University of Hawaii at Manoa
Financial Aid Services

2026-2027 Federal Work Study Program
POLICIES

DESCRIPTION

FEDERAL WORK STUDY (FWS) is a form of federal financial aid offered to students who demonstrate financial need. Under FWS, students have the opportunity to work part-time to help defray college educational expenses.

A FWS offer does not "guarantee" employment. Recipients obtain referrals via the Manoa Career Center to on-campus and approved off-campus jobs.

In addition to federal regulations, FWS students are subject to conditions of student employment stated in the Systemwide Administrative Procedures Manual (#A9.880). Financial Aid Services (FAS) has the right to rescind all or part of FWS aid at any time should there be a change in the student's aid status. Federal regulations require FAS to revise aid to prevent a student from being over-awarded. FAS also has the right to rescind all or part of FWS aid if funds are depleted before the end of the academic year. UHM students who will be away on Study Abroad or Exchange programs will not be eligible for the FWS aid during the semester in which they are participating in those programs.

FWS EMPLOYMENT SCHEDULE

Students may NOT begin work on FWS (F1 payroll) for any period of enrollment until they have been offered FWS by Financial Aid Services (FAS) and have filled required employment documents with the Manoa Career Center.

Students offered FWS for both Fall 2026 and Spring 2027 – May observe the following work schedule, provided students are enrolled for both semesters:

Fall Semester	August 24 2026 - December 31, 2026
Spring Semester	January 1, 2027 - May 14, 2027

Students offered for the fall and spring semesters are authorized to work during the winter break if they have not earned their entire FWS aid during the academic semester.

Students offered for Fall 2026 only – May begin work on the first day of instruction, August 24, 2026 and must cease employment by December 18, 2026

Students offered FWS for Spring 2027 only - May begin work on the first day of instruction, January 11, 2027 and must cease employment by May 14, 2027

MONITORING FWS EARNINGS – A JOINT RESPONSIBILITY OF STUDENT AND EMPLOYER

Students are notified by FAS of any changes to their FWS aid. In turn, the FWS student is then responsible for notifying the employer of any change immediately. When monitoring FWS earnings, calculations must be based on 100% of gross earnings and NOT 75% of gross earnings.

FWS is offered in allotments for each enrollment period to reflect a student's financial need for the respective term. The formula below shows how to obtain AVERAGE WEEKLY WORK HOURS from an allotment. (This average may not exceed limits set by the University for student employees: 20 hrs/week while classes are in session; may exceed 20 hrs/week during semester breaks and Spring recess).

Semester Allotment ⎸Hourly Wage = Total Work Hours/Semester

Total Work Hours/Semester ÷ Number Of Weeks Per Semester = Avg. Weekly Work Hours

Unearned FWS for each semester will automatically be cancelled by FAS. Any unearned Fall FWS will not be carried over into the Spring semester.

FWS OVER-EARNINGS

Employers may continue to pay students who have exhausted their total FWS allotment provided non-FWS funds are used. However, if a student continues to earn beyond their total FWS allotment, employers will be required to reimburse the FWS account for any amount over-earned.

IMPORTANT REMINDERS TO EMPLOYERS

1. Non-Federal share of On-Campus/Off-Campus FWS student's earnings is 25%. Federal share is 75%. Federal share for approved reading and math tutors will be 100%. When monitoring FWS earnings, calculations should be based on 100% of gross earnings and NOT 75% of gross earnings.

2. FWS students are prohibited from providing voluntary services to their employers.

3. FWS students cannot be paid for work that students must normally complete without pay because it is part of their academic program.

4. FWS funds may not be used to subsidize an employee's share of fringe benefits such as paid sick leave, vacation and holiday pay or contributions to welfare or insurance programs such as Social Security, Worker's compensation or retirement.

5. ELECTRONIC TIME SHEETS: Federal regulations require that the time sheets be approved by the supervisor, and accurately reflect the exact time period that the student worked. Timesheets must be submitted on a timely basis for the period worked.

6. Employers must select the F1 payroll number on the timesheet in order to charge a student's earnings to the FWS account. The 75/25 split will be done in the payroll process and does not require the employer to do this on the timesheet. No reimbursements will be made to employers for pay inadvertently charged to the F3 payroll. The final F1 timesheet for the 2026-2027 academic year must be approved by the employing department by the Business Office deadline for the appropriate pay period. Refer to the eligibility dates on the first page of this form. Late timesheets are not authorized.

7. FWS funds are made available to assist students to cover their educational expenses. Therefore, employers may not require students to work during class time or exam periods. Employers are to inform student and supervisor that financial aid records are randomly audited every year and the auditors do check to ensure that students do not work during scheduled class time. Violation of this provision could result in charges to the department for wages earned and/or may be prohibited from further participation in the FWS program. If extenuating circumstances exist (i.e. class is cancelled) and the student does work during class time, that period should be indicated in the comments section of the time sheet and an explanation must be noted.

We certify that we have read and understand the information above, agree to all conditions, and that a copy of the signed FWS Information and Policies statement will be retained in our files.

Student's Name (PRINT)	Supervisor's Name (PRINT)
Student's UH ID Number	Supervisor's Department
Check box for signature ☐	Check box for signature ☐
Student's Signature Date	Supervisor's Signature Date

Submit the completed form to: careers@hawaii.edu
Manoa Career Center
University of Hawaii at Manoa