



Federal Work-Study Program Information Session for Students

Presented by:

Rosalind Rosado, Assistant Director of Financial Aid

Tiana Garner, Manager of Student Employment

Agenda

- What Federal Work Study is (FWS) and how it is awarded
- Benefits of FWS
- Eligibility requirements
- FWS policies
- How to accept your FWS award
- Where to apply for FWS positions
- Jobs in Workday
- Community Service Jobs
- What happens after you apply
- Reasons Students are not onboarded or Paid

Overview of the Federal Work Study Program

- FWS is a federally funded program that offers part-time employment opportunities to undergraduate students who demonstrate financial need
- Awards must be earned through a part-time Federal Work-Study position
- Position can be on or off-campus
- We are currently in the 2026-2027 award year
- The FWS Program is available for Fall 2026, Spring 2027 and Summer 2027
 - June 30th is the end of the fiscal year
 - Students who wish to work during the summer must contact Financial Aid to confirm eligibility. They must have a valid 27-28 FAFSA on file, an accepted FWS award, complete federal verification if selected, and maintain at least half-time undergraduate enrollment status (credits must count towards their Program of Study) for fall 2027

What Does the Office of Financial Aid Manage?

- Determine FWS eligibility based on each student's financial need
- Manage FWS awards by increasing, reducing, reinstating, or canceling awards when necessary
- Monitor the FWS budget and spending throughout the year to ensure available funds are fully utilized without exceeding our allocation
- Award strategically: We may offer more FWS than our total allocation because historically, not all students accept or use their full awards
- Review unused awards: FWS may be cancelled in a future term if a student does not secure a position. Students can contact our office to see if funding is available to reinstate their award if they later decide to apply for a position.

FWS is a collaborative process involving multiple departments

FWS Benefits

- Earn money to help cover educational expenses
- Opportunity to reduce student loan debt
- Flexible work schedules designed to accommodate students' class schedule (up to 20 hours maximum per week but some supervisors may limit hours based on grade level)
- Community Service opportunities
- Develop valuable work experience
- Helps to develop transferable skills and build resumes
- Chance to network with faculty and staff to foster valuable connections that may lead to future opportunities
- FWS earnings do not count against the income on the FAFSA when determining federal need-based aid

Eligibility Requirements

- Complete the Free Application for Federal Student Aid (FAFSA) on studentaid.gov each year prior to April 15th.
- Demonstrate substantial financial need (financial need is the difference between cost of attendance (COA) and the Student Aid Index (SAI). Other need-based financial aid is then deducted to determine a student's remaining financial need.
- COA refers to the total amount of direct and indirect educational expenses
- Key components of SAI calculations: Income, Adjusted Gross Income, Assets, Family Size, Allowance and Deductions, Pell Grant Eligibility
- Funds are limited and offered on a first-come, first-served basis
- Accept your FWS award on your myStevens financial aid portal
- Eligibility could change

