If you have an account balance and would like to still pick up your work study checks, you will need to discuss your account with a Bursar's Office representative.

I have work study/duty, why does my account now show a balance due and where is the work study credit?

On your preliminary statement, your work award showed as a lump sum total along with other preliminary aid. On the first day of the semester, however, all preliminary aid is removed, and only actual financial aid appears on your statement. The work award is only paid as it is earned, therefore, the credit to your student account will only appear every two weeks on payday. As long as the balance due on your account is less than or equal to the work award remaining, and you work the expected hours per week, your account will be considered cleared, and you will not incur any additional late fees. As you work, your checks are applied to your account and you will see a declining balance due until your account is paid in full. If you have taxes deducted from your check or you are short on hours, you may owe money at the end of the semester which will be due in full before finals.



If my account is paid in full can I apply my checks to my account to build a credit for an upcoming semester?

Yes, you may request to have your checks applied to your account even if your account is paid in full. This will create a credit balance on your account. You may discuss this option with any Bursar's Office representative.

How can I prevent taxes from being deducted from my check?

Student worker wages paid through the Financial Aid work program are automatically exempt from Social Security and Medicare taxes. Federal income tax withholding, however, is based on the information you provide on your W4 form. You should refer to your personal income tax return, tax planner or your parents/legal guardians for assistance on completing your W4.