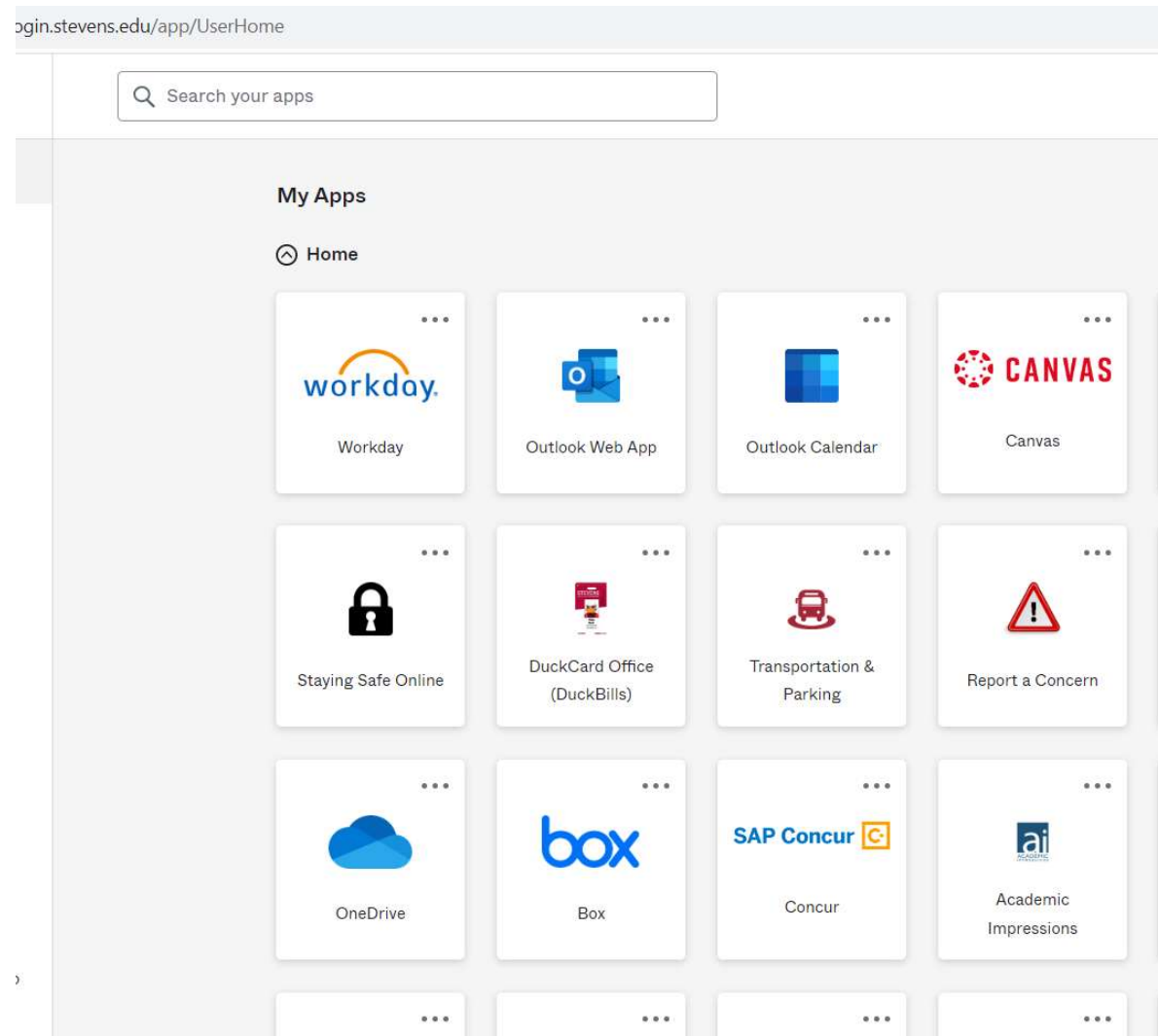
Outside scholarships may cause a reduction of aid, if the total aid exceeds the Cost of Attendance or the student's remaining financial need

Policies

- FAFSA must be completed and federal Verification documents for FAFSA must be submitted if you are selected for federal verification
- Satisfactory Academic Progress is required
- Students should not work more than 20 hours per week
- Students may earn full award in one semester
- Students may only work one FWS job at a time
- Students out on co-operative learnings are ineligible for FWS for that term
- Only undergraduate students are eligible
- Students must be, at least, half time and credits must count towards their program of study
- Students should not earn more than their FWS award (they must contact the Office of Financial aid to determine further eligibility or possible adjustments)
- Students may work during breaks/vacation. If summer work is available:

How to Accept FWS Awards

- Log into my.stevens.edu
- Financial Aid



How to Accept FWS Award (continued)

- Select the **menu** icon on the upper-left
- Accept/Decline your Financial Aid Offer

The screenshot displays the Stevens Institute of Technology Financial Aid Portal. At the top, the header includes the institution's name and a 'PowerFAIDS' logo. The main content area is titled 'Welcome' and 'Welcome to the Stevens Financial Aid Portal'. It provides instructions on how to use the drop-down menu to view financial aid offers, accept, decline, or reduce federal direct loans, and view missing or incomplete requirements. A sidebar on the right contains a '2026/2027' section with a 'The 2026-2027 FAFSA is available! Don't delay - complete yours today!' announcement, followed by details for new students and renewal students, and a list of important dates. The bottom navigation bar features a 'Home' button and a highlighted 'Accept/Decline your Financial Aid Offer' button, along with links to 'Documents & Messages' and 'Undergraduate College Financing Plan (CFP)'.

Stevens Institute of Technology Financial Aid Portal
Institution Name

Stevens Institute of Technology Financial Aid Portal
PowerFAIDS

Welcome
Welcome to the Stevens Financial Aid Portal

Use the drop down menu to:

- View your financial aid offer
- Accept, Decline, or reduce the Federal Direct Loans offered to you
- View Missing or Incomplete Requirements
- View your Federal Loan History
- View disbursed financial aid
- Access and print The College Financing Plan (Formerly the Financial Aid Shopping Sheet)
- You may Upload Documents to missing or incomplete requirements in the Documents & Messages page if you see a link "Upload it now!" You may only upload PDFs and JPEGs. Once uploaded the Document will be transmitted to our office securely.

Important!

- Beginning June 2026, financial aid offers for the 2026-2027 academic year will be available to returning students. Notification of availability will be emailed to your @stevens.edu email address.
- You **must read and acknowledge** the Terms and Conditions of the financial aid offered to you for the funds to disburse to your student account.
- **Navigate to "Accept/Decline Your Financial Aid Offer" to access the Terms and Conditions and to accept, decline or reduce Federal Direct Loans if offered to you.**
- Students who are offered Federal Direct Student Loans must accept their loan offer for the loan(s) to be disbursed to their student account.
- **Housing Status Update Form:** If you are a continuing undergraduate student, graduate student or a doctoral student you may complete a Housing Update Status Form" in the Application Portal. This form will inform the Office of Financial Aid of any change to your housing plans.

Financial Aid Counselors by last name

[Residential Reports \(R&R\)](#)
Assistant Director of Financial Aid
201-216-6128

2026/2027

The 2026-2027 FAFSA is available! Don't delay - complete yours today!

Stevens Institute of Technology's 2026-2027 Free Application for Federal Student Aid (FAFSA) priority filing deadline is April 15, 2026.

For NJ residents only:

New students beginning in Fall 2026 who have never received NJ state aid must file their 2026-2027 FAFSA by September 15, 2026.

New students beginning in Spring 2027 who have never received NJ state aid must file their 2026-2027 FAFSA by February 15, 2027.

2026-2027 NJ State Deadlines

Renewal Students (students who have received NJ State grants in a prior academic year and want to renew their aid for 2026-2027):

- FAFSA Deadline: April 15, 2026
- Complete State Record in [NJTRANS](#) October 1, 2026
- Spring 2027 only: complete state record in [NJTRANS](#) March 1, 2027

New students and Non-Renewal Students (first time college students and students that did not receive state aid in a previous award year):

- FAFSA Deadline: September 15, 2026
- Complete State Record in [NJTRANS](#) October 1, 2026
- Spring 2027 only: FAFSA Deadline February 15, 2027
- Spring 2027 only: Complete state record in [NJTRANS](#) March 1, 2027

Important Dates

Home

Accept/Decline your Financial Aid Offer

Documents & Messages

Undergraduate College Financing Plan (CFP)

Update FWS Award Status: (Accept or Decline)

Your Budget Information	
Cost of Attendance Category	Amount
Tuition and Fees	\$68,230.00
Food & Housing - I	\$2,270.00
Books & Supplies	\$1,200.00
Miscellaneous	\$1,050.00
Transportation	\$500.00
Loan Fees	\$70.00
Total Cost of Attendance	\$73,320.00

We are pleased to be able to offer you the following assistance for this academic year:

Your Financial Aid Offer				
Fund Name	FALL 2026	SPRING 2027	Total	Message
Edwin A. Stevens Scholarship	\$12,500.00	\$12,500.00	\$25,000.00	
Castle Point Grant	\$2,500.00	\$2,500.00	\$5,000.00	View Message
Fed Direct Subsidized Loan	1750	1750	\$3,500.00	View Message
Fed Direct Unsubsidized Loan	3000	3000	\$6,000.00	View Message
Federal Work Study (FWS)	\$1,000.00	\$1,000.00	\$2,000.00	View Message
Total	FALL 2026 Total: \$20,750.00	SPRING 2027 Total: \$20,750.00	Total: \$41,500.00	
Decline All Accept All				

Keep Track of Your Federal Work-Study Award

Example:

- \$2,000 FWS awarded
- \$15.92/hour standard minimum wage
- $\$2,000 / \$15.92 = 125$ hours

Plan Your Hours

- If you work 10 hours per week:
 $125 \text{ hours} / 10 \text{ hours} = 12.5 \text{ weeks}$
15.92/hour standard minimum wage

Your FWS award is not guaranteed earnings

- You are paid only for the hours you work and report on your timesheet

***Important:** Keep track of your hours and earnings throughout the semester. Do not exceed your FWS award amount. If you are getting close to your limit, contact the Office of Financial Aid to determine whether your award may be increased.*

Federal Work-Study Program / Student Employment Information Session for Students What's Next with Student Employment



Presented by:

Rosalind Rosado, Assistant Director of Financial Aid

Tiana Garner, Manager of HR Operations and Student Employment

Students must apply on the Student Job Board

Option 1

- Navigate to **MyStevens**
- My Apps dashboard
- Menu (Three Lines, Top Left Corner)
- Click "**Student Job Hub**", under Student Jobs and
Go to Search, type " **Federal work-study Jobs**"
- This will show all current available jobs

How can Students find a Job on Campus?

- Apply on the Job Board using MyStevens
- Use the contact information provided within the job post
- Wait for the managers response to your application
- Follow up with the manager of the position you are interested in
 - Contact information will be provided in the posting



How to find FWS Job Opportunities

Option 2

- New FWS Eligible Students workers can apply using the Stevens website
 - Go to www.stevens.edu
 - Search for Student Employment
 - Select “ Job Opportunities for new student employees / returning student employees

How to Apply for Student Employment

All student employment listings can be found on using the Student Job Board. Click the linked below for new and returning student employees.

STUDENT JOB BOARD



What you will see in Workday

× Search

Time Type ▼

Job Category ▼

Organization ▼

More ▼

Search: "FWS student" ×

[Clear All \(1\)](#)

46 JOBS FOUND

FWS Field Hockey Assistant

📍 Hoboken, NJ - Main Campus

🕒 Posted 6 Days Ago

RQ27410

FWS Bowling Alley Attendant

📍 Hoboken, NJ - Main Campus

🕒 Posted 8 Days Ago

RQ27396

FWS - Student Assistant, Office of Diversity, Equity and Inclusion

📍 Hoboken, NJ - Main Campus

🕒 Posted 10 Days Ago

RQ27301

What you will see in Workday (On Campus)

FWS Field Hockey Assistant

 Hoboken, NJ - Main Campus

 Posted 15 Days Ago

RQ27410

FWS Bowling Alley Attendant

 Hoboken, NJ - Main Campus

 Posted 17 Days Ago

RQ27396

FWS - Student Assistant, Office of Diversity, Equity and Inclusion

 Hoboken, NJ - Main Campus

 Posted 19 Days Ago

RQ27301

FWS Community Service - Hoboken Museum

FWS - Student Assistant, Office of Diversity, Equity and Inclusion

Apply

 Hoboken, NJ - Main Campus

 Part time

 Posted 19 Days Ago

 RQ27301

Job Description

Job Requirements

- Must be a currently enrolled Stevens student receiving federal work study aid
- Experience or deep interest in developing analytical skills for academic research
- Comfortable asking questions
- Ability to take initiative, self-motivate and function independently

Departments that Employ FWS Students

- Athletics
- Library
- Mechanical Engineering
- ECE – Electrical and Computer Engineer
- Biomedical Engineering (BME)
- Chemistry and Chemical Biology Department
- School of Systems and Enterprising Administration

Community Service Employers

- St. Matthew Trinity Lutheran Church
- Hoboken Public Schools
- All Saints Child Development Center
- St. Mary's Advocates of Hoboken
- City of Hoboken
- Hoboken Museum
- Symposia Bookstore

Please read job descriptions in the job posting to contact the point person for the community service position you are interested in. Upon making contact, interviewed and accepted for a job, please contact the Office of Student Employment to set up the job.

FWS Community Service Jobs

RQ30577 FWS - Student Community Service Assistant - City of Hoboken (Open)



RQ30578 FWS Community Service - Symposia Bookstore (Open)

RQ30657 FWS- Community Service Worker (St. Mary's Advocates of Hoboken) (Open)

RQ30677 FWS Community Service Student Worker - St. Matthew Trinity Church (Open)

RQ30679 FWS Community Service - Hoboken Museum (Open)

RQ30680 FWS- Community Service - Hoboken Middle School (Open)

What you will see in Workday – Community Service Jobs

Reach out to the Community Service Directors Directly

FWS Community Service - Hoboken Museum

Apply

 RQ27366

Job Description

This position is for Stevens students currently enrolled. Must have at least 6 credits. Requirement: Candidate must have received a Federal Work Study on your Financial Aid Award Letter. Students can speak with Student Employment regarding further job questions. This position is for Stevens students currently enrolled.

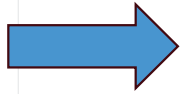
The Hoboken Museum is looking for general help during museum hours on Tues ,Weds, and Thursdays from 2 to 7..and weekends 12 to 5.. The student workers can assist with kids art classes, meeting and greeting museum visitors and organizing and cataloging museum artifacts.

The museum also have technology and media needs no heavy lifting required. To learn more please contact Direct Robert Foster @ 201-656-2240.

What Happens After You Apply?

Application & Hiring Steps

- Complete the application or the application is initiated by the recruiter or hiring department
Offer extended and start date agreed to
- Workday tasks appear in your inbox
- Complete Form I-9 and upload requested documentation
- Student Employment reviews required items
- Once onboarding is complete, you will receive notifications and emails from Workday



Important: Do not begin work until your required onboarding and Student Employment approvals are complete.

Complete your Workday tasks promptly

1. Check Workday

- Log in through My Stevens.
- Review your profile and inbox regularly.
- Open each task and follow the instructions.

2. Verify your information

- Confirm your name and address are accurate.
- Make any needed updates before submitting tasks.
- Use the information that matches your official records.

3. Submit requested items

- Complete tasks as soon as they appear.
- Upload requested documentation where instructed.
- Watch for messages from Student Employment.

Fastest path: Check Workday daily until Student Employment confirms your onboarding is complete.



Important: Do not begin work until your required onboarding and Student Employment approvals are complete

ELIGIBILITY VERIFICATION

Form I-9: What You Should Know

Purpose

- Form I-9 is used to verify identity and employment authorization for individuals hired to work in the United States.

Document choice

- Students choose from the official Form I-9 Lists of Acceptable Documents.

[I-9 Lists of Acceptable Documents](#)

Start-work reminder

- Do not start work until Student Employment has confirmed the required onboarding steps are complete.



Important: Do not begin work until your required onboarding and Student Employment approvals are complete



Acknowledgments and Agreements



Agreements in Workday

- Job information acknowledgments
- Copyright Agreement
- Invention & Patent Agreement

FWS Students Interested in Community Service

- For FWS Community Service jobs, please contact the Student Employment Office once you've applied.
- A Student Authorization Form will be required. (You can only obtain this from the Student Employment Office.

EXHIBIT A
Page 1 of 4

STUDENT EMPLOYMENT AUTHORIZATION FORM

Student Name

First MI Last

Stevens ID Number _____

Federal Work Study Authorized Award: **Amount will vary.**

Rate of Pay per Hour **\$17.00**

Total Number of Hours Authorized ¹: **Based off Awarded Amount** (total award divided by the hourly rate)

Reasons Students are not Onboarded or Paid



Onboarding Requirements have not been met – Please read your email in its entirety.



Missing documents -

Social Security Card/ proper identification



For Community Service Only, you are will required to have an Authorization form completed.



Late time entry – All hours must be recorded in Workday.



Cancellation or adjustment of FWS awards – Change in your FWS award.



Difficulty finding positions – you can only receive pay if you have a job.

Payroll

Payroll processing may depend on required employment and tax information, including an SSN. Contact Student Employment if an SSN is pending.

What may happen

- First payment may move to a later pay period.
- Payment amounts may be recalculated across remaining pay periods.

What should not change

- The total stipend amount should not be reduced because of timing alone.
- Use Payroll-approved examples only.

What students should do

- Respond quickly to Student Employment requests.
- Ask questions early if SSN timing may affect payroll.



Dates to remember

September 4, 2026

Workday hire deadline for first entering your hours to receive pay

Be fully hired in Workday by this date to align with the first scheduled payment.

September 11, 2026

First scheduled paycheck date

Payment depends on timely completion of Workday, I-9, and payroll processing steps.

Where to go for help

Best first contact

- Email the Student Employment Office inbox for student employment questions.
- Use the team inbox so requests can be tracked and routed.
studentemployment@stevens.edu

Second contact

- Tiana Garner, Manager, Student Employment @ tgarner@stevens.edu

For all Student and Federal Work-Study processing questions, use the Student Employment Office inbox unless directed otherwise.

Tip for students: send one clear email with your name, Stevens ID, department, and the Workday task or payment question.



Where to go for help or Frequently Asked Questions



**ARE YOU INTERESTED IN STUDENT
EMPLOYMENT?**

To get immediate answers to your top questions, scan
the QR code below for instant guidance on campus
jobs, application processes, and required forms.

SCAN TO VIEW FAQs



Tip for students: send one clear email with your name, Stevens ID, department, and the Workday task or payment question.



Office of Financial Aid
Wesley J. Howe Center Lobby
Financialaid@stevens.edu
Rrosado@stevens.edu



Office of Student Employment
Wesley J. Howe Center 7th FL
studentemployment@stevens.edu
Tgarner@stevens.edu

THANK YOU

Stevens Institute of Technology
1 Castle Point Terrace, Hoboken, NJ 07